

NOTICE REGARDING REPORTING OF B.TECH. STUDENTS FOR ADMISSION AT MSIT

From 01.09.2023 to 04.09.2023 (Timing : 11.00 am to 4.00 pm)

Important Instructions to the students of B.Tech. Programme
Admission for the Academic Session 2023-24 (1st year)

All students admitted to B.Tech. First Year at Maharaja Surajmal Institute of Technology during the current Academic Session 2023-24 through the **Spot Round of Counselling** are hereby 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 regarding admission procedure.
- b. For Institute Admission Form.
- c. For Fee Challan Form and submission of Demand Draft & Proof of Online Fee Payment .
- d. For Document Verification Form

Note: The admission forms and other required formats are also available on our website and college photocopy shop (near 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. 1,05,000/- is to be submitted at the counter in Room No. 06 along with filled in fee challan form. All components of challan form must be filled in. **NO CASH IS ACCEPTED.. The upgradation fee of Rs. 5000/- will be additional for those who are upgraded from one branch to other or one institute to another.**

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 and Online Admission Verification are **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.

Director

- All HODs for necessary action pl.
- Notice Board & Institute Website

Maharaja Surajmal Institute of Technology

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

Date: 01.09.2023

Fee Notice

All students who have been admitted to **B.Tech. First Year**, in the current Academic Year 2023-24 through the **SPOT COUNSELLING** at Maharaja Surajmal Institute of Technology (MSIT) to pursue B. Tech. Programmes are required to deposit **balance amount of Rs. 1,05,000/-** either through NEFT/RTGS or by **demand draft favouring 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 **from 21.08.2023 to 24.08.2023 between 11.00 AM to 4.00 PM only**. The details of fees are as under:-

(Total fees for the students Admitted in A. Y. 2023-24)

Tuition Fees	-	1, 32,900/- per year
University's Share	-	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	-	1,65,000/-
Deposited at University	-	60,000/-
Balance fees to be deposited at the Institute	-	1,05,000/- (Rs. 5000/- additional to be paid by Upgraded Students (from one branch to another or one institute to another))

Bifurcation of Rs. 1,05,000/- is as follows

Tuition Fees	:	92,900/-
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. The bank details for online payment NEFT/RTGS is as under:-**

Beneficiary Name : Maharaja Surajmal Institute of Technology
Bank Name : HDFC Bank, C-Block, Janak Puri, New Delhi-110058
Account No. : 50100556831253
IFSC Code : HDFC0001067

Director

Copy to:

- Institute Website
- All Notice Boards
- Accounts Deptt., MSIT

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 2023-2024)**

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 Required at the time of Reporting at the Institute	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. 60,000/-)	Printout	01 photocopy
7	Balance fee Receipt (student copy) Rs. 1,05,000/-*	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

PCM Percentage:

Important Note: -

- **Only those students should be entertained for Reporting of admission who have passed the qualifying examinations on or before**
- 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 Faculty Incharge (Proctor/Co-proctor)

(Signature of student)

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:.....

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 2023-2024. 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 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 2023-2024. 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 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:.....

Roll No.: _____

Enrolment No.



MAHARAJA SURAJMAL INSTITUTE OF TECHNOLOGY

Puri, New Delhi 110058

(Affiliated to Guru Gobind Singh Indraprastha University, Delhi)

Admission Form for the Session: 2023-2024

Note: The form should be completely filled in Block Letters.

Courses: B.Tech E.C.E. IT C.S.E. E.E.E.

J.E.E. Roll No. _____ JEE Rank: _____

J.E.E. Application No. _____ GGSIPU Registration No. _____

GGSIPIU Receipt No. _____ Date of Receipt: _____

Add recent
passport size
photograph
(colour) duly
self attested.

PERSONAL INFORMATION:

1. Name of the Student (IN ENGLISH)

2. Name of the Student (IN HINDI)

Phone No.

Mobile

E-mail: _____

3. Complete Postal Address

4. a) Father's Name (in English)

b) Father's Name (in Hindi)

c) Father's Occupation: Service Business Others (Pl.Mention)

d) Father's Designation with Office address & Phone No.

Phone No.

Mobile

E-mail: _____

5. a) Mother's Name (in English)

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

7. Marital Status : Married Unmarried 8. Nationality :

9. Category: Management N.R.I. Gen. Defence SC/ST/OBC Others

(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	Maximum Marks	%age

11. Qualifying Aggregated 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/Gardian

Signature of

Candidate Date: _____

FOR OFFICE USE

Eligibility and marks checked by _____ Remarks: _____

Teacher In charge
Verifying the document

Director

<p>Please paste your photographs here</p> <p>(Do not staple)</p>	<h2 style="margin: 0;">MSIT ID Card Membership Form</h2> <p style="margin: 0;">(Please fill the following information in CAPITAL Letters only)</p> <p>Name: _____</p> <p>Father' Name: _____</p> <p>Date of Birth: _____</p> <p>Course: _____ Batch: _____</p> <p>Enrollment No.: _____</p> <p>Residential Address: _____</p>
<p>Student Sign. must be within the above box</p>	<p>Phone: _____</p>



Temporary ID Card (Validity: _____)
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: _____

Course: _____ Batch: _____

JEE _____

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 Instiute.
 5. In case the ID card is lost, new cards 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 2023-24**

I have gone through and noted the 'Interim Fees' notified by the University for admission in various programmes for the Academic Session 2023-24.

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
2023-24 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 2023-24)
(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