

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 2020-2021)**

Name of Student \_\_\_\_\_ JEE Mains Application ID \_\_\_\_\_ 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(University Set)	Set-2 (MSIT Set)
1	Institute Admission Form (available at MSIT website in information bulletin)	Not required	Original
2	Admit Card (JEE Mains)	Printout/Photocopy	Printout/Photocopy
3	JEE Mains Result (showing JEE Rank)	Printout/Photocopy	Printout/Photocopy
4	Print out of the Registration Slip (showing payment of Rs. 1000/-) GGSIPU & Participation Fee of Rs. 1000/-	Printout/Photocopy	Printout/Photocopy
5	Allotment Letter/ Admissions slip	Printout/Photocopy	Printout/Photocopy
6	Academic Fee receipt (Rs. 40000/-)	Printout/Photocopy	Printout/Photocopy
7	<b>Balance fee Receipt (student copy) Rs. 95,300/-</b>	Photocopy	Photocopy
8	10 <sup>th</sup> Certificate & marks sheet	01 photocopy (Original for verification only)	01 photocopy
9	12 <sup>th</sup> Mark sheet <b>**Diploma marks sheets in case of Lateral Entry</b>	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 category verification receipt issued by Designated Centre of GGSIPU	01 photocopy along with category verification receipt issued by Designated Centre of GGSIPU
11	Medical Fitness Certificate (MBBS)**-	Original (not to be older than one month)	01 photocopy
12	Character Certificate	Original (not to be older than 6 months)	01 photocopy
13	<b>ID Card Forms (which is in the admission form)</b>	Not Required	Original
14	<b>Photographs (5)</b>	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	<b>All undertakings on Plain Paper duly signed:-</b> 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 on or before 31<sup>st</sup> December 2020.**
- **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) as mentioned above are 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)

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 2020-2024. 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](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, .....  
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 2020-2024. 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](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:.....

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

# Maharaja Surajmal Institute of Technology

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

Date: 04.12.2020

## Fee Notice

All the **students** who have been admitted to **First Year & Second Year through Lateral Entry**, in the current academic year 2020-21 at Maharaja Surajmal Institute of Technology (MSIT) to pursue B. Tech. Programmes are required to deposit **balance amount of Rs.95,300/-** by means of:-

a) *The demand draft in favour of Maharaja Surajmal Institute of Technology*  
Or

b) *Through online as per detail below:*

*Beneficiary Name: Maharaja Surajmal Institute of Technology*

*Account Number: 175901000001658*

*Bank: Indian Overseas Bank*

*IFSC Code: IOBA0001759*

The Challan Form can be downloaded from college website and be submitted to Seminar Hall # 06 from **08<sup>th</sup> to 10<sup>th</sup> December 2020 between 10.00 AM to 5.00 PM.**

The details of fees are as under:-

### (Total fees for the students Admitted in A. Y. 2020-21)

Tuition Fees	-	1, 17,200/- 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
<u>Group Insurance- (compulsory for all students)</u>	-	100/- per year
<b>Total</b>	-	<b>1,35,300/-</b>

Deposited at University	-	40,000/-
<b>Balance fees to be deposited at the Institute</b>	-	<b>95,300/-</b>

### Bifurcation of Rs. 95,300/- is as follows

Tuition Fees	:	89,200/-
Student Activity	:	1,000/-
Security Money (Refundable)	:	5,000/-
<u>Group Insurance</u>	:	<u>100/-</u>

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 Mains Application No., class & draft number. Name of candidate, JEE Mains Application 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. If fees is paid online by student then online verification slip has to be submitted with application form.**

HOD  
APPLIED SCIENCES DEPARTMENT

Director, MSIT

**Maharaja Surajmal Institute of Technology**  
Online fee deposit verification slip

Branch \_\_\_\_\_ shift \_\_\_\_\_

Name of student \_\_\_\_\_

Father's Name \_\_\_\_\_

UTR No./ Transaction ID \_\_\_\_\_

JEE Application No. \_\_\_\_\_

JEE Rank \_\_\_\_\_

Admission Category \_\_\_\_\_

Signature of Accountant

Bank's Copy	Institute's Copy	Student's Copy																																																															
<b>Maharaja Surajmal Institute of Technology</b> (Affiliated to Guru Gobind Singh Indraprastha University) C-4, JANAK PURI, NEW DELHI-110058 Saving Bank A/c. No. 60210210000032	<b>Maharaja Surajmal Institute of Technology</b> (Affiliated to Guru Gobind Singh Indraprastha University) C-4, JANAK PURI, NEW DELHI-110058 Saving Bank A/c. No. 602310210000032	<b>Maharaja Surajmal Institute of Technology</b> (Affiliated to Guru Gobind Singh Indraprastha University) C-4, JANAK PURI, NEW DELHI-110058 Saving Bank A/c. No. 602310210000032																																																															
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For Bank's Use	For Bank's Use	For Bank's Use																																																															

**Challen form**

**Director, MSIT**





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: \_\_\_\_\_

Admn. Officer

Director

Please paste your  
photograph here

(Do not staple)

Student Sign. must be within the  
above box

## MSIT ID Card Membership Form

(Please fill the following information in CAPITAL Letters only)

Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Blood Group: \_\_\_\_\_

Course: \_\_\_\_\_ Batch: \_\_\_\_\_

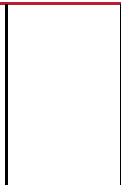
Enrollment No.: \_\_\_\_\_ Shift: \_\_\_\_\_

Residential Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_



Temporary ID Card (Validity: 28<sup>th</sup> Feb 2021)  
MAHARAJA SURAJMAL INSTITUTE OF TECHNOLOGY  
(Affiliated to GGS Indraprastha University)  
C-4, Janakpuri, New Delhi – 110058  
Tel.: 25528116/7, 25552667, Telefax: 25528116



Name:  
Father's Name:  
Date of Birth:                      Blood Group:  
Course:                              Batch:  
JEE Main No.:                      Shift:  
Res. Address:

Students Sign.

Phone:

Director

### 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