

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. 011-25528117, mail id: director@msit.in, website: www.msit.in,**Document Verification Form (Academic Session 2020-2021)**

Name of Student _____ JEE Mains Application ID _____ 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 (University Set)	Set-2 (MSIT Set)
1	Institute Admission Form (available at MSIT website in information bulletin)	Not required	Original
2	Admit Card (JEE Mains)	Printout/Photocopy	Printout/Photocopy
3	JEE Mains Result (showing JEE Rank)	Printout/Photocopy	Printout/Photocopy
4	Print out of the Registration Slip (showing payment of Rs. 1000/-) GGSIPU & Participation Fee of Rs. 1000/-	Printout/Photocopy	Printout/Photocopy
5	Allotment Letter/ Admissions slip	Printout/Photocopy	Printout/Photocopy
6	Academic Fee receipt (Rs. 40000/-)	Printout/Photocopy	Printout/Photocopy
7	Balance fee Receipt (student copy) Rs. 95,300/-	Photocopy	Photocopy
8	10 th Certificate & marks sheet	01 photocopy (Original for verification only)	01 photocopy
9	12 th 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 category verification receipt issued by Designated Centre of GGSIPU	01 photocopy along with category verification receipt issued by Designated Centre of GGSIPU
11	Medical Fitness Certificate (MBBS)**-	Original (not to be older than one month)	01 photocopy
12	Character Certificate	Original (not to be older than 6 months)	01 photocopy
13	ID Card Forms (which is in the admission form)	Not Required	Original
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 December 2020.**
- **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 are 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)

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:.....

FORMAT

Annexure-IV

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 2020-2024. 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 2020-2024. 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:.....

Maharaja Surajmal Institute of Technology

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

Date: 04.12.2020

Fee Notice

All the **students** who have been admitted to **First Year & Second Year through Lateral Entry**, in the current academic year 2020-21 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:-

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

Account Number: 175901000001658

Bank: Indian Overseas Bank

IFSC Code: IOBA0001759

The Challan Form can be downloaded from college website and be submitted to Seminar Hall # 06 from **08th to 10th December 2020 between 10.00 AM to 5.00 PM.**

The details of fees are as under:-

(Total fees for the students Admitted in A. Y. 2020-21)

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- (compulsory for all students)</u>	-	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>

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.**

HOD
APPLIED SCIENCES DEPARTMENT

Director, MSIT

Maharaja Surajmal Institute of Technology
Online fee deposit verification slip

Branch _____ shift _____

Name of student _____

Father's Name _____

UTR No./ Transaction ID _____

JEE Application No. _____

JEE Rank _____

Admission Category _____

Signature of Accountant

Bank's Copy	Institute's Copy	Student's Copy																																																															
Maharaja Surajmal Institute of Technology (Affiliated to Guru Gobind Singh Indraprastha University) C-4, JANAK PURI, NEW DELHI-110058 Saving Bank A/c. No. 60210210000032	Maharaja Surajmal Institute of Technology (Affiliated to Guru Gobind Singh Indraprastha University) C-4, JANAK PURI, NEW DELHI-110058 Saving Bank A/c. No. 602310210000032	Maharaja Surajmal Institute of Technology (Affiliated to Guru Gobind Singh Indraprastha University) C-4, JANAK PURI, NEW DELHI-110058 Saving Bank A/c. No. 602310210000032																																																															
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Challen form

Director, MSIT