

Maharaja Surajmal Institute of Technology

C-4, Janak Puri, New Delhi-110058

Dated: 28.07.2026

REPORTING OF STUDENTS FOR ADMISSION AT MSIT

From 30.07.2026 to 31.07.2026

Important Instructions for the students of B.Tech. (1st Year) / L.E to B.Tech. Programme
Admission for the Academic Session 2026-27

All the students reporting for admission for the Academic Session 2026-27 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). 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

- a. Enquiry for admission procedure.
- b. Challan Form for submission of Demand Draft.
- c. Submission of Demand Draft: A Demand Draft in favour of Maharaja Surajmal Institute of Technology for Rs. 76,810/- is to be submitted along with filled in fee challan form.

OR

The online fees payment and online fee paid verification will be done in the following rooms:

- 1) 206 (CSE, IT & EEE 1st Shift)
- 2) 202 (ECE 1st shift and All 2nd shift) & LE to B.Tech.

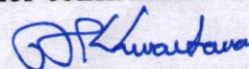
All components of challan form must be filled in. **NO CASH WILL BE ACCEPTED.**

Step # 2 : Collection of college admission form & online registration for anti-ragging in room no. # 205

Step # 3 : Reporting for Physical Verification.

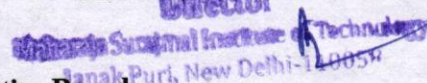
- a. Physical Verification & Submission of documents with the Proctors/Co-proctors as per **Document Verification Form**. Two slips to be issued by the Proctor after verification & submission of all documents.
- b. Go for Online Admission Verification in the room no. 106-A along with slips issued by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

Note: Both the physical & online verification are MANDATORY for confirmation of Admission.



(Dr. A. K. Srivastava)

Director, MSIT



Copy to:

All HODs, for necessary action, All concerned and Notice Board

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. 011-65215941, mail id: director@msit.in, website: www.msit.in,
Document Verification Form for B. Tech/ L.E to B.Tech. (Academic Session 2026-2027)

Name of Student:

JEE / CET Application No.:

Branch & Shift:

Father's Name:

Mob. No.:

PCM/ Diploma %:

Date of Birth:

Category of Admission:

JEE/ CET Rank:

S. No.	List of Documents	One Set of Documents
1	Institute Admission Form (available in room No. # 205)	Original
2	JEE Admit Card / CET Admit Card (Original)	Original
3	JEE Main Result / CET Rank	Printout
4	Print out of the Registration Slip (showing payment of Rs. 2500/-)	Printout
5	Online generated candidate profile letter (2026)	Printout
6	Online document verification cum seat acceptance letter (2026)	Printout
7	Allotment Letter/ Admissions slip	Printout
8	Academic Fee receipt (Rs. 96000/-)	Printout
9	Balance fee Receipt (student copy) Rs. 76,810/-	01 photocopy
10	10 th Marks sheet bearing D.O.B	01 photocopy
11	12 th Marks sheet / Diploma Mark sheet	01 photocopy
12	Caste & Category Certificate (if any)	01 photocopy
13	Medical Fitness Certificate (MBBS)**-	Original (not be older than one month)
14	Character Certificate	Original (not be older than 6 months)
15	Photographs (3)	1 photograph is to be pasted on Admission Form 2 photos to be stapled
16	All undertakings on plain Paper duly signed:- i). Undertaking for Gap Year (if applicable) ii). Undertaking for Attendance by students iii). Undertaking for Attendance by parents iv) Interim fee undertaking	Original

Note:

- Fee is to be paid as per the fee structure available on MSIT website/put up on notice boards
- One set of documents (self-attested) to be submitted to the Proctor/Co-proctor properly arranged in order as mentioned above at the time of admission

(Signature of student)

Signature of Proctor

Signature of Co-proctor

FEE STRUCTURE

All the **students** who have been admitted in **B.Tech. First Year** and **LE to B.Tech. 2nd Year** during the current Academic Session 2026-27 at Maharaja Surajmal Institute of Technology (MSIT) to pursue B. Tech. Programmes are required to deposit **balance fee amount of Rs. of Rs. 76,810/-** through online mode as per the given link:-

Details of the total fees for the students Admitted in A. Y. 2026-27

Particulars	Amount in Rs.	Remarks
Tuition Fees	1,35,960/-	per annum
University's fees	20,000/-	per annum
Security Money (Refundable)	10,000/-	Only in First Year
Examination Fees	3,000/-	per annum
Alumni Fund	2,000/-	Only in First Year
Student Welfare Activity Fee	1,000/-	per annum
Innovation & Incubation fees	500/-	per annum
Group Insurance	100/-	per annum
Admission Brochure, MSIT	250/-	Only in First Year
Total Fees	Rs. 1,72,810/-	
Less: Paid in the University	Rs. 96,000/-	
Net Payable in the Institute at the time of Reporting	Rs. 76,810/-	

NOTE: The fee is subject to revision. Any changes to the fee structure will be implemented accordingly.

Bifurcation of Rs. 76,810/-:-

Tuition Fees	: 39,960/-
University's fees	: 20,000/-
Security Money (Refundable)	: 10,000/-
Examination Fees	: 3,000/-
Alumni Fund	: 2,000/-
Student Welfare Activity Fee	: 1,000/-
Innovation & Incubation fees	: 500/-
Group Insurance-	: 100/-
Admission Brochure, MSIT	: - 250/-

Kindly use the link for online fee payment.

Link:-

<https://octopod.co.in/payment/collection/81a9421f2cfc48f2e5f5278efa47382b/c8aaf51a2f0e891b89d1db6044d6af4c>

Note: For your convenience it is recommended to pay fees one day prior to visit the Institute, also bring 04 (four copies) of the payment receipt at the time of reporting for admission.

A photocopy of the fee receipt to be submitted to the faculty incharge with other documents at the time of verification of documents.

Director, MSIT

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 2026-2027**

I have gone through and noted the 'Interim Fees as notified by the University for admission in various programme for the Academic Session 2026-27

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 candidate with date

Name of the Candidate:

JEE/CET Roll No.:

Programme:

Contact

No.:

Email

ID:

Residential Address_____

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

UNDERTAKING FOR GAP YEAR STUDENTS

I, _____ S/D/o. _____ JEE Roll
No. _____ admitted to B.Tech./LE to B.Tech. in (branch)
_____ at Maharaja Surajmal Institute of Technology during Academic Year 2026-27
by GGSIP University.

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

FORMAT

Annexure-V

UNDERTAKING BY THE STUDENT

(For fulfillment of 75% attendance)

On Plane 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 entire academic session 2026-2030. 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 Plane Paper

In accordance with the acts and ordinances of GGSIP University, I,father/mother/guardian 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 entire academic session 2026-2030. 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:.....
