

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

At the end of each academic year departments, the administrative offices, and the library submit a list of upgrades, regular requirements, repairs required. From time to time various audits (Fire audit, green audit etc) are conducted and the report scrutinized by the Principal for action required.

The information is collated and scrutinized by the Principal, Treasurer and Registrar.

The list is finalized based on urgency and according to funds available.

The budget is then prepared. The amount is made available from a College Development Fee of Rs 500/- collected from each student. Shortfall in finance is met by the management.

The budget is prepared by the Accounts Department and scrutinized by the CDC and the Board of Management of Wilson College.

Once the amounts are sanctioned, the purchase committee calls for three quotations and the purchases are made and repairs carried out.

Optimum utilisation of classroom and lab spaces are ensured through a centralized time-table.

LCD equipped rooms/equipment can also be booked through the principal's office.