

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

Date : 10/08/2020

NOTICE FOR ISSUANCE OF DEGREE/PROVISIONAL/CONSOLIDATED MARKS SHEET

It is to inform to all students of Batches *2013-17, 2014-18 & 2015-19* (who have passed the **B.Tech Programme from Maharaja Surajmal Institute of Technology**), that the final Degree have been received from the University and **can be collected from the Office of the Institute** on all working days between 10.00 AM to 03.00 PM.

Note: The students are required to follow the bellow mentioned procedure for getting their Degree/Provisional Certificate/Consolidated Marks Sheet.

1. Get 2 forms from Photocopy Shop near gate no. 2. (which are annexed bellow)
2. First Form is Undertaking (which is to be filled in by the student)
3. Second Form is No-Dues Form (which is to be filled in by the student & to be signed by Proctor, HOD, Library & Book Bank)
4. After completion of above go to Mr. Abhishek in Room No. 11, Ground Floor for collection of Degree/Provisional Degree/Consolidated Marks Sheet.

The students who have not yet received their Security Money Amount of Rs. 5,000/- back should fill the No Dues Form for their Security Money Refund, which is to be submitted at the Reception. (form is annexed below)

Director

Copy to:
All Notice Boards
MSIT Websi

CERTIFICATE OF UNDERTAKING

I hereby undertake that the Degree Certificate issued to me by (USS/Institute's Name)
_____, is correct in all respects.

I further state that if any mistake is found in later stage, I alone shall be responsible for the same.

Student Name in English: _____

Student Name in Hindi: _____

Student's Father Name in English: _____

Student's Father Name in Hindi: _____

Signature of the Student with date: _____

Enrollment No. _____

Student's Address: _____

E-mail ID : _____

Contact No.: _____

Maharaja Surajmal Institute of Technology

C-4, JANAKPURI, NEW DELHI - 110058

No Dues for Degree/ Provisional & Consolidated marks sheets

To,

The Director

Maharaja Surajmal Institute of Technology

C-4, Janak Puri, New Delhi - 110058

Sir,

I _____ son / daughter of _____

who was a student of _____ enrollment No. / Univ. Roll No _____

session _____.

The required No Dues Certificate from all concerned is appended below:

Yours faithfully

Date _____

Signature with Name & Address

NO DUES CERTIFICATE

	<u>Remarks</u>	<u>Signature</u>
Proctor	_____	_____
Library	_____	_____
Book Bank	_____	_____
Head of the Department	_____	_____
Hostel Warden	_____	_____
Mess Incharge	_____	_____
Admn. Officer	_____	_____
Accountant		

Director _____

Maharaja Surajmal Institute of Technology
C-4, JANAKPURI, NEW DELHI - 110058

No Dues Form for Security Money Refund

I _____ son / daughter of _____
who was a student of _____ enrollment No. / Univ. Roll No _____
session _____.

It is therefore requested that the Caution Money of Rs. _____ deposited by me
at the time of admission vide Receipt no. _____ dated _____ be refunded to me.

The required No Dues Certificate from all concerned is appended below:

Yours faithfully

Date _____

Encl:(Original Documents Attached)

1. Security Deposit Receipt (at the time of admission)
2. College Identity Card.

Signature with Name & Address

NO DUES CERTIFICATE

	<u>Remarks</u>	<u>Signature</u>
Proctor	_____	_____
Library	_____	_____
Book Bank		
Head of the Department	_____	_____
Hostel Warden	_____	_____
Mess Incharge	_____	_____
Admn. Officer	_____	_____

Accountant

May verify the Deposit & refund the Security if all the dues, if any stand cleared.

Director _____

Received payment of Rs.
(Signature of student)

