

CHAPTER-XXIV

GRANT OF AFFILIATION TO ANY COLLEGE OR AN INSTITUTION DESIROUS OF STARTING B.V.Sc. & A.H. PROGRAMME AND TO WITHDRAW AFFILIATION THERE FROM UNDER SECTION 7 (i) AND SECTION 8(1) AND (2) OF THE ACT

(Approved by Board of Management vide item no. SP-1 of its 25th meeting held on 29.11.2019)

Objective:

1. The objective of these statutes is to grant affiliation to run a private college/institute by a Trust/Society/Waqf registered under Trust/Societies/Waqf Registration Act for imparting education in the field of Veterinary and Animal Sciences (B.V.Sc & A.H. Programme) in the State of Haryana.

Eligibility:

2. Only Trust/Society/Waqf registered under Trust/Societies/Waqf Registration Act, as applicable to the State of Haryana, 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/Waqf, intending to impart education for the award of degree 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 (LUVAS) Hisar Act, 2010 shall be affiliated to the University on satisfying such conditions as laid down in the Statutes for the purpose of affiliation.
- (2) Interested Trust/Society/Waqf (applicant body) will submit a request for affiliation on a prescribed application form available on the university website/from the office of the Registrar, at a cost prescribed for the purpose. It will be submitted along with the application fee, processing fee and other essential documents like undertaking, self declaration and other enclosures regarding recruitment of teaching, technical and non -teaching staff required for the first year and facilities etc. developed by the applicant body as per Veterinary Council of India (VCI) Minimum Standards of Veterinary Education (MSVE) Regulations, 2016 as amended from time to time for first and second years of B.V.Sc & A.H. and as per LUVAS affiliation rules as amended from time to time. The applicant will prepare and submit the time bound program to provide for additional manpower for the second, third and fourth

academic years, and additional infrastructure facilities, including in relation to Veterinary Clinical Complex and Livestock Farm Complex, for the *third, fourth and additional* academic years, in accordance with the standards specified in the Minimum Standard of Veterinary Education Regulations, so as to collectively provide and complete all the necessary facilities within a period of one year from the date of grant of the letter of affiliation. 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 the State Govt. of Haryana (**Annexure-I**).

- (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.

Powers to withdraw affiliation:

4. The affiliation granted to a private college/institute can be withdrawn temporarily or permanently 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 and VCI/ICAR or any other appropriate authority, and conditions laid down in Annexure-II comes to 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 authorized 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.

Restoration of Affiliation of a veterinary college/institute whose affiliation has been withdrawn temporarily:

A veterinary college/ institute 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, alongwith the required fee as prescribed, may be made for restoration of temporarily withdrawn affiliation to the Registrar of the university by furnishing a commitment as may be necessary for the removal of deficiencies 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 veterinary college/institute duly authorized in this regard.

Liability of University in case of *permanent* 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 affiliating University or the State Govt. The private college/institute 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 college/institute will be shifted as per the decision of VCI. The bank guarantee of the college/institute pledged with LUVAS will stand forfeited. However, the shifted students shall be liable to pay the same fee and other charges which they used to pay in the college/institute whose affiliation has been withdrawn permanently.

In case of permanent withdrawal of affiliation, the college/institute shall have to apply afresh.

Jurisdiction

6. Jurisdiction for all the disputes will be at Hisar.

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

7. Details of land including total area, split or in one piece, ownership, earmarked 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 for housing offices, lecture halls, laboratories etc. constructed as per dimensions laid down in MSVE regulations-2016, and amendments made from time to time of VCI? Give details of number & dimensions of each on additional sheets.

(c) Proof of payment of application fee, processing fee and other essential documents like undertaking, self declaration and other enclosures regarding recruitment of teaching, technical and non -teaching staff required for the first year and infrastructural facilities etc. developed by the applicant body as per Veterinary Council of India (VCI) for the Minimum Standards of Veterinary Education (MSVE), 2016 as amended from time to time for first and second years of B.V.Sc & A.H.

(d) Submit the detailed time bound programme to provide for additional manpower for the second, third and fourth academic years, and additional infrastructure facilities, including in relation to Veterinary Clinical Complex and Livestock Farm Complex, for the *third, fourth and additional* academic years, in accordance with the standards specified in the Minimum Standard of Veterinary Education regulations, so as to collectively provide and complete all the necessary facilities within a period of one year from the date of grant of the letter of affiliation by LUVAS, Hisar.

9. 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)

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

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

12. Details of college/institute transport facilities

13. Detailed financial statement showing funds available, sources of income, future resources, projected expenditure and income, fixed and liquid assets, statement of accounts, PAN/TAN, receipts of last three income tax returns (relevant proofs to be attached). Copies of annual reports and audited balance sheets for the last 3 years duly certified by a Chartered Accountant are to be attached.

14. The documentary proof of having created a fixed deposit for a minimum duration of one year with a scheduled Bank for an amount equivalent to the estimated cost of salaries, allowances and other benefits payable to the teaching and non teaching employees for first and second academic years.

15. Teaching staff recruited including Dean/Principal/Director (as per norms of UNIVERSITY/ VCI/UGC /ICAR/ Haryana Government). 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, Declarations from the faculty engaged by the applicant as per prescribed format (Annexure IV) and other details):

Copies of advertisements, selection committee details, pay scale, age etc. (Selection Committee will always have a nominee of the V.C. of LUVAS for every interview for a teaching post). Also applicable to the existing affiliated college/institute for temporary/permanent affiliation.

16. 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, advertisement for technical staff etc., selection committee, pay scale, declaration of each of the staff recruited in the prescribed format (Annexure-V) and other details etc.). Also applicable to the existing affiliated college/institute for temporary/permanent affiliation.

17. 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, advertisement for technical staff etc., selection committee, pay scale, declaration of each of the staff recruited in the prescribed format (Annexure-V) and other details etc.). Also applicable to the existing affiliated college/institute for temporary/permanent affiliation.

18. Is Veterinary Clinical Complex (VCC) already available as per VCI norms? (Give details of the building and equipments on a separate sheet)

19. Is Livestock Farm Complex (LFC) already available as per VCI norms? (Give details of the building, equipments, animals etc. on a separate sheet)

20. Details of equipments already purchased (make, year, date of purchase, cost etc.) yet to be purchased: (Laboratory wise and subject wise on separate sheets)
21. Details of books and journals in the library: (list to be attached on separate sheet)
22. Details of computer laboratory in the college and internet facility in the college and hostels. Also applicable to the existing affiliated college/institute for temporary/ permanent affiliation.
23. Details of Biometric attendance facilities created for faculty, other staff and students. Also applicable to the existing affiliated college/institute for temporary/permanent affiliation.
24. Details of CCTV cameras installed in the college/institute and hostel premises and examination halls etc. Also applicable to the existing affiliated college/institute for temporary/permanent affiliation.
25. Complete name and address of the State Public Information Officer and Appellate Authority to fulfill obligations under the Right to Information Act, 2005, wherever applicable:
26. 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 as per Annexure-III 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 application fee, processing fee, declaration as per format given on the following page and the undertaking as per Annexure-1 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/Waqf),
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 etc. 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/Waqf/ 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 and as amended from time to time 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 and all the amendments thereof regarding the establishment of new Veterinary College.
- c) That I will abide by the directions of University/ Govt. of Haryana/ VCI /ICAR/ UGC etc. issued from time to time regarding the admission procedure, fee chargeable from the students or any other matter in this regard and all subsequent amendments made from time to time.
- 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 and all such amendments made from time to time.
- 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 University/ Govt. of Haryana/ VCI /ICAR/ UGC etc. directions, rules, guidelines etc. issued from time to time regarding the recruitment / selection of faculty /staff or any other matter in this regard. The Dean, faculty and technical staff will be recruited through a selection process consisting of advertisements in two national newspapers and on the website of the college/institute, a selection committee having one nominee of Vice-Chancellor of the affiliating University.
- 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 submit to the affiliating University the details of faculty, technical and other staff with complete qualifications, salary structure, welfare schemes, total emoluments paid annually and annual salary statements of all the employees of the last three financial years
- i) That I will abide by the provisions of Right to Information Act, 2005 as applicable.
- j) 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 and other guidelines of this college by University/ Govt. of Haryana/ VCI /ICAR/ UGC etc. at any time, without any prior notice.

- k) That I shall provide to the affiliating University every year in the month of December the following information for the period from first of January till the date of submission:
- i. Time table of each class
 - ii. Allotment of courses and lecture schedule of each class along with name of teachers
 - iii. Biometric attendance of teachers and students
 - iv. Detail of CCTV cameras installed in the college premises including class rooms, examination halls, laboratories and hostels.
 - v. The college/institute shall maintain a website to be updated regularly.
 - vi. List of staff appointed, Complete list of documents showing their academic qualifications, experience in relevant discipline, copy of appointment orders, Declarations from the staff in prescribed formats (Annexure IV and Annexure V) and other details

That in case I fail to abide by the affiliation rules and regulations, provisions of the affiliating University / State Government and directions, rules, regulations of the affiliating University /State Govt./ VCI/UGC/ICAR etc, the affiliation granted to my college/institute may be withdrawn

Signature of applicant

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/Waqf which is registered under Trust/Societies/Waqf 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, faculty and staff, other infrastructure and facilities required for establishing a private Veterinary College as per VCI norms/Haryana State policy for first and second years.
4. "The applicant should have not less than 15 acres of land at its disposal, whether by way of ownership or lease from Government or Government agency of 30 years or more, earmarked for the Veterinary College of which 5 acres minimum should be earmarked for fodder production
5. 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 University/ Govt. of Haryana/ VCI /ICAR/ UGC 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./ affiliating University as applicable. Nominee(s) of the Vice-Chancellor shall be on the selection committee. The selections shall be done after public advertisements in two national newspapers and college website.
6. The college shall appoint adequate non-teaching staff for the administrative wing, laboratories, farm etc. as per VCI/affiliating University /State Government norms.
7. Prior to admission, the college must set up various departments including dissection hall, well-equipped laboratories based on Minimum Standards of Veterinary Education (MSVE), 2016 and amendments thereof as per VCI. In any case, the essential requirements for the courses to be taught in 2nd year with regards to infrastructure, building, animal farm, faculty staff, laboratory, equipment and other requirements as per VCI norms must be in place as on 31st March of that year.
8. Submit the detailed time bound programme to provide for subsequent manpower for the second, third and fourth academic years, and additional infrastructure facilities, including in relation to Veterinary Clinical Complex and Livestock Farm Complex, for the *third, fourth and additional* academic years, in accordance with the standards specified in the Minimum Standard of Veterinary Education Regulations, so as to collectively provide and complete all the necessary facilities within a period of one year from the date of grant of the letter of affiliation by the LUVAS, Hisar.

9. It shall be the sole responsibility of the applicant body to satisfy the requirements and follow all directives of LUVAS, Government of Haryana and VCI etc. The University shall only be acting as a facilitator, without any legal, financial or consequential liabilities arising out of the matters connected with affiliation.
10. Once any institute/ college is granted affiliation, it shall be mandatory for the college/institute 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 college/institute will be liable to penal action. If the University is of the view that a private veterinary college/institute has violated any provisions of the rules, guidelines, instructions or notifications issued by University, Government of Haryana, VCI/UGC/ICAR or any other agency, it may take any of the following actions:
 - i) Warning to the college/institute to implement expeditiously the directions/instructions/guidelines of the University and VCI.
 - ii) Financial fine up to a maximum amount of Rs. 20 lakhs and such a fine shall be recoverable as arrears of land revenue.
 - iii) Stoppage of fresh admissions in the forthcoming sessions.
 - iv) Temporary withdrawal of affiliation.
 - v) Withdrawal of affiliation (permanent).

Note:

- (i) A committee consisting of the following will decide regarding the actions to be taken:

(a) Registrar, LUVAS	- Chairman
(b) Comptroller, LUVAS	- Member
(c) Dean, COVS, LUVAS	- Member
(d) Representative of Vice-Chancellor	- Member
- (ii) Before taking any action under the above sub sections, a reasonable opportunity of being heard shall be provided to such college/ institution by the above Committee.
11. No suit, prosecution or other legal proceedings shall lie against the State Govt., University or any officer 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.
12. If at any time during the continuation of affiliation, the Government of Haryana, VCI or LUVAS or any other authority raises any objections or makes any observations in view of the requirements of VCI or any other law, it shall be mandatory on the part of the college/institute to take immediate remedial measures and file compliance.
13. Any punitive/ suggestive/ advisory action by the University/ Govt. of Haryana/ VCI /ICAR/ UGC, shall be binding on the college/institute. University affiliation or any other action shall not override the issues raised by the University/ Govt. of Haryana/ VCI /ICAR/ UGC etc.
14. The University may appoint such number of visitors/inspectors, as it may deem necessary to inspect any aspect of the affiliated college/institute 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. They shall submit the inspection report to the Vice-Chancellor through the Registrar.

15. 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 college/institute for which it shall be mandatory for the affiliated college/ institute to provide the required information and extend cooperation.
16. The Trust/Society/College/Waqf 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.
17. 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 or the general public:
 - a. Registrar of the University - Chairman
 - b. Dean, COVS, LUVAS - Member
 - c. Vice-Chancellor's nominee - 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
 - h. Two senior Professors of LUVAS (one female) - Senior of them will be Member-Secretary
18. The University reserves the right to change any rules /guidelines /requirements /fee /charges related to affiliation of a private Veterinary College at anytime without any prior notice.

These rules will also apply to the already affiliated colleges of the University and the management of all such colleges will be required to submit fresh undertaking as prescribed in Annexure I. However, these rules will not be of any disadvantage of the concerned college in respect of various types of charges/fee already fixed for grant of Temporary/Permanent affiliation.

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 **NO OBJECTION CERTIFICATE (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 on the University website or 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.10,00,000/- (Rs. Ten lakhs) 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 and appointments made etc. by the applicant body as per MSVE, 2016 and amendments made from time to time as per the Veterinary Council of India (VCI) norms for B.V.Sc. & A.H.

first and second years as the case may be and growth plan for the third and subsequent years. The last date for submission of application in the office of the Registrar of the University will be 31st March during an academic year. The last date shall be 30th April with the late fee of Rs. 50,000/- (Rs. Fifty thousand). This application, along with the prescribed application fee and 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 1st year (academic session) 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. Ten lakhs. 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/Waqf of the said college will be required to provide the bio-data of the faculty recruited along with their photographs, copy of advertisement for appointments, selection committee details, original academic certificates, applications, scale of pay etc. If any faculty member resigns/rejoins/freshly joins, the information must be furnished to the University immediately.
4. When the requirements including faculty staff (as per the MSVE, 2016 and amendments thereto 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.1,00,000/- (Rs. One lakh) 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. The 2nd or re-inspection will be done after the college/institute satisfies the University for the same and pays a fee of Rs.50,000/- (Rs. Fifty Thousand) to the University.
5. At the time of inspection, the applicant body should ensure that all the required staff (teaching as well as non-teaching) recruited as per University/ Govt. of Haryana/ VCI /ICAR/ UGC 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 the appointment is copy of advertisement, selection committee, appointment letter, pay slips, 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. The affiliated institute shall provide every year in the month of December an updated list of faculty, technical and other staff to the University.
6. The inspection team shall submit the report to the Registrar, LUVAS, Hisar with specific recommendations along with deficiencies, if any, 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. If the Academic Council approves the report, it shall be placed before the Board of Management along with observations / recommendations of the Academic Council.
7. After approval of the Board of Management, the University shall ask the college to deposit the annual temporary affiliation fee as prescribed for the relevant academic year, within 30 days of the grant of permission of VCI. 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.

8. 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 and the admission process will be as per LUVAS prospectus for the relevant year.
2. (i) Admission to the first year B.V.Sc. & A.H. in a private affiliated Veterinary college shall be made for a maximum of 80 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 merit of the candidates in the Entrance Test as detailed in the LUVAS prospectus of that year and shall follow the reservation pattern as per the State Government guidelines. The rest of the fifty per cent seats (including seats earmarked by the University under NRI quota on request of the college subject to maximum of 15% of total seats), shall be filled up as the Management Quota seats. The admission for all the seats (state quota as well as management quota) shall be made on the basis of merit of the candidates (except the Foreign Indian/NRI students) in the Entrance Test as provided in the LUVAS prospectus of that year. The vacant seats in either of the quota viz.: state quota and management quota are non-transferable. Only those students who have obtained minimum marks as decided by the University in the prescribed Entrance Test of the University/VCI/NTA etc. shall be eligible for both types of seats. The complete fee with all funds of state quota and management 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 after deducting its fee/charges etc.
- (ii) The constitution of admission committee for both types of seats will be:
 - (a) The Registrar, LUVAS -- Chairman
 - (b) Dean/ Principal of private College -- Member
 - (c) A nominee of the Vice-Chancellor, LUVAS -- Member
 - (d) A nominee of Dean, College of Veterinary Sciences, LUVAS -- Member
 - (e) Representative of Principal Secretary, Deptt. of Animal Husbandry and Dairying, Haryana not below the rank of Class-I Officer -- Member
 - (f) One teacher of private college -- Member

Venue of Counselling: *The counselling for state quota and management quota seats will be held at LUVAS Campus.*

- (iii) The fee structure for the State quota seats, management quota seats, as well as NRI 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 Supreme Court/UGC guidelines issued from time to time and will 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/Government of Haryana.
6. Three months before the admissions to the next academic year, 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 the 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 as prescribed in Annexure-III, 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(s), as per VCI norms, are prima facie worth inspecting, the University shall send a team for inspection. If the facilities are seemingly inadequate, 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. The college/institute shall deposit the prescribed fee for re-inspection as per **Annexure-III**.
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 the college shall qualify for permanent affiliation and the University will stop granting 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, as prescribed, in Annexure-III 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.1,50,00,000/- (Rs. One crore fifty lakhs) to be renewed every year before the expiry date as surety pledged to the LUVAS, Hisar. If the college is closed because of failure to fulfill the norms and requirements of Haryana Government / LUVAS / VCI 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 the college and the students already studying in that college shall be shifted as per VCI/LUVAS rules.
10. A sum of Rs. Four lakhs per class per year with an incremental increase of Rs. 40,000/- 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 Assessment as well as External examinations and evaluation system. The expenditure in this regard shall have to be borne by the affiliated college as per prospectus of that year. The University shall have the powers to depute any number of invigilators or supervisors or flying squads during the conduct of different examinations. Guidelines for the conduct of examinations and related matters shall be formulated and circulated separately by the University.

ANNEXURE-III
Summary of various charges

Sr. No.	Type of charges	Amount	When to be deposited
1.	Cost of application form	Rs. 10,000/-	along with application
2.	Processing fee	Rs. 10.0 lakhs each time	along with application
3.	Inspection fee	Rs. 1.0 lakh each time	along with application
4.	Temporary affiliation fee	Rs. 2.0 lakhs per year	after approval from competent authority, before issue of affiliation letter
5.	Administrative expenses	Rs. 4.0 lakhs per class per year with an incremental annual increase of Rs. 40,000/-	within 15 days after the admissions are over
6.	Fee for restoration of affiliation	Rs. 1.0 lakh	along with application
7.	Fee for re-inspection for the same year	Rs. 50,000/-	along with application
8.	Bank Guarantee	Rs. 1.0 crore	within 30 days of grant of permission by the VCI (upto permanent affiliation and to be renewed every year)
9.	One time permanent affiliation charges after passing out of 1 st batch		
	i. Permanent affiliation fee	Rs. 75 lakhs	within 30 days of granting permission by the VCI for inclusion in Schedule-I
	ii. Bank Guarantee	Rs. 1.5 crore pledged to LUVAS and to be renewed every year	

Note: 1. The fee/charges etc. are liable to be changed by the University at any time. If the fee/charges/ bank guarantee/fine etc. are not deposited with LUVAS within the prescribed time limit, a late fee of 15% of respective amount per month or part thereof will have to be deposited additionally.

2. All the above mentioned charges, except bank guarantee, are to be paid in the form of DD, in favour of Comptroller, LUVAS, Hisar before the due date/time, or can be transferred in the account of Comptroller by RTGS and the transaction number/slip be submitted in the office of Comptroller with a copy to Registrar for verification of payment received in the university account.

3. The grant of letter of affiliation shall be subject to the applicant satisfying requirements of LUVAS, Hisar and MSVE, 2016 along with all the amendments etc and upon furnishing a bank guarantee of Rs.1.0 crore in favour of Comptroller, LUVAS, Hisar from a Scheduled Bank situated at Hisar and which shall initially be valid for a period of five and half years and thereafter upto the grant of permanent affiliation and shall at no point of time be allowed to lapse.

4. All the amendments made in this Chapter regarding affiliation rules shall be applicable to the existing affiliated college/institute mutatis-mutandis except the amended charges/fees/bank guarantee amounts/other charges. The existing college/institute will submit to the affiliating university the faculty & staff declarations/ undertakings/ affidavits etc. as per the amended affiliation rules.

In case, any inconsistency in these rules vis-à-vis MSVE-2016 and amendments thereof and LUVAS rules, regulations and guidelines comes to the notice, the Vice-Chancellor, LUVAS will interpret the rules and remove such an inconsistency.

ANNEXURE-IV

Declaration of teaching staff at
(to be filled up by the individual teacher)

For the academic session _____		

1. Name of Teaching staff in BLOCK letters

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2. Father's Name

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3. Mother's Name

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4. Date of Birth:

5. Age as on (The first day of the year of appointment in the college to be filled):

6. Details of valid Photo ID of the incumbent:

7. Details of PAN Card Number :

8. Mode of receiving Salary:

9. Present Designation of the incumbent:

10. Proposed Designation:

11. Employment details (where applicable):

(i) Department:

(ii) Nature of appointment: kindly inform whether Regular or Adhoc or Contractual or Teaching Associate or Temporary:

(iii) Date of joining at the present institution:

(iv) Residential Address of incumbent:

(v) Permanent Address:

(vi) Telephone numbers Office – Residence – Mobile No. –

(vii) E-mail ID:

(viii) Pay scale of the present appointment:

(ix) Basic qualification:

- (x) Post-graduate qualification, if any with subject of specialization:
- (xi) Ph.D. qualification, if any with subject:
- (xii) State Veterinary Council Registration No. with date and validity:
- (xiii) Name of the State Veterinary Council where registered:

12. Details of qualifications:

Qualification	Name of College	Name of University	Year of passing	Marks obtained (in %) or OGPA	Subjects studied
Bachelor of Veterinary Science and Animal Husbandry					
M.V.Sc.					
Ph.D.					
Post- Doc.					

13. Details of teaching experience (in chronological orders starting from past to present):

Designation	Name of institutions	Department	From	To	Total Experience in years & months
Demonstrator or Teaching Associate					
Assistant Professor					
Associate Professor					
Professor					
Scientist (in any research institute like ICAR, etc.)					
Senior Scientist (in any research institute like ICAR, etc.)					
Principal Scientist (in any research institute like ICAR, etc.)					
As Veterinary practitioner in the State or Central A.H. department, etc.					
Private practice					
Total Teaching Experience					
Total Experience other than teaching like Extension, etc.					

Note: Kindly mention NA wherever the incumbent does not have the required category of experience as stated above.

DECLARATION BY THE INCUMBENT

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

1. I, Dr. _____ working as _____ in the department of _____ 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 teach in _____ (name of the Veterinary 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. It is also understood that in such a case, the undersigned is also liable for disciplinary action including removal of his name from the register of the State Veterinary Council or Veterinary Council of India.

SIGNATURE WITH FULL NAME OF THE TEACHER

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.

CHECK LIST OF DOCUMENTS TO BE SUBMITTED

S. No.	Documents	Submitted
1.	Recent Passport size photo of the Faculty, signed by the Dean or Principal of the College.	Yes or No
2.	Copy of proof of Date of Birth	Yes or No
3.	Photo ID proof issued by Govt. Authorities: Passport or PAN Card or Voter ID or Driving License	Yes or No
4.	Certified copies of appointment order including promotion orders of present Institution.	Yes or No
5.	Copy of Passport or Voter Card or Electricity Bill or Telephone Bill or Driving License or Certification from Local Govt. Authorities to be attached as a proof of residence.	Yes or No
6.	Joining report of the present institution.	Yes or No
7.	Copies of Degree certificates of UG and PG degree.	Yes or No
8.	Copies of Registration Certificates of the State Veterinary Council (SVC)	Yes or No
9.	Copy of experience certificate (s) for all teaching appointment(s)	Yes or No
10.	Relieving order from the previous institution.	Yes or No
11.	Copy of PAN Card	Yes or No
12.	Copy of Form 16 (TDS Certificate) for the last financial year	Yes or No
13.	Provident Fund deduction Certificate & Statement	Yes or No
14.	Proof of salary received	Yes or No
15.	Copy of Aadhar Card (if available)	Yes or No

Signature & Full Name of the Teacher

Date:

Countersigned by Dean or Principal with Full Name & stamp

ANNEXURE-V

Declaration of staff at (to be filled up by the individual)

First Name	Middle Name	Last Name

For the academic session _____

1. Name in BLOCK letters:
2. Fathers Name:
3. Mothers Name:
4. Date of Birth:
5. Age as on (first day of the year in which appointed in the college):
6. Details of valid Photo ID of the incumbent:
7. Details of PAN Card Number:
8. Mode of receiving Salary:
9. Present Designation of the incumbent:
10. Proposed Designation:
11. Employment details (where applicable):
 - i. Department:
 - ii. Nature of appointment: kindly inform whether Regular or Adhoc or Contractual or Temporary :
 - iii. Date of joining at the present institution :
 - iv. Residential Address of incumbent:
 - v. Permanent Address:
 - vi. Telephone numbers Office – Residence – Mobile No. –
 - vii. E-mail ID:
 - viii. Pay scale of the present appointment:
 - ix. Basic qualification:
 - x. Post-graduate qualification, if any, with subject of specialization
 - xi. Ph.D. qualification, if any, with subject:

12. Details of qualifications (where applicable):

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

13. Details of experience (in chronological orders starting from past to present):

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

Note: Kindly mention NA wherever the incumbent does not have the required category of experience as stated above.

DECLARATION BY THE INCUMBENT

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

1. I, _____ working as _____ in the department of _____ at _____ College and do hereby affirm that I am a _____ working from _____ A.M. to _____ P.M. daily at this institution. I am not employed anywhere else.
2. Complete details with regard to work experience have been provided and nothing has been concealed by me.
3. 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
College with indicating Full Name

2. Countersigned by the Stamp and date of the
Chairman of the Governing body with Full
Name & Designation.

CHECK LIST OF DOCUMENTS TO BE SUBMITTED

Sr. No.	Documents	Submitted
1	Recent Passport size photo of the Employee, signed by the Dean or Principal of the College	Yes or No
2	Copy of proof of Date of Birth	Yes or No
3	Photo ID proof issued by Govt. Authorities: Passport or PAN Card or Voter ID or Driving License	Yes or No
4	Certified copies of appointment order including promotion orders of present Institution	Yes or No
5	Copy of Passport or Voter Card or Electricity Bill or Telephone Bill or Driving License or Certification from Local Govt. Authorities to be attached as a proof of residence	Yes or No
6	Joining report of the present institution	Yes or No
7	Copies of certificates showing educational qualifications	Yes or No
9	Copy of experience certificate (s) for all previous appointment(s)	Yes or No
10	Relieving order from the previous place of employment.	Yes or No
11	Copy of PAN Card	Yes or No
12	Copy of Form 16 (TDS Certificate) for the last financial year, if applicable.	Yes or No
13	Provident Fund deduction Certificate & Statement	Yes or No
14	Proof of salary received	Yes or No
15	Copy of Aadhar Card (if available)	Yes or No

Signature and Full Name

Date:

Countersigned by Dean or Principal
with Full Name and stamp