

REPORTING OF STUDENTS FOR ADMISSION AT MSIT

07.08.2019 to 08.08.2019 (Timing : 9.00 am to 5.00 pm)

&

On 09.08.2019 (Timing 9.00 AM to 2.00 PM)

Important Instructions to the students of B.Tech. Programme **Admission for the Academic Session 2019-20 (1st year & 2nd year Lateral Entry.)**

All the students reporting for admission for the Academic Session 2019-20 in the **First Year & 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

- For Enquiry for admission procedure.
- For Institute Admission Form on payment of Rs. 100/-
- For Challan Form for submission of Demand Draft.
- For Document Verification Form
- For submission of Demand Draft in favour of Maharaja Surajmal Institute of Technology for Rs. 95,300/- along with duly filled fee challan form.

NOTE: NO CASH & CHEQUE will be ACCEPTED.

Step # 2 : Reporting for Physical Verification:- (For First Year Students)

Branch	Room No.	Floor
CSE-1 st Shift EEE	Room No. 206	2 nd Floor
ECE-1 st Shift	Lab No. 104	1 st Floor
IT-1 st Shift	Lab. No. 106-B	
CSE-2 nd Shift	Room No. 406	4 th Floor
ECE-2 nd Shift		
IT-2 nd Shift		


Step # 2 : Reporting for Physical Verification:- (For Lateral Entry Students-2nd year)

Branch	Room No.	Floor	Faculty concerned
CSE-1 st Shift	Room No. 108	1 st Floor	Ms. Shalu Ms. Geetika Dhand Ms. Sonia Rathi
ECE-1 st Shift	Room No. 208	2 nd Floor	Ms. Sakshi Ms. Nishtha
IT-1 st Shift	Room No. 308	3 rd Floor	Ms. Preeti Rathi Ms. Priya Dalal
EEE-1 st Shift	Room No. 304	3 rd Floor	Ms. Anu Dagar
CSE-2 nd Shift	Room No. 508	5 th Floor	Ms. Sunesh Malik
ECE-2 nd Shift	Room No. 607	6 th Floor	Ms. Jasmine Chhikara
IT-2 nd Shift	Room No. 508	5 th Floor	Ms. Nishtha Jatana

Step # 3 : Reporting for Online Verification go to Lab No. 106-A (First Floor)

Note: Both the Physical and Online Verification are MANDATORY for confirmation of Admission.

- Physical Verification & Submission of documents with the Faculty in the aforesaid rooms as per Document Verification Form. Two slips to be issued by the Faculty Incharge after verification & submission of all documents.**
- Go for Online Admission Verification in Lab No. 106-A along with slips issued by Faculty Incharge. A slip issued by Faculty Incharge to be submitted to Online Verification Officer in Room No. 106-A (1st Floor).**


(Dr. K. P. Chaudhary)
Director

Director
Surajmal Institute of Technology
C-4, Sarak Puri, New Delhi-110058

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

Maharaja Surajmal Institute of Technology

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

Date: 06.08.2019

Fee Notice

All the **students** who have been admitted to **First Year & Second Year through Lateral Entry**, in the current academic year 2019-20 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 **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 07.08.2019 & 08.08.2019 between 9 AM to 5.00 PM and on 9.08.2019 between 9.00 AM 2.00 PM only**. The details of fees are as under:-

(Total fees for the students Admitted in A. Y. 2019-20)

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-</u> (compulsory for all students)	-	100/- per year
Total	-	1,35,300/-
Deposited at University	-	40,000/-
Balance fees to be deposited at the Institute	-	95,300/-

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>

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 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.**

Copy to:

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


 Director 06/08/19
 Maharaja Surajmal Institute of Technology
 C-4, Janak Puri, New Delhi-110058

Admission Sl. No. _____ (for office use only)

Enrollment No. _____ (for office use only)

MAHARAJA SURAJMAL INSTITUTE OF TECHNOLOGYC-4, Janak Puri, New Delhi-110058, Phone No. 011-25528117, mail id: director@msit.in, website: www.msit.in,**Document Verification Form (Academic Session 2019-2020)**

Name of Student _____ JEE Mains Application No _____ 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	Set-2
1	Institute Admission Form (available at Seminar Hall, Room No. 06)	Not required	Original
2	Admit Card (JEE Mains)	Printout	01 photocopy
3	JEE Mains Result (showing JEE Rank)	Printout	01 photocopy
4	Print out of the Registration Slip (showing payment of Rs. 1000/-) GGSIPU & Participation Fee of Rs. 1000/-	Printout	01 photocopy
5	Allotment Letter/ Admissions slip	Printout	01 photocopy
6	Academic Fee receipt (Rs. 40000/-)	Printout	01 photocopy
7	Balance fee Receipt (student copy) Rs. 95,300/-	01 photocopy	01 photocopy
8	10 th Certificate & marks sheet	01 photocopy (Original for verification only)	01 photocopy
9	12 th 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 2019.**
- **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)

Director

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

6/8/2019

Office Order

For forthcoming Admission Process at MSIT, scheduled from 7th to 9th August 2019, the following teaching & non-teaching staff members are hereby assigned the duties as under:-

Sl. No.	Name of staff member	Location of sitting	Work assigned
1	Dr. Man Singh- Incharge Mr. Balraj Yadav Mr. Nitin Rathi Mr. Kaushalender Pal	Seminar Hall No. 06, Ground Floor, MSIT	1) Enquiry related to Reporting for Admission 2) Issue of Admission Forms @ Rs. 100/- each, 3) Issue of Fees challan forms 4) Issue of Document Verification Form
2	Mr. Manoj Kumar Mr. Vishal Panwar	Room # 104 (First Floor)	Set up of internet/online system support at Room No. 104 and will remain there till the completion of work.
3	Mr. Ashish Sobti/Mr. Mr.Raj Mehta - Incharge Mr.Sunil Kumar-II Mr. Padam Chand Mr. Deepak Rawat	Seminar Hall No. 06, Ground Floor, MSIT	For collection of Demand drafts along with filled challan forms.
4	Ms. Neetu Ms. Bhawna Kulshrestha Mr. Eesh Kumar Ms. Pratibha Mr. Sunil Dhull Mr. Amit	206 206 106-B 106-B 104 104	Preparation of Students Lists.

NOTE: Any requirement related to admission process may be sent to HOD Applied Sciences.



(Dr. K. P. Chaudhary)
Director

Copy to:-

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

Undertaking for Gap Year Students

I, _____ S/o Mr _____,
CET Roll No. _____, admitted to B.Tech. _____ (branch)
at Maharaja Surajmal Institute of Technology during
Academic Year 2019-20 by GGSIP University.

I, hereby declare that I have gap of _____ year/s because

_____ (reason)
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 _____

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 2019-2023. 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 2019-2023. 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:.....

UNDERTAKING BY THE STUDENT WITH RESPECT TO ANTI RAGGING

I, (full name of student with admission/registration/enrolment number) _____ s/o d/o Mr./Mrs./Ms. _____, having been admitted to (name of the institution) _____, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 5 and clause 6.1 of the Regulations 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 behaviour or act that may be constituted as ragging under clause 3 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 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 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 deponent

Name:

Address:

Telephone/Mobile No.

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 at (place) _____ on this the (day) _____ of (month) _____, (year) _____

Signature of deponent

UNDERTAKING BY PARENT/GUARDIAN WITH RESPECT OF ANTI RAGGING

I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of, (full name of student with admission/registration/enrolment number) , having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 5 and clause 6.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is 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 behave our or act that may be constituted as ragging under clause 3 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 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward 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, the admission of my ward is liable to be cancelled.

Declared this ___ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

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 at (place) _____ on this the (day) _____ of (month) _____, (year) _____.

Signature of deponent