

**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.
- 1 ✓ (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.
- 2 ✓ (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.
- 3 ✓ (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.

To

The Registrar,
University of Veterinary & Animal Sciences,
Lahore.

Subject: **GRANT OF AFFILIATION WITH UNIVERSITY OF VETERINARY &
ANIMAL SCIENCES, LAHORE**

The application, along with proformas duly filled, is submitted for grant of
affiliation to teach

I solemnly affirm that the facts declared in the application are correct to
the best of my knowledge.

It is requested that affiliation may kindly be granted. The undersigned
undertakes to abide by all rules and conditions laid down by the University and to
maintain the record/facilities properly.

Yours sincerely,

PRINCIPAL / HEAD OF INSTITUTION
(Stamp)

UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, LAHORE

APPLICATION FORM FOR GRANT OF AFFILIATION

1.	Name of Institution	
2.	Postal Address	
3.	Phone / Fax No.	
4.	E-Mail Address	
5.	Programme/Subjects applied for affiliation	
6.	Subjects already affiliated (if any) Reference No.	
7.	Management Body (for private Institution)	
8.	Registration of the Institution/College (for Private Institutions only).	
9.	NOC from Government concerned (for Government Institutions only)	
10.	Efficiency & Discipline Rules/Code of Conduct	
11.	Prospectus	
12.	Certificate that no other discipline is being run in collaboration/affiliation with any other University.	

13.	Building: Owned / Rented Total Area Covered Area	
14.	Students Hostel	
15.	Staff Residences	
16.	Finances: Development Funds Recurring Funds Reserve Fund	
17.	Sports Facilities Grounds Equipment	
18.	Teaching Staff	
19.	Non Teaching Staff	
20.	Library Detail of Books Other Facilities	
21.	Laboratories	
22.	Clinical Facilities/Farms	
23.	Others	

UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, LAHORE

STATEMENT OF NON-RECURRING (DEVELOPMENT) RECEIPT &
EXPENDITURE FOR THE YEAR

NAME OF COLLEGE/INSTITUTION

RECEIPTS	AMOUNT	EXPENDITURE	AMOUNT
Opening balance*		Building	
		Construction	
		Repair	
College Funds / Fee		Others	
Government Grant		Furniture	
Others		Purchase	
		Repair	
		Others	
		Equipment	
		Purchase	
		Repair	
		Library	
		Others	
Total		Total	

* Give detail of resources

Signature _____

Designation _____

UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, LAHORE

STATEMENT OF RECURRING RECEIPT & EXPENDITURE FOR THE YEAR

NAME OF COLLEGE/INSTITUTION

RECEIPTS	AMOUNT	EXPENDITURE	AMOUNT
Opening balance		Salaries	
		Whole time faculty	
		Visiting faculty	
Income from Fee*		Admin./Office Staff	
Government Grant		Others	
Others		Building	
		Construction	
		Repair	
		Others	
		Rent of Building	
		Telephone	
		Electricity	
		Sui Gas	
		Furniture	
		Lab. Equipment	
		Library	
		Sports	
		Medical Facility	
		Miscellaneous	
		Others	
Total		Total	

* Give detail of fee i.e. Admission Fee, Tuition Fee, Funds, Other charges per student per year for each programme.

Signature _____
Designation

