

HANS RAJ COLLEGE

(UNIVERSITY OF DELHI)



HANDBOOK OF INFORMATION

HansRaj College, University of Delhi
Mahatma HansRaj Marg, Malka Ganj Delhi-110007

Chapter I

Introduction

The Right to Information Act 2005 intends to set out the practical regime of Right to Information of citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines “public authority” as any authority or body or institution of self-governance established or constituted-

- a. by or under the Constitution;
- b. by any other law made by the Parliament;
- c. by any other law made by State Legislature;
- d. by notification issued or order made by the appropriate Government and includes any
 - i. body owned, controlled or substantially financed;
 - ii. non-government organization substantially financed, directly or indirectly by funds provided by the appropriate Government.”

In accordance with the provisions contained in section 2(j) of the Act, “Right to Information” means the right to information accessible under this Act which is held by or under the control of any public authority and include the right to

- i. inspection of work, documents, records;
- ii. taking notes, extracts or certified copies of documents or records;
- iii. taking certified samples of materials;
- iv. obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronics mode or through printout where such information is stored in a computer or in any other device.’

The Hans Raj College Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the college; and related information.

This Information Handbook is divided into 17 sections. Each sections deals with units of information as delineated under section 4(1)(b). for ease of reference, this is given below.

4. (1) Every public authority shall
 - (a) Maintain all its records duly catalogued and indexed in a manner and from which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated;
 - (b) Publish within one hundred and twenty days from the enactment of this Act,
 - (i) The particulars of its organization, functions and duties;
 - (ii) The powers and duties of its officers and employees;

- (iii) The procedures followed in the decision making process, including channels of supervision and accountability;
- (iv) The norms set by it for the discharge of its functions;
- (v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- (vi) A statement of the categories of documents that are held by it or under its control;
- (vii) The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof,
- (viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees of such meetings are accessible for public;
- (ix) A directory of its officers and employees;
- (x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation;
- (xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes;
- (xiii) Particulars of recipients of concession, permits or authorization granted by it;
- (xiv) Details in respect of the information, available to or held by it, reduced in al electronics form;
- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- (xvi) The names, designations and other particulars of the Public Information Officers;
- (xvii) Such other information as may be prescribed;

Section 4 b (xii) provides information on the manner of execution of subsidy programmes. This programme per se is not applicable to Hans Raj College.

Section 4 (1) (b) (1)

Particulars of Organization, Functions and Duties

Vision Statement

Hans Raj College is dedicated to excellence in teaching and promoting genuine scholarship among is students and faculty members. The college believes that the development of such scholarship shall be contributory to the development of the youth in the country.

The college is also dedicated to nurturing talent and providing opportunities for all round development, keeping in mind the contemporary needs of society and the workplace.

The institute hopes to play a lead role in capacity building of its students, preparing them for a pioneering and creative role in the development of the nation.

It also hopes to maintain and improve the high standards set by its alumnae, who have carved a special niche for themselves internationally.

Hans Raj College envisions itself as continuing to be amongst the best colleges of the country, continually updating its pedagogic strategies and course structures.

Brief history

Mahatma Hans Raj, the man in whose memory this college has been founded was a great nationalist at heart, besides being an educationist and a religious organizer. He was also an untiring relief worker and social reformer, organizing relief work during earthquakes at Kangra (1905), Quetta (1934), Bihar (1935), famines of Rajasthan (1905), Awadh (1907), and Garhwal (1918). He upheld widow remarriage and strongly advocated the abolition of early marriages and caste distinctions. By his efforts he turned Arya Samaj and DAV institutions into effective instruments of social upliftment and moral regeneration.

Mahatma Hans Raj was born on 19 April 1864 in the hamlet of Bajwara in district of Hoshiarpur in Punjab, in a family of modest financial means. His father Lala Chunnilal was an appeal nawis and mother Hardevi was a simple housewife. When Hans Raj was 12 years old his father died putting the family to severe economic strain. Fortunately for Hans Raj his elder brother Muluk Raj got a scholarship of Rs.8/- per month which also enabled Hans Raj to pursue his studies. He started his career as Honorary Founder Head Master of DAV High School Lahore in 1886 at the age of 22. In 1889 when DAV College was established in Lahore he became its honorary Principal, identifying himself completely with the college. DAV College Lahore became an important centre of learning, inculcating among its students the qualities of discipline and self-sacrifice. He opened many more institutions in other important places and guided the destiny of DAV institutions for fifty years. He breathed his last in 1938. Mahatma Hans Raj may truly be acknowledged as the founding father of the DAV movement

Hans Raj College lives up to the values and ideals of this great soul who lived and sacrificed his entire life for the ideals he believed

Hans Raj College is a constituent college of University of Delhi and a premier institution of the DAV Managing Committee, the largest non-government educational organization of the country. After partition DAV Managing Committee decided to set up its institutions in India and the first to be set up was DAV College Ambala. On July 26, 1948 the college was set up in memory of Mahatma Hans Raj (1882-1938) the founder of DAV College Lahore and a pioneer in the field of education. Dr G L Dutta who had earlier been appointed the Principal of DAV College Ambala was appointed as the founding Principal of Hans Raj College. The college had a modest beginning, functioning from the west wing of DAV Higher Secondary School on Chitragupta Road, Delhi. There were 313 students on the rolls. The college offered preparatory courses in Arts and Sciences, B A (Pass), B A (Hons) in Sanskrit, Hindi, English and Mathematics. An honour in Economics was added after some time. Students were also enrolled for B.Sc (Gen) and (Hons) courses but the classes for these were held in the university. The Post-graduate courses were also conducted in the university while the college only managed their tutorial schemes.

During this period of infancy the college continued to flourish as a result of the dedication and hard work of the teachers and students and the administrative staff of the college. Several prominent persons graced the college under the auspices of the various academic societies set up in the college.

For the next six years the college functioned from the cramped premises of the DAV school on Chitragupta Road. The University subsequently under Sir Maurice Gwyer's scheme of building university campus gave the college a grant of two lakhs of rupees and fifteen acres of land that now houses the present premises of the college. It was only in 1953, five years after the college had been established that Shri Bakshi Tek Chand, the Chairman of the Governing Body laid the foundation stone of the college. The construction of the building was done by Northern Constructions, New Delhi under the supervision of Shri T R Mahendru the architect.

The college premises were finally inaugurated on 3rd October 1954 by the Honourable President of India Dr. Rajendra Prasad. Present on the occasion were Shri Bakshi Tek Chand, Chief Justice Shri Mehar Chand Mahajan, Dr G S Mahajani (Vice Chancellor Delhi University); Lala Yodhraj and Principals of many DAV colleges. The building consisted of (a) the front block comprising class-rooms, laboratories and offices (b) the hostel and (c) the Principal's residence. The auditorium was added later on.

Dr G L Dutta retired in 1960 and the mantle of taking the college forward came on Shri Shanti Narayan a well-known teacher of Mathematics and who had served the college in various capacities as Bursar and officiating Principal. Under Shri Shanti Narayan the college made rapid progress, new courses were added, large number of students were admitted, more classrooms were added on the first floor, new laboratories were constructed. Shri Shanti Narayan added a sports complex including an indoor badminton hall, a seminar room and a library. Canteen and hostel capacity was enlarged. Grants from UGC helped in these construction processes.

The democratization of college governance was introduced during his tenure The college started working through its staff council and its sub committees. The Principal functioned as Principal in council and major decisions were now taken through discussions with elements of transparency introduced in the administration.

In 1970 Shri G P Chopra took over from Shri Shanti Narayan. During his tenure a number of important changes came to be introduced. The emphasis shifted from Pass and General Courses to Honours Courses. B.Com (Pass) was discontinued, the strength of B.A (Pass) and B.Sc. (Gen.) courses was reduced and that of Honours courses increased. In 1971 B.Sc. (Hons) courses were transferred from University to the colleges thus increasing the number of students admitted to these courses. Shri Chopra's tenure also saw the introduction of co-education in the college in 1978. There was significant development in infrastructure also. Another floor was added to the sports complex and a new tutorial block was added for the teaching staff. The third phase of laboratory expansion was also undertaken. An important development was the construction of residential flats for teachers and non-teaching staff. The college made significant progress in the academic and sports field during this period.

In 1984 Shri Chopra retired passing on the responsibility to Dr N K Uberoi who earlier had worked as Vice-Principal for a long time. He took charge as Principal in 1985. He also added to the infrastructure of the college. In 1987 an administrative block with two big floors was added. A new block of six flats was added in the teacher's residential complex and seven flats were added for the non-teaching people. In 1989 a new Library building was completed.

Shri J K Kapur took over as Principal in 1992. During his tenure the college was able to consolidate its finances. The college also added a well-equipped laboratory as well as a well protected parking lot for the staff. A Yoga Centre was added above the canteen and was formally inaugurated by Shri L K Advani on 26th July 1998.

Dr S. R. Arora took charge as Principal after Shri J K Kapur. In his tenure a number of important infrastructural developments have taken place. The boundary wall of the college was completely renovated. A computer science lab was added. The college got a fully air conditioned Seminar Hall with audiovisual facilities. An air conditioned electronic shooting range has been established. A fully air-conditioned second staff room with computer facilities was set up for the teachers. The college is working on plans to construct more classrooms and also renovate the college auditorium.

In its sixty years of existence the college has definitely gained the status of a premier institution of the country. As a premier institution of the North Campus of Delhi University, the college is a centre of great attraction. Only nine colleges out of a total of seventy seven colleges is located in the North Campus.

During the last six decades the college has built infrastructure facilities that can compare with the best in the university. Besides large number of classrooms and extensive playfields, there is a sports complex, a badminton hall, an air conditioned electronic shooting range, well-equipped laboratories, a tutorial block, a spacious library, a big administrative block, a hostel for nearly 200 students, a canteen, a well-furnished air conditioned seminar room with audiovisual facilities and residential flats for teaching and non-teaching staff.

The college has had the privilege of the most enlightened Governing Body with illustrious people like Shri Bakshi Tek Chand, Chief Justice Shri Mehar Chand Mahajan, Justice Jeewan Lal Kapur, Dr G L Datta, Lala Suraj Bhan, Prof. Ved Vyas and Shri G P Chopra as its Chairmen.

The teaching community of this college is the greatest asset of this college. At present there are 85 teachers who are either Readers or in Reader's Grade. The faculty members have made significant contribution not only to the corporate life of the college but also shaped the academic, social and cultural life of the nation. There is a great sense of belongingness to this institution among the teachers.

The college is really proud of its alumni who have excelled in every walk of life, be it public life, civil services, armed forces, judiciary, private and public sectors, media and television and films. They have done our college proud.

The students who come to this college are among the top achievers at the school and add further achievements to their credit. Our examination results are among the best in the university.

The college has a very devoted and committed administrative, library and lab staff.

Today the college continues to live up to the motto given to it by its founding fathers: ***Tamso ma jyotir gamaya.***

Particulars of organization, functions and duties

Hans Raj College is a constituent college, maintained by DAV College Managing Committee, New Delhi

- Hans Raj offers undergraduate and postgraduate education in humanities, social sciences, basic sciences and commerce in accordance with University of Delhi curricula.

- It aims for holistic development of students, and their capacity building through carefully designed academic programmes and extramural activities.

Duties of the College

- Organizing and implementing teaching and examinations for award of Bachelor of Arts, Bachelor of Science, Bachelor of Commerce, Master of Arts, Master of Science, Master of Commerce degrees in accordance with the University of Delhi curricula.
- Providing opportunities for holistic development of students.

Main activities/functions of the College include

- Conducting teaching for students enrolled in various degree programmes approved by the University of Delhi.
- Designing and conducting Add-on course for value addition; these include UGC approved certificate courses, one year foreign language courses and various other short-term courses. The college presently has introduced a Course in Radio Jockey and TV Anchoring.
- Providing co-curricular activities, namely, sports, NCC and NSS.
- Providing opportunities for extra-curricular activities such as dramatics, debating, music, dance, quiz, fine arts etc..
- Instituting awards, scholarship, fellowship and financial assistance to students.
- Providing opportunities to faculty for professional development and undertaking research projects.
- Providing and maintaining adequate infrastructure including building, library, laboratories, equipments, canteen, sports and recreational facilities.
- Providing and maintaining residential facilities for male students, faculty and non-teaching staff.

Organization and Administrative Machinery

1. Principal. The Governing Body appoints a full time principal on the recommendations of the Selection Committee appointed for the purpose, with the approval of the Executive Council.
2. Vice-Principal is appointed by College Governing Body.
3. Bursar is appointed by College Governing Body.
4. Teaching staff and Librarian are appointed by a duly constituted Selection Committee.
5. Non-teaching staff appointed by a duly constituted Selection Committee.
6. Each department has a teacher in charge, appointed by seniority, for a term of one/two years.
7. The college has a staff council that operates in accordance with ordinance XX6-A.

Expectation of the College from the public for enhancing its effectiveness and efficiency

The college expects objective and considered support from citizens of the country as well persons directly associated with the affairs of the college.

Arrangements and methods made for seeking public participation/contribution

Public involvement in the administration of the college is through nomination of people from various walks of public life on its Governing Body. People from public life are invited to the college to contribute towards the teaching, learning and cultural experience in their relevant fields of specialization.

Mechanism available for monitoring the service delivery and public grievance resolution

Management of the various activities of the college is supervised by the Governing Body and through the designated authorities and procedures. Monitoring of the affairs of the college is through the Governing Body, UGC and University of Delhi.

Address of the College

Office of the Principal, Hans Raj College, Mahatma Hans Raj Marg, University of Delhi, Delhi-110007

Working hours of the College

Office: 9:00 a.m. to 5:00 p.m. (Monday to Friday)

Teaching: 8:40 a.m. to 4:30 p.m. (Monday to Saturday in accordance to the time-table)

Section 4 (1) (b) (ii)

Powers and duties of the officers and employees

- The Principal is the principal academic and executive officer of the college. He is responsible for appropriate administration, organization, instruction and management of affairs of the college, as stipulated in University Calendar Ordinance XX.
- Powers and duties of other authorities and employees are also as stated in the University Calendar.

Section 4 (1) (b) (iii)

Procedure followed to take a decision on various matters

Decisions in various matters are taken by the appropriate authorities of the College as per the procedures laid down under various Ordinances, rules and regulations of the University.

Section 4 (1) (b) (iv)

Norms set by the college for the discharge of its functions

Norms and standard for various activities of the college are set by the competent authority such as the Governing Body and Staff Council.

The Staff Council is the academic body of the college. Subject to the provisions of the Delhi University Act, 1922, the Statutes and the Ordinances, it exercises control and general

regulation over academic affairs. It is responsible for the maintenance of the standards of instructions, education and examination of the college and other academic matters.

Section 4 (1) (b) (v)

Rules, regulations and instructions used

- Statutes of the college as contemplated under Ordinance XX University Maintained Colleges.
- Regulations/instructions for admission regarding all the courses (undergraduate/postgraduate) in accordance with University of Delhi notification.
- University Non-teaching Employees (Terms & Conditions of Service) Rules,1971.
- Various rules/instructions concerning personnel management for the teaching and non-teaching staff working in the college.
- Fundamental Rules and Supplementary Rules of Government of India except where the university has its own provisions with regard to teaching and non-teaching staff.

Section 4 (1) (b) vi)

Official documents and their availability

I

- College Prospectus
- Handbook of Information
- Information Handbook under RTI Act 2005
- Hostel-Bulletin of Information
- Principal's Annual Report
- Constitution of the Hans Raj College Students Union
- Advertisements.

These are available on the website: www.hansrajcollege.edu.in

- The College Timetable
- Examination Schedules
- Scholarship Notices
- Administrative Notices
- Students Attendance Records
- Students Internal Assessment Records
- Examination results

Attempts are being made to put these up on the website.

II

- Minutes of the Governing Body
- Audit Reports
- Certified Annual Accounts

There is time lag between their approved versions and their printed versions.

III

- University of Delhi, Calendar-Volume I dealing with statutory provisions.

- University of Delhi, Calendar-Volume II dealing with various course.

These are available in printed form from the University of Delhi.

Note: Confidential matters pertaining to examinations, paper setting evaluation of scripts and consequent procedures, composition and proceedings of the selection committees and minutes of the college until these are printed, will remain confidential and not available in the public domain.

Section 4 (1) (b) vii)

Mode of public participation

Various statutory bodies of the College Governing Body comprise of eminent people from society and representatives of public who directly participate in the affairs of the College.

Section 4 (1) (b) viii)

Councils, Committees, Faculties, Departments, etc. under the College

- The College Governing Body as per University Calendar Ordinance XX.
- Staff Council as per University Calendar Ordinance XX.
- Staff Council and its Committees.
President Staff Council is the Principal of the College
Secretary Staff Council is the elected Representative of the Teachers

Various Committees

Time Table Committee for Arts & Commerce and Sciences

Library Committee

Sports Committee

Students Welfare Committee

Canteen Committee

Development Fund Committee

Fine Arts Committee

Hindi Dramatic Society

English Dramatic Society

Hindi Debating Society

English Debating Society

Academic Affairs Committee

SC/ST Committee

Finance Committee

Seminar Committee

Environment Awareness Committee

Spic-Macay Committee

Sexual Harassment Committee

Sanskritiki Society

Navankur Society

- College Complaint Committee (Sexual Harassment) constituted as per the rules of the University
- Allotment Committee (Staff Quarters) as per the rules of the University

Section 4 (1) (b) ix)

Directory of officers and employees/Teaching Staff, Non-teaching Staff
It is available in print form.

Section 4 (1) (b) x)

Monthly remuneration received by each of its employee
The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the college.

Section 4 (1) (b) xi)

Budget allocated to each agency

The budget and the financial estimates are as approved by the Governing Body and presented before the University/University Grants Commission.

Section 4 (1) (b) xii)

Manner of execution of subsidy programmes

Not applicable to the college.

Section 4 (1) (b) xiii)

(a) Concession granted by the college

Concessions that are available to various categories of students for admission to various courses are given in the Bulletin of Information.

- 22.5% of the total number of seats is reserved for candidates belonging to SC/ST (15% for SC and 7.5% for ST).
- 5% of the total number of seats in each of the courses has been reserved to the children/widows/wives of the officers and men of the armed forces including paramilitary personnel, killed/disabled in action or those who died/were disabled on duty. Relaxation to the extent 5% marks in the aggregate or in the subject, as the case may be is given to determine their eligibility to the concerned courses (except in courses having entrance tests).
- 3% seats are reserved for physically challenged candidates for admission to undergraduate courses.

- 5% seats in the first year of each course in colleges are reserved for foreign students.
- Relaxation to extent of 5% in the minimum marks is given to the nominees of Nepal Government/Royal government of Bhutan to determine their eligibility for admission to the course concerned.
- All reserved category seats are filled by central admission carried out by the Office of the Dean of Students Welfare and Office of the Advisor, Foreign Students as the case may be.
- 5% of the total number of seats separately both in Honours and Pass Courses (for first year of the under-graduate courses) are offered for admission on the basis of sports and co-curricular and extra-curricular distinctions.

Note:

1. The above reservation may vary with any decision taken by the University or directions from the Central Government.
2. Details of such concessions are available in the admission brochures for respective courses of the college.

(b) Concession availed by the college

The college avails concessions on excise and customs duties on the procurement of the equipment, chemicals etc. for academic projects and laboratories.

(C) Financial Assistance to students

With a view to help the economically weak and meritorious the College has many scholarship, freeships and prizes, details of which can be had from the College prospectus and notices issued from time to time. Interviews to select the needy and meritorious begin towards the end of the first term and is carried out by The Students Welfare Committee.

The College also awards Gold medals to University Toppers.

College Scholarships

1. Jasodha Rani Ram Nath Anand Scholarship
2. Dr. P. N. Bali Memorial Scholarship
3. Pritam Loomba Scholarship
4. Late Shri. Bhim Sen Bahri Memorial Scholarship
5. Basant Ram Rewal and Smt. R.K.Rewal Scholarship
6. Smt. Prem Bai Kalra Scholarship
7. Shri. M. G. Bhatia Scholarship
8. Hans Raj College Teachers' Scholarship
9. Amolak Raj Khanna Gold Medal Scholarship
10. Sh. Charan Dass Soin Scholarship
11. Dr. P. L. Kapur Scholarship
12. Smt. Bindra Devi Mehr Chand Puri Scholarship
13. Gurumayun Arun Kumar Sharma Memorial Scholarship
14. Smt. Moren Devi Ganga Bishan Memorial Scholarship
15. Sh. Bhakti Prasad Scholarship
16. Mrs. Usha Shamsheer Singh Scholarship

17. Principal Shanti Narayan Scholarship
18. Lala Chet Ram & Lala Girdhar Lal Malhotra Scholarship
19. Sh. H.N.Sharma and Smt. Sarita Sharma Scholarship
20. Smt. Basanti Devi Somi Ram Scholarship
21. Smt. Sumitra Devi & Dev Narain Verma Scholarship
22. Smt. Shakuntala Devi Ram Narain Arya Scholarship
23. Sh. Sultan Chand Memorial Scholarship
24. Banwari Lal Charitable Trust Scholarship
25. Prop. M.C.Puri Scholarship
26. Smt. Nirmala Gupta Memorial Scholarship
27. Smt. Lajwanti and Rajrani Memorial Scholarship
28. Late Smt. Raj Luthra Scholarship
29. Sh. Narpat Rai Dhup Memorial Scholarship
30. Hans Raj College Students' Union Scholarship
31. Late Sh. J. P. Guha Scholarship
32. Late Sh. Ravi Kapoor Memorial Scholarship
33. Sh. Vishwanathan Shekhar and Aditya Shekhar Scholarship
34. Sardar Gurdial Singh Scholarship
35. Sh. Govardhan Lal Goswami and Smt. Sarla Devi Goswami Scholarship
36. Shri. Harish Krishna Khanpur Scholarship
37. Systopic Scholarship
38. Dr. Om. P. Goel Special Scholarship

College Prizes

- | | | |
|---|----------------------------------|----------|
| ▪ Master Sandeep Arora Prize | Maths | |
| ▪ Shri. Vijay Malhotra Prizes | Gen | |
| ▪ Shri. G. C. Jangir Prizes | Economic | I Year |
| ▪ Giani Hazoor Singh Prize | Economics | II Year |
| ▪ Smt. Indra Kapur Prize | Economics | II Year |
| ▪ Smt. M. R. Kapur Prize | Economics | III Year |
| ▪ Shri. Ladha Ram Delory Prize | Gen. | |
| ▪ Shri. Ram Nath Vij Prize | Maths | |
| ▪ Krishna Vanti Daulat Ram Chadha Prize | Maths | |
| ▪ Dr. P. N. Bali Memorial Prize | Botany | |
| ▪ Dr. (Mrs.) Santosh Jain Prize | Gen | |
| ▪ Smt. Lakshmi Singh Prize | Gen. | |
| ▪ Dr. Shanti Prasad Jain Prize | Gen. | |
| ▪ Sh. Daulat Ram Jain Prize | Gen. | |
| ▪ Smt. Mangla Devi Jain Prize | Gen | |
| ▪ Sh. Gyan Sagar Jain Prize | Gen. | |
| ▪ Sh. H. R. Sabharwal Prize | Gen. | |
| ▪ Sh. Nitin Garg Prize | Commerce | |
| ▪ Smt. Sudeshna Bahri Prize | Physics III Year | |
| ▪ Smt. Bhaskar Parkash Verma Prize | Hindi | III Year |
| ▪ Smt. Lajwanti Rajrani Memorial Prizes | Physics-I Yr. and Physics-II Yr. | |
| ▪ Mata Bhagwan Devi Prize | B.A./B.Com.(H) & B.Sc.(H) | |
| ▪ Hans Raj College Students Union Prize | B.A.(Prog.) | |
| ▪ Sh. S. C. Gupta Prize | Commerce | |
| ▪ Dr. Anand Mittal Prize | Economics | |
| ▪ Sh. J. P. Guha Prize | English | |

- Sh. Tilak Raj Sahni Prize Commerce
- Sh. Guru Dass Trikha Prize Chem.
- Dr. Mahender Kumar Prize Hindi
- Dr. G. C. Bakshi Prize Hindi
- Smt. Krishna Pyari Trikha 90th B'day Celebration Prize Chemistry
- Prof. M. C. Puri Prize Maths
- Mrs. Ruchi Jain Prize Economics
- Dr. Kartikey Gupta Prize
- Sh. Ashish Kumar Verma Prize
- Sh. R. S. Rastogi Prize
- Sh. Rakesh Aggarwal Prize Commerce
- Sh. O. P. Goyal Prize Chemistry
- Smt. Vibha Trikha Prize Chemistry
- Sh. Amit Lal Mukherjee Prize Chemistry
- Sardar Gurdial Sindhu Awards
- Prof. N. D. Kapoor Award(Two)
- Smt. Krishna Pyari Memorial Prize
- Shri. Parasram Holding Private Limited Prize
- Dr. Om. P. Goel Special Prize
- Sh. G L Arora Memorial Prize B.A. Maths (Hons) III year
- Sh. M L Dhingra Memorial Prize B.A. English (Hons) III year

Section 4 (1) (b) xiv)

Information available in electronics form

The college has adopted wide scale computerization of data management in administration and account sections of the college and hostel. All correspondence is computer generated.

Information made publicly available can be accessed at www.hansrajcollege.edu.in

All the information about the college is available on the college website- www.hansrajcollege.edu.in

Section 4 (1) (b) xv)

Means, methods and facilities available to citizens for obtaining information

Through the notice boards, relevant brochures, University Calendars and various other rules which are available in print as well as on the website www.hansrajcollege.edu.in

Some of the publications (College Prospectus) are priced and can be obtained by paying the stipulated amount.

Unpriced information for the general public is disseminated occasionally through press releases, advertisements etc. these are available on the college website www.hansrajcollege.edu.in

Section 4 (1) (b) xvi)

Public Information Officer

- G.R.Sawheny, Reader in Commerce Department, Hans Raj College, University of Delhi.
Tel No. 27667458

Appellate Authority

- Dr. S.K. Srivastava, Vice-Principal, Hans Raj College, University of Delhi.
Tel No. 27667458

Section 4 (1) (b) xvii)

Other information

The college website www.hansrajcollege.edu.in; the University of Delhi website (www.du.ac.in) are the repository of information.

The person seeking other information may apply on a plain paper giving particulars of information being sought and his/her correct address for communication. Separate applications for seeking information on different subjects are required. The application has to be accompanied with the prescribed fee (at present a fee of Rs. 10/-). The fee is payable with each application which is towards the cost processing the request.

The schedule of fees can be obtained from the Public Information Officer of the University of Delhi. For the time being the rates are follows:-

1. Rs. 2/- per page of A-4 or A-5 size.
2. Actual cost for sizes bigger than A-4 or A-5.
3. In case of printed material, the printed copies could be had from the college sales counter.
4. In case of photo copies, the rate would be Rs. 2/- per page.
5. If information is needed on a disk or floppy subject to availability of information in soft form, the fee will be Rs.50/- per disk/floppy.
6. Admissible records may be allowed to be inspected on payment of Rs. 150/- per hour or part thereof, before the date and time of inspection of the same.

A major portion of the information will be available from the University Calendars Volumes I & II, and other rules as applicable to the college from time to time and printed syllabi for various courses.