

**REGULATIONS RELATING TO CONDITIONS FOR AFFILIATION
OF EDUCATIONAL INSTITUTIONS**

Short Title and Commencement

1. (i) These Regulations may be called the University of Veterinary & Animal Sciences, Lahore (Affiliation of Educational Institutions) Regulations, 2005.
(ii) They shall come into force with immediate effect.

2. In these Regulations, unless there is anything repugnant in the subject or context:
 - (a) “University” means University of Veterinary & Animal Sciences, Lahore.
 - (b) “affiliation” means the admission of an educational institution to the privileges of the University.
 - (c) “Principal” means the head of an educational institution;
 - (d) “Registrar and Vice Chancellor” means respectively the Registrar and the Vice Chancellor of the University.

3. (i) An educational institution seeking affiliation to the University shall make an application accompanied by a statement containing the information prescribed in the appended proformas.
(ii) The University may sanction the affiliation if it is satisfied that:
 - (a) the educational institution is and shall continue to be under the management of a constituted governing body;
 - (b) the educational institution has sufficient financial resources for its maintenance and efficient working;
 - (c) the strength and qualifications of the teaching and other staff are adequate for the courses of instruction teaching or training to be undertaken by the educational institution and that the terms and conditions of service of the staff are satisfactory;
 - (d) the education institution is located in a convenient place and that its location in close proximity to another educational institution shall not be injurious to the interest of education or discipline;

- (e) the buildings of the educational institution are suitable and adequate;
 - (f) due provision has been made for the supervision, discipline, health and general welfare of students and for the residents in hostels/halls or lodgings approved by the educational institution;
 - (g) adequate provision has been made for literary and library services;
 - (h) where affiliation is sought in any branch of science or technology, adequate arrangements have been made for imparting practical instructions, such as the provision of laboratories, clinics, farms, workshops and museums with requisite equipment and stock;
 - (i) as far as the circumstances permit, due provision has or shall be made for the residence of the Principal and some other members of the teaching staff in or near the educational institution or the place provided for the residence of students;
- 4.
- (i) The management of the Institution shall deposit an amount of Rs. 30,000/- as affiliation processing fee in the relevant account of the University.
 - (ii) The inspection fee for first visit and each revisit shall be Rs. 30,000/- and Rs. 15,000/- respectively, or as prescribed by the University from time to time.
 - (iii) The Affiliation Committee of the University shall inspect the affiliated institutions annually. Any shortcoming or deficiency observed by the Committee shall be conveyed to the affiliated institution for rectification within the period as determined by the Committee.
 - (iv) Registration fee of all students admitted in the institution shall have to be deposited in the University account at the time of submission of details of students to the University.
 - (v) Five percent (5%) of receipts on account of tuition fee realized from all students by the institution shall be remitted to the University at the time of enrolment.
 - (vi) Examination fee of students enrolled in the institution shall be deposited in the University account as determined by the Affiliation Committee from time to time.

5. The course or courses of instruction in respect of which the institution has been affiliated shall not be altered except with the permission of the University.
6. The educational institution shall be governed by the Regulations framed by the University from time to time regarding (i) duration of the course, (ii) medium of instruction and examination, (iii) conditions of admission to the course (iv) registration and examination fees, (v) detailed syllabi for the examinations held by the University, (vi) conditions of admission to such examinations, (vii) conduct of examinations (viii) the ratio between teachers and students and (ix) the total work load of a teacher.
7. The educational institution shall promptly report to the University any transfer or change in the management or any circumstance affecting the adequacy of its financial resources.
8. The teaching staff of the educational institution shall possess such qualifications as may be prescribed by the University. Provided that the Syndicate may, in exceptional cases, approve the appointment of a teacher who does not possess the prescribed qualifications but who has attained outstanding position in the subject he/she is required to teach.
9. All new appointments to the staff of the educational institution shall promptly be reported to the University.
10. The Principal / Head of Institution shall cause the following registers and records to be maintained and shall, when required, submit them to the Registrar:
 - (1) Registers of admissions, withdrawals and migrants.
 - (2) Registers of attendance of lecturers, laboratory work, clinical work, practical training, project work, farm work and instructional tours.
 - (3) Register of fee.
 - (4) Time table.
11. The Principal/Head of Institution shall report to the Registrar for record in the University, the admissions, withdrawals and migrants of students within a fortnight of the date on which they take place.

12. The Principal/Head of Institution shall in the month of August each year, or in such other month as the Syndicate may determine, submit a report to the University showing (a) transfer of or changes in the management, (b) a list of the teachers with their qualifications and the subject to be taught by each teacher, (c) the number of students in each class, (d) the income and expenditure of the previous financial year and the approved budget estimates for the year in which the report is submitted, (e) the results of examinations, (f) changes in the scale of fee and of examinations or reductions permitted (g) the number of scholarships and their value (h) the number of books and periodicals added to the Library, (i) the number of students residing in hostels and approved lodgings (j) changes in the rules of the educational institution.
13. The Principal/Head of Institution shall furnish to the University such other information as the University may require from time to time to enable it to judge the efficiency of the educational institution.
14. (1) The Vice Chancellor may cause the educational institution to be inspected from time to time by one or more competent persons authorized by him/her. The inspection may relate to (a) the financial position of the educational institution (b) the buildings, hostels and approved lodgings for students, laboratories, library, reading rooms, clinics, farms, museums, workshops, equipment stock and furniture (c) the instruction supervision, discipline, residence, medical care and general welfare of students, the provision of games, sports and recreation and play grounds, (d) the strength and qualifications of the teaching staff, the duties performed by them and the terms and conditions of their service, (e) provision of residences for the Principal/Head of Institution and other members of the technical staff in or near the educational institution, or places provided for the residence of students.

Provided that the inspection shall not relate to the internal administration of the educational institution.

- (2) The Syndicate may call upon the Principal/Head of Institution to take, within a specified period, such action as may appear to the Syndicate to be necessary in respect of any matter referred to regarding the aforesaid provisions.

15. The privileges conferred on the educational institution may be withdrawn in whole or in part or modified by the Syndicate, if the educational institution fails to continue to satisfy the requirements mentioned in Regulations 3(i) or to comply with the other provisions of these regulations or the educational institution is conducted in a manner which is prejudicial to the interest of education.

Provided that before withdrawing the said privileges in whole or in part or modifying such privileges, the Syndicate shall give the Principal/Head of Institution an opportunity of making, within a specified period such representation as he/she may wish to make against the action proposed to be taken.

16. When the privileges conferred on an educational institution are withdrawn in whole or in part or are modified, the grounds of such withdrawn or modification shall be stated in the order.
17. Affiliation shall only be granted subject to fulfillment of criteria approved by the Regulating Bodies of the country such as Pakistan Veterinary Medical Council (PVMC) or Higher Education Commission (HEC) in respect of staffing, teaching facilities, laboratories, clinical facilities / farms and other aspects.

**TERMS AND CONDITIONS
FOR
AFFILIATED ACADEMIC / TRAINING INSTITUTES WITH UVAS, LAHORE**

1. **Admission:** The number of students in the _____ will be _____ per session and may be changed on annual basis depending upon the request of the head of the institute concerned
name of Degree/Diploma/Certificate Programme
number of approved seats
2. **Monitoring and Evaluation:** Teaching/Lab./Field work, Practical work all will be the sole responsibility of the College/Institute/Institution and the UVAS will not be held responsible for any of these works. However, University will check quality of the working through visits.
3. The activities like admission, conditions of admission, entry test, enrolment, scheme of studies, duration of the course, medium of instructions, examinations and quality evaluation shall be performed as per criteria of the University of Veterinary and Animal Sciences, Lahore (to be amended from time to time) and shall not be altered except with the permission of the Competent Authority, University of Veterinary and Animal Sciences, Lahore.
4. The Dean of the faculty concerned (for undergraduate degree program) and the Chairman of the concerned Department Board of Studies (for postgraduate degree program) will represent the university in the meetings of the Board of Studies of the affiliated institute concerned to be constituted by themselves.
- ~~5. For quality maintenance, this University will co-opt the external subject experts to be nominated by the Vice Chancellor to get set out a theory paper for each subject for final examination of 60% marks as per rules and regulation of the semester the affiliated College/Institute/Institution will set out three papers for each subject for final examination of 60% marks as per prevailing rules and regulations of the Semester System in the UVAS. After examinations, the external subject expert will make marking on the papers and will compile and submit the result to the UVAS Controller of Examinations for declaration of results according to UVAS rules and regulations. }~~

¹ Substituted on the recommendations of the Affiliation Committee made in its meetings held on 3 & 11 February 2015, the Academic Council in its meeting held on 28-04-2015 recommended the Rules of Business for the conduct of examination of the students of affiliated institutes / colleges for diploma / degree programs to the Syndicate on 13-05-2015 which approved the same vide notification No. _____ dated _____.

RULES OF BUSINESS FOR THE CONDUCT OF EXAMINATION OF THE STUDENTS OF AFFILIATED INSTITUTES / COLLEGES FOR DIPLOMA / DEGREE PROGRAMS

Types of Examinations	Weight age %	Existing
THEORY		
Midterm	30 %	<p>The Head of the affiliated college / institute will himself get conduct the mid-term examination of one-hour duration between 8th to 10th week of the each semester, which shall carry 30% of the total marks, allocated for the course to be given by the concerned teacher of the affiliated college and the teacher(s) concerned will send the results of the subject(s) directly in the prescribed manner to the Controller of Examinations (COE) with a copy to the Chairman / Director / Officer Incharge / Program Coordinator concerned within one week after the conduct of last exam, and COE will get compile the results.</p> <p>There shall be no class during the midterm examination as it shall be exclusively for Mid-Term Examinations. The Head of the affiliated College / Institute, shall display the timetable of the Mid-Term Examinations of all the classes according to the approved academic schedule.</p>
Home special assignments / quizzes	10 %	<p>In addition, quizzes, special home assignments and / or term papers shall carry 10% of the total marks allocated for the course will be given by the teacher concerned of the affiliated college / institute, which shall be uniformly split over the whole semester, however the concerned teacher will submit the marks of the assignments/quizzes directly to the Controller of Examinations along with the results of practical i.e 50% of total marks allocated for the course, before the start of final term examinations, for compilation / declaration of results, with a copy to the Chairman / Director / Officer Incharge / Program Coordinator concerned.</p>
Final term	60 %	<p>a. The final examination shall be held at the end of the Semester and shall carry 60% of the total marks allocated for the course.</p> <p style="text-align: center;"><u>Paper Setting Procedure</u></p> <p>b. For final term examination, the Head of the affiliated college / institute concerned shall get set out one (1) theory paper for each subject of 60% marks from the concerned teacher according to the approved course contents one month before the start of final term examination and send the same to the Controller of Examinations who will send the same to the External Subject Expert(s) that may include faculty members from the UVAS, to be approved by the Vice Chancellor and the External Subject Expert may tailor the paper according to the approved course contents. After examinations, the external subject expert will make marking on the papers and will compile and submit the result to the UVAS Controller of Examinations for declaration of results according to UVAS rules and regulations.</p> <p>c. For the purpose of evaluation, one credit hour shall carry 20 marks e.g. a 5 credit course shall carry 100 marks. These marks shall be divided in accordance with the credit assigned to theory / practical for the each course.</p> <p>d. For the purpose of evaluation, one credit hour shall carry 20 marks e.g. a 5 credit course shall carry 100 marks. These marks shall be divided in accordance with the credit assigned to theory / practical for the each course.</p>

PRACTICALS: (Laboratory Experiments, Exercise, Surgical Operation Etc.)		
Class Evaluation	50%	<ul style="list-style-type: none"> a. The teacher of the course b. concerned from the affiliated college / institute will himself evaluate the overall general performance for practical of each student during the whole semester before the final term examination for which 50% marks will be given and directly send the results to the Controller of Examinations along with the results of (Home special assignments / quizzes i.e 10% of total marks allocated for the course), before the start of final term examinations, for compilation / declaration of results.
Final Practical Examination	50%	<ul style="list-style-type: none"> a. However, the rest of 50% marks will be given to the final practical / clinic examination to be conducted after the final term theory examination by the external examiner(s) to be approved by the Vice Chancellor, who (External Examiner) will submit the results directly to the Controller of Examinations.
<p>Note: The teacher of the course concerned from the affiliated institution will give:</p> <ul style="list-style-type: none"> (i) 30% of total marks allocated for the course for theory in the midterm examination and (ii) 10% of total marks allocated for the course in the assignments / quizzes which shall be uniformly split over the whole semester and (iii) 50% of total marks allocated for each subject practical on the basis of overall general performance of each student during the whole semester and (iv) will submit the results: <ul style="list-style-type: none"> a) of midterm examination within one week after conducting of last exam and b) of assignments/quizzes and practical before the start of final term examination directly to the Controller of Examinations who will compile the results. 		
<p>1. <u>Attendance Requirements</u></p> <ul style="list-style-type: none"> a. A candidate with less than 75% of the attendance in Theory and Practical separately in each course shall not be allowed to take the final term examination of the course in a semester provided that the period of absence in case of participation in extracurricular / sports activities with the permission of Senior Tutor / Director Sports shall be condoned. b. The teacher concerned shall send a statement of weekly attendance of students in each course, theory and practical separately on the prescribed form, to the Principal / Head of the affiliated college / institution and he will send the same to the Dean concerned of UVAS on monthly basis. The name of the student who is absent from the classes continuously for two weeks without prior permission of the competent authority shall be reported by the concerned teacher to the Principal and subsequently to the Dean and his / her name shall be struck off the rolls by the Dean concerned. <p>2. <u>Re-checking of Answer Scripts</u></p> <ul style="list-style-type: none"> a. Re-checking of the total of the answer-scripts shall be allowed only on payment of prescribed fee per subject, within two months of the result declaration. b. The answer scripts shall be kept by the External Examiner which will be preserved for a period of six months and then tossed away.] 		

5. The Principal/Director/Chairman/Incharge of affiliated College/Institute/Institution shall submit a report after every semester or in any other month as determined by the Syndicate / Vice Chancellor to this University showing, transfer of or changes in the management, list of the teachers with their qualifications and the subjects taught by each teacher during last semester, the number of students and their attendance, the results of examinations, the number of books and periodicals added to the Library, changes in the rules of the College/Institute/Institution or any record deemed necessary by the Authorities in the University on the prescribed proforma (**Appendix – I**).
6. That the UVAS Affiliation Committee and UVAS Syndicate shall have the right to ensure inspection to be made from time to time of the affiliated Institute.
7. The affiliation of the College/Institute/Institution for a particular degree program may be withdrawn in whole or the terms and conditions can be modified by the UVAS Syndicate at any time.
8. The UVAS will have the equal share in the case of any outcome in terms of patent/trademark/copyright.
9. The affiliated College/Institute/Institution must observe the prescribed eligibility criteria in recruiting/appointing/hiring of the following teaching faculty before or after initiating

_____.
name of Degree/ Diploma/Certificate Programme

- i. Professor
 - ii. Associate/Assistant Professor
 - iii. Lecturer
 - iv. Lab staff
10. Laboratories allocated/allotted for the Degree/Diploma/Certificate _____ should be equipped before start of admission process.
 11. Library should have sufficient books relevant to the specialized subjects of _____.
name of subject
Latest journals and publications should also be made available for the students.
 12. The University of Veterinary and Animal Sciences, Lahore shall charge the following fees from the affiliated colleges/institutes/institutions to cover the cost of services provided by the university or at such rates as prescribed by the Statutory Bodies of University from time to time.

² {i.	Affiliation fee.	For Degree/Diploma Programs Rs. 200,000/- with 10% increase per year}
^{2A} {i.	Affiliation fee.	For Degree Programs Rs. 200,000/- with 10% increase per year For Diploma Programs Rs. 100,000/- with 10% increase per year}
^{2B} {i.	Affiliation fee.	The affiliation fee @ Rs. 100,000/- with 10% increase on annual basis for a batch upto 30 students and @ Rs. 200,000/- with 10% increase on annual basis for a batch of more than 30 students be charged from the academic session 2014-15 in addition to all other prescribed charges as under:
i.	University share	10% of the tuition fee per students
ii.	Examination fee.	As per approved UVAS Rules per student new semester
iii.	Registration fee.	As per approved UVAS Rules per student (one time)}

^{2A} Substituted vide Syndicate's decision made in its 37th meeting held on 27-06-2014 / Notification No.Regr/Gen/Sync/757 dated 12-07-2014.

^{2B} Substituted vide Syndicate's decision made in its 39th meeting held on 29-01-2015 / Notification No.Regr/SR/311 dated 18-02-2015.

**PROFORMA FOR SEMESTER WISE
PERFORMANCE EVALUATION OF AFFILIATED INSTITUTE**

Name of affiliated institute/college:_____.

Name of affiliated degree program:_____.

Academic Session:_____ Semester:_____.

Total no. of seats allowed for the degree/diploma program:_____.

Detail of Teachers with their qualification & the subjects taught by each teacher during the last semester: (separate detailed be attached as **Appendix-I**)

Detail of students admitted: (separate detailed be attached as **Appendix-II**)

Results of the examinations: (separate detailed be attached as **Appendix-III**)

No. of books and periodicals added to the Library: (separate detailed be attached as **Appendix-IV**)

Changes in the rules of the college/institute/institution: (separate detailed be attached as **Appendix-V**)

Any other information deemed necessary: (separate detailed be attached as **Appendix-VI**)

Name, Stamp and Signature of the Head of the Affiliated College/Institute/Institution:

Name:_____ Stamp & Signature:

Date:_____