

Maharaja Surajmal Institute of Technology

C-4, Janak Puri, New Delhi-110058

Dated: 25.07.2024

REPORTING OF STUDENTS FOR ADMISSION AT MSIT

From 28.07.2024 to 30.07.2024

Important Instructions to the students of B.Tech. Programme **Admission for the Academic Session 2024-25 (1st year and Lateral Entry to B.Tech.)**

All the students reporting for admission for the Academic Session 2024-25 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.

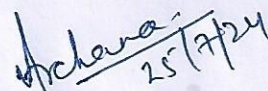
Step # 1 : Report to Seminar Hall No. 06, Ground Floor, MSIT Building For

- Enquiry for Admission Procedure.
- Institute Admission Form.
- Challan Form for submission of Demand Draft or Payment of Balance Fee
- Submission of Demand Draft: A Demand Draft in favour of Maharaja Surajmal Institute of Technology for Rs. 75,600/- is to be submitted along with filled fee challan form in room no. 06. All components of challan form must be filled in. **NO CASH WILL BE ACCEPTED.**

Step # 2 : Reporting for Physical Verification.

- 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.
- 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.

Note: **Both the Verification** are **MANDATORY** for confirmation of Admission.


Prof.(Dr.) Archana Balyan
Director

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

Annexure-VII (A)
Maharaja Surajmal Institute of Technology
C-4, Janak Puri, New Delhi-110 058

Date: 25.07.2024

Fee Notice

All the **students** who have been admitted to **First Year**, in the current academic year 2024-25 at Maharaja Surajmal Institute of Technology (MSIT) to pursue B. Tech. Programmes are required to deposit **balance amount of Rs.75,600/-** by means of:-

a) *The demand draft in favour of Maharaja Surajmal Institute of Technology*
Or

b) *Through online as per detail below:*

Beneficiary Name: Maharaja Surajmal Institute of Technology

Branch: C-3/8, Janak Puri, New Delhi (Opp. C-4E Market)

Account Number: 50100556831253

Bank: HDFC Bank

IFSC Code: HDFC0001067

The Challan Form can be collected from Seminar Hall # 06 from **28th to 30th July 2024.**

The details of fees are as under:-

(Total fees for the students Admitted in A. Y. 2024-25)

Tuition Fees	- 1, 39,500/- per year
University's fees	- 20,000/- per year
Security Money (Refundable)	- 10,000/- only at the time of admission.
Alumni Funds	- 2,000/- only once
Group Insurance- (compulsory for all students)	- 100/- per year
Total	- 1,71,600/-
Less: Deposited at University	- Rs. 96,000/-

Balance fees to be deposited at the Institute -Rs. 75,600/-

Bifurcation of Rs. 75,600/-

Tuition Fees	- Rs. 63,500/-
Alumni Fund	- Rs. 2,000/-
Group Insurance	- Rs. 100/-
Security Money (Refundable)	- Rs. 10,000/-

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. If fees is paid online by student then online verification slip has to be submitted with application form.**

Archana
25/7/24
Director, MSIT

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. 011-45656183, mail id: director@msit.in, website: www.msit.in,

Document Verification Form (Academic Session 2024-2025)

Name of Student _____ JEE Roll. No. _____ Branch _____ Shift _____
 Father's Name _____ Mobile No. _____ PCM % _____
 Date of Birth _____ Admission Category _____ Rank _____

S. No.	List of Documents	2 sets of documents to be submitted	
		Set-1 (GGSIPU)	Set-2 (MSIT)
1	Institute Admission Form (available in room No. # 06)	Not required	Original
2	JEE Admit Card (Original)	Original	01 photocopy
3	JEE Main Result	Printout	01 photocopy
4	Print out of the Registration Slip (showing payment of Rs. 1,500/-)	Printout	01 photocopy
5	Allotment Letter/ Admissions slip	Printout	01 photocopy
6	Academic Fee receipt (Rs. 96,000/-)	Printout	01 photocopy
7	Balance fee Receipt (student copy) Rs. 75,600/-	01 photocopy	01 photocopy
8	10 th Certificate & marks sheet	01 photocopy (Original for verification only)	01 photocopy
9	12 th Certificate & mark sheet	01 photocopy (Original for verification only)	01 photocopy
10	Caste & Category Certificate (if any)	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	Photographs (3)	Not required	1 photograph is to be pasted on Admission Form 2 photos to be stapled
14	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	Not required	Original

Note: -

- 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) as mentioned above is to be arranged in ascending order and submitted to the Proctors in the Auditorium at the time of admission. Also, attach this Document Verification Form on the top of the SET-2

(Signature of student)

Signature of Proctor

Signature of Co-proctor

FORMAT

Annexure-III

UNDERTAKING BY THE STUDENT

(For Anti Ragging)

On Plane Paper

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 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 PlanePaper**

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 _____ (name of the institution), 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 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 academic session 2017-2021. 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 academic session 2017-2021. 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-110058

UNDERTAKING (REGARDING INTERIM FEE) TO BE FILLED IN BY CANDIDATES ADMITTED IN ACADEMIC SESSION 2024-25

I have gone through and noted the 'Interim Fees as notified by the University for admission in various programme for the Academic Session 2024-25.

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 _____



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 2024-25)
(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

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
2024-25 by GGSIP University.

I, hereby declare that I have a 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 _____