


Maharaja Surajmal Institute of Technology

C-4, Janak Puri, New Delhi-110058

Dated. 27.03.2024

NOTICE REGARDING REFUND OF SECURITY MONEY & COLLECTION OF EDUCATIONAL DOCUMENTS.

1. All students of passed out batches up to Academic Year 2022-23, who have not yet received their Security Money Refund and not collected their educational documents of B.Tech. Programme, are hereby informed to contact the Admn. Department of the Institute.
2. For refund of the Security Money and Educational Documents, NO DUES CERTIFICATE duly signed by the student will be submitted to the Admn. Department. The NO DUES FORM is attached herewith.


Prof.(Dr.) Archana Balyan
Director

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

Copy to:-

- All HODs – for circulation among the students via Proctors
- Notice Boards
- Incharge, MSIT Website - for uploading on MSIT website.
- Admn. Office
- Exam Cell. .

Maharaja Surajmal Institute of Technology

NO DUES FORM

(Required for Consolidated Mark sheet, Provisional degree, Degree and Security Money)

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

Sir/Madam

_____ son/daughter of _____ who was a
student of _____ Enrolment no. _____ Session _____.

It is, therefore requested that the Caution Money of Rs. 5000/- deposited by me at the time of admission be refunded to me. The required No Dues Certificate from all concerned is appended below.

Unique ID of the Student : _____
(Fill as ECE/Enroll. No/Year of passing, e.g. ECE/00115002817/2022)

Contact no. of Student _____

Signature with Name of student

Postal Address of student (IN CAPITAL LETTERS)

Date: _____

_____ **Pin Code** _____

NO DUES CERTIFICATE

Authority	Remarks (No Dues / Pending Dues)	Sign
Proctor (After entry in the link below)		
Library		
Book Bank		
HOD		
Hostel Warden		
Mess Incharge		
Office (Admn.)		
Placement Cell		

Link for student record entry: <https://bit.ly/3hxNLfA>

Link for Alumni Signup: <http://msitalumni.com/signupAlumni>

Note :

1. HOD, Proctor and Placement cell must ensure the correctness and completeness of the record entered by the student in both the links mentioned above.
2. Proctor shall collect the proof of placement / higher studies from the student.
3. HOD must also ensure the correctness of Unique ID of the student.

Accountant shall verify the Deposit & refund the security if all the dues, if any stand cleared.

DIRECTOR

Encl: REQUIRED DOCUMENTS

1 ORIGINAL FEE SLIP (1ST YEAR)

2. ORIGINAL IDENTIFY CARD OF COLLEGE

3. IN CASE, THE ORIGINAL RECEIPT OF THE CAUTION MONEY OR I.D. CARD IS MISPLACED SOMEWHERE, THE MATTER SHOULD BE WRITTEN IN A STAMP PAPER OF RS. 10/- AND THE SAME MUST BE CERTIFIED BY A NOTARY PUBLIC.