

REPORTING OF STUDENTS FOR ADMISSION in
Lateral Entry to B.Tech. AT MSIT

16.11.2021 to 18.11.2021 (Timing : 10.00 am to 5.00 pm)

Important Instructions to the students of Lateral Entry to B.Tech. Programme
Admission for the Academic Session 2021-22 (2nd year Lateral Entry.)

All the students reporting for admission for the Academic Session 2021-22 in the **Second Year through Lateral Entry**, to pursue B.Tech. programme, are notified that they are required to submit the Documents according to the **Documents Verification Form** (available on MSIT website www.msit.in). The list of documents required for admission at the time of reporting to the institute is also available on our website www.msit.in.

NOTE: All students can download all the documents required for admission from the institute's website www.msit.in or can obtained from the photo copy shop available inside the institute campus.

Reporting for Admission.

Step # 1 : Report to Seminar Hall No. 06, Ground Floor, MSIT Building

- For Enquiry for admission procedure.
- For Institute Admission Form free of cost.
- For Challan Form for submission of Demand Draft.
- For Document Verification Form
- For submission of Demand Draft in favour of Maharaja Surajmal Institute of Technology for Rs. 98,300/- along with duly filled fee challan form.

NOTE: NO CASH & CHEQUE will be ACCEPTED.

Step # 2 : Reporting for Physical Verification:- (For Lateral Entry Students-2nd year)

Branch	Room No.	Floor	Faculty concerned
CSE-1 st Shift	Room No. 201	2 nd Floor	Mr. Navdeep Bohra Ms. Geetika Dhand Ms. Sonika Upadhayay
ECE-1 st Shift	Room No. 205	2 nd Floor	Mr. Deepak Goyal
IT-1 st Shift	Room No. 207	2 nd Floor	Ms. Jyotsna Rathi
EEE-1 st Shift	Room No. 202	2 nd Floor	Mr. Sachit Rathi
CSE-2 nd Shift	Room No. 211	2 nd Floor	Ms. Nishtha Jatana
ECE-2 nd Shift	Room No. 211	2 nd Floor	Ms. Anjali Baliyan
IT-2 nd Shift	Room No. 211	2 nd Floor	Ms. Nishtha Jatana

Step # 3 : Reporting for Online Verification go to Room No. 106 (1st Floor)

Note: Both the Physical and Online Verification are MANDATORY for confirmation of Admission.

- a. **Physical Verification & Submission of documents with the Faculty in the aforesaid rooms as per Document Verification Form. Two slips to be issued by the Faculty Incharge after verification & submission of all documents.**
- b. **Go for Online Admission Verification in Room No. 106 along with slips issued by Faculty Incharge. A slip issued by Faculty Incharge to be submitted to Online Verification Officer in Room No. 106 (1st Floor).**

Col (Dr.) Ranjit Singh
Director

- All HODs for necessary action pl.
- Notice Board for the information of the students concerned
- College Website

Admission S.No. _____ (for office use only)

Enrollment No. _____ (for office use only)

MAHARAJA SURAJMAL INSTITUTE OF TECHNOLOGYC-4, Janak Puri, New Delhi-110058, Phone No. 011-25528117, mail id: director@msit.in, website: www.msit.in,**Document Verification Form (Academic Session 2021-2022)**

Name of Student _____ JEE Mains Application No _____ Branch _____ Shift _____

Father's Name _____ Mobile No. _____ PCM % _____

Date of Birth _____ Admission Category _____ JEE Mains Rank _____

S. No.	List of Documents	2 sets of documents to be submitted	
		Set-1	Set-2
1	Institute Admission Form (available at Seminar Hall, Room No. 06)	Not required	Original
2	Admit Card (GGSIPU CET)	Printout	01 photocopy
3	CET Result (showing CET Rank)	Printout	01 photocopy
4	Print out of the Registration Slip (showing payment of Rs. 1000/-) GGSIPU & Participation Fee of Rs. 1200/-	Printout	01 photocopy
5	Allotment Letter/ Admissions slip	Printout	01 photocopy
6	Academic Fee receipt (Rs. 40000/-)	Printout	01 photocopy
7	Balance fee Receipt (student copy) Rs. 98,300/-	01 photocopy	01 photocopy
8	10 th Certificate & marks sheet	01 photocopy (Original for verification only)	01 photocopy
9	12 th Certificate & mark sheet **Diploma marks sheets in case of Lateral Entry	01 photocopy (Original for verification only)	01 photocopy
10	Caste & Category Certificate (if any) or original verification slip issued by the University.	01 photocopy along with verification receipt issued by Designated Centre	01 photocopy along with verification receipt issued by Designated Centre
11	Medical Fitness Certificate (MBBS)**-	Original (not be older than one month)	01 photocopy
12	Character Certificate	Original (Not more than 6 months old.)	01 photocopy
13	ID Card Forms (which is in the admission form)	Original	01 (photocopy)
14	Photographs (5)	Not required	1 photograph is to be pasted on Admission Form 2 photographs to be pasted on ID Cards. 2 photo to be stapled with this set.
15	All undertakings on Plain Paper duly signed:- i). Undertaking for Gap Year (if applicable) ii). Undertaking for Anti Ragging by students iii). Undertaking for Anti Ragging by parents iv). Undertaking for Attendance by students v). Undertaking for Attendance by parents vi) Undertaking for Interim Fee Payment.	Not required	Original

Important Note: -

- **Only those students should be entertained for Reporting of admission who have passed the qualifying examinations at the time of reporting for admissions.**
- **Fee is to be paid as per the fee structure available on MSIT website/put up on notice boards.**
- **Two sets of documents (self attested or attested by Gazetted Officer) as mentioned above is to be arranged in ascending order and submitted to the Faculty Incharge in respective rooms at the time of admission (rooms are mentioned in the instruction sheet). Also, attach this Document Verification Form on the top of the SET-2**

(Signature of student)

Signature of Faculty Incharge (I)

Signature of Faculty Incharge (II)

b) Mother's Name (In Hindi)

c) Mother's Occupation: Service Business Others(Pl.Mention)

d) Mother's Designation with Office address & Phone No.

Phone No. _____ Mobile _____

E-mail: _____

6. Date of Birth (DD/MM/YY): _____ Sex: Male Female

6. Marital Status : Married Unmarried 8. Nationality :

9. Category: Management N.R.I. Gen. Defence SC/ST/OBC Others

(Please tick only one)

(Enclose certificate of competent authority in prescribed form, if applying under reserved category)

10. Academic Record (10th onwards): (Attach copy of relevant certificates with mark sheets)

Exam. Passed	University/ Board	Year of Passing	Subject offered	Maximum Marks	Marks Obtained	%age

11. Qualifying Aggregate Percentage: _____ PCM Marks _____ PCM Percentage _____

12. Extra Curricular Activities with level of achievements : _____

DECLARATION

I _____ solemnly declare that the particulars given by me in the application form are correct. I am applying with the consent of my parents/guardian. I further declare that I shall abide by all the rules and regulations of the Institute as well as those of the Guru Gobind Singh Indraprastha University, Delhi.

Signature of Father/Guardian

Signature of Candidate

Date : _____


FOR OFFICE USE

Eligibility and marks checked by _____ Remarks: _____

Ailmn. Officer

Director

<p>Please paste your photograph here</p> <p>(Do not staple)</p>	<h3 style="text-align: center;">MSIT ID Card Membership Form</h3> <p>(Please fill the following information in CAPITAL Letters only)</p> <p>Name: _____</p> <p>Father's Name: _____</p> <p>Date of Birth: _____ Blood Group: _____</p> <p>Course: _____ Batch: _____</p> <p>Enrollment No.: _____ Shift: _____</p> <p>Residential Address: _____</p> <p>Phone: _____</p>
<p>Student Sign must be within the above box</p>	

	<p>Temporary ID Card (Validity: 202) MAHARAJA SURAJMAL INSTITUTE OF TECHNOLOGY (Affiliated to GGS Indraprastha University) C-4, Janakpuri, New Delhi - 110058 Tel: 25528116/7 25552867, Telefax: 25528116</p>
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<p>Name _____</p> <p>Father's Name _____</p> <p>Date of Birth _____ Blood Group: _____</p> <p>Course _____ Batch: _____</p> <p>JEE Main No: _____ Shift: _____</p> <p>Res Address _____</p>
<p>Student's Sign</p>	<p>Phone _____ Director _____</p>

- Note:**
1. In case of mis-use of ID card, holder will be responsible
 2. This ID card is not transferable, in any case.
 3. Loss of ID card must be reported immediately to the Director.
 4. This ID card must be produced/surrendered, as and when being asked by the authorities of the Institute.
 5. In case the ID card is lost, new card will be issued on payment of Rs 50/-
- If found, please return to Institute

FORMAT

Annexure-III

UNDERTAKING BY THE STUDENT

(For Anti Ragging)

On Plain Paper

I, _____ (full name of student) s/o d/o
Mr./Mrs./Ms. _____ (Father/mother's name) having been
admitted to _____ (Programme)

In Maharaja Surajmal Institute of Technology, have received a copy of the AICTE Regulation dated 1.7.2009 on Curbing the Menace of Ragging in Higher Educational Institutions, (hereinafter called the "Regulation") carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused **Clause 4** of the Regulation and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused **Clause 5(3) and Clause 8(4)(a)** of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) I will not indulge in any behavior or act that may be constituted as ragging under **Clause 4** of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under **Clause 4** of the Regulations.
- 5) I hereby solemnly affirm that, if found guilty of ragging, I am liable for punishment according to **clause 8(4)(a)** of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this day of _____ month of year.

Signature of the Deponent

Name:.....
Enrol. No.....
Class/Branch:.....
Contact No.....
Address:.....

FORMAT

Annexure-IV

UNDERTAKING BY THE PARENT/GUARDIAN

(For Anti Ragging)

On Plain Paper

I, Mr./Mrs./Ms. _____ (full name of Parent/Guardian) father/mother/guardian
of Mr./Mrs./Ms. _____

_____ (full name of student with admission/registration/enrolment number)
_____ having been admitted to Maharaja Surajmal Institute of Technology, have received a copy of the AICTE Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulation") carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused **Clause 4** of the Regulation and am aware as to what constitutes ragging.

- 3) I have also, in particular, perused **Clause 5(4) and Clause 8(4)(a)** of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

- 4) I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behavior or act that may be constituted as ragging under **Clause 4** of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under **Clause 4** of the Regulations.

- 5) I hereby solemnly affirm that, if found guilty of ragging, my ward is liable for punishment according to clause **8(4)(a)** of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that; in case the declaration is found to be untrue, I am aware that the admission of my ward is liable to be cancelled.

Declared this day of _____ month of year.

Signature of the Deponent

Name:.....
Enrol. No.....
Class/Branch:.....
Contact No.....
Address:.....

FORMAT

Annexure-V

UNDERTAKING BY THE STUDENT

(For fulfillment of 75% attendance)

On Plain Paper

In accordance with the act and ordinances of GGSIP University, I,
son/daughter of, who has been admitted to
Maharaja Surajmal Institute of Technology, C-4, Janakpuri, New Delhi- 110058, to pursue B.Tech. Programme,
clearly understand that I am required to have a minimum attendance of 75% in aggregate of all the courses
taken together in each semester of the academic session 2021-2024. I also understand that under no condition I
shall be allowed to appear at the end term exam of each semester if my aggregate attendance is less than 75%.
I further state that it is in my notice and I am fully aware of the fact that aggregate attendance of each student is
updated every month on the college website **www.msit.in** for the information to all concerned.

Verification

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is
false and nothing has been concealed or misstated therein .

Verified on.....

Signature of the Deponent

Name:.....
Enrol. No.....
Class/Branch:.....
Contact No.....
Address:.....

FORMAT

Annexure-VI

UNDERTAKING BY THE PARENTS/GUARDIAN

(For fulfillment of 75% attendance)

On Plain Paper

In accordance with the acts and ordinances of GGSIP University, I,
son/daughter of, who has been admitted to
Maharaja Surajmal Institute of Technology, C-4, Janakpuri, New Delhi- 110058, to pursue B.Tech. Programme,
clearly understand that my son is required to have a minimum attendance of 75% , attendance in aggregate of all
the courses taken together in each semester of the academic session 2021-2024. I also understand that under no
condition he will be allowed to appear at the end term exam of each semester if his aggregate attendance is less
than 75%.

I further state that it is in my notice and I am fully aware of the fact that aggregate attendance of each student is
updated every month on the college website **www.msit.in** for the information to all concerned.

Verification

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is
false and nothing has been concealed or misstated therein.

Verified on.....

Signature of the Deponent

Name:.....
Enrol. No.....
Class/Branch:.....
Contact No.....
Address:.....

Office Order

For forthcoming Admission Process at MSIT, scheduled from 16th to 18th November, 2021, the following teaching & non-teaching staff members are hereby assigned the duties as under:-

Sl. No	Name of staff member	Location of sitting	Work assigned
1.	Dr. Man Singh Beniwal Dr. Sobinder Singh		Coordinator (1st shift) Coordinator (2 nd shift)
2	Dr. Ajay Gahlot & Dr Rekha Tripathi- Incharge Mr. Balraj Yadav Mr. Nitin Rathi Mr. Kaushalender Pal	Seminar Hall No. 06, Ground Floor, MSIT	1) Enquiry related to Reporting for Admission 2) Issue of Admission Forms 3) Issue of Fees challan forms 4) Issue of Document Verification Form
2	Mr. Narender Malik Dr. Anju dhillon Mr. Pradeep Kumar Mr. Deepak Rawat Mr. Gurudev	Room # 106 (First Floor)	Set up of internet/online system support at Room No. 106 and will remain there till the completion of work.
3	Ms. Kritika/Mr. Raj Mehta - Incharge Mr. Sunil Kumar-II Mr. Padam Chand	Seminar Hall No. 06, Ground Floor, MSIT	For collection of Demand drafts along with filled challan forms
4	Ms. Neetu Ms. Bhawna Kulshrestha Mr. Eesh Kumar Mr. Pramesh Kumar	106-B	Preparation of Students Lists

NOTE: Any requirement related to admission process may be sent to HOD Applied Sciences.

**Col.(Dr.) Ranjit Singh
Director**

Copy to:-

- All HODs, for necessary action
- All concerned
- Notice Board



Guru Gobind Singh Indraprastha University
Sector 16 C, Dwarka, New Delhi - 110078

Photograph
duly attested by
the officer who
has certified
this certificate

MEDICAL CERTIFICATE**
(FOR THE ACADEMIC SESSION 2021-22)
(TO BE SUBMITTED AT THE TIME OF COUNSELLING/ADMISSION)

I certify that I have carefully examined Shri/Km/Smt.* _____
son/ daughter/wife of Shri/Smt.* _____ whose
signature is given below. Based on the examination, I certify that he/she is in good mental and physical
health and is free from any physical defects which may interfere with his/her studies including the active
outdoor duties required of a professional. Visible Mark of Identification

Signature of the Candidate _____

Place :

Date :

Name & Signature of the
Medical Officer with Seal and
Registration Number

* Strike whichever is not applicable.

** To be signed by a Registered Medical Practitioner holding a Medical degree.

Note : Use photocopy of this Form

**MAHARAJA SURAJMAL INSTITUTE OF TECHNOLOGY
C-4, JANAK PURI, NEW DLEHI-110058**

**UNDERTAKING (REGARDING INTERIM FEE) TO BE FILLED IN BY
CANDIDATES ADMITTED IN ACADEMIC SESSION 2021-22**

I have gone through and noted the 'Interim Fees" notified by the University for admission in various programme for the academic session 2021-22.

I hereby undertake that I shall be paying the balance amount of fee in case any revision in fees takes place as notified by the Govt. of NCT of Delhi/ Guru Gobind Singh Indraprastha University.

Signature of the candidate with date

Name of the Candidate: _____

CET Roll Number : _____

Programme : _____

Contact No.: _____

Address : _____

Email: _____

UNDERTAKING FOR GAP YEAR STUDENTS

I, _____ S/D/o.

Mr. _____ CET Roll No.

_____, admitted to Lateral Entry to B.Tech. _____ (branch)
at Maharaja Surajmal Institute of Technology during Academic Year 2021-22 by GGSIP
University.

I, hereby declare that I have a gap of _____ year/s
because _____

_____ (reason) and am not studying in any other course at present.

I, affirm that the above mentioned statement is true and correct to the best of my
knowledge and belief.

(Sign & Name of Student)

Dated _____

Place _____

Maharaja Surajmal Institute of Technology

C-4, Janak Puri, New Delhi-110 058

Date: 15.11.2021

Fee Notice for newly admitted students 2021-22

All the students who have been admitted to **Second Year though Lateral Entry**, in the current academic year 2021-22 at Maharaja Surajmal Institute of Technology (MSIT) to pursue B. Tech. Programmes are required to deposit balance amount of Rs.98,300/- by means of **demand draft in favour of Maharaja Surajmal Institute of Technology** to the **Fee Collection Counter in the Seminar Hall # 06**, situated in the campus itself at C-4 Janak Puri, New Delhi with duly filled challan form. The Challan Form can be obtained from the Seminar Hall No. 06, MSIT and be submitted to Seminar Hall # 06 (10.00 am to 5.00 pm) from **16.11.2021 & 18.11.2021 between 10 AM to 5.00 PM only**. The details of fees are as under:-

Fee Structure (Academic Session 2021-22) for students admitted to LE to B.Tech. (2nd Year)	
Particulars	Amount (in Rs.)
Tuition Fee	Rs. 1,17,200/-
University Charges	Rs. 15,000/-
Student Activity	Rs. 1,000/-
Security Deposit (Refundable)	Rs. 5,000/-
Student Group Insurance	Rs. 100/-
Total Fee	Rs. 1,38,300/-
Less: Deposited at the University	Rs. 40,000/-
Net Fee to be deposited at the Institute	Rs. 98,300.0/-

NOTE: The fee is under revision of Fee Regulatory Committee and subject to increase.

The details of offline fee payment mode :- The challan form should be filled, indicating all the components of the fees, and should have clearly mentioned the course name, candidate's name, enrolment no. or CET Roll no, class & draft number. Name of candidate, CET Roll No., Course Name, Mobile No. may also be mentioned on the back of the Demand Draft. **A photocopy of the receipt of deposit slip to be submitted to the faculty incharge with other documents at the time of verification of documents.**

The details of online fee payment mode:-

1. Name of the Beneficiary : **Maharaja Surajmal Institute of Technology**
2. Name of the Bank & Branch : **Indian Overseas Bank, C-Block, Janak Puri, New Delhi**
3. Bank Account No. : **175901000001658**
4. IFSC Code : **IOBA0001759**
5. Payment Mode : **Online (Any Mode) NEFT/RTGS**

Note: In case of online payment, please bring along the proof of fee payment for confirmation of fees credited like UTR No./ Transaction ID No..

Col.(Dr.) Ranjit Singh
Director

Copy for information to:

- Institute Website
- All Notice Boards
- All HODs for information
- Sr. Accounts Officer, MSIT
- Branch Manager, Indian Overseas Bank, C-Block, Janak Puri, New Delhi-110058