



University of Kota, Kota

M.B.S. Marg, Near Kabir Circle, Kota-324005 (Raj.)

Website: www.uok.ac.in

4.4.2: Procedures and policies for maintaining and utilizing physical, academic and support facilities

Policies, rules and regulations are framed by the University Board of Management (BOM). <https://www.uok.ac.in/act-statutes>

The University has an Estate Office which is responsible for the maintenance of all the properties of the University, including classrooms and laboratories. The Estate Department takes care of landscaping works, planting of saplings, clearing of grass and vegetation, water and power supply etc. The green initiatives are overseen by the estate office and Committee under the **Vriksh Mitra Yojna** of the University.

The physical and academic facilities such as buildings, roads, gardens, computers, sports equipment and laboratory instruments are maintained by Annual Maintenance Contract (AMC) / Comprehensive Maintenance Contract (CMC) as per the state Govt. / University norms. Entire tendering process is overseen by the University purchase Committee in Chairmanship of the Registrar. <https://www.uok.ac.in/Registrar>

Maintenance of the IT infrastructure takes place through AMCs under the control of the Director, IT Cell. Every year this process is done through tender process following the norms of the state Govt. / University. Further, the IT Cell of the University taken care of the Automation, Electronic Information Exchange, University Website functioning, official E-mail id(s) management of the students, teachers and employees, online form filling and fee deposition (for admission and examination), Campus Network, surveillance through CCTV and campus Wi-Fi, Dark Zone removal etc. <https://www.uok.ac.in/IT-Cell>

The routine daily cleaning of the entire campus is done through contractual staff of the private agency as per the procedure laid down by the University under the supervision of University General Administration Department. The security services in the campus are done through the Home Guards Department of the state Govt. and monitor by the University Proctor office. <https://www.uok.ac.in/Proctor>

Sports facilities in the campus are maintained by the Director, Physical Education from its allocated budget. Outside institutions, agencies and individuals are required to pay for the use of facilities and therefore a fund generated is deposited in the University fund. <https://www.uok.ac.in/Department-of-Physical-Education>

The central library is using SOUL (Software for University Library) software for its automation activities and providing facilities of printed and electronic journals through the

UGC-INFONET Digital Library Consortium, now known as E-Shodh Sindhu (INFLIBNET Centre) in different disciplines. Central library is also providing facility to the research scholars to check the plagiarism through URKUND (an anti-plagiarism software) facility for detecting, preventing and handling plagiarism for helping research department of the Universities to encourage original writing. <https://www.uok.ac.in/University-Central-library>

The University ensure the optimal utilization of its physical facilities, i.e., classrooms, laboratories, computer labs, and sports facilities through the concerned Unit Heads. The facilities such as sports complex and guest house are available beyond working hours and on holidays too. The classroom and laboratories are utilized on sharing basis. Scientific instruments are accessible and made available to the faculty, students and researchers both in-house and outstation on nominal charges.