

**NANAJI DESHMUKH VETERINARY SCIENCE UNIVERSITY, ADHARTAL
JABALPUR-482004 (MADHYA PRADESH)**

NOTIFICATION

No. 2143/BOM/Reg/2021

Date:08/10/2021

**REVISED RULES/GUIDE LINES FOR AFFILIATION OF PRIVATE ANIMAL
HUSBANDRY DIPLOMA COLLEGE OFFERING TWO YEAR ANIMAL
HUSBANDRY DIPLOMA (2021)**

**Chapter 1
Preliminary**

1. Short title extent and commencement
 - a. These rules may be called Revised Rules for affiliation of private Animal Husbandry Diploma College offering two year Animal Husbandry Diploma (2021).
 - 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 Nanaji Deshmukh Veterinary Science University offering Animal Husbandry Diploma located anywhere within the whole State of Madhya Pradesh.
 - c. These shall commence with effect from the date of notification.

2. Definitions-In these rules, 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 Animal Husbandry Diploma of the University;
 - (e) “Faculty” means Faculty of the College/Institution/University;
 - (f) “Government” means the State Government of Madhya Pradesh;
 - (g) “Prescribed” means prescribed under these Rules;
 - (h) “Principal” means head of an Affiliated College or Institution,
 - (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 Diploma in Animal Husbandry;
 - (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 Nanaji Deshmukh Veterinary Science University, Jabalpur.
 - (m) “Vice-Chancellor” means the Vice-Chancellor of the Nanaji Deshmukh Veterinary Science University, Jabalpur

Chapter II

Introduction

1. As provided under the Madhya Pradesh Act No. 16 of 2009, Act No. 32 of 2012 and Amendment Act of No. 15 of 2019 the Nanaji Deshmukh Veterinary Science University (NDVSU) under its functions 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 rules are being promulgated.
2. Before approaching the University for Affiliation, the Society/Trust should carefully read the prospectus of the University provided for Diploma in Animal Husbandry, as fulfilling the norms, as required in regulations, before the affiliation and thereafter, shall be the sole responsibility of the Applicant Body.
3. 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.
4. University shall not be responsible for any kind of delay in affiliation.
5. 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.
6. Any College/ Institution on Annual Provisional Affiliation shall be authorized to mention the status in the form of “*With Annual Provisional Affiliation of NDVSU*” on their signboards, letterheads, properties and other such documents.
7. Till a College/Institute is permanently affiliated to the university as provided in these rules, the College/Institute shall not be authorized to declare its status anywhere as “*Affiliated to NDVSU*”. This is being prescribed in public interest and correct status depiction to the students.
8. These rules are complimentary to the provisions *in vogue* or made in future by regulatory bodies like Controlling Body etc. By no means, these rules shall be overriding the provisions laid down by such bodies.

Chapter III

General rules

1. It shall be mandatory for the existing as well as future institutes to abide by these Rules. Existing Annual Provisionally Affiliated Colleges/Institute(s) shall fit in these rules automatically, depending upon the stage in which they are currently running. They will have to switchover to these provisions immediately.
2. Once, any institute is given Annual Provisional Affiliation, it shall be mandatory for that Institute/College to implement the directions/advice of the University, failing which, such Institute/College shall be inviting penalty, which may be financial, disallowing future admissions and/or stoppage of affiliation.
3. Only those Bodies/Trusts/Societies, which have been provided permission/NOC for opening a College/Institute by the Government of Madhya Pradesh for providing 2 years post 10+2

Animal Husbandry Diploma shall be eligible to apply first for Annual Provisional Affiliation to the university for Diploma in Animal Husbandry. **The NOC is only an in-principle permission of the state government to approach NDVSU for affiliation and does not confer any legal right on any institution to be affiliated to the University unless it is found to be fulfilling all the eligibility conditions prescribed for such affiliation.**

4. It shall be the sole responsibility 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.
5. 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.
6. The applicant body shall apply on the '*Prescribed application form*' having an enclosed Self Declaration on a Non-Judicial Stamp paper of **Rs. 1,000/- (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.
7. If at any time during the continuation of Annual Provisional Affiliation, the Government/University 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.
8. Any punitive/suggestive/advisory action by the Government of Madhya Pradesh /Department of Animal Husbandry/ University shall be binding to the Institute/College.
9. 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.
10. 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 cooperation.
11. In one district only one Private Animal Husbandry Diploma College will be granted affiliation by the university.

Chapter IV
Annual Provisional Affiliation for new colleges for First year admission

1. The prescribed application form shall be made available at a charge of **Rs.5,000/- (Rupees Five Thousand only)** non refundable as Application Form Charges, to those applicants who have been provided NOC by the Government of Madhya Pradesh. 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 Madhya Pradesh along with an attested copy of the NOC.
2. Application for Affiliation shall be in the prescribed format along with Non-Refundable Processing Fee of **Rs.50,000/- (Rupees Fifty 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 filed application form. The duly filled application submitted from 1st August to 31st December every year will only be accepted for admission in next academic session. Nevertheless, the University does not guarantee any time limit of process to the applicant.
3. Applicants should have submitted all the required documents to the Government of Madhya Pradesh 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.
4. Incomplete application shall be rejected and fee forfeited, however, applicant shall be free to file fresh application.
5. 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.
6. 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.
7. The University may decide such authorities, who shall be present at the time of presentation for recommending adequacy/otherwise to the university. The presentation shall be open to all faculty members of the university.
8. 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.
9. The Applicant Body shall have to deposit Non-Refundable Inspection fee of **Rs. 1.50 lakh (Rupees One lakh fifty thousand only)** to the University.
10. The Inspection Team (as constituted by the university) shall visit the College/Institute after satisfactory presentation. The College /Institute shall extend all facilities and cooperation to the Inspection Team. The team shall submit the report to the Registrar for placing before the next Academic Council meeting.

11. 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 for re-inspection on a future date.
12. 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.
13. After depositing of the prescribed Non-Refundable Initial Annual Affiliation Fee of **Rs. 5.00 lakh (Rupees Five lakh only)** in the shape of Bank Draft in favour of Comptroller, NDVSU, Jabalpur, the University will issue orders for Annual Provisional Affiliation.
14. The Applicant Body shall then submit a detailed status report along with request to the University.
15. 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.
16. 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.
17. The College/Institute shall tender a bank guarantee of **Rs. 30.0 lakh (Rupees Thirty lakh only)** as a surety and assurance of its financial capabilities before admitting students to the first year. The guarantee money shall be forfeited if the College/Institute fails to comply with the prescribed rules and regulations of the regulating body(ies).
18. At the time of final inspection, the applicant body should ensure that all the required staff (teaching as well as non-teaching) has been recruited and present during the time of inspection, failing which, annual affiliation may be withdrawn, admission denied and the entire process of affiliation shall have to be started afresh.
19. If the staff and other facilities are adequate as per norms, 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 / Permanent Affiliation

1. The College/Institute shall not be able to admit students for that session without clear cut permission by the University. The admission of the students in the private affiliated College/Institute will be as per the norms set by the University for constituent College/Institute. The admission will be through University Counseling as per merit list of entrance test conducted by University or agency decided by University. There will be no Management quota.
2. 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 academic session, failing which the College/Institute shall not be allowed to admit fresh students.

3. 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 a Non-Refundable Annual Inspection fee of **Rs. 1.00 lakh (Rupees One lakh only)** to the University.
4. There will be inspection every year by the University for Annual Provisional affiliation.
5. For getting permanent affiliation, consequent to fulfilling the conditions mentioned above to the satisfaction of the University but not before **05 years** of initial affiliation, subject to the Rules and Guide Lines of Controlling Body and/or NDVSU issued from time to time, the College/Institute shall be required to deposit one time permanent affiliation fee of **Rs. 30.0 Lakh (Rupees Thirty Lakh only)** in the shape of Bank Draft in favour of Comptroller, NDVSU, Jabalpur. This amount shall be Non-refundable. The amount shall be forfeited, in case the College/Institute fails to fulfill the minimum norms and requirements as per Nanaji Deshmukh Veterinary Science University, Jabalpur at any subsequent date. In such cases no students shall be allowed to be admitted to such College/Institute.
6. The university shall be free to take decision in consultation with the Government of M.P. 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, as deemed fit, if the concerned College fails to develop adequate facilities for the second year as per the norms required by the University.
7. The affiliated College/Institute will have to pay Annual administration expenses 5.0 % of the total fee collected from all the enrolled students of each professional year to the university every year before the commencement of academic session.
8. Fee structure will be as decided by the University or prevailing fee structure in the university.

Chapter VI

Withdrawal of Affiliation

1. 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 Govt. of Madhya Pradesh at any stage of affiliation.
2. In case of finding deficiency, the University may also resort to reduction of intake capacity, to the level deemed fit, for one or more academic session.
3. The Inspectors/Visitors/any other person authorized by the University, while submitting their reports/communication to the 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 rectify the deficiency/violation of provisions/compliance of directives in a stipulated time along with the payment of penalty. If Institute/College fulfills 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.

4. 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 Rules 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.
5. 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. Thus under such condition shifting or transfer, as the case may be, it shall be treated as a new College/Institute for the purposes of future affiliation.
6. The University on its own, on the basis of any complaint or any other information or report from any other source, can institute an enquiry in respect to 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 concerned Diploma in this case.
7. 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.
8. The decision of Academic Council would be put up before the Board of Management for further approval.
9. The Board of Management, before providing approval for withdrawing, may, if deemed necessary, provide a hearing to the College/Institute concerned.
10. If the Board of Management intends to withdraw affiliation of Institute/College, the university shall inform the Government that the Institute/College has failed to honor 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 College/ Institute.
11. The College/Institute shall be deemed to be de-affiliated consequent to withdrawal of NOC by the State Government.
12. The University reserves the right to amend the rules/procedures/fee(s), related to affiliation of College(s)/Institute(s), in future without prior information to the College(s)/Institution(s).

Submission of form for fresh affiliation
(To be submitted in person or by Speed Post only)

From

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.....

To

The Registrar,
Nanaji Deshmukh Veterinary Science University,
Jabalpur -482004

Dear Sir,

I have the honour to apply for Annual Provisional Affiliation to Nanaji Deshmukh Veterinary Science University for the College/Institution, viz., (Mention here the name of the proposed College/Institution)
.....proposed to be started at the place
..... in the year..... for Animal Husbandry Diploma. The duly filled proforma is enclosed herewith for your perusal and consideration.

I hereby enclose the requisite application fees in the form of Bank Draft of `
(Rupees only) vide DD No. dated
drawn on the..... (Name of the Bank) in favour of the “Comptroller, Nanaji Deshmukh Veterinary Science University, Jabalpur” payable at Jabalpur.

Signature

Place.....

Date.....

**NANAJI DESHMUKH VETERINARY SCIENCE UNIVERSITY,
JABALPUR**

**APPLICATION FORM FOR GRANT OF AFFILIATION TO PRIVATE ANIMAL HUSBANDRY
DIPLOMA COLLEGE FOR ADMISSION TO DIPLOMA IN ANIMAL HUSBANDRY**

| | | | |
|----|---|---|--|
| 1. | Institution Detail | | |
| | a) | Name of the Institution/College seeking affiliation | |
| | b) | Place | |
| | c) | Address | |
| | | | |
| | d) i) | Telephone | |
| | ii) | Fax | |
| | iii) | E-mail | |
| 2 | Management | | |
| | a) | Management of Trust or Society | |
| | b) | Whether registered under Societies Act. If so, the Registration No. (Attach true copy of the certificate of registration) | |
| | c) | Resolution of the Managing Committee for opening of New College (Attach copy) | |
| | d) | Constitution and Composition of Managing Committee (supply copy of Constitution). | |
| | e) | Names and addresses along with photographs of the office bearers of the management committee {duly verified by the Tehsildar/Revenue Officer (President and Secretary)} | |
| 3 | Area/Accommodation of Institute/ College with details | | |
| 4 | Particulars of the College/Institution | | |
| | i) | Whether it is Diploma/Degree or Post Graduate Institute/College | |
| | ii) | Co-education or Boys/Girls Institute / College | |
| 5 | Course(s) for which affiliation is being initially sought | | Diploma in Animal Husbandry |
| | i) | Faculty Course | All the courses essential for the award of Diploma |
| | ii) | Classes | 1 st and /or 2 nd year |

| | iii) | Subject | As per university syllabus |
|----|---|---|----------------------------|
| 6 | Academic year from which affiliation is sought. | | |
| 7 | Finance | | |
| | a) | Total deposit with the Institute/College | |
| | b) | Source of Income | |
| | i) | Immovable/Movable property | |
| | ii) | Any other source, specify | |
| | | | |
| 8 | Building | | |
| | a) | Total Area (with exact area and building plan) | |
| | b) | Accommodation available with Dimensions (ownership rights of land/buildings and blue prints to be attached) | |
| | c) | Lecture Halls, No. and size/ Dimensions | |
| | d) | Common Room, size/Dimensions | |
| | e) | Museum size/Dimensions | |
| | f) | Seminar Room | |
| | g) | Computer room | |
| | h) | Principal's Office size/Dimension | |
| | i) | Office room size/Dimensions | |
| | j) | Teaching Staff Room No. size/Dimensions | |
| | k) | Staff Room No. size/Dimensions | |
| | l) | Canteen | |
| | m) | Wash rooms | |
| | n) | Central store | |
| | o) | Students hostel | |
| | p) | Furniture & other materials procured | |
| | q) | Drinking water facility | |
| 9 | Library and Reading Room, mention size. Amount proposed to be set apart for Library purchases during each academic year | | |
| 10 | Laboratories | | |
| | a) | No. of laboratories with dimensions | |
| | b) | Equipment, apparatus and other materials including furniture purchased (list to be provided) | |
| | c) | Equipment, apparatus and chemicals proposed to be purchased | |
| | d) | Staff for Laboratories | |

| | | | |
|----|--|---|--|
| | i) | In position | |
| | ii) | Staff proposed to be appointed | |
| 11 | Staff appointed or to be Appointed | | |
| | a) | Teaching staff with their qualifications | |
| | b) | No. and nature of working of non-teaching staff | |
| 12 | College Transport, if any | | |
| 13 | Attachment with Veterinary Hospital / Livestock Farm for students' training | | |
| 14 | Any other information which is not covered in the proforma, yet considered important | | |

Signature of the Applicant

Dated:

Place:

UNDERTAKING

On behalf of the educational trust/society managing _____,
I, _____ Son/Daughter of _____,
do hereby undertake that the particulars furnished above are correct to the best of my knowledge and belief. I further undertake that I shall abide by the conditions, rules and regulative measures imposed by the University/Government of Madhya Pradesh from time to time for granting permission/affiliation to establish and run this Institution/College.

Signature of the Applicant

Dated:

Place:

Note:

1. The terms & conditions mentioned at annexure I to IX are to be fulfilled for getting affiliation from the NDVSU.
2. The applicants shall be required to submit a prescribed declaration on a Non-judicial stamp paper of Rs.1000/- along with the application form as per format given at Annexure- VII.
3. All correspondence regarding affiliation shall be addressed to the Registrar, Nanaji Deshmukh Veterinary Science University, Jabalpur.
4. Cost of Application Form will be Rs. 5,000/- (Non-refundable).
5. Application Processing Fee Rs. 50,000/- (Non-refundable) to be deposited with the application form.
6. The University shall have the right to revise the fee structure and other terms and conditions mentioned in Annexure I to IX.
7. All charges covered under these rules are Non-refundable and can be made by Online transfer/Draft/Cheque subject to its clearance.

**PROVISIONS/NORMS/PROCESS OF AFFILIATION OF PRIVATE ANIMAL
HUSBANDRY DIPLOMA COLLEGE IN MADHYA PRADESH FOR IMPARTING
TWO YEAR ANIMAL HUSBANDRY DIPLOMA COURSE**

The applicants after necessary approval from the Government will approach the State Veterinary University (NDVSU) for affiliation and have to give an undertaking on the following lines duly attested by the First Class Magistrate to abide by the guidelines of the Madhya Pradesh Government laid down for opening of a New Institute/College in the State of Madhya Pradesh in Private Sector:-

- a) The applicant (name)_____will abide by the guidelines of the Controlling Body / NDVSU regarding the establishment of new Institute/College for imparting Two Year Diploma course in Animal Husbandry.
- b) The applicant_____will abide by the Madhya Pradesh Government/NDVSU directions from time to time regarding the admission procedure, fee structure of the students to be admitted.
- c) The applicant_____will abide by the Madhya Pradesh Government Rules regarding necessary approval for buildings and follow the Madhya Pradesh Pollution Control Board guidelines.
- d) The applicant/organization of the Institute/College establishing in the State will abide by directions of the Madhya Pradesh Government/NDVSU to provide necessary record of the College to Inspection Team at the time of Inspection.
- e) I hereby declare that the said College/Institute (which has applied for affiliation) shall abide all the rules 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.

Signature of the applicant

Guidelines for opening of a New Private Animal Husbandry Diploma College in the State of Madhya Pradesh for providing Two Year Animal Husbandry Diploma Course

- 1 The College should procure the minimum land (6-7 acres) as per requirement for opening a College.
- 2 The College should deposit the initial annual affiliation fee with the University amounting to **Rs.5.00 Lakh** (Non-refundable) in the shape of bank draft in favour of Comptroller, Nanaji Deshmukh Veterinary Science University, Jabalpur for fresh admissions annually for each batch.
- 3 Admission of students to the first year class will be restricted to 80 students only and shall be as per University Prospectus of respective year. Proportion of general and reservations to different categories will be according to the directives of the Government, any other controlling agency and the University prospectus (NDVSU), Jabalpur.
- 4 The College should appoint regular full-time teaching staff having requisite qualifications as laid down by NDVSU to conduct both theory and practical classes in the subjects prescribed.
- 5 The College should appoint the required adequate non-teaching staff for administrative and laboratory work.
- 6 The College should set up various facilities including laboratories and Museum as per requirement for the first year class and other teaching and training facilities like library, computer room, staff and students common rooms etc. The college should have attachments with livestock farms for students training.
- 7 The College should set up a library having adequate number of textbooks, reference books, other reading material and report for compliance to the University. The College should spend sufficient funds toward purchase of books.
- 8 The College should tender a bank guarantee of **Rs. 30.0 lakh (Rupees Thirty lakh only)** as a surety and assurance of its financial capabilities before admitting students to the first year. The guarantee money will be forfeited if the College/Institute fails to comply with the prescribed rules and regulations of the regulating body.
- 9 The College should make preparation for the course to be taught at the III and IV semesters in terms of space/staff/laboratory/farm/hospital facilities and other programmes within one year.
- 10 The applicant should take urgent steps to construct its own building before start of the admission process.
- 11 The College should have its local managing committee.

General norms prescribed by NDVSU to be followed by the applicant body and affiliated College(s) (The provisions mentioned herein under, shall come in force with immediate effect)

- 1 Once, any College/Institute is affiliated, it shall be mandatory for that College/Institute to implement the directions/advice of the University, failing which, such College/Institute shall be inviting penalty, which may be financial fine, disallowing future admissions and/or stoppage of affiliation.
- 2 Only those bodies/trusts/societies which have been provided permission/NOC for opening a College by the Govt. of Madhya Pradesh, shall be eligible to apply for affiliation to the University. The NOC is only an in-principle permission of the state government to approach NDVSU for affiliation and does not confer any legal right on any institution to be affiliated to the University unless it is found to be fulfilling all the eligibility conditions prescribed for such affiliation.
- 3 It shall be the sole responsibilities of the applicant body/affiliated College/Institution to satisfy the requirements of Government of Madhya Pradesh/Controlling Body/NDVSU. The University shall only be acting as facilitator, without any legal and financial liabilities arising out of the matters connected with the applicant body/affiliated college.
- 4 Affiliation shall be for the academic purposes only. The applicant body/College shall be bound to follow all directives of Government of Madhya Pradesh/Controlling Body and /or NDVSU.
- 5 The applicant body/College shall be bound to respond to the provisions of RTI Act, so far as connected to the matters of affiliation with University.
- 6 If at any time during the continuation of affiliation, the Government of Madhya Pradesh/Controlling Body/NDVSU raises objections, it shall be mandatory on the part of the College to fulfill the same.
- 7 Any punitive/suggestive/advisory action by the Government of Madhya Pradesh/ Controlling Body/NDVSU shall be binding to the College and University affiliation or any other action shall not override the issues raised by the Government of Madhya Pradesh / N D V S U .
- 8 The University may appoint such number of visitors as it may deem necessary to inspect any affiliated College or to attend any examination held by any such College 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 Registrar/Vice-Chancellor on the adequacy of the standards including staff, equipment, accommodation, training and other facilities prescribed by the Controlling Body and NDVSU, Jabalpur. The report of the visitor(s) shall be treated as confidential unless in any particular case the Vice- Chancellor otherwise directs.
- 9 The University shall be empowered to institute an enquiry into the affairs related to academics/admissions/affiliation matters/any other, of the affiliated College, for which it shall be mandatory for the affiliated institutes to provide required information and cooperate.

Procedure of applying for provisional Affiliation

1. The prescribed application form shall be made available at a charge of **Rs. 5,000/-** (Non-refundable in the shape of Bank Draft in favour of Comptroller, NDVSU, Jabalpur, to those applicants who have been provided NOC by the Government of Madhya Pradesh for opening of a new Private Institute/College. 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 Madhya Pradesh along with an attested copy of the NOC.
2. Application for affiliation shall be in the prescribed format along with application processing fee of **Rs.50,000** (Non-refundable) in the shape of Bank Draft in favour of Comptroller, NDVSU, Jabalpur. This application shall be valid for only forthcoming academic session. If the applicant fails to obtain affiliation of the University/permission from Government of Madhya Pradesh to start the Institute/College in that particular session, it shall have to apply afresh for the next session, by obtaining fresh prescribed application form and depositing application processing fee.
3. Applicants should have submitted all the required documents to the Government of Madhya Pradesh as per the terms & conditions of the NOC, before applying for affiliation along with proof. Otherwise, the application shall be rejected.
4. Incomplete applications shall be rejected and fee forfeited. However, applicant shall be free to file fresh application.
5. The application processing fee shall be non refundable, even in cases of withdrawal of application, rejection of application and University deciding to not to grant affiliation.
6. When requirements for affiliation are completely met, the management for the proposed Institute/College will file the application, make a presentation of the facilities to the University authorities, submit a video CD of the available facilities and invite the inspection team of the University. The applicant body shall have to deposit an Inspection fee of **Rs. 1.50 lakh** (Non-refundable) to the University in the shape of Bank Draft in favour of Comptroller, NDVSU, Jabalpur for fresh admissions.
7. Consequent to presentation and viewing the video CD and depositing of Inspection Fee, 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. 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.
8. The University may decide such authorities, who shall be present at the time of presentation for recommending adequacy/otherwise to the University.
9. The Inspection team (as constituted by the University) shall visit the College after satisfactory presentation and receiving invitation letter. The team shall submit the report to the Registrar for placing before the next Academic Council meeting.
10. If the Academic Council approves, the report along with Academic Council recommendations shall be put to the next Board of Management (BOM) meeting. Otherwise, it will be returned back to the applicant body of the proposed Institute/College for improving the facilities and re-inspection on a future date. If approved also by the BOM, the University shall issue orders of provisional affiliation which shall be communicated to the applicant body within 4 weeks.

**Affiliation and Administrative Expenses to be paid by the concerned
Institute for affiliation in the First Year**

1. The applicant body will be required to complete staff recruitments and inform the University.
2. After receiving permission from Government of Madhya Pradesh to start the College/admit the students, the applicant body having completed the recruitment process, it shall invite the University team for Inspection (as constituted by the University). The applicant body shall have to deposit an Inspection fee of **Rs. 1.50 lakh** (Non-refundable) to the University in the shape of Bank Draft in favour of Comptroller, NDVSU, Jabalpur for fresh admissions.
3. At the time of inspection, the applicant body should ensure that all the required staff (teaching as well as non-teaching) has been recruited and present during the time of inspection, failing which, affiliation may be denied and the entire process of affiliation shall have to be started afresh.
4. If the staff and other facilities are adequate, the University will give a letter for deposit of the affiliation fee of **Rs. 5.00 lakh** (Non-refundable) for the initial fresh admission and subsequently **Rs.6.00 lakh (Rupees 5.00 lakh for fresh admission and Rupees 1.0 lakh for the second year)** annually till the permanent affiliation is granted by NDVSU. The payments will be made in shape of Bank Draft in favour of Comptroller, NDVSU, Jabalpur.
5. After deposit of the affiliation fee, the University will issue orders for its Affiliation.
6. **Annual administration expenses @ 5.0%** of the total fees paid by all the students enrolled in the institute shall be payable to the university by the institution every year before the commencement of academic session.
7. The College should tender a bank guarantee of **Rs. 30.0 lakh (Rupees Thirty lakh only)** as a surety and assurance of its financial capabilities before admitting students to the first year. The guarantee money will be forfeited if the College/Institute fails to comply with the prescribed rules and regulations of the regulating body.

Admission of students, subsequent annual affiliations and permanent affiliation

1. The College shall not be able to admit students for any academic session without clear cut permission of the NDVSU (if required) and subsequent grant of Annual affiliation by the University.
2. The admission of students in the College/Institute shall be strictly as per the procedure and guidelines given in the prospectus. The admission will be through University Counseling as per merit list of entrance test conducted by University or agency decided by University. There will be no Management quota.
3. Before the end of first academic session, the management of the College will make a presentation of the facilities to the University authorities, submit a video CD of the so far developed facilities and invite the Annual Inspection team of the University. The applicant body shall have to deposit an Annual Inspection fee of **Rs. 1.0 lakh** (Non-refundable) to the University in the shape of Bank Draft in favour of Comptroller, NDVSU, Jabalpur for the second year.
4. If the University authorities are satisfied that the facilities developed by the body applicant are prima facie worth inspecting, the University shall send a team for inspection. 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, well before the admissions of the next academic session, failing which the College shall not be allowed to admit fresh students.
5. There will be inspection every year by the University for Annual Provisional affiliation.
6. **Annual administration expenses @ 5.0%** of total fees paid by all the enrolled students shall be payable to the university by the institution every year before the commencement of academic session even after permanent affiliation
7. For getting permanent affiliation, consequent to fulfilling the conditions mentioned above upto the satisfaction of the university but not before **05 years** of initial affiliation, subject to the Rules and Guidelines of controlling body and/ or NDVSU issued from time to time, the College shall be required to deposit one time affiliation fee of **Rs. 30.0 lakh** (Rupees Thirty lakh only) in the shape of Bank Draft in favour of Comptroller, NDVSU, Jabalpur. This amount shall be Non-refundable. This amount shall be forfeited, in case the College fails to fulfill the minimum norms and requirements as per Nanaji Deshmukh Veterinary Science University, Jabalpur at any subsequent date. In such cases, no students shall be allowed to be admitted to such institute.

GUIDELINES OF PERMANENT AFFILIATION

The College/Institute seeking Permanent Affiliation has to submit an application along with all supporting documents and payment of requisite inspection fee of Rs. 2.50 lakhs (Rs. 1.50 lakh for fresh admission and Rs. 1.00 lakh for existing professional year other than fresh admission) or as approved by the University from time to time. After scrutiny of application, Permanent Affiliation shall be

granted by the University as per following guidelines:

1. The College/Institute shall have five years of standing.
2. The College/Institute shall have Faculty/Infrastructure as per University norms.
3. After inspection if the University is satisfied for granting Permanent affiliation, the College/Institute shall have to pay Rs. 30.00 lakh in the form of Demand draft (non-refundable). The amount shall be forfeited in case the College/Institute fails to fulfill the required norms and requirements as per NDVSU, Jabalpur at any subsequent date. In such case no student shall be allowed to be admitted to such College/Institute.
4. The University will inspect the College/Institute for the Course offered every Academic Year before the counseling process for admission and the College/Institute has to pay requisite inspection fee of Rs. 2.50 lakhs (Rs. 1.50 lakh for fresh admission and Rs. 1.00 lakh for existing professional year other than fresh admission) or as approved by the University from time to time
5. The Validity of Permanent Affiliation is 08 years and the College/Institute shall apply for renewal of Permanent Affiliation status after completion of 08 years by paying the requisite fee of Rs. 30.00 lakh.

DECLARATION
(TO BE PRODUCED ON Rs. 1,000/- NON JUDICIAL STAMP PAPER
ATTESTED BY NOTARY PUBLIC)

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

1. I have applied for affiliation of institute (named below) for award of the Animal Husbandry Diploma to Nanaji Deshmukh Veterinary Science University, Jabalpur 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):.....

2.4.1 Name and complete postal address of controlling organization/trust/society (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.

3. Detailed infrastructure facilities etc are given in Annexure entitled on its page - REQUIREMENTS FOR AFFILIATION OF A NEW COLLEGE/INSTITUTE FOR ANIMAL HUSBANDRY DIPLOMA 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 Madhya Pradesh/NDVSU, Jabalpur.

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 Madhya Pradesh/NDVSU, Jabalpur.
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 Madhya Pradesh/NDVSU, Jabalpur 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 NDVSU/Govt. of Madhya Pradesh 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 Nanaji Deshmukh Veterinary Science University, Jabalpur.
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 rules 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 Officer) and their photographs. YES/NO

Signature

Date: (Authorized signatory on behalf of organization/trust)

Place:

Witness 1:

Witness 2:

Name:

Name:

Father's name:

Father's name:

Full Address:

Full Address:

Financial Penalties to be imposed on College/Institute for deficiencies

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. Building | 60,000 |
| 2. Staff | 60,000 |
| 3. Library | 30,000 |
| 4. Equipments | 30,000 |
| 5. General upkeep of the campus | 15,000 |
| 6. Delayed submission of examination marks | 15,000 |
| 7. 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. A warning letter will be issued to the College/Institute before imposing financial penalty.

Affiliation orders of applicant College/Institute will not be issued and admissions for the current year will not be made until the deficiencies pointed out by the inspection committee are met.

Minimum Standard Requirements

1. **Sections:** Each College/Institute shall have the following Sections under the administrative control of the Principal of the Polytechnic College.
 - a. Livestock Production Section
 - b. Pre Clinical Section
 - c. Clinical Section
2. **Land Requirement and Accommodation:** A minimum of 6 -7 acres of land on long term lease or ownership in the name of Institution. In general the ratio of carpeted area and open (circulation) area in the campus should be 1:1.
 - a. **Common facilities:**
 - i. Principal's office with attached toilet & retiring room 500 Sq ft
 - ii. Visitor's room 300 Sq ft
 - iii. Committee cum Seminar room 600 Sq ft
 - iv. Office (academic and budget section) 300 Sq ft
 - v. Record room 150 Sq ft
 - vi. Store 300 Sq ft
 - vii. Computer room 300 Sq ft
 - viii. Toilet facilities for visitors, staff and students
 - ix. Canteen
 - x. Library cum reading room with adequate seating accommodation, books, internet and photocopying facility 450 Sq ft
 - xi. Two lecture halls with a seating capacity for 60-100 students
1200 Sq ft each
 - xii. Play grounds with games and sports facilities
 - xiii. Hostel for boys and girls with common room. Mess etc.
 - b. **Section wise facilities:**
 - i. Livestock Production Section:
 1. 2 Faculty rooms 150 Sq ft each
 2. One lab 1200 Sq ft
 3. Animal Sheds (Bull, Cattle/Buffalo, Sheep/Goat, Pig and Poultry)
1000 Sq Yard
 4. Fodder production area 3 acres
 - ii. Pre Clinical Section
 1. 2 Faculty rooms 150 Sq ft each
 2. One lab 1200 Sq ft
 - iii. Clinical Section
 1. 2 Faculty rooms 150 Sq ft each
 2. Veterinary Hospital 5000 sq ft

(Registration cum record room, Dispensary, Waiting hall, Treatment hall, AI room, Minor operation Theatre, Diagnostic Lab, Semen processing Lab)

3. Staff

A Diploma College seeking affiliation with NDVSU should have following teaching and non teaching posts:

| S. No. | Name of post | Number required |
|--------|--------------------------|-----------------|
| 1. | Principal | 01 |
| 2. | Assistant Professor | 04 |
| 3. | Accountant | 01 |
| 4. | Computer Operator/ Clerk | 02 |
| 5. | Laboratory Technician | 01 |
| 6. | Laboratory attendant | 01 |
| 7. | Driver | 01 |
| 8. | Peon/ Chowkidar | 04 |

The basic qualification for teaching staff should be B.V.Sc. & A.H.

4. a) **Common Facilities:**
- i. Two lecture halls fitted with Black boards
 - ii. Seminar room fitted with multimedia projection system
 - iii. Library equipped with sufficient books related to veterinary and animal husbandry, internet facility, photocopier and chairs for reading.

b) **Equipments**

| Sr. No. | Particulars | Requirements |
|---------|--|--------------------|
| 1. | Clippers / Electric / manual | 2 |
| 2. | Metal/Plastic tags along with applicator | As per need |
| 3. | Electric disbudder | 4 |
| 4. | Burdizo castrator (Cattle and Sheep/Goat) | 2 |
| 5. | Housing models | 1 for each species |
| 6. | Animal models | 1 for each species |
| 7. | Pig catcher | 1 |
| 8. | Needle teeth clipper | 1 |
| 9. | Milking machine set | 1 |
| 10. | Milking cans | 4 |
| 11. | Chaffing machine | 1 |
| 12. | Weighing machine (100 Kg) | 1 |
| 13. | Farm equipment and implement | As per requirement |
| 14. | Skelton of buffalo/Cattle | 1 each |
| 15. | Monocular Microscope | 10 |
| 16. | Binocular Microscope | 2 |
| 17. | Slide Cabinet | 1 |
| 18. | Haemocytometer sets | 10 |
| 19. | Haemoglobinometer sets | 10 |
| 20. | Common balance | 2 |
| 21. | Marble ointment slabs (1'x 1") | 10 |
| 22. | Measuring glasses/ cylinders of various size | 20 |

| | | |
|-----|--|--------------------|
| 23. | pH meter (digital) | 1 |
| 24. | Hot air oven | 1 |
| 25. | Refrigerator | 2 |
| 26. | Distillation Unit | 1 |
| 27. | Water bath | 1 |
| 28. | Artificial Vagina (assort) | 2 for each species |
| 29. | Animal chutes | 3 |
| 30. | AI sets | 10 |
| 31. | Liquid nitrogen cylinders | 2 |
| 32. | Staining Jars | 10 |
| 33. | Obstetrical sets | 2 |
| 34. | Whelping set | 2 |
| 35. | Vaginal speculum | 2 for each species |
| 36. | Semen shipper | 2 |
| 37. | Thermos flasks | 2 |
| 38. | Small animal operation table | 1 |
| 39. | Dressing drums (small) | 4 |
| 40. | Dressing drums (large) | 4 |
| 41. | Gray's mouth gags | 4 |
| 42. | Endotracheal tubes | 2 |
| 43. | Trocar and Cannula | 4 |
| 44. | Surgical pack for animals | 4 |
| 45. | Teat and udder instruments | 4 |
| 46. | Biopsy instruments | 2 |
| 47. | Shoes & shoeing equipment | 1 set |
| 48. | Tooth rasp and tooth cutter | 1 each |
| 49. | Hoof Trimmer | 1 set |
| 50. | Stethoscopes | 5 |
| 51. | I/V drip stands | 5 |
| 52. | Containers for biomedical waste | 5 |
| 53. | Consumables (Chemicals, Glasswares, Plasticwares etc.) | As per need |

a. Animals

- i. Animal Sheds
 1. Cattle and buffalo (live animals) 10
 2. Sheep and Goat (live animals) 10
 3. Pigs 5
 4. Poultry Birds 50
- ii. Veterinary Hospital: A veterinary hospital will be considered functional if a minimum of 15-20 large/small animal cases are presented every day on an average. In case the Veterinary hospital is not getting the required number of cases, then District level State Govt. hospital (having at least 15-20 clinical cases per day) should be attached for clinical training with the permission of Competent Authority/Director Animal husbandry.

Summary of various non-refundable charges

| S.No | Particulars | Amount (Rs.) |
|-------------|---|--|
| 1 | Cost of application form | 5,000/- |
| 2. | Application processing fee | 50,000/- |
| 3 | Inspection fee for fresh admission | 1.50 lakh |
| 4 | Inspection fee for existing professional year other than fresh admission (2 nd year) | 1.0 lakh |
| 5 | Initial Annual Affiliation fee for fresh admission | 5.00 lakh |
| | Annual Affiliation fee for subsequent years | 6.0 lakh (Rupees 5.00 lakh for fresh admission and Rupees 1.0 lakh for the second year) |
| 6 | Bank Guarantee | 30.00 lakh |
| 7 | Annual Administrative Expenses | The Affiliated College will have to deposit Annual Administrative Expenses 5.0% of the total fee collected from all the enrolled students of each professional year. |
| 3 | One time Permanent affiliation fee after five years | 30.00 lakh |

- h. Note: The fees/ charges etc. are non-refundable and liable to be changed by the University at any time.