



**RAJASTHAN UNIVERSITY OF VETERINARY & ANIMAL SCIENCES:
BIKANER**

**GUIDELINES FOR AFFILIATION OF PRIVATE
INSTITUTIONS OFFERING ANIMAL HUSBANDRY
DIPLOMA PROGRAMME (AHDP), 2012**

(As amended vide decision under resolution 08/07 of the Academic Council's 8th meeting held on 9th March, 2015 and decision under resolution 15/D of the Board of Management's 15th meeting held on 31st August, 2015)

Chapter 1
Preliminary

1. Short title extent and commencement

- a. These Guidelines may be called '**Rules for affiliation of private institutions offering AHDP, 2012**'.
- b. These shall extend to all private institutions who intend to affiliate or are affiliated (annual provisional or permanent, as the case may be) with this university offering AHDP located anywhere within the jurisdiction of the University, i.e., the whole of the state of Rajasthan.
- c. These shall commence with effect from 15th July, 2012, i.e., the date of notification.

2. Definitions-In these Guidelines, unless the context otherwise requires,-

- (a) "Academic Council" means the Academic Council of the University;
- (b) "Affiliation" means a College or an Institution, whether private or public, by whatever name called, affiliated (annual provisional or permanent, as the case may be) with the University with respect to specific academic programmes;
- (c) "Board" means Board of Management of the University;
- (d) "College/Institution" means any College or Institution affiliated to the University providing courses of study or training for admission to the examinations for AHDP of the University;
- (e) "Faculty" means Faculty of the University;
- (f) "Government" means the State Government of Rajasthan;
- (g) "Prescribed" means prescribed under these Guidelines;
- (h) "Principal" means head of an Affiliated College or Institution or Unit;
- (i) "Registrar" means the Registrar of the University;
- (j) "Student" means the person admitted and enrolled in an Affiliated College or institution of the University for taking a course of AHDP;
- (k) "Teacher" means a person, known by any rank, appointed/hired by the Affiliated College or Institution for the purpose of imparting instruction;
- (l) "University" means the Rajasthan University of Veterinary and Animal Sciences



(m)“Veterinary Council of India” means the Veterinary Council of India constituted under the Indian Veterinary Council Act, 1984 (Central Act No. 52 of 1984); and

(n) “Vice-Chancellor” means the Vice-Chancellor of the University.

Chapter II

Introduction

3. As provided under the sub-section (i) of the Section 7 of Chapter II of Rajasthan University of Veterinary and Animal Science Act, 2010 (No. 13 of 2010), under the functions of the University it has been prescribed to affiliate colleges /Institutions. Therefore, in order to streamline the process of affiliation as well as to provide strict and appropriate guidelines so as to maintain standards of education, these Guidelines are being promulgated. These Guidelines have been approved by the Academic Council in its meeting held on 11th June, 2012 vide resolution on Agenda 03/H and by the BOM in its 6th Meeting held on 17th June, 2012 vide resolution on Agenda 06/O .
4. Before approaching the University for Affiliation, the Society/Trust should carefully read the prospectus of the University provided for AHDP, as fulfilling the norms, as required in regulations, before the affiliation and thereafter, shall be the sole responsibility of the Applicant Body.
5. It is advised that before approaching the University for Annual Provisional Affiliation, the Applicant Body should have duly appointed a professional as a Principal of the proposed College/Institution so that interactions on technical matters can be done with the Principal for better understanding of technical matters.
6. University shall not be responsible for any kind of delay in affiliation.
7. The University shall be providing Annual Provisional Affiliation to a College/ Institution till it does not fulfill the requirements of Permanent Affiliation as mentioned in subsequent sections.
8. Any College/ Institution on Annual Provisional Affiliation shall be authorized to mention the status in the form of “*With Annual Provisional Affiliation of RAJUVAS*” on their signboards, letterheads, properties and other such documents.
9. Till a College/Institute is permanently affiliated to the university as provided in these Guidelines, the College/Institute shall not be authorized to declare its status anywhere as “*Affiliated to RAJUVAS*”. This is being prescribed in public interest and correct status depiction to the students.
10. These Guidelines are complimentary to the provisions *in vogue* or made in future by regulatory bodies like UGC, VCI etc. By no means, these Guidelines shall be overriding the provisions laid down by such bodies.

Chapter III

General Guidelines

11. It shall be mandatory for the existing as well as future institutes to abide by these Guidelines. Existing Annual Provisionally Affiliated Colleges/Institute(s) shall fit in these Guidelines automatically, depending upon the stage in which they are currently running. They will have to switchover to these provisions immediately.
12. Once, any institute is Annual Provisionally Affiliated, it shall be mandatory for that Institute/College to implement the directions/advises of the University, failing which, such Institute/College shall be inviting penalty, which may be financial, disallowing future admissions and/or stoppage of affiliation.



13. Only those Bodies/Trusts/Societies, which have been provided permission/NOC for opening a College/Institute by the Government of Rajasthan for providing 2 years post 10+2 Diploma in Animal Husbandry (or by earlier used terms like two years LSA training etc.), shall be eligible to apply first for Annual Provisional Affiliation to the university for AHDP.
14. It shall be the sole responsibilities of the Applicant Body/Affiliated College to satisfy the requirements of the programme. The University shall not be responsible for any legal and financial liabilities arising out of the matters connected with the Applicant Body/Affiliated College/Institutions. The University shall also be not liable for any sort of (full or part) compensation regarding any matter pertaining to any party including students and or staff etc.
15. Annual Provisional Affiliation shall be for the academic purposes only. The Applicant body/College shall be bound to follow all directives of the Government/Department of Animal Husbandry, University etc.
16. The applicant body shall apply on the '*Prescribed application form*' having an enclosed self declaration on a Non-Judicial Stamp of Rs. 1000/- (Rupees One thousand only) regarding facilities developed by the Applicant Body as per prescribed norms for the first year and preparedness for the second year and growth plan (Annex. D).
17. If at any time during the continuation of Annual Provisional Affiliation, the Government raises any objection regarding adequacy of facilities, it shall be mandatory on the part of the College/Institute to fulfill the same in the prescribed time bound manner.
18. Any punitive/suggestive/advisory action by the Government /Department of Animal Husbandry shall be binding to the College/Institute.
19. The University may appoint such number of Visitors or Inspectors, as it may deem requisite, to inspect any Annual Provisional Affiliated College/Institute or to attend any examination or any other affair as the University deems fit. The visitors shall not interfere with the conduct of any training or examination, but shall report to the Vice-Chancellor on the adequacy of the standards including staff, equipment, accommodation, training and other facilities as prescribed. The report of the Visitor(s) shall be treated as confidential unless in any particular case the Vice-Chancellor otherwise directs.
20. The University shall be empowered to institute an enquiry into the affairs related to academics/admissions/any other matter, of the College/Institute, for which it shall be mandatory to provide required information and cooperate.

Chapter IV

Annual Provisional Affiliation:

21. The prescribed application form shall be made available at a charge of Rs. 10,000/- (Rupees Ten thousand only) as Application Form Charges, to those applicants who have been provided NOC by the Government of Rajasthan. The person/body requiring application shall have to apply on the letter head and official seal of the body to which NOC has been provided by the Government of Rajasthan along with an attested copy of the NOC.
22. Application for Affiliation shall be in the prescribed format along with Application Fees of Rs. 25,000/- (Rupees Twenty five thousand only). This application shall be valid for only forthcoming academic session. If the applicant fails to obtain affiliation of the University, it shall have to apply afresh for the next session, by obtaining fresh



- prescribed application form and depositing application fee along with filled application form. Therefore, it is advised that application for affiliation should be filed at least by the month of August of the preceding academic session so that the University gets ample time to process, inspect and affiliate. Nevertheless, the University does not guarantee any time limit of process to the applicant.
23. Applicants should have submitted all the required documents to the Government of Rajasthan as per the terms and conditions of the NOC, before applying for affiliation. They shall have to enclose a proof of it along with an attested copy of each document at the time of the application, otherwise, the application shall be rejected.
 24. Incomplete application shall be rejected and fee forfeited, however, applicant shall be free to file fresh application.
 25. The application fee shall be non refundable, even in cases of withdrawal of application, rejection of application and university deciding to not to grant affiliation.
 26. When the first year requirements are completely met, the management for the proposed college/institute will file the application, make a presentation of the facilities to the University authorities, submit a video CD of the available facilities. If the facilities are seemingly inadequate, the Applicant Body shall be communicated so during the presentation and in writing also. In such a case, the Applicant Body shall develop adequate facilities and again make a presentation, with fresh video CD to the University authorities.
 27. Consequent to presentation and viewing the video CD, if the University authorities are satisfied that the facilities developed by the applicant body are *prima facie* worth inspecting, the University shall send a team for inspection.
 28. The Applicant Body shall have to deposit an Inspection fee of Rs. 25,000/- (Rupees Twenty Five Thousand only) to the University.
 29. The University may decide such authorities, who shall be present at the time of presentation for recommending adequacy/otherwise to the university. The presentation, however, shall be open to all faculty members of the University.
 30. The Inspection Team (as constituted by the university) shall visit the College/Institute after satisfactory presentation. The team shall submit the report to the Registrar for placing before the next Academic Council meeting. The College /Institute shall extend all facilities and cooperation to the Inspection Team.
 31. If the Academic Council approves, the report along with Academic Council's recommendation shall be put to the next Board meeting. Otherwise it will be returned back to the Applicant Body of the proposed College/Institute for improving the facilities and re-inspection on a future date.
 32. If approved also by the Board, the University shall issue orders of Provisional Affiliation, which shall be communicated to the Applicant Body within 4 weeks time from the approval by the Board.
 33. After deposition of the prescribed Annual Affiliation Fee, Rs 50,000/- (Rupees Fifty thousand only), the University will issue orders for Annual Provisional Affiliation.
 34. The Applicant Body shall then submit a detailed status report along with request to the university.
 35. The Applicant Body will be required to complete staff recruitments of first year as per norms and inform the University before providing admissions to new batch.



36. If the staff and other facilities are adequate, the university will give a letter for admitting the students for that particular session, provided that all foregoing conditions have been fulfilled.

Chapter V

Admission of students and subsequent Annual Provisional Affiliations:

37. The College/Institute shall not be able to admit students for that session without clear cut permission by the University.
38. Before the end of first academic session, the second year requirements should be completely met. The management of the college/Institute will be required to make a presentation of the facilities to the university authorities, submit a video CD of the so far developed facilities on the date and time prescribed by the University. If the facilities are seemingly inadequate, the applicant body shall be communicated so during the presentation and in writing also. In such a case, the applicant body shall develop adequate facilities and again make a presentation, with fresh video CD to the university authorities, well before the admissions of the next session, failing which the college shall not be allowed to admit fresh students.
39. If the University authorities are satisfied that the facilities developed for the second year by the Applicant Body are *prima facie* worth inspecting, the University shall send a Team for Inspection. The Applicant Body shall have to deposit an Annual Inspection fee of Rs. 25,000/- (Rupees Twenty Five thousand only) to the University.
40. The University shall be free to take decision in consultation with the Government of Rajasthan regarding shifting of existing students of first year, when they come in second year (or during any subsequent year, as the case may be) to another college/Institute, as deemed fit, if the college/Institute fails to develop adequate facilities for the second year as per the norms required by the University.
41. If the staff and other facilities are adequate, the university will give a letter for deposition of the Annual Affiliation fee of Rs. 50,000/- (Rupees Fifty Thousand only). After deposition of the annual affiliation fee, the University will issue orders for Annual Provisional Affiliation. The same process shall apply to subsequent years also.

Chapter VI

Withdrawal of Affiliation

42. The Affiliation/Annual Provisional Affiliation granted to a College/Institute may be withdrawn or modified if the College/Institute fails to comply with any of the provisions/direction of affiliation specified by the University or Rajasthan State Government at any stage of affiliation.
43. In case of finding deficiency as per Section 42, the University may also resort to reduction of intake capacity, to the level deemed fit, for one or more academic session.
44. The inspectors/Visitors/any other person authorized by the University, while submitting their reports/communication to University, points out any deficiency(ies) violation of affiliation provision/non-compliance of directives of regulatory body/affiliating University, the University may impose financial penalty on the Institute/College. In such cases the University would advise the concerned Institute/College to rectifying the deficiency/violation of provisions/compliance of directives in a stipulated time along with the payment of penalty. If institute/College fulfils the



above requirements in the stipulated time, University may depute the inspector/ visitor/ any other person again, to verify the remedial measures, taken by the College/Institute.

45. The privileges conferred on a College/Institute by affiliation may be withdrawn in part or in full, suspended or modified, if the College/Institute on due enquiry, is found to have failed to comply with any of the provisions of the Act / Statutes, the Ordinances, the Guidelines and Regulations or any other direction or instruction of the University, or failed to observe any of the conditions of affiliation, or has conducted itself in a manner prejudicial to the academic and administrative standards and interests of the University.
46. When an affiliated College/Institute ceases to function or is shifted to a different location or is transferred to a different Society, Trust, individual or a group of individuals without the prior approval of the University, the affiliation granted to the college/Institute shall lapse automatically on such ceasing, shifting or transfer, as the case may be, and it shall be treated as a new College/Institute for the purposes of future affiliation. The University and the Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.
47. The University on its own, on the basis of any complaint or any other information or report from any other source, can cause an enquiry in respect of a College/Institute, and after giving the College/Institute a reasonable opportunity of being heard, may pass an order prohibiting such College/Institute from presenting any student then undergoing such specified course / programme of study therein to the University for the award of the qualification concerned.
48. If the University decides to withdraw the affiliation of the College/Institute, or the Affiliation stands terminated by the order of the University, temporarily or permanently, such decision shall not affect the interests of the students of the College/Institute who were on its rolls at the time of issue of the order till they pass out the normal duration of programmes to which they are registered at that time the University/Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.
49. In cases where the Institute/College does not fulfill the requirements or remedial measures taken are not adequate, the University may submit the report of such Institute/College to the Academic Council, recommending withdrawal of affiliation of the Institute/College.
50. The decision of Academic Council would be put up before the Board of Management (BOM) for further approval.
51. The BOM, before providing approval, may, if deemed necessary, provide a hearing to the College/Institute concerned.
52. If BOM intends to withdraw affiliation of Institute/College, the University shall inform the Government that the Institute/College has failed to honour the terms and conditions laid down by the Government in its NOC and therefore, shall further request to the Government to withdraw the NOC issued to the Institute/ College and to approve arrangements suggested regarding shifting of students of ongoing batches in that particular College/Institute.
53. The College/Institute shall be deemed to be de-affiliated consequent to withdrawal of NOC by the State Government.



54. The University reserves the right to amend the Guidelines/procedures/fee(s), related to affiliation of Institutes/Colleges, in future without prior information to the Institutions/Colleges.

(As amended vide decision under resolution 08/07 of the Academic Council's 8th meeting held on 9th March, 2015 and decision under resolution 15/D of the Board of Management's 15th meeting held on 31st August, 2015)



Annexure-I

FORM OF APPLICATION FOR FRESH AFFILIATION(S)

(To be submitted in person or by Speed Post only)

Note: Application can be got typed and printed a fresh with appropriate spacing required without altering the format. No action shall be taken on incomplete forms. Therefore, please ensure that the application is complete in all respects along with requisite enclosures duly attested with seal by the authorized signatory of the applicant body.

To,

The Registrar,
Rajasthan University of Veterinary
& Animal Sciences,
Bijey Bhawan palace Complex,
Near Deen Dayal Upadhyay Circle,
Bikaner (Rajasthan) 334 001

From:

Dear Sir,

I have the honour to apply for Annual Provisional Affiliation to the University for the College, viz., (Mention here the name of the proposed College)
.....proposed to be started at the place- from the month of July in the year..... for Animal Husbandry Diploma Programme (AHDP).

I Beg to furnish the following information with the requisite application fees in the form of Bank Draft of Rs. (Rupees only) vide DD No. dated drawn on the (Name of the Bank) in favour of the “Comptroller, Rajasthan University of Veterinary & Animal Sciences, Bikaner” payable at Bikaner.

Place.....

Date.....

*(a) The proposed College will be under the Management of the
.....



.....
Which is a regularly constituted governing body. The constitution, powers and details of the persons of the said governing body are as under:-

- (i) Constitution:
- (ii) Powers:
- (iii) Personnel:
- (iv) Details of Registration:

I enclosed herewith a true copy of the Certificate of Registration of the Said Society/trust/body (Vide Appendix A)

- Here give the name of Society, Government other body or institution which is making the application.
- The space under any head in this form if found insufficient, the applicant should give the required information in a separate sheet(s) attached to the application form.
- Strike off where unnecessary,

N.B.:- (1) No application will be entertained unless accompanied by the requisite application money by Bank Draft only.
(2) No Institution shall open classes in the Subject/ Standards for which affiliation is sought even on a provisional basis, in anticipation of the sanction of the University. Such classes opened by any Institution shall not be recognized by the University under any circumstances.

*(b) The qualification of the teaching staff and the condition governing their tenure of office are such as to make due provision for the courses of instruction to be under taken by the College.

Mr. will be the Principal of the College. His salary, Grade, Qualifications and experience are as follows:

The following members of the teaching staff, in addition to the Principal, have been appointed on the salaries, in the grades and on the terms and conditions mentioned against each of them:

- 1) (A typed or printed statement, giving the qualifications and experience, should be attached and marked Appendix B)



- 2)
- 3)

The following teaching posts, with the qualifications required for and the terms and conditions of service in respect of each of them will be created and filled up for teaching the subjects and courses in which affiliation is sought.

(A typed or printed statement giving the designation and qualifications, scales of pay and the other terms and conditions of service in detail, in respect of the posts which have yet to be filled up, should be attached and marked Appendix C).

- (c) The buildings in which the college is to be located are suitable. I enclose herewith detailed plans (vide Appendix D) with dimensions of the rooms of the existing building proposed for the college, the students Hostel and the College play grounds etc. It is proposed to make the following provision for games and sports, for the physical training of students, and for medical examination and aid:
- (d) The library will be located in It will be equipped with suitable books on which it is proposed to incur an initial outlay of Rs.....and an annual recurring expenditure of Rs.
- * (e) The following arrangements have been/will be made for experimental/ and/ or clinical work in connection with the branches of Science in which affiliation is sought

(A statement showing details of the accommodation, equipment and apparatus of laboratory and/ or museum for each branch of science should be attached and marked Appendix E)

The non-recurring and recurring grant proposed for each should be specified.

- (f) The following provision has been/ will be made for the residence of the members of the teaching staff who will be Incharge of the Students Hostel.

(Detailed plans of the building accommodation, showing distance from the college and hostel buildings should be annexed and marked Appendix F)



- (g) Necessary equipment in each subject, wherever required, is there, or is proposed to be added. Non recurring and recurring grants proposed to be provided (Details to be given).
- (h) Furniture in the college (including that for laboratories) and Hostel is satisfactory, or proposed to be added. Non recurring and recurring grants proposed to be provided (Details to be given).
- (i) The financial resources of the College are such as to make due provision for its continued maintenance. (Vide Appendix G)
- (j) The fees fixed for the courses of instructions would not involve such competition with any existing college in the same neighborhood as would be injurious to the interests of education. They are as under:
- (k) Pension or Provident Fund for the staff:-

I hereby give an assurance on behalf of the that, after the College is affiliated, and transference of Management and all changes in the teaching staff will be forthwith reported to the Syndicate.

I also assure that the directions in regard to Academic Programmes including exam would be followed in toto.

Place.....

Signed.....

Date.....

Chairmen/Principal/Secretary
Society Society

Date.....

-
- ❖ In the case of Degree Programme give details considering the VCI norms. The norms of the VCI will have to be followed.
 - ❖ A statement of the capital resources proposed to be utilized for the buildings and equipments, the balance sheets of the assets and liabilities, if the college is run by a Society or Trust, the budget for the first two years and the provision for meeting possible deficit should be enclosed with this application.



ANNEXURE II

DECLARATION

(TO BE PRODUCED ON RS. 1000/- NON JUDICIAL STAMP PAPER
ATTESTED BY NOTARY PUBLIC)

I.....S/O.....resident of
.....on behalf of
.....(Organization/trust) solemnly declare that:

1. I have applied for affiliation of institute (named below) for award of the **Animal Husbandry Diploma** to the Rajasthan University of Veterinary & Animal Sciences, Bikaner on the prescribed form along with prescribed fee.

2. The details about the institute are given below:

2.1. Name of Institution (in capitals letters)

(In English).....

(In Hindi).....

2.2. Complete Postal Address of the Institute (in capital letters)

(In English).....

.....

(In Hindi).....

.....

2.3. Institute phone numbers with STD code

Office..... Residence.....

Fax..... Mobile.....

Email address (compulsory):.....

Name and complete postal address of controlling organization/trust (in capital letters)

(In English).....

.....

(In Hindi).....

.....

Name and complete postal address of authorized signatory on behalf of controlling organization/trust (in capital letters)

(In English).....

.....

(In Hindi).....

.....



Authorized signatory's phone numbers with STD code

Office..... Residence.....
Fax..... Mobile.....
Email address (compulsory):.....

Details of ownership rights of land and building and blue print are provided in Annexure 2.

3. Detailed infrastructure facilities etc are given in Annexure 1 entitled on its page- **REQUIREMENTS FOR AFFILIATION OF A NEW COLLEGE/INSTITUTE FOR DIPLOMA IN ANIMAL HUSBANDRY** and **INFRASTRUCTURAL PROVISIONS** consisting of total.....pages, duly filled in on behalf of me.
4. On behalf of the Applicant Body, of which I am authorized declaring representative, I have full knowledge of the norms of the Govt. of Rajasthan/RAJUVAS, Bikaner.
5. On behalf of the Applicant Body, of which I am authorized representative, I am fully aware that the diploma programme, to which the Applicant Body, of which I am authorized declaring representative, has applied, is governed by the norms of the Government of Rajasthan/RAJUVAS, Bikaner.
6. On behalf of the Applicant Body, of which as authorized declaring representative, I declare that it shall be binding on the Applicant Body to fully, in letter and spirit, follow the norms of the Govt. of Rajasthan/RAJUVAS, Bikaner, as laid down at present as well as in future.
7. On behalf of the Applicant Body, of which I am authorized declaring representative, I declare that it shall be binding on the Applicant Body to fully, in letter and spirit, abide by the guidelines/advises/directives etc. provided by the RAJUVAS/Govt. of Rajasthan including their authorities.
8. On behalf of the Applicant Body, of which I am authorized declaring representative, I declare that it shall be binding on the Applicant Body fully, in letter and spirit, abide by the norms of affiliation as laid down at present as well as in future of the Rajasthan University of Veterinary & Animal Sciences, Bikaner.
9. Details of management committee members along with verified address (by tehsildar/ revenue officer) and their photographs are provided in Annexure 3.



10. I hereby declare that the said College/Institute (which has applied for affiliation) shall abide all the Guidelines and regulations, orders, instruction etc. issued by the University and also framed by in the future, failing which the University reserves the right to withdraw the affiliation.

11. The above information in Para 1 to 10 is correct to the best of my knowledge and nothing, herein, has been concealed.

Annexure enclosed with it:

- a) Annexure 1: Prescribed format duly filled and signed **YES/NO**
b) Annexure 2: copy of ownership rights of land and building and blue print of the existing & proposed building. **YES/NO**
c) Annexure 3: The details of management committee members along with verified address (by tehsildar/ revenue office) and their photographs. **YES/NO**

Date:
Place:

Signature
(Authorized signatory on
behalf of organization/trust)

Witness 1:
Name:
Father's name:
Full Address:

Witness 2:
Name:
Father's name:
Full Address:

**Financial Penalties**

Penalties in the form of fine may be up to the following limits, as recommended by the Inspectors/Visitors/Authorized Persons.

<u>Items of Deficiencies</u>	<u>Amount in Rupees</u>
1. Library	25,000
2. Building	50,000
3. Staff	50,000
4. Equipments	25,000
5. General upkeep of the campus	10,000
6. Delay in submission of admission list	05,000
7. Admission of in-eligible candidates	05,000
8. Incomplete Enrollment forms	05,000
9. Delayed enrolment	05,000
10. Delayed submission of examination marks	05,000
11. Other deficiencies	As decided by the University

Imposition of penalty shall be subject to the recommendations in the Inspection Report and its approval by the Academic Council, which shall have a right to modify and/or wave off the recommended penalty also. Decision of the Academic Council shall be final in the matter.

Approved by the Competent Authority

Sd/-
Registrar