

NORMS, PROCEDURE AND GUIDELINES OF DIPLOMA COURSES (W.E.F. 2015-16)

(With amendments upto 64th meeting of Academic Council held on 16.09.2023)



**INSTITUTE OF PARA VETERINARY SCIENCES
LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES,
HISAR-125004, HARYANA**

**Institute of Para Veterinary Sciences,
Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar (Haryana)**

Subject: Norms, Procedure and Guidelines for affiliation of institutions offering /desirous of starting Veterinary and Livestock Development (VLD) Diploma course in the State of Haryana, with effect from academic session 2015-16.

- 1) Institutions offering VLD diploma (VLDD) course, in the state of Haryana, shall follow the procedures and guidelines laid down by the Institute of Para Veterinary Sciences (IPVS), Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar (Haryana) in order to maintain uniformity and to ensure high quality of training.
- 2) An institution desirous of starting the diploma course shall have to first obtain “No Objection Certificate” (NOC) from the Government of Haryana, Animal Husbandry & Dairying Department. *The NOC is only an in principle permission of the state government to approach LUVAS for affiliation and does not confer any legal right on any institution to be affiliated to the University unless it is found to be fulfilling all the eligibility conditions prescribed for such affiliation.*
- 3) After obtaining the NOC, the institution shall have to apply (Application form as in annexure 3) to the Director, IPVS, LUVAS within 120 days of obtaining the NOC for pre- affiliation inspection of the institution which is intended to evaluate infrastructural, technical, clinical, academic and financial capability of the institution seeking affiliation in keeping with the requirements prescribed. The applicant institution shall not start any academic activity including advertisement for admission under any circumstances before getting the affiliation from LUVAS. The institution shall be required to deposit along with the application, initial affiliation fee of Rs. 3,50,000/- (Rupees three lakh fifty thousand only) and an inspection fee of Rs. 70,000/- (Rupees seventy thousand only) in the form of Demand Draft in favor of Director IPVS, payable at Hisar. The University will exercise control over the institution/college as per Norms, Procedure and Guidelines for affiliation of a private institute/ College for starting VLD diploma course in the State of Haryana.
- 4) The pre-affiliation inspection has to be necessarily carried out before 31st March provided the application along with required fee has been deposited latest by 28th February of the current year. 2nd Inspection may, if required, be done before the start of academic session. The affiliation will be subject to recommendations by the Inspection Committee to be constituted by Director, IPVS, LUVAS in consultation with the Dean, COVS with the approval of Vice-Chancellor, LUVAS. The Inspection Committee should have at least three members from faculty of different departments of COVS of the rank not below Associate Professor /equivalent. Each member will be from separate department. The senior most faculty member of the Inspection Committee will act as Chairman and the junior most will act as Member-Secretary. One Inspection Committee will inspect at the most three private VLDD institutions/colleges in a calendar year. Honorarium to members of

inspection committee will be provided by the University as per rates approved from time to time. The Committee shall submit its report to Director, IPVS. The Director IPVS shall submit the report to the Board of Studies of the concerned constituent college for deliberation. The Board of Studies will submit the report to the Affiliation Committee along with its recommendations and the affiliation committee shall examine and place it before the Academic Council for decision. Renewal of affiliation in subsequent years will be subject to the recommendations by the Inspection committee as prescribed in rule 4 which shall visit the institution before 30th April of that year.

- 5) The Inspection Committee will inspect premises/facilities and all the documents pertaining to the financial strength, infrastructural facilities, clinical, academic and technical capabilities of the institution. The institution shall beside demonstration of adequate financial strength, furnish a bank guarantee of Rs. 50,00,000/- (Rupees fifty lakhs only) in favor of Director, IPVS, within two months of start of academic session. In case the affiliated institution fails to complete the course after having started the same, the money in the form of bank guarantee shall be forfeited by the Director, IPVS. The bank guarantee of Rupees Fifty lakhs deposited by the affiliated Institutes will be retained by the Director, IPVS, LUVAS for a period of five years after the first batch of VLD diploma students admitted through LUVAS has passed out and thereafter bank guarantee of Rs 50,00,000/- (Rupees fifty lakhs only) will be reduced to Rs 10,00,000/- (Rupees ten lakhs only) for colleges which come under Schedule-I of VCI Act 1984; whereas, it will be reduced to Rs 20,00,000/- (Rupees twenty lakhs only) for colleges which do not come under Schedule-I of VCI Act 1984. The bank guarantee will be got renewed every year before the start of Academic Session.

However, the inspection shall be as under:

- i) For colleges, which come under Schedule-I of VCI Act 1984, inspection shall lay off, unless warranted.
 - ii) For colleges, which do not come under Schedule-I of VCI Act 1984, subsequently to the period of five years after the first batch of VLD diploma students admitted through LUVAS has passed out, inspection will be after every two years, chargeable as per existing rules.
- 6) The renewal of affiliation in subsequent years will be subject to the recommendations by the Inspection Committee as prescribed in rule 4, which shall visit the institution before 30th April of that year. The institution shall have to deposit an inspection fee of Rs. 70,000/- (Rupees seventy thousand only) by 28th February every year. The institution shall not issue any advertisement for admission pertaining to concerned academic year before the renewal of affiliation.
- 7) Academic standards with respect to quality of teaching and the minimum essential infrastructure such as laboratories, lecture halls, sports ground, computer lab, multimedia lab, teaching animal farm and clinic etc. shall be governed by the Director, IPVS, LUVAS as per requirements given in Annexure-1.

- 8) Intake capacity for VLD diploma course shall be a maximum of 60 students per year or as approved by the LUVAS.
- 9) Admission to VLD diploma course in the affiliated institutions will be on the basis of an Entrance Test conducted by the Director, IPVS, LUVAS, Hisar. Students desirous of seeking admission under state as well as management quota in an affiliated institution shall have to apply to the Director, IPVS, LUVAS for admission as per procedure given in the Diploma Prospectus of that particular academic year.
- 10) The candidate who has not appeared for the Entrance Test shall not be admitted to the diploma course under any category including management quota seats.
- 11) Process of Registration and Counselling for admission to VLD Diploma in the affiliated institutions will be online/offline & fees is to be deposited in the account of Director, IPVS, LUVAS Hisar as per prospectus uploaded at LUVAS website.
- 12) Fee for students admitted to affiliated institutions shall be fixed as per procedure laid down or notified by the state of Haryana.
- 13) Admission process for the diploma course must be completed before 30th September of each academic year and no admission will take place after this date. The academic calendar as prescribed by the Director, IPVS, LUVAS, Hisar and instructions/clarifications on it issued by the University shall be followed by the affiliated institutions.
- 14) Entire process of conduct of final/end term examinations, evaluation and related issues for the diploma course shall be under the control and supervision of the Director IPVS, LUVAS, Hisar. Annual theory examination of all the VLDD courses (LUVAS campus and affiliated Institutes/colleges) will be conducted by Controller of Examination, LUVAS at the Centre(s) fixed by LUVAS, Hisar. Annual practical examination of all the VLDD courses will be conducted by the respective Institutes/Colleges at their own campus; however, surprise checks for monitoring the proper conduct of practical examinations will be done by the Director of Institute of Para Veterinary Sciences. The date sheet of examination for both theory and practical will be prepared by the COE in consultation with Director, IPVS which will be uniformly followed by the Institutes/Colleges. Compiled results along with record of practical examinations will be submitted to the Director, IPVS within a week after the end of practical examination by the In-charge, VLDD Section of LUVAS/ Principal/ Dean of Constituent/Affiliated Institutes/ Colleges.
- 15) Diploma certificates shall be issued on successful completion of the course by Director, IPVS, LUVAS, Hisar to the students of constituent college(s) as well as to the students of the institute(s)/college(s) affiliated to LUVAS.
- 16) Norms Procedure and Guidelines as framed by the Board of Studies, College of Veterinary Sciences, LUVAS, Hisar and approved by Academic Council, LUVAS, Hisar shall also be applicable to the students of the affiliated institutions/college.
- 17) Minimum faculty strength for a diploma course for a batch of sixty students shall be one Principal, four faculty members as Veterinary Surgeons

(Veterinary Graduates) and one English teacher having qualifications as mentioned below:

- i) The Principal must be appointed on a full time basis and possess a Masters' degree (M.V.Sc) in any discipline of Veterinary Sciences with a minimum of 10 years' experience in teaching, research, extension or field service. The upper age limit shall be 70 years.
 - ii) Veterinary Surgeons shall be appointed on a full time basis and the upper age limit shall be 70 years. He/ she should possess a minimum of B.V.Sc.&A.H. degree.
 - iii) The English teacher may be appointed on a full time or contractual basis and the upper age limit shall be 70 years. He/ she should possess at least a second class postgraduate degree in English.
 - iv) The faculty/staff shall be recruited before inspection of the institute/ college by LUVAS, after proper advertisement at least in one national daily newspaper, through the Selection Committee, which shall include nominee of Director IPVS as member (Professor / equivalent). The private college/institute will provide the complete advertisement copy to the University along with the request to nominate the Director's nominee at least 10 days before the interview. Seating charges for each interview day (offline/online) and transport facilities shall be provided by the private institute/college to the Director's nominee in selection committee for recruitment of faculty as per University approved rates. The University may amend seating charges with passage of time.
 - v) The society/ trust of the affiliated institution/ college shall be required to provide the record of Principal, faculty members, English teacher and staff viz., academic qualifications, relevant experience, copy of appointment orders, declaration from the faculty engaged by the applicant body as per prescribed format (Annexure 2) and other details for record in the office of Director of IPVS, minimum 30 days before the first counselling as per the counselling schedule notified by Director, IPVS, LUVAS. If Principal, any faculty member, English teacher or staff resigns or joins, the information must be furnished within 15 days to the Director, IPVS, LUVAS, Hisar.
 - vi) Where the institute is imparting both B.V.Sc. & A.H. degree and VLD diploma, Principal of the college/Director, IPVS may utilize services of faculty recruited for B.V.Sc. & A.H. programme to teach courses of VLDD, in addition to four VLDD faculty members.
- 18) The affiliated college/institution shall have its in-house well equipped functional clinics with adequate manpower. If the in-house clinic does not fulfil the requirement, then the affiliated institution/college will have to make arrangements for attachment of its students to suitable Government Veterinary Hospital(s) and get the same approved by the University provided the number of outdoor cases in such hospital(s) are having an average of not less than 10 outdoor clinical cases per day for a period of one year.
- 19) It shall be the sole responsibility of the applicant society to satisfy the requirements and follow all directives of LUVAS, Government of Haryana or any such authority. The University shall only be acting as a facilitator, without any legal, financial or consequential liabilities arising out of the matters

connected with affiliation.

- 20) If at any time during the continuation of affiliation, the Government of Haryana, LUVAS or any other authority raises any objections or makes any observation in view of the requirements or any other law, it shall be mandatory on the part of the institute/college to take immediate remedial measures and to report the action taken to the concerned authority after compliance.
- 21) Any punitive/ suggestive/ advisory action by the University/ Govt. of Haryana shall be binding on the institution/college. University affiliation or any other action shall not override the issues raised by the University/ Govt. of Haryana etc.
- 22) The University may appoint such number of visitors/ inspectors, as it may deem necessary to inspect any aspect of the affiliated institution/college without any prior notice. The visitors/ inspectors shall have the powers for photography/ videography / seeking required documents like pay slips of staff, appointment letters, advertisements for recruitment of faculty and other staff, leave records of faculty and staff, bills of various purchases & attendance records etc., but may not interfere with the conduct of any training or examination. Inspection report shall be submitted to the Vice-Chancellor through the Director, IPVS, LUVAS, Hisar.
- 23) The University shall be empowered to institute an enquiry into the affairs related to academics/ admissions/ examinations/ affiliation/ appointments and any other matter, of the affiliated institution/college for which it shall be mandatory for the affiliated institution/college to provide the required information and extend cooperation.
- 24) Atrocity on women, SC/ST or minority and grievances of faculty/ staff/student:

Affiliated institutions/colleges shall have a cell to address the atrocities, if any, on women, persons belonging to SC/ST or minorities category as per the guidelines of Hon'ble Supreme Court/ Govt. of Haryana. The affiliated institutions/colleges will also have a committee to resolve the grievances of faculty/ staff/ student. Report of any such action by the college/institute shall be submitted to the Director, IPVS, LUVAS, Hisar for information and necessary action.

- 25) Powers to withdraw affiliation:

The affiliation granted to a private institution/ college can be withdrawn temporarily or permanently at any time by the University as and when violation of any provisions of the rules, guidelines, instructions or notifications issued by the University/Government of Haryana or any other appropriate authority comes to the notice of LUVAS, Hisar. The University may take any of the following action:

- i) Warning to the institutions/colleges to implement expeditiously the directions/ instructions/ guidelines of the University/ Government of Haryana.
- ii) Financial fine up to a maximum amount of Rs. one lakh.
- iii) Temporary withdrawal of affiliation.
- iv) Withdrawal of affiliation (permanent).

Note:

- (i) A committee consisting of the following will decide regarding the actions to be taken:
 - (a) Director, IPVS, LUVAS - Chairman
 - (b) Comptroller, LUVAS - Member
 - (c) One HOD to be nominated by Dean COVS, LUVAS – Member
 - (d) Representative of the Vice-Chancellor- Member
- (ii) Before taking any action under the above sub sections, a reasonable opportunity of being heard shall be provided to such institution/college by the above Committee. The recommendations of the Committee will be submitted to the Vice-Chancellor for necessary action.

26) Restoration of Affiliation of a Veterinary institution/college whose affiliation has been withdrawn temporarily:

An institution/college whose affiliation has been withdrawn temporarily shall not be permitted to admit students for any of the academic years until such time that its affiliation is restored by the university.

An application, along with the required fee as prescribed in Rule 3, may be made for restoration of temporarily withdrawn affiliation to the Director IPVS of the university by furnishing a commitment as may be necessary for the removal of deficiencies/ objections which have formed the basis of withdrawal of affiliation and the affidavit mentioned shall be signed by the Chairman or member of the governing body of the institutions/colleges duly authorized in this regard. In case of temporary withdrawal of affiliation, bank guarantee submitted by the institute will stand in the name of institute.

27) Liability of University in case of permanent withdrawal of affiliation:

Candidates shall be taking admission in private institutions/colleges at their own risk without any liability, financial or otherwise, on the part of the affiliating University or the State Government. The private institutions/colleges will ensure that the candidates and their parents are informed well in advance. In case of permanent withdrawal of affiliation, the students studying in an affiliated institution /college will be shifted as per the decision of the University to other affiliated institutions/colleges. The bank guarantee of the institution/college pledged with LUVAS will stand forfeited. However, the shifted students shall be liable to pay the fee and other charges of the institutions/colleges to which they have been shifted.

In case of permanent withdrawal of affiliation, the institutions/colleges shall have to apply afresh as prescribed in rule 2.

28) No suit, prosecution or other legal proceedings shall lie against the University or State Govt. 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 thereunder by the University from time to time.

29) RTI Act-2005

The applicant body/institute/ college shall be bound to implement the provisions of RTI Act -2005 and operate in a transparent way with respect to all affairs of the college. Name and address of the State Public Information Officer

and Appellate Authority to fulfil obligations under the Right to Information Act, 2005, is to be furnished to Director, IPVS, LUVAS within 120 days of start of first Academic Session.

30) Redressal of Grievances

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

- a) Director, IPVS- Chairman
- b) Dean, COVS, LUVAS- Member
- c) Vice-Chancellor's nominee- Member
- d) Two Professors/Associate Professors of LUVAS (one female) - Junior of them will be Member-Secretary

31) Jurisdiction: Jurisdiction for all the disputes will be at Hisar.

Note: The institutes already affiliated with COVS Hisar shall stand transferred to IPVS and they would be required to obtain renewal of affiliation from IPVS w.e.f. academic session 2015-16.

Annexure-1

Requirement of land / building Infrastructure consisting of Administrative block, Academic building, Hostels, Veterinary Hospital, Livestock farm etc., shall be as per guidelines given below:

INFRASTRUCTURE:

The standards of infrastructure for the affiliating institutions running VLD diplomacourse are:

1. Requirement of land
 - (a) For college/ institutions imparting diploma course only:
Minimum ten acres of land on long term lease or ownership in the name of institution.
 - (b) For affiliated college/ institutions imparting B.V.Sc. & A.H. degree and diploma courses both:
Minimum land as per MSVE Regulations for B.V.Sc. & A.H. degree programme.
2. Constructed buildings:
 - A. Administrative Block:
 - a. 300 square feet carpet area for academic head of the institution.
 - b. 250 square feet carpet area for the office of the supporting staff.
 - c. 500 square feet carpet area as a reception place.
 - d. 200 square feet carpet area for the store.
 - e. Separate toilets for staff, students and girls/ladies.
 - B. Academic Block including labs. and library:
 - a. 150 square feet carpet area for each faculty member.
 - b. 3000 square feet carpet area for the library.
 - c. 1200-1500 square feet carpet area each for two lecture halls preferably fitted with audio visual aids and CCTV cameras with internet Wi-Fi facility.
 - d. 1200-1500 square feet carpet area each for two laboratories with CCTV cameras.
 - e. 3000 square feet carpet area for multipurpose hall.
 - C. Veterinary Hospital:

A functional in-house veterinary clinics constructed on a plot of one acre/attached Govt. veterinary hospital of the level of polyclinic/district level Govt. Veterinary Hospital having the required facilities for diagnosis and treatment of medicinal, surgical and gynaecological & obstetrical ailments in animals (Annexure 1-A). The In-charge Veterinary Clinics shall submit the certificate certifying that the students have attended the clinics along with their attendance and the work report including average count of outdoor clinical cases for a working day, which may be verified by the University periodically.
 - D. Animal farm:
 - a. Four acres for animal farm including fodder and pasture facilities.

The minimum number for different livestock is as follows:

- i. Cattle and Buffalo (Adult) = 20
(Minimum 5 of each species)
 - ii. Sheep & Goat = 15
(Minimum 5 of each species)
 - iii. Pig = 2
 - iv. Poultry = 150
- b. Priorities: To train the students with respect to management, nutrition and breeding activities.
 - c. Personnel: Farm manager (1), Farm supervisor (1), VLDA (1), Animal attendants (minimum four), sweepers (minimum two) and chowkidar (1).
 - d. Equipment: As per annexure 1-B
 - e. Shed/water: As per standard requirements for the specified number of animals, there should be proper sheds and water arrangement.
 - f. Circulation area: Sufficient area should be provided.
- E. Standard of the laboratory attached to the Academic block:
- a. Personnel: Lab technician (1), Lab. attendants (minimum two).
 - b. Equipment: As per annexure 1-C
 - c. Biochemical reagents & Chemicals: As per annexure 1-D
- F. Hostel & recreational facilities:
- a. Hostel must have good facilities.
 - b. Accommodation for warden and deputy warden along with hostel.
 - c. Student's mess and common room etc.
 - d. Annual inspection report, from Fire Station of Haryana Fire and Emergency Service, for academic and hostel blocks be appended.
- G. Play grounds & Recreational facilities:
Two acres area for play grounds and required facilities for sports.

Ratio of carpeted area and open and circulation area in the campus should be at least 1:1.

Annexure 1-A
Equipment and related material for Veterinary Hospital:

The attached teaching veterinary hospital should have all the essential facilities required for diagnosis and treatment of medicinal, surgical, gynaecological & obstetrical ailments in different animal species. The minimum equipment and other materials are suggested below:

Sr. No.	Name	Quantity
1	AI crate	1
2	A.I. guns, sheath, straw	4 guns, 4 packet set each
3	Artificial Vagina, liner, cone, collecting tube, jacket	10 each
4	Autoclave	1
5	A.I. Insemination catheter	4
6	A.I. Liquid nitrogen Cylinder (LN2 containers) small and large	1 each
7	Binocular microscope	1
8	Castrator	1
9	Catheters	30 each
10*	Chemicals and reagents required for preparation of lotions, tinctures, ointments etc.	q.s.
11*	Chemicals, drugs and reagents required for hospital OPD	q.s.
12	Cattle crush	2
13	Cautery/Cauterization set	1
14	Drenching bottles	2
15	Disposable and rubber gloves	8
16	Gray's mouth gag	2
17	Hot air oven	1
18	Irrigators	2
19	Intravenous drip stands	2
20	Haemocytometer sets	2

21	Haemoglobinometer set	2
22	Mortar and pestle (porcelain and glass)	2 each
23	Monocular microscope	2
24	Needles 26,24,23, 22, 20, 18, 16, 15, 13 gauges	30
25	Ointment slabs	2
26	Other accessories for blood, urine and fecal examination	2 sets
27	Obstetrical set	2
28	Operation table	1
29	Refrigerator (double door)	1
30	Spatula (iron, plastic and steel)	2
31	Stethoscopes for demonstration	10
32	Suture materials (silk and catgut)	5 each
33	Shadow less lamp	1
34	Surgical instruments: Complete Surgical set with various kinds of surgical instruments	4 sets
35	Sterilizer unit	2
36	Stomach tubes and Probang	2 each
37	Swab holder	4
38	Syringes of various volumes 1ml to 50 ml	
39	Thermometers (simple and digital)	10 each
40	Tuberculin syringes	20 each
41	Teat & udder instruments	2 sets
42	Teeth rasp & teeth cutter	1 each
43	Vaginal speculum	4
44	Whelping set	1

*Attach lists of name and quantity of items available. Inspection committee to judge the sufficiency of quantity and quality for smooth running of OPD work load.

Annexure 1-B
Equipment and related material for Animal Farm:

Sr. No.	Name	Quantity
1	Automatic Vaccinator syringe	2
2	Adult drinker/waterer	5
3	Bukhari	2
4	Branding set	1
5	Bull holder	1
6	Bull nose punch	1
7	Body brush	5
8	Buckets	2
9	Battery brooder	1
10	Brooder guard	1
11	Chick drinker/waterer	5
12	Clinical thermometer	10
13	Chick feeder	5
14	Drencher	5
15	Dummy for demonstration of A.I. & semen collection	1
16	De-beaking equipment	1
17	Egg Candler/ Fertility tester	1
18	Egg grading Machine	1
19	Ear Notcher	5
20	Electric clippers	2
21	Electric dehorner	1
22	Earthen waterer	5
23	Floor brooder	1
24	Grower feeder	5
25	Grower drinker/waterer	5
26	Grower battery	1

27	Grinder	1
28	Hanging feeder	5
29	Layer battery	1
30	Leg band	300
31	Lactometer	4
32	Layer feeder	5
33	Mouth gags	1
34	Metal/plastic tags	100
35	Milk Strainer	2
36	Mixer	1
37	Mini egg setter and hatcher	1
38	Nose pipe	2
39	Range feeder	1
40	Raker	2
41	Ropes for different halters	2
42	Saw	2
43	Shearing and Clipping equipment	1set
44	Single can trolley mounted milking machine	1
45	Trocar and cannula	5 sets
46	Tag punch	1
47	Trays	3
48	Water channel	5
49	Wing band	300

Any other material required for proper and smooth functioning of the farm.

Annexure 1-C

Equipment, Lab wares and other material for laboratories:

Sr. No.	Name	Quantity
1	Analytical balance with weight boxes	1
2	Bone sets for each species	1 each
3	Binocular Microscope	1
4	Basic tissue slide storage box	5
5	Computers	2
6	Wall mounting Charts, gross specimen and models depicting anatomy of animal systems: Digestive system, Reproductive system, Respiratory system, Circulatory system, Excretory system, brain, heart, lungs, kidney, liver, etc.	2 per system
7	Centrifuge (table top type)	1
8	Distillation set	1
9	Digital fat tester	1
10	Electronic weighing balance	2
11	Glassware (slides, petri-dishes, measuring cylinders, centrifuge tubes, flasks, beakers etc.)	2 sets/box
12	Gerber's butyrometer	1
13	Haemocytometer sets	5
14	Haemoglobinometer sets	5
15	Microhematocrit tubes	20
16	pH meter	1
17	Phantom box for obstetrical cases & dummy for organ location	1
18	Preserved samples of all feed, fodder ingredients	1 each
19	Sphygmomanometer (dial and Mercury)	2 each
20	Students' Microscopes	6
21	Skeleton of buffalo, fowl, dog, sheep/ goat	1 each
22	Staining Jars	15

23	Specimen jars containing well preserved different organs of different species.	20
24	Thermos flasks	2
25	Vernier caliper	1
26	Wintrob's sets	2
27	Zoom microscope for semen	1

Note:- The list is only suggestive. Any other equipment/material required for practical training to students as per course curriculum is a must.

Annexure 1-D

Chemicals:

Sr. No.	Name	Available
1	Acetic acid glacial	
2	Acriflavin	
3	Acetone	
4	Ammonium sulphate crystal	
5	Ammonium hydroxide	
6	Alcohol	
7	Bismuth sub nitras	
8	Boric acid	
9	Benedict's reagent	
10	Benzidine powder	
11	Buffer solutions	
12	Cedar wood oil	
13	Calcium hydroxide	
14	Camphor	
15	Conc. HCl, HNO ₃ , H ₂ SO ₄	
16	Copper sulphate	
17	Chloroform	
18	Diluting fluids RBC/WBC	
19	Diluted HCl	
20	Ethyl Alcohol	
21	Ferric chloride solution	
22	Filter paper Whatman No.-42	
23	Fehling's reagents	
24	Ferrous sulphate	
25	Field stains- Giemsa's, Leishman, Gram's	
26	Glycerine	

27	H ₂ O ₂ (Hydrogen per oxide)	
28	Iodoform	
29	Iodine	
30	Iso-amyl alcohol (specific gravity 0.814 –0.816)	
31	KMnO ₄	
32	Liquid Paraffin	
33	Lead acetate	
34	Litmus paper	
35	Magnesium sulphate	
36	Methylene blue tablet	
37	Magnesium carbonate	
38	Mercurochrome	
39	Oil of turpentine	
40	Phenolphthalein indicator	
41	Phenyl	
42	pH paper	
43	Phenol solution	
44	Potassium iodide	
45	Red Iodide of Mercury	
46	Robert's reagent	
47	Rothera's reagent	
48	Standard sodium hydroxide solution	
49	Salicylic acid,	
50	Sulphosalicylic acid 20%	
51	Sulphur powder	
52	Sodium carbonate (AR)	
53	Sodium bicarbonate	
54	Sodium nitroprusside,	
55	Sodium Nitrate	
56	Sodium acetate	

57	Sodium Nitrite	
58	Savlon	
59	Tincture benzoin	
60	Tannic acid powder	
61	Talcum	
62	Vaseline	
63	Zinc sulphate	
64	Zinc oxide	
65	Zinc chloride	

Any other chemical required for the laboratory work.

Note: The inventory registers will be maintained by the institute/college for items of Annexure 1-A to 1-D indicating bill number, date of purchase, cost and latest stock position.

Fitness report and recommendations of Inspection Committee regarding grant of affiliation to the Institute by LUVAS:

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Signature of Inspection committee with name & Date

1.....2.....

3.....4.....

Annexure 1 - E
Faculty and Non-Teaching staff details of VLDD Institution/College
_____ (Name of Institution/College)

Sr. No.	Name	Permanent Address	Qualification with specialization	Post/ Designation	Date of Birth	Date of Joining	Mode of selection/ appointment	Pay slip* detail of the staff (attach proof of last 12 months)
1								
2								
3								
4								
5								

Dean/Principal of concerned college/institute
(Signature with name, date and stamp)

*Attach affidavit (original) attested by 1st class magistrate regarding disbursal of salary to the staff.

*Society/authorized person will submit an affidavit (original) attested by 1st class magistrate that the numbers of acres of land are earmarked for the institution/college affiliated to LUVAS and not shared by other activities of this or other society(s)/trust(s)/institution(s).

ANNEXURE – 2

Declaration of faculty/staff at _____ (Diploma Institution/collegename) with documentary evidence.

(to be filled up by the individual faculty/ staff, minimum 30 days before the first counselling)

For the academic session: _____

1. Name of staff in BLOCK letters
2. Father's Name
3. Mother's Name
4. Date of Birth:
5. Age as on (The first day of the year of appointment in the college):
6. Details of valid Identity document of the incumbent:
7. Details of PAN Card Number:
8. Mode of receiving Salary:
9. Previous Designation of the incumbent:
10. Present Designation at VLDD institute/college of the incumbent:
11. Employment details (where applicable):
 - (i) Nature of appointment: kindly inform whether Regular or Contractual:
 - (ii) Date of joining at the present institution:
 - (iii) Residential Address of incumbent:
 - (iv) Permanent Address:
 - (v) Telephone numbers Office – Residence – Mobile No. –
 - (vi) E-mail ID:
 - (vii) Current Pay drawn of the present appointment:

- (viii) Details of Academic qualifications: Enlist in tabular form in following format

Qualification	Name of College	Name of University	Year of passing	Marks obtained (in %) or OGPA	Subjects studied
---------------	-----------------	--------------------	-----------------	-------------------------------	------------------

- (ix) Name of the State Veterinary Council where registered:

Registration No. with date and validity _____

- (x) Details of teaching experience (in chronological orders starting from past to present) in the following format:

Designation	Name of institutions	Department	From	To	Total Experience in years & months
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Signature of Staff

Counter signature of the Principal

AFFIDAVIT/DECLARATION BY THE FACULTY/ STAFF

(To be submitted on non-judicial stamp paper duly attested by a Notary public)

1. I _____ working as _____ at _____
College and do hereby affirm that I am a full time teacher working from A.M. to _____ P.M. daily at this institution. I am not into practice anywhere neither am I employed anywhere else.
2. I am engaged to work in _____ (name of the Institute/ College) for the academic session _____ and I have not made myself available to any other college or institution as a faculty for the said academic year.
3. Complete details with regard to work experience have been provided and nothing has been concealed by me.
4. It is declared that each statement and contents of this declaration and the documents and certificates submitted along with this declaration by the undersigned are absolutely true, correct and authentic. In the event of any statement made in this declaration subsequently turning out to be incorrect or false, the same shall amount to gross misconduct thereby rendering the undersigned liable for necessary action under the law.

**SIGNATURE WITH
FULL NAME**

Date:

Place:

Endorsed by:

1. Signed by the Principal or Dean of the College with Stamp and date indicating Full Name
2. Countersigned by the Chairman of the governing body with Full Name & Designation.

9. Financial/ funding details with respect to funds available, sources of income, future resources, projected expenditure and income, fixed and liquid assets, statements of accounts PAN/ TAN No., income tax returns for last three years and other relevant proofs to be attached. Bank guarantee Rs. Fifty lakhs shall have to be submitted to the Director, Institute of Para Veterinary Sciences, LUVAS, Hisar on getting the affiliation.

10. Details of college transport facilities.

11. Teaching, non-teaching, supporting staff recruited as per procedure and Guidelines affiliation of institutions offering/desirous of starting VLDD course.

12. Details (Year, make, date and cost) of equipments and related material for Veterinary Hospital already available/ as per Norms, Procedure & Guidelines for affiliation of institutions offering/desirous of starting VLDD Course (As per- Annexure I A).

13. Details of equipment and related material for Animal Farm available in the institution as per Norms, Procedure & Guidelines for affiliation of institutions offering/desirous of starting VLDD Course (As per Annexure I B).

14. Details of equipment, labware and other material for laboratories available in the institution as per Norms, Procedure & Guidelines for affiliation of institutions offering/desirous of starting VLDD Course (As per Annexure I-C)

15. Details of Biochemicals and reagent available in the institution as per Norms, Procedure & Guidelines for affiliation of institutions offering/desirous of starting VLDD Course (As per Annexure I D)

16. Any other relevant information.

Signature of Applicant(or Authorized Signatory)

Note:

1. The application incomplete in any respect will not be considered.
2. Affiliation fee of Rs. 3,50,000/- + Rs. 70,000/- Inspection Fee in the form of D.D in favour of Director, Institute of Para Veterinary Sciences, LUVAS, Hisar payable at Hisar must accompany the application form.
3. The application not accompanied by the declaration as per format given on the following page and the undertaking as per annexure-1 (by the applicant or the authorized signatory) will not be considered.
4. Bank guarantee of Rs. Fifty lakhs shall have to be submitted to the Director, Institute of Para Veterinary Sciences, LUVAS, Hisar on getting the affiliation.
5. On grant of affiliation the institution shall have to pay the prescribed Administrative and Academic charges to Director, Institute of Para Veterinary Sciences, LUVAS, Hisar on yearly basis.

Declaration

On behalf of the _____ (name of society/trust/agency), I _____ Son/daughter of _____ Resident of _____ do hereby declare that the particulars in the application for grant of affiliation for Veterinary and Live-stock Development Diploma (VLDD) course to _____ (name of institution/college) are correct to the best of my knowledge and belief and that I am prepared to undergo any punishment imposed on me if any of the particulars furnished are found to be false or misleading. I also further declare that I shall abide by the conditions, rules and regulative measures imposed by the college/University/ Govt. of Haryana/VCI, GOI from time to time for granting permission/ affiliation to establish and run this college/institution/VLDD course.

Station:
Date:

Signature of the applicant
(or Authorized Signatory)

Annexure- 4

Annual Inspection Proforma

Requirement of land / building Infrastructure consisting of Administrative block, Academic building, Hostels, Veterinary Hospital, Livestock farm etc., shall be as per guidelines given below:

INFRASTRUCTURE:

The standards of infrastructure for the affiliating institutions running a single diploma course are:

1. Requirement of land

- (a) For college/ institutions imparting diploma course only:
Minimum ten acres of land on long term lease or ownership in the name of institution.
- (b) For affiliated college/ institutions imparting B.V.Sc.&A.H. degree and diploma courses both:
Minimum land as per MSVE Regulations for B.V.Sc.&A.H. degree programme.

2. Constructed buildings:

A. Administrative Block:

Name	Annual Inspection			Surprise Inspection
	Quantity	Available	If not, what is the deficiency	
a. Carpet area for academic head of the institution	300 square feet			
b. Carpet area for the office of the supporting staff.	250 square feet			
c. Carpet area as a reception place.	500 square feet			
d. Carpet area for the store	200 square feet			
e. Separate toilets for	Staff Students Ladies/Girls			
STAFF:				
a. One Principal (Minimum M.V.Sc.)				
b. Four faculty members with B.V.Sc. & A.H.				
c. One English Teacher				

B. Academic Block including labs. and library:-

Name	Annual Inspection			Surprise Inspection
	Quantity	Available	If not, what is the deficiency	
a. Carpet area for each faculty member.	150 square feet			
b. Carpet area for the library.	3000 square feet			
c. Carpet area each for two lecture halls fitted with audio visual aids and CCTV cameras with internet Wi-Fi facility.	1200-1500 square feet			
d. Carpet area each for two laboratories with CCTV cameras.	1200-1500 square feet			
e. Carpet area for multipurpose hall.	3000 square feet			

C. Veterinary Hospital:

Name	Annual Inspection		Surprise Inspection
	Available	If not, what is the deficiency	
A functional attached veterinary hospital of the level of polyclinic/district level Govt. Veterinary Hospital to be constructed on a plot of one acre having the required facilities for diagnosis and treatment of medicinal, surgical and gynaecological & obstetrical ailments in animals			
Average no. of OPD cases:			

D. Animal farm:

Name	Annual Inspection			Surprise Inspection
	Quantity	Available	If not, what is the deficiency	
a. Animal farm including fodder and pasture facilities.	Four acres			
b. Livestock Number: Cattle and Buffalo (Adult)= 20 (Minimum 5 of each species) Sheep & goat= 15 (Minimum 5 of each species) Pig= 2 Poultry= 150	Heads: Cattle Buffalo Sheep Goat Pig Poultry			
c. Personnels: Farm manager (1) Farm supervisor (1) VLDA (1) Animal attendants (minimum four) Sweepers (minimum two) Chowkidar (1)				
Shed/water: As per standard requirements for the specified no. of animals, there should be proper sheds and water arrangement.				
Circulation area: Sufficient area should be provided				

E. Standard of the lab attached to the Academic block:

Name	Annual Inspection		Surprise Inspection
	Available	If not, what is the deficiency	
Personnels: Lab technician (1) Lab Attendant (min. two)			

F. Hostel & recreational facilities:

Name	Annual Inspection		Surprise Inspection
	Available	If not, what is the deficiency	
a. Hostel must have good facilities for students			
b. Accommodation for warden and deputy warden along with hostel.			
c. Student's mess and common room etc			

G. Play grounds & Recreational facilities:

Name	Annual Inspection		Surprise Inspection
	Available	If not, what is the deficiency	
Two acres' area for play grounds and required facilities for sports.			

Ratio of carpeted area and open and circulation area in the campus should be at least 1:1.

Note: Facilities like Library, Animal Farm, Clinics, Sports Facilities as mentioned in MSVE-2016 regulations of VCI can be shared by students of VLDD where both B.V.Sc. & A.H. and VLDD programmes are running on the same campus.

Annexure 4-A**Equipment and related material for Veterinary Hospital:**

The attached teaching veterinary hospital should have all the essential facilities required for diagnosis and treatment of medicinal, surgical, gynaecological & obstetrical ailments in different animal species. The minimum equipment and other materials are suggested below:

Sr. No.	Name	Annual Inspection			Non-Consumable stock register details: Page no., Date of purchase & cost	Surprise Inspection
		Quantity	Available	If not, what is the deficiency		
1	AI crate	1				
2	A.I. guns, sheath, straw	4 guns, 4 packet set each				
3	Artificial Vagina, liner, cone, collecting tube, jacket	10 each				
4	Autoclave	1				
5	A.I. Insemination catheter	4				
6	A.I. Liquid nitrogen Cylinder (LN ₂ containers) small and large	1 each				
7	Binocular microscope	1				
8	Castrator	1				
9	Catheters	30 each				
10*	Chemicals and reagents required for preparation of lotions, tinctures, ointments etc.	q.s.				
11*	Chemicals, drugs and reagents required for hospital OPD	q.s.				
12	Cattle crush	2				
13	Cautery/Cauterization set	1				
14	Drenching bottles	2				
15	Disposable and rubber gloves	8				
16	Gray's mouth gag	2				
17	Hot air oven	1				

18	Irrigators	2				
19	Intravenous drip stands	2				
20	Haemocytometer sets	2				
21	Haemoglobinometer set	2				
22	Mortar and pestle (porcelain and glass)	2 each				
23	Monocular microscope	2				
24	Needles 26,24,23, 22,20, 18, 16, 15, 13 gauges	30				
25	Ointment slabs	2				
26	Other accessories for blood, urine and fecal examination	2 sets				
27	Obstetrical set	2				
28	Operation table	1				
29	Refrigerator (double door)	1				
30	Spatula (iron, plastic and steel)	2				
31	Stethoscopes for demonstration	10				
32	Suture materials (silk and catgut)	5 each				
33	Shadow less lamp	1				
34	Surgical instruments: Complete Surgical set with various kinds of surgical instruments	4 sets				
35	Sterilizer unit	2				
36	Stomach tubes and Probang	2 each				
37	Swab holder	4				
38	Syringes of various volumes 1 ml to 50 ml					
39	Thermometers (simple and digital)	10 each				
40	Tuberculin syringes	20 each				
41	Teat & udder instruments	2 sets				

42	Teeth rasp & teeth cutter	1 each				
43	Vaginal speculum	4				
44	Whelping set	1				

*Attach lists of name and quantity of items available. Inspection committee to judge the sufficiency of quantity and quality for smooth running of OPD work load.

Annexure 4-B
Equipment and related material for Animal Farm:

Sr. No.	Name	Annual Inspection			Non-Consumable stock register details: Page no., Date of purchase & cost	Surprise Inspection
		Quantity	Available	If not, what is the deficiency		
1	Automatic Vaccinator syringe	2				
2	Adult drinker/waterer	5				
3	Bukhari	2				
4	Branding set	1				
5	Bull holder	1				
6	Bull nose punch	1				
7	Body brush	5				
8	Buckets	2				
9	Battery brooder	1				
10	Brooder guard	1				
11	Chick drinker/waterer	5				
12	Clinical thermometer	10				
13	Chick feeder	5				
14	Drencher	5				
15	Dummy for demonstration of A.I. & semen collection	1				
16	De-beaking equipment	1				
17	Egg Candler/ Fertility tester	1				
18	Egg grading Machine	1				
19	Ear Notcher	5				
20	Electric clippers	2				
21	Electric dehorner	1				
22	Earthen waterer	5				
23	Floor brooder	1				
24	Grower feeder	5				
25	Grower drinker/waterer	5				
26	Grower battery	1				
27	Grinder	1				

28	Hanging feeder	5				
29	Layer battery	1				
30	Leg band	300				
31	Lactometer	4				
32	Layer feeder	5				
33	Mouth gags	1				
34	Metal/plastic tags	100				
35	Milk Strainer	2				
36	Mixer	1				
37	Mini egg setter and hatcher	1				
38	Nose pipe	2				
39	Range feeder	1				
40	Raker	2				
41	Ropes for different halters	2				
42	Saw	2				
43	Shearing and Clipping equipment	1set				
44	Single can trolley mounted milking machine	1				
45	Trocar and cannula	5 sets				
46	Tag punch	1				
47	Trays	3				
48	Water channel	5				
49	Wing band	300				

Any other material required for proper and smooth functioning of the farm.

Annexure 4-C

Equipment, Lab wares and other material for laboratories:

Sr. No.	Name	Annual Inspection			Non-Consumable stock register details: Page no., Date of purchase & cost	Surprise Inspection
		Quantity	Available	If not, what is the deficiency		
1	Analytical balance with weightboxes	1				
2	Bone sets for each species	1 each				
3	Binocular Microscope	1				
4	Basic tissue slide storage box	5				
5	Computers	2				
6	Wall mounting Charts, gross specimen and models depicting anatomy of animal systems: Digestive system, Reproductive system, Respiratory system, Circulatory system, Excretory system, brain, heart, lungs, kidney, liver, etc.	2 per system				
7	Centrifuge (table top type)	1				
8	Distillation set	1				
9	Digital fat tester	1				
10	Electronic weighing balance	2				
11	Glassware (slides, petri-dishes, measuring cylinders, centrifuge tubes, flasks, beakers etc.)	2 sets/box				
12	Gerber's butyrometer	1				
13	Haemocytometer sets	5				
14	Haemoglobinometer sets	5				
15	Microhematocrit tubes	20				

16	pH meter	1				
17	Phantom box for obstetrical cases & dummy for organ location	1				
18	Preserved samples of all feed, fodder ingredients	1 each				
19	Sphygmomanometer (dial and Mercury)	2 each				
20	Students' Microscopes	6				
21	Skeleton of buffalo, fowl, dog, sheep/ goat	1 each				
22	Staining Jars	15				
23	Specimen jars containing wellpreserved different organs of different species.	20				
24	Thermos flasks	2				
25	Vernier caliper	1				
26	Wintrobets sets	2				
27	Zoom microscope for semen	1				

Note: The list is only suggestive. Any other equipment/material required for practical training to students as per course curriculum is a must.

Annexure 4-D
Chemicals:

Sr. No.	Name	Annual Inspection		Consumable stock register details: Page no., Date of purchase & cost	Surprise Inspection
		Available	If not, what is the deficiency		
1	Acetic acid glacial				
2	Acriflavin				
3	Acetone				
4	Ammonium sulphate crystal				
5	Ammonium hydroxide				
6	Alcohol				
7	Bismuth sub nitras				
8	Boric acid				
9	Benedict's reagent				
10	Benzidine powder				
11	Buffer solutions				
12	Cedar wood oil				
13	Calcium hydroxide				
14	Camphor				
15	Conc. HCl, HNO ₃ , H ₂ SO ₄				
16	Copper sulphate				
17	Chloroform				
18	Diluting fluids RBC/WBC				
19	Diluted HCl				
20	Ethyl Alcohol				
21	Ferric chloride solution				
22	Filter paper Whatman No.- 42				

23	Fehling's reagents				
24	Ferrous sulphate				
25	Field stains- Giemsa's, Leishman, Gram's				
26	Glycerine				
27	H ₂ O ₂ (Hydrogen per oxide)				
28	Iodoform				
29	Iodine				
30	Iso-amyl alcohol (specific gravity 0.814 –0.816)				
31	KMnO ₄				
32	Liquid Paraffin				
33	Lead acetate				
34	Litmus paper				
35	Magnesium sulphate				
36	Methylene blue tablet				
37	Magnesium carbonate				
38	Mercurochrome				
39	Oil of turpentine				
40	Phenolphthalein indicator				
41	Phenyl				
42	pH paper				
43	Phenol solution				
44	Potassium iodide				
45	Red Iodide of Mercury				
46	Robert's reagent				
47	Rothera's reagent				
48	Standard sodium hydroxide solution				

49	Salicylic acid,				
50	Sulphosalicylic acid 20%				
51	Sulphur powder				
52	Sodium carbonate (AR)				
53	Sodium bicarbonate				
54	Sodium nitroprusside				
55	Sodium Nitrate				
56	Sodium acetate				
57	Sodium Nitrite				
58	Savlon				
59	Tincture benzoin				
60	Tannic acid powder				
61	Talcum				
62	Vaseline				
63	Zinc sulphate				
64	Zinc oxide				
65	Zinc chloride				

Any other chemical required for the laboratory work.

Note: The inventory registers will be maintained by the institute/college for items of Annexure 4-A to 4-D indicating bill number, date of purchase, cost and latest stock position and Inventory Register will be verified by the Inspection Team.

Fitness report and recommendations of Inspection Committee regarding grant of affiliation to the Institute by LUVAS:

.....

Signature of Inspection committee with name & Date

1.....2.....

3.....4.....

Annexure 4- E
Faculty and Non-Teaching staff details of VLDD Institute/College
 _____ (Name of Institute/College)

Sr. No.	Name	Permanent Address	Qualification with specialization	Post/ Designation	Date of Birth	Date of Joining	Mode of selection / appointment	Bank Statement regarding salary of the staff (attach proof of last 12 months)
1								
2								
3								
4								
5								

Dean/Principal of concerned college/institute
 (Signature with name, date and stamp)

Note:

1. Attach affidavit (original), as per format given in Annexure 4-F, attested by 1st class magistrate regarding disbursement of salary to the staff.
2. Society/authorized person will submit an affidavit (original), as per format given in Annexure 4-G, attested by 1st class magistrate that the number of acres of land are earmarked for the institute/college affiliated to LUVAS and not shared by other activities of this or other society(s)/trust(s)/institution(s).

Salary Affidavit

I..... S/D of Sh..... resident of (Full address to be given) do hereby solemnly declare and affirm as under:

1. That I am the president of (Society name) and I am completely authorized for it.
2. That the (Institute name) has been running under the aegis of (Society name) since (Year).
3. That (Institute name) is affiliated to Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar.
4. That all the members of Teaching and Non-Teaching staff of (Institute name) are appointed as per the Rules and Regulations of LUVAS.
5. That the salary of all the employees has been disbursed as per rules/provisions for the year The ESI/EPF is being deposited wherever required.
6. That all the documents provided by (Institute name) run by (Society name) are correct to the best of my knowledge.

Signature

Verification: That if any of the information is found to be false, incomplete and misleading, I shall be liable for it.

Place:

Signature

Date:

Land Affidavit

I..... S/D of Sh..... resident of (full address to be given) do hereby solemnly declare and affirm as under:

- 1. That I am the president of (Society name) and I am completely authorized for it.
- 2. That the (Institute name) has been running under the aegis of (Society name) since (Year).
- 3. That (Institute name) is affiliated to Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar.
- 4. That the society has the possession of acres of land exclusively for running VLDD college.

or

That the society has the possession of acres of land as per MSVE Regulations for affiliated college/institute imparting B.V.Sc. & A.H. degree and VLD Diploma programme both.

- 5. That the infrastructure is as per the Norms, Procedure and Guidelines of LUVAS and no such change in infrastructure has been done which is against the norms.
- 6. That no other course is being run by society on this land.
- 7. That all the documents provided by (Institute name) run by (Society name) are correct to the best of my knowledge.

Signature

Verification: That if any of the information is found to be false, incomplete and misleading, I shall be liable for it.

Place:

Signature

Date:



LUVAS

**LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES
HISAR - 125 004**

(Established by Haryana Act No. 7 of 2010)

www.luvass.edu.in