

## REPORTING OF STUDENTS FOR ADMISSION AT MSIT

**23.11.2021 to 26.11.2021 (Timing : 10.00 am to 5.00 pm)**

### **Important Instructions to the students of B.Tech. Programme** **Admission for the Academic Session 2021-22 (1<sup>st</sup> year)**

All the students reporting for admission for the Academic Session 2021-22 in the **First Year**, 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](http://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**.

#### **Reporting for Admission.**

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

- a. For Enquiry for admission procedure.
- b. For Institute Admission Form free of cost
- c. For Challan Form for submission of Demand Draft.
- d. For Document Verification Form
- e. 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 First Year Students)**

Branch	Room No.	Floor
CSE-1 <sup>st</sup> Shift	Room No. 201, 205 and 207	2 <sup>nd</sup> Floor
ECE-1 <sup>st</sup> Shift	Room No. 301 & 307	3 <sup>rd</sup> Floor
IT-1 <sup>st</sup> Shift	Room No. 302, 305	3 <sup>rd</sup> Floor
EEE-1 <sup>st</sup> Shift	Room No. 211	2 <sup>nd</sup> Floor
CSE-2 <sup>nd</sup> Shift	Room No. 310	3 <sup>rd</sup> Floor
ECE-2 <sup>nd</sup> Shift	Room No. 311	3 <sup>rd</sup> Floor
IT-2 <sup>nd</sup> Shift	Room No. 310	3 <sup>rd</sup> Floor

**Step # 3 : Reporting for Online Verification go to Lab No. 106-A (First 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 Lab No. 106-A along with slips issued by Faculty Incharge. A slip issued by Faculty Incharge to be submitted to Online Verification Officer in Room No. 106-A (1<sup>st</sup> 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 TECHNOLOGY**C-4, Janak Puri, New Delhi-110058, Phone No. 011-25528117, mail id: [director@msit.in](mailto:director@msit.in), website: [www.msit.in](http://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 (JEE Mains)	Printout	01 photocopy
3	JEE Mains Result (showing JEE 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. 40,000/-)	Printout	01 photocopy
7	Balance fee Receipt (student copy) Rs. 98,300/-	01 photocopy	01 photocopy
8	10 <sup>th</sup> Certificate & marks sheet	01 photocopy (Original for verification only)	01 photocopy
9	12 <sup>th</sup> Certificate & mark sheet	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)

# Maharaja Surajmal Institute of Technology

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

Date: 22.11.2021

## Fee Notice for newly admitted students 2021-22

All the students who have been admitted in B.Tech. First Year, 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 23.11.2021 & 26.11.2021 between 10 AM to 5.00 PM only. The details of fees are as under:-

<b>Fee Structure (Academic Session 2021-22) for students admitted in B.Tech. (1<sup>st</sup> Year)</b>	
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 JEE Application no, class & draft number. Name of candidate, JEE 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**

Col. (Dr.) Ranjit Singh  
Director

Maharaja Surajmal Institute of Technology  
C-4, Janakpuri, New Delhi-110058

**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



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: \_\_\_\_\_

Admin. Officer

Director

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

	<b>Temporary ID Card (Validity: 202 )</b> <b>MAHARAJA SURAJMAL INSTITUTE OF TECHNOLOGY</b> (Affiliated to GGS Indraprastha University) C-4, Janakpuri, New Delhi - 110058 Tel: 25528116/7 25552867, Telefax: 25528116	<b>Note:</b> 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
<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>	Name Father's Name Date of Birth Course JEE Main No Res Address  Blood Group: Batch: Shift:	
Student's Sign	Phone	Director

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.

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

\_\_\_\_\_  
**Signature of the Deponent**

**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, ....., who has been admitted to son/daughter of ....., 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 2021-2025. 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](http://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, .....  
father/mother 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 2021-2025. 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](http://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:.....

\_\_\_\_\_  
\_\_\_\_\_



**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. \_\_\_\_\_ JEE Roll No.

\_\_\_\_\_, admitted to B.Tech First Year in \_\_\_\_\_ (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 \_\_\_\_\_

**NOTICE**

The reporting of candidates for admissions to B.Tech. First Year in Maharaja Surajmal Institute of Technology for verification of documents and payment of balance academic fee is scheduled from 23.11.2021 to 26.11.2021.

With reference to the GGSIPU Notification No. IPU/Admissions/2021-2022/397 & IPU-7/Online Counselling/2021/398 dated 15.11.2021, those students can submit their scanned documents online as a single PDF file at the below mentioned branch-wise e-mail IDs latest by 4.00 PM (26.11.2021). The name of the PDF should contain the name of the candidate and CET Rank. For list of documents required in P DF, kindly refer our website [www.msit.in](http://www.msit.in).

(for online Reporting purpose)

Sl. No.	Branch	Email
1	B.Tech. CSE/IT/ECE/EEE- 1 <sup>st</sup> Shift	adm2020e1s@msit.in
2	B.Tech. CSE/IT/ECE-2 <sup>nd</sup> Shift	adm2020e2s@msit.in

**Only those students whose proof of payment of balance fee (Rs. 98,300/-) is successfully verified by the institute will be given admission.**

In case of any query related to admissions, kindly contact any one of the following:-

1. Prof. A. K. Singh (Dy. Director)-Mobile No. 9871408791
2. Prof. Man Singh Beniwal, Coordinator, Mobile No. 7982895429
3. Dr. Sobinder Singh, Coordinator, Mobile No. 9968421568
4. Dr. Ajay Gahlot, Mobile No. 9871047332
5. Dr. Rekha Tripathi, Mobile No. 9958735457



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

Maharaja Surajmal Institute of Technology  
C-4, Janakpuri, New Delhi-110058