

## CHAPTER XXIV

### GRANT OF AFFILIATION TO ANY COLLEGE OR AN INSTITUTION TO THE UNIVERSITY AND TO WITHDRAW AFFILIATION THEREFROM UNDER SECTION 7(i) AND SECTION 8 (1) AND (2) OF THE ACT

#### **Objective**

1. The objective of these statutes is to grant affiliation to run a private college/institute by a Trust / Society registered under Trust/Societies Registration Act for imparting education in the field of Veterinary and Animal Sciences, Dairy Sciences, Fisheries and Allied Sciences, in the State of Haryana.

#### **Eligibility**

2. Only Trust/Society registered under Trust/Societies Registration Act, as applicable, will be eligible to apply for affiliation of a college or an institute run by it.

#### **Procedure**

3. (1) A college/institution established/to be established by a registered Trust/Society, intending to impart education for the award of degree(s) in the disciplines of Veterinary and Animal Sciences located within the State and established after commencement of Lala Lajpat Rai University of Veterinary and Animal Sciences Hisar Act, 2010, shall be affiliated to the University on satisfying such conditions as laid down in these Statutes for the purpose of affiliation.

(2) Interested Trust/Society (applicant body) will submit a request for affiliation on a prescribed application form available from the office of the Registrar, at a cost prescribed for the purpose. It will be submitted along with processing fee and other essential documents like the self declaration regarding facilities developed by the applicant body as per Veterinary Council of India (VCI) for the Minimum Standards of Veterinary Education (MSVE) first year of B.V.Sc & A.H. and growth plan for the second and subsequent years. The applicant body will also add the undertaking on a non-judicial stamp paper of Rs. 1000/- duly attested by the First Class Executive Magistrate and original 'No Objection Certificate' (NOC) from State Govt. of Haryana.

(3) The application will be processed by the University. The University will exercise control over the college/institute as per norms / rules / provisions / guidelines for affiliation of a private Veterinary College in the State of Haryana as given in Annexure - II.

(4) Trust/Society which intends to impart education for award of degree in Dairy Sciences, Fishery Sciences and allied Sciences will also apply in the format prescribed by the University for the purpose. These will be governed with the norms / rules / provisions / guidelines for affiliation of a private college given in Annexure-II along with instructions from concerned statutory regulatory bodies such as VCI, University Grants Commission (UGC) and Indian Council of Agricultural Research (ICAR) etc.

#### **Powers to withdraw affiliation**

4. The affiliation granted to a private college / institute can be withdrawn at any time by the University as and when violation of any provisions of the rules, guidelines or notifications issued by the University/ Govt. of Haryana/VCI/ ICAR or any other appropriate authority, and conditions laid down in Annexure-II comes in its notice. No suit, prosecution or other legal proceedings shall lie against the University or State Govt. or any officer or employee or any other person authorised by the State Govt./the University for anything which is done or intended to be done in good faith under the guidelines/rules as in clause 3 above or to the notifications issued by the University from time to time.

#### **Liability of University in case of withdrawal of affiliation**

5. The candidates shall be taking admission in a private college/institute at their own risk without any liability, financial or otherwise, on the part of the University or the State Govt. The private college/institute will ensure that the candidates and their parents are informed well in advance.

#### **Jurisdiction**

6. Jurisdiction for all disputes will be at Hisar.

**REVISED AFFILIATION RULES FOR B.V.Sc.&A.H. PROGRAMME  
EFFECTIVE FROM 2015-16  
(APPROVED BY BOARD OF MANAGEMENT VIDE ITEM NO. B-33  
OF ITS 10<sup>TH</sup> MEETING HELD ON 10.02.2015)**

**LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES  
(LUVAS), HISAR**

**APPLICATION FORM FOR GRANT OF AFFILIATION TO A PRIVATE  
COLLEGE / INSTITUTE**

**Price: Rs.5000.00**

1. Name and address of the College/ Institution seeking affiliation with  
Telephone No., Fax No., e-mail and website:

2. Name and address of the Trust or Society with  
Telephone No., Fax No., e-mail and website:

3. (a) Name(s) of the degree course(s) for which affiliation is sought:

(b) Academic year for which affiliation is sought:

4. Particulars of NOC from Haryana Govt. (Attach in original)

5. Management

(a) Management of Trust or Society:

(b) Whether Trust or Society is registered under Societies Registration Act 1860 / Haryana Registration and Regulation of Societies Act, 2012. If so, the Registration No. of Trust / Society: (Attach self attested copy of registration certificate)

(c) Constitution and composition of the Managing Committee/Governing Body and its powers: (Attach details)

(d) Resolution of Managing Committee / Governing Body for opening of a New College/Institute for the course (s) as mentioned in point 3 above: (Attach a self attested copy)

(e) Names and addresses, along with telephone No., Fax No. and e-mail, of office bearers: (President and Secretary)

6. Details of the other educational /training institutes being run by the Trust / Society:

7. Details of land including total area, split or in one piece, ownership, exclusive for the institution or being shared. Is it as per VCI norms? (Attach additional sheets with documents/proof)

8. (a) Lay out plan of buildings including covered area, change of land use certificate by Govt., provisions of fire safety, power, water, sewage connection, pollution control or any other requirement as per the existing rules and regulations in this regard with proof of approval/certificate(s) from the appropriate authorities to be attached; along with details of alternate energy and water resources.

(b) Are the buildings housing offices, lecture halls, laboratories etc. constructed as per MSVE laid down by VCI?

(c) Administrative wing, classrooms, common room, offices, staff rooms, subject-wise laboratories, library, canteen and auditorium etc. (Give details of number & dimensions of each on additional sheets)

9. Detailed financial statement showing funds available, sources of income, future resources, projected expenditure and income, fixed and liquid assets, statement of accounts, PAN/TAN, latest income tax return: (relevant proofs to be attached)

10. Hostels with details of location; whether within the campus or outside campus, total accommodation and other facilities available, security arrangements, alternate energy and water resources: (attach sheet separately for boys and girls hostels)

11. Details of residences/accommodation for staff/faculty etc. with complete address and building plan:

12. Play grounds, games, sports equipments and facilities for co-curricular activities (give details on a separate sheet), along with medical facilities, hospital, doctors etc.

13. Details of college/institute transport facilities:

14. Teaching staff recruited including Dean/ Principal/Director (as per UGC/ICAR/VCI norms). Staff already in position or yet to be recruited. (Attach a complete list of documents showing their academic qualifications, experience in relevant discipline, copy of appointment orders and other details):

15. Non- teaching staff (as per VCI norms). Staff already in position or yet to be recruited. (Attach a complete list of documents showing their qualifications, experience, copy of appointment orders and other details):

16. Supporting staff (including staff for laboratories as per VCI norms). Staff already in position or yet to be recruited. (Attach a complete list of documents showing their qualifications, experience, copy of appointment orders and other details):

17. Teaching Veterinary Clinical Complex (TVCC): Do you already have TVCC as per VCI norms? (Give details of the building and equipments on a separate sheet)

18. Institutional Livestock Farm Complex (ILFC): Do you already have your ILFC as per VCI norms? (Give details of the building, equipments, animals etc. on a separate sheet)

19. Details of equipments already purchased (make, year, date of purchase, cost etc.) / yet to be purchased: (Laboratory wise and subject wise on separate sheets)

20. Details of books and journals in the library: (list to be attached on separate sheet)

21. Details of computers laboratory/internet facilities in the college/hostels:

22. Complete name and address of the State Public Information Officer and Appellate Authority to fulfil obligations under the Right to Information Act, 2005, as applicable:

23. Any other relevant information.

Signature of the applicant  
(or Authorized Signatory)

**Note:**

1. The application incomplete in any respect will not be considered.
2. A processing fee of Rs. five lac in the form of demand draft drawn in favour of the Comptroller, Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar, payable at Hisar, must accompany the application.
3. The application not accompanied by the processing fee, declaration as per format given on the following page and the undertaking as per Annexure-I will not be considered.
4. All correspondence should be addressed to the Registrar, Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar.

## DECLARATION

On behalf of the \_\_\_\_\_ (name of Trust/Society) ,  
I \_\_\_\_\_ son/daughter of \_\_\_\_\_  
r/o \_\_\_\_\_ do hereby declare  
that the particulars furnished above in the application for grant of affiliation to  
\_\_\_\_\_ (name of college/ institution) are correct to the best of my  
knowledge and belief and that I am prepared to accept any penalty, if any of the particulars  
furnished is found to be false or misleading. I also declare that I shall abide by the conditions,  
rules and regulatory measures imposed by the University /Govt. of Haryana / VCI / ICAR /  
UGC from time to time for granting permission/affiliation to establish and run this college/  
institution and maintain the academic standards. I further declare that the Trust / Society/  
College will be falling under the Right to Information Act, 2005, as applicable.

Place:

Signature of the applicant  
(or Authorized Signatory)

Date:

Witness

Name & address

Signature

1.

2.

## **ANNEXURE-I**

(To be submitted along with the application form on a non-judicial stamp paper of Rs.1000/- duly attested by a First Class Executive Magistrate)

### **UNDERTAKING**

I \_\_\_\_\_ son/daughter of \_\_\_\_\_

r/o \_\_\_\_\_ (complete address) do hereby undertake

and declare as under:

- a) That I will adhere to the rules and regulations framed by Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar for admissions, management, academic standards or any other matter in this respect.
- b) That I will abide by the guidelines of the Veterinary Council of India regarding the establishment of new Veterinary College.
- c) That I will abide by the Haryana Government / LUVAS directions issued from time to time regarding the admission procedure, fee chargeable from the students or any other matter in this regard.
- d) That I will abide by the Haryana Government rules regarding obtaining necessary approval for constructing buildings and abide by the guidelines of Haryana Pollution Control Board / Animal Welfare Board of India or any other appropriate authority.
- e) That I will abide by directions of the LUVAS or Haryana Government to provide necessary record of the College to the Inspection Team at the time of scheduled/surprise inspections/visits.
- f) That I will abide by UGC/ICAR/VCI/LUVAS/ Haryana Government directions from time to time regarding the recruitment / selection of faculty / staff or any other matter in this regard.
- g) That I will abide by the Haryana Government rules and Central Government rules and regulations regarding welfare of employees/labour such as ESI, EPF, Minimum wages etc.
- h) That I will abide by the provisions of Right to Information Act, 2005, as applicable.
- i) That I will abide by the provisions with respect to revision of fee structure/charges and other terms and conditions related to affiliation rules and regulations of this college by State Govt./University, at any time, without any prior notice.

Place:

Signature of applicant  
(or Authorized Signatory)

Dated:



## **ANNEXURE-II**

### **Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar**

#### **A. General norms / rules / provisions / guidelines for affiliation of a private Veterinary College/Institute in Haryana**

1. Only that Trust / Society which is registered under Trust/Societies Registration Act shall be eligible to make an application, to the University, for seeking affiliation of college/institute.
2. The applicant must have obtained NOC to start a new private Veterinary College from the Government of Haryana. The NOC will have to be enclosed in original along with the application, failing which the application shall be rejected.
3. The college should possess the minimum land, other infrastructure and facilities required for establishing a private Veterinary College as per VCI norms.
4. The college shall appoint a regular Principal / Dean. The faculty / teaching staff, to be recruited by the college / institute should have essential qualifications and experience as prescribed by UGC / ICAR / VCI, for the first year B.V.Sc.& A.H. class before starting admissions. The selection procedure shall be as per the guidelines of State Govt. as applicable.
5. The College shall appoint adequate non-teaching staff for the administrative wing, laboratories, farm etc.
6. Prior to admission, the college must set up various departments including dissection hall, well-equipped laboratories based on Minimum Standards of Veterinary Education (MSVE) as per VCI. In any case, the essential requirements for the courses to be taught in 3<sup>rd</sup> and 4<sup>th</sup> semester with regards to infrastructure, building, animal farm, staff, laboratory, equipment etc. as per VCI norms must be in place before the end of the first semester.
7. It shall be the sole responsibility of the applicant body to satisfy the requirements and follow all directives of Government of Haryana, VCI, Indian Council of Agricultural Research (ICAR), LUVAS, Hisar, or any other appropriate authority designated for this purpose. The University shall only be acting as a facilitator, without any legal, financial or consequential liabilities arising out of the matters connected with affiliation.

8. Once any institute/ college is granted affiliation, it shall be mandatory for the institute/college to implement the directions/ instructions/guidelines of the University, or any other appropriate authority to maintain the academic standards and safeguard interests of the stakeholders including students, faculty, non-teaching employees and all interested, failing which, such institute/college will be liable to penal action. If the University is of the view that a private veterinary college/ institute had violated any provisions of the rules, guidelines, instructions or notifications issued by the University / Govt. of Haryana/ VCI/ ICAR or any other appropriate authority, it may take any of the following actions:

i) withdrawal of affiliation.

ii) financial fine and such a fine shall be recoverable as arrears of land revenue.

iii) cancellation of admission or registration of the students admitted in violation of the rules.

Note: Before taking any action under the above sub sections, a reasonable opportunity of being heard shall be provided to such college/ institution by the Vice-Chancellor, LUVAS, Hisar.

9. No suit, prosecution or other legal proceedings shall lie against the State Govt., University or any officer or employee or any other person authorized by the State Govt. / the University for anything which is done or intended to be done in good faith under these guidelines or the notifications issued their under.

10. If at any time during the continuation of affiliation, the Government of Haryana, VCI or LUVAS raises any objections or makes any observations in view of the requirements of VCI/ ICAR or any other law, it shall be mandatory on the part of the college/institute to take immediate remedial measures and file compliance.

11. Any punitive/ suggestive/ advisory action by the Government of Haryana/ Veterinary Council of India/LUVAS, Hisar shall be binding on the institute/college. University affiliation or any other action shall not override the issues raised by the Government of Haryana, VCI or LUVAS.

12. The University may appoint such number of visitors/inspectors, as it may deem necessary to inspect any aspect of the affiliated institute/college. The visitors/inspectors shall have the powers for photography/ videography but may not interfere with the conduct of any training or examination. They shall submit the inspection report to the Vice-Chancellor through the Registrar.

13. The University shall be empowered to institute an enquiry into the affairs related to academics/ admissions/examinations/ affiliation/ any other matter, of the affiliated institute/college for which it shall be mandatory for the affiliated college/institute to provide required information and extend cooperation.

14. The Trust/Society/College shall be bound to respond to the provisions of RTI Act -2005, as applicable and operate in a transparent way with respect to all affairs of the college.

15. A committee of the following will be constituted by the Vice-Chancellor of the University for receiving and enquire into the grievance(s) of the students or teachers and other staff of the said college/institute or the general public.

a. Vice-Chancellor's nominee	Member
b. Registrar of the University	Member
c. Dean, COVS, LUVAS	Member
d. Dean/Principal of the private college/institute	Member
e. One Rep. from senior faculty of the private college/institute	Member
f. One female teacher, if any, of the private college/institute	Member
g. One Rep. from Non-Teaching staff of the private college/institute	Member

**Note: Senior most member of the committee amongst at Sr. No. a, b, c above will act as Chairperson.**

16. The University reserves the right to change any rules/guidelines/ requirements/ fee/ charges related to affiliation of a private Veterinary college at any time without any prior notice.

## **B. Procedure of applying for grant of temporary affiliation**

1. The applicant must have obtained NOC from the Government of Haryana to start a new private Veterinary College. The NOC will have to be enclosed in original along with the application, failing which the application shall be rejected.

2. After obtaining NOC from the Govt. of Haryana the application for temporary affiliation should be submitted to the Registrar, LUVAS, Hisar in the 'Prescribed Application Format' available from the Registrar of the University at a cost as prescribed for this purpose. The application must be accompanied with a processing fee of Rs.5,00,000/- (Rs. five lac) in the shape of a bank draft drawn in favour of the 'Comptroller LUVAS, Hisar' payable at Hisar along with NOC in original, essential documents and a self declaration regarding facilities developed by the applicant body as per the Veterinary Council of India (VCI) norms for the first year of B.V.Sc.&A.H. and growth plan for the second and subsequent years. The last date for submission of application in the office of the Registrar of the University will be 31<sup>st</sup> March of the preceding year of admission during an academic year. The last date shall be 30<sup>th</sup> April with late fee of Rs.50,000/- (Rs. fifty thousand). This application, along with processing fee, shall be valid only for a period of two years or up to grant of approval by the VCI to start the college, whichever is earlier, for 1<sup>st</sup> year only. For subsequent academic years, the application shall be valid for only forthcoming academic session. If the applicant fails to obtain affiliation of the University / permission from VCI, it shall have to apply afresh along with processing fee of Rs. five lac. The processing fee, once paid, shall not be refunded in

any case viz., on withdrawal or rejection of the application or the VCI not approving the admission or the University deciding not to grant affiliation.

3. The Trust/Society of the said college will be required to provide the bio-data of the faculty recruited along with their photographs and original academic certificates. If any faculty member resigns/rejoins/freshly joins, the information must be furnished to the University.

4. When the requirements including staff (as per the MSVE prescribed norms) for the first year B.V.Sc. & A.H. are in place, the management of the college will file a report along with a video CD of the available facilities and make a presentation of the facilities to the University through the Registrar and request for inspection. The University shall constitute a committee for assessment of the facilities through a presentation made by the applicant. Consequent to the video presentation, if the University authorities are satisfied that the facilities developed by the applicant are *prima facie* worth inspecting; the University shall constitute an Inspection Team for inspection of the college after the inspection fee of Rs.50,000/- (Rs. fifty thousand) is deposited by the applicant. If the University authority finds that the facilities are seemingly inadequate, the applicant body shall be apprised of the same. In such a case, the applicant body may improve the facilities and again make a presentation along with a fresh video CD to the University authorities.

5. At the time of inspection, the applicant body should ensure that all the required staff (teaching as well as non-teaching) have been recruited as per UGC/ICAR/VCI guidelines and norms and are physically present at the time of inspection, failing which, affiliation may be denied and the entire process of affiliation may have to be started afresh. The records related to qualifications, relevant experience, provident fund / pension scheme, designation of employees and their other terms and conditions of service shall have to be placed before the inspection team.

6. The Inspection team shall submit the report to the Registrar, LUVAS, Hisar for placing it before the Academic Council. In case, the Academic Council does not approve the same, the applicant body shall be apprised of the same.

7. If the Academic Council approves the report, it shall be placed before the Board of Management along with observations / recommendations of the Academic Council.

8. After approval of the Board of Management, the University shall ask the college to deposit the annual temporary affiliation fee of Rs.1,00,000/- (Rs. one lac) in the shape of bank draft drawn in favour of the Comptroller, LUVAS, Hisar, for the relevant academic year, within 30 days. Thereafter, a late fee at the rate of 15% per month or part thereof will be charged. After deposition of affiliation fee, the University will issue orders of temporary affiliation.

9. The University will have the right to carry out inspections of the college, scheduled or without any prior information, at any time.

### **C. Admission of students and subsequent annual affiliations**

1. The college/institute must obtain approval of the VCI prior to admission of students in the first year B.V.Sc. & A.H. programme. The college/institute will not be able to admit students for any session without the prior permission of the LUVAS and VCI.

2. (i) **Admission to the first year B.V.Sc.&A.H. in a private Veterinary college** shall be made for a maximum of 60 seats (state quota plus management quota) or as approved by the VCI, out of which fifty per cent of the seats will be filled up by the University on the basis of the inter-se merit of the candidates in the common entrance test conducted by the LUVAS and shall follow the reservation pattern as per the State Government guidelines. The rest of the fifty per cent seats, including fifteen per cent seats under NRI quota, shall be filled up by the management. The admission for all the seats (state quota as well as management quota) shall be made on the basis of the inter-se merit of the candidates (except the Foreign Indian /NRI students) in the common entrance test conducted by the LUVAS. The vacant seats in either of the quota viz; state quota and management quota are non-transferable. Only those students who have cleared the prescribed Entrance Test of the University shall be eligible for both types of seats. The complete fee with all funds of state quota seats will be deposited with the University and the private college will not be allowed to charge any money directly. The University will transfer the money subsequently into the account of the college.

(ii) **The constitution of admission committee for both types of seats will have:**

- (a) A nominee of the Vice-Chancellor, LUVAS
- (b) A nominee of Dean, College of Veterinary Sciences, LUVAS
- (c) Dean/Principal of private College
- (d) Representative of Principal Secretary, Deptt. of Animal Husbandry and Dairying,  
Haryana not below the rank of Class - I officer
- (e) One teacher of private college

**Venue of Counselling:** The counselling for state quota seats will be held at LUVAS Campus. The counselling for management quota seats will be held at the Campus of respective college / institution.

(iii) **The fee structure** for the State quota seats as well as that of management quota seats shall be as decided by the Govt. of Haryana.

3. For admission under NRI quota preference may be given to the Foreign Indian students who have ancestral background of the State of Haryana.

4. The college will develop, preserve and maintain a conducive academic atmosphere with zero tolerance to ragging as per UGC guidelines issued from time to time and may not allow, promote or encourage any activity adverse to it.

5. The college should also have a 'cell' to address the atrocities, if any, on women, SC/ST or minorities as per the guidelines of Hon'ble Supreme Court/Govt. of Haryana.

6. Before the end of the 1<sup>st</sup> semester of the academic session, the management of the college/institute will make a presentation to the University authorities through the Registrar of University about the facilities developed to meet out the requirement for subsequent year along with a video CD and make a request to depute an inspection team. The applicant body shall have to deposit an inspection fee of Rs.50,000/- (Rs. fifty thousand) to the University in the shape of a bank draft drawn in favour of the Comptroller, LUVAS, Hisar.

7. Consequent to the presentation and viewing of the video CD, if the University authorities are satisfied that the facilities developed for the subsequent year i.e. 2<sup>nd</sup> /3<sup>rd</sup> /4<sup>th</sup> /5<sup>th</sup> year, as the case may be, are *prima facie* worth inspecting, the University shall send a team for inspection. If the facilities are seemingly inadequate, the applicant body shall be communicated in writing. In such a case, the applicant body shall have to develop adequate facilities, well before the admissions of the next session, failing which the college shall not be allowed to admit fresh students till the adequate facilities are developed and approved by the University and VCI.

8. After passing out of the first batch of students from an affiliated college and following inclusion of the qualification in Schedule 1 of the Indian Veterinary Council Act, 1984 by the Government of India, the college shall qualify for permanent affiliation and the University will stop giving further annual affiliation.

9. For getting permanent affiliation consequent to fulfilling the conditions mentioned above, the college shall be required to deposit one time non-refundable affiliation fee of Rs.50,00,000/- (Rs. fifty lac) in the shape of a bank draft drawn in favour of the Comptroller, LUVAS, Hisar. In addition, the College/Institute shall tender an irrevocable bank guarantee of Rs.1,00,00,000/- (Rs. one crore) as surety pledged to the LUVAS, Hisar. If the college fails to fulfil the norms and requirements of Veterinary Council of India, State Govt., LUVAS, Hisar or any other authority established by law for the purpose, at any subsequent date, the bank guarantee will be en-cashed by the LUVAS. In such circumstances, no further students shall be allowed to be admitted to such college.

10. A sum of Rs. three lac per class per year with an incremental increase of Rs.30,000/- per year per class will be charged annually, as administrative expenses, from the affiliated College before the beginning of each session in the shape of a bank draft drawn in favour of the Comptroller, LUVAS, Hisar.

11. The candidates shall be taking admission in private veterinary colleges at their own risk without any liability, financial or otherwise, on the part of LUVAS, Hisar or the State Govt.

12. The college should uphold the sanctity of examinations and shall abide by the rules and regulations of the University for Internal as well as External examinations and evaluation system. The expenditure in this regard shall have to be borne by the affiliated college. The University shall have the powers to depute any number of invigilators to supervise the conduct of different examinations. Guideline for the conduct of examinations and related matters shall be formulated and circulated separately by the University.

### **Summary of various charges**

1. Cost of application form :	Rs.5000/- only
2. Processing fee :	Rs. five lac each time
3. Administrative expenses :	Rs.3.0 lac per class per year with an incremental increase of Rs.30,000/- per year per class
4. Inspection fee :	Rs.50,000/- each time
5. Temporary affiliation fee :	Rs. one lac per year
6. One time permanent affiliation fee after passing out of 1st batch:	
(i) Bank Guarantee/Surety :	Rs. one crore Bond pledged to LUVAS
(ii) Demand Draft:	Rs.50,00,000/- only

**Note: The fee/charges etc. are liable to be changed by the University at any time.**