

Section – 4(1)(b)(iv)
The norms set by it for the discharge of its functions

Wherever applicable the College follows norms for various items of work as laid down by the Director General Higher Education, Haryana and Chief Secretary, Haryana. The norms laid down in guidelines/circulars etc. of the Director General Higher Education, Haryana itself are followed, wherever applicable. The instructions by the Higher Education Department are communicated as public notices on its website, emails and through posts. The website of higher education department may be accessed from the link:

<https://www.highereduhry.ac.in/forms/WebPages/Notices?Type=0>

The students/ex students who desire to have their concerned documents such as Character Certificate, Mark Sheets, Roll No., Books (both issues and returns) are generally provided on the same day. The information seeker under the RTI Act, 2005 are provided the information as per the time limits set in the Act. The time limit for disposal of various cases depends upon the nature of the files and the level of disposal. Cases, which involve Higher Education Department and reference to other office (ies), tend to take more time.