

Dated: 19.07.2017

REPORTING OF STUDENTS FOR ADMISSION AT MSIT

From 22.07.2017 to 26.07.2017 (Timing : 9.00 am to 5.00 pm)

Important Instructions to the students of B.Tech. Programme **Admission for the Academic Session 2017-18 (1st year & 2nd year Lateral Entry.)**

All the students reporting for admission for the Academic Session 2017-18 in the **First Year** & 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.

Reporting for Admission.

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

- For Enquiry for admission procedure.
- For Institute Admission Form on payment of Rs. 100/-
- For Challan Form for submission of Demand Draft.
- For Document Verification Form

Step # 2 : Submission of Demand Draft.

- A Demand Draft in favour of Maharaja Surajmal Institute of Technology for Rs. 75,800/- is to be submitted at the Indian Overseas Bank, situated at Institute premises along with filled in fee challan form. All components of challan form must be filled in. **NO CASH IS ACCEPTED..**

NOTE: IN CASE THE BANK IS CLOSED (Saturday & Sunday), Demand Draft can be submitted in the Auditorium along with filled in Challan Form.

Step # 3 : Reporting for Physical & Online Verification in the Auditorium.

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

- Physical Verification & Submission of documents with the Proctors/Co-proctors inside the Auditorium as per **Document Verification Form**. Two slips to be issued by the Proctor after verification & submission of all documents.
- Go for Online Admission Verification on the Dias inside the Auditorium along with slips issued by Proctors. A slip issued by Proctors to be submitted to Online Verification Officer.


(Dr. K. P. Chaudhary) 19.7.17
Director

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

Admission Sl. 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 2017-2018)**

Name of Student _____ CET Roll. No _____ Branch _____ Shift _____

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

Date of Birth _____ Admission Category _____ CET 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	CET Admit Card (Original)	Original	01 photocopy
3	Print out of the Registration Slip (showing payment of Rs. 1000/-)	Printout	01 photocopy
4	Allotment Letter/ Admissions slip	Printout	01 photocopy
5	Academic Fee receipt (Rs. 40000/-)	Printout	01 photocopy
6	Balance fee Receipt (student copy) Rs. 75,800/-*	01 photocopy	01 photocopy
7	10 th Certificate & marks sheet	01 photocopy (Original for verification only)	01 photocopy
8	12 th Certificate & mark sheet **Diploma marks sheets in case of Lateral Entry	01 photocopy (Original for verification only)	01 photocopy
9	Caste & Category Certificate (if any)	01 photocopy along with verification receipt issued by Designated Centre	01 photocopy along with verification receipt issued by Designated Centre
10	Medical Fitness Certificate (MBBS)**-	Original (not be older than one month)	01 photocopy
11	Character Certificate	Original (Not more than 6 months old.)	01 photocopy
12	Photographs (3)	Not required	1 photograph is to be pasted on Admission Form 2 photos to be stapled with this set.
13	All undertakings on Rs. 10/- Stamp Paper duly notarized:- 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	Not required	Original

Note: -

- 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 Proctors in the Auditorium at the time of admission. Also, attach this Document Verification Form on the top of the SET-2

(Signature of student)

Signature of Proctor

Signature of Co-proctor

Maharaja Surajmal Institute of Technology

Date: 18.07.2017

Fees Notice

All the **students** who have been admitted to **First Year & Second Year though Lateral Entry**, in the current academic year 2017-18 at Maharaja Surajmal Institute of Technology (MSIT) to pursue B. Tech. Programmes are required to deposit **balance amount of Rs.75,800/-** by means of **demand draft in favour of Maharaja Surajmal Institute of Technology** with Indian Overseas Bank, 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 at the bank within prescribed hours (9.30 am to 3.30 pm) **from 22.07.2017 to 26.07.2017**. The details of fees are as under:-

(Total fees for the students Admitted in A. Y. 2017-18)

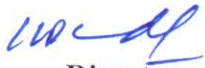
Tuition Fees	-	97,700/- per year
University's Other Dues	-	12,000/- per year
Security Money (Refundable)	-	5,000/- only at the time of admission.
Student Activity Fees	-	1,000/- per year
Group Insurance- (compulsory for all students)	-	100/- per year
Total	-	1,15,800/-

Deposited at University	-	40,000/-
Balance fees to be deposited at the Institute	-	75,800/-

Bifurcation of Rs. 75,800/- is as follows

Tuition Fees	:	69,700/-
Student Activity	:	1,000/-
Security Money (Refundable)	:	5,000/-
Group Insurance	:	100/-

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 proctors with other documents at the time of verification of documents.**


Director
19-7-17

Copy to:

- Institute Website
- All Notice Boards
- All HODs for information
- Sr. Accounts Officer, MSIT

CC:- The Senior Branch Manager, Indian Overseas Bank, MSIT Campus, C-Block, Janak Puri, New Delhi-58

FORMAT

Annexure-III

UNDERTAKING BY THE STUDENT

(For Anti Ragging)

On Rs. 10/- Stamp Paper (duly notarized)

I, (full name of student with admission/registration/enrolment number) _____ s/o _____ d/o _____
Mr./Mrs./Ms. _____ having been admitted to _____ (name of the institution) _____,
_____ 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 Rs. 10/- Stamp Paper (duly notarized)

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 _____ (name of the institution) _____, 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 Rs. 10/- Stamp Paper (duly notarized)

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 2017-2021. 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:.....

UNDERTAKING BY THE PARENTS/GUARDIAN

(For fulfillment of 75% attendance)

On Rs. 10/- Stamp Paper (duly notarized)

In accordance with the acts and ordinances of GGSIP University, I,

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 2017-2021. 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:.....

