

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. 011-45037193, mail id: director@msit.in, website: www.msit.in,**Document Verification Form (Academic Session 2022-2023)**

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

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

Date of Birth _____ Admission Category _____ JEE Mains/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	Admit Card (JEE Mains)/CET 2022-23	Printout	01 photocopy
3	JEE Mains/CET Result (showing JEE/CET Rank)	Printout	01 photocopy
4	Print out of the Registration Slip (showing payment of Rs. 1200/-) GGSIPU & Participation Fee of Rs. 1000/-	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. 1,16,300/-*	01 photocopy	01 photocopy
8	10 th Certificate & Marks Sheet	01 photocopy (Original for verification only)	01 photocopy
9	12 th /Diploma 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 on or before 31st July 2022.**
- **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)

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 2022-2023. 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 2022-2023. 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:.....

Maharaja Surajmal Institute of Technology

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

Date: 11.10.2022

Fee Notice

All the **students** who have been admitted to **Second Year though Lateral Entry**, in the current Academic Year 2022-23 at Maharaja Surajmal Institute of Technology (MSIT) to pursue B. Tech. Programmes are required to deposit **balance amount of Rs. 1,16,300/-** 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 (9.30 am to 4.30 pm) **from 17.10.2022 to 19.10.2022 between 9.00 AM to 5.00 PM only**. The details of fees are as under:-

(Total fees for the students Admitted in A. Y. 2022-23)

Tuition Fees	-	1, 24,200/- per year
University's Other Dues	-	20,000/- per year
Security Money (Refundable)	-	10,000/- only at the time of admission.
Alumni Fund (One Time)	-	2,000/- only at the time of admission
Group Insurance- (compulsory for all students)	-	100/- per year
Total	-	1,56,300/-

Deposited at University	-	40,000/-
Balance fees to be deposited at the Institute	-	1,16,300/-

Bifurcation of Rs. 1,16,300/- is as follows

Tuition Fees	:	1,04,200/-
Alumni Fund (One Time)	:	2,000/-
Security Money (Refundable)	:	10,000/-
Group Insurance	:	100/-

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

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/CET Application No., class & draft number. Name of candidate, JEE Mains/CET 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.**

(Dr. Ranjit Singh)
Director

Copy to:

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

REPORTING OF STUDENTS FOR ADMISSION AT MSIT

From 17.10.2022 to 19.10.2022 (Timing : 11.00 am to 4.00 pm)

Important Instructions to the students of LE to B.Tech. Programme

Admission for the Academic Session 2022-23 (2nd year Lateral Entry.)

All the students reporting for admission for the Academic Session 2022-23 in the 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

- a. For Enquiry for admission procedure.
- b. For Institute Admission Form available on our website also available on college photocopy shop at gate no. 2 of the Institute.
- c. For Challan Form for submission of Demand Draft.
- d. For Document Verification Form available on our website also available on college photocopy shop at gate no. 2 of the Institute.

Step # 2 : Submission of Demand Draft.

- b. A Demand Draft in favour of Maharaja Surajmal Institute of Technology for Rs. 1,16,300/- 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 Verification.

Note: Both the Physical Verification is MANDATORY for confirmation of Admission.

- a. Physical Verification & Submission of documents with the Proctors/Co-proctors as per **Document Verification Form**. Two slips to be issued by the Proctor after verification & submission of all documents.
- b. Go for Online Admission Verification in the room no. 106 along with slips issued by Proctors. A slip issued by Proctors to be submitted to Online Verification Officer.

(Dr. Ranjit Singh)
Director

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

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: _____

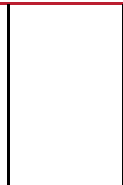
Enrollment No.: _____ Shift: _____

Residential Address: _____

Phone: _____



Temporary ID Card (Validity: **31st March**)
MAHARAJA SURAJMAL INSTITUTE OF TECHNOLOGY
(Affiliated to GGS Indraprastha University)
C-4, Janakpuri, New Delhi – 110058
Tel. **011-45037193**



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

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

**UNDERTAKING (REGARDING INTERIM FEE) TO BE FILLED IN BY
CANDIDATES ADMITTED IN ACADEMIC SESSION 2022-23**

I have gone through and noted the 'Interim Fees' notified by the University for admission in various programmes for the Academic Session 2022-23.

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/Gur Gobind Singh Indraprastha University.

Signature of candidate with date

Name of the Candidate_____

JEE/CET Roll No. _____

Programme_____

Contact No. _____

Email ID_____

Residential Address_____

UNDERTAKING FOR GAP YEAR STUDENTS

I, _____ S/D/o. _____
JEE/CET Roll No. _____, admitted to B.Tech./LE to B.Tech. in
_____ (branch) at Maharaja Surajmal Institute of Technology during Academic Year
2022-23 by GGSIP University.

I, hereby declare that I have a gap of _____ year/s
because _____
_____ (rea
son) 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 _____



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 2022-23)
(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