

# Maharaja Surajmal Institute of Technology

C-4, Janak Puri, New Delhi-110058

Dated: 20.08.2025

## Reporting of Students after Spot Round-2 for Admission at MSIT From 21.08.2025 to 22.08.2025

### Important Instructions to the students of B.Tech./L.E to B.Tech Programme

#### Admission for the Academic Session 2025-26 (1<sup>st</sup> year)

All the students reporting for admission for the Academic Session 2025-26 in the **First Year after spot round-2**, 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](http://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](http://www.msit.in).

#### **Reporting for Admission.**

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

- a. Enquiry for admission procedure.
- b. Institute Admission Form.
- c. Challan Form for submission of Demand Draft.
- d. Submission of Demand Draft: A Demand Draft in favour of Maharaja Surajmal Institute of Technology for Rs. 63,450/- is to be submitted along with filled in fee challan form in room no. 06. All components of challan form must be filled in. **NO CASH WILL BE ACCEPTED.**
- e. Rs. 5000/- extra is to be paid if any upgradation

#### **Step # 2 : Reporting for Physical Verification.**

- 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.

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

(Dr. Archna Balyan)  
Director

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

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](mailto:director@msit.in), website: [www.msit.in](http://www.msit.in),

### Document Verification Form (Academic Session 2025-2026)

Name of Student \_\_\_\_\_ JEE Application 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. 2500/-)	Printout	01 photocopy
5	Online generated candidate profile letter (2025)	Printout	01 photocopy
6	Online document verification cum seat acceptance letter (2025)	Printout	01 photocopy
7	Allotment Letter/ Admissions slip	Printout	01 photocopy
8	Academic Fee receipt (Rs. 96000/-)	Printout	01 photocopy
9	<b>Balance fee Receipt (student copy) Rs. 63,450 / + 5000/- (if any upgradation)</b>	01 photocopy	01 photocopy
10	10 <sup>th</sup> Certificate & marks sheet	01 photocopy	01 photocopy
11	12 <sup>th</sup> Certificate & mark sheet	01 photocopy	01 photocopy
12	Caste & Category Certificate ( if any)	01 photocopy	01 photocopy
13	Medical Fitness Certificate (MBBS)**-	Original (not be older than one month)	01 photocopy
14	Character Certificate	Original (Not more than 6 months old.)	01 photocopy
15	<b>Photographs (3)</b>	Not required	1 photograph is to be pasted on Admission Form 2 photos to be stapled
16	<b>All undertakings on plain Paper duly signed:-</b> 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

**Maharaja Surajmal Institute of Technology**  
**Fee Notice for the students admitted through SPOT Counselling**

Date: 08.08.2025

The students who have been admitted in First Year or in the LE to B.Tech., in the current academic year 2025-26 at Maharaja Surajmal Institute of Technology (MSIT) to pursue B. Tech. Programmes are required to deposit balance amount as under:-

- (a) Rs. 63,450/- to be paid by the first time admitted students.
- (b) Rs. 68,450/- to be paid by the students who have been upgraded from other colleges to MSIT.
- (c) Rs. 5,000/- to be paid by the students who upgraded from one Branch to other Branch in MSIT.

**NOTE:** ((i) The students as mentioned above at serial no. (a) & (b) will be able to pay an amount of Rs. 63,450/- as per the below link & QR Code. (ii) The students mentioned at serial no. (b) (c) will be able to pay the Upgradation Fee of Rs. 5,000/- at the time of Reporting in the Institute in Online Mode.

**MODE OF PAYMENT OF FEE**

- a) Kindly use the QR Code for online fee payment (UPI, Net Banking, Debit Card) of online fee payment link : <https://qr.me-qr.com/ZA7hEKxk>



OR

- b) The demand draft in favour of Maharaja Surajmal Institute of Technology, Payable at New Delhi.

**Note: For your Convenience it is recommended to pay fees one day prior to visit the institute also bring four copies of the payment receipt.**

**Fee Structure for B.Tech ( Academic Session 2025-26).**

Item	Amount in Rs.
Tuition Fees	1,23,600/- per year
University's fees	20,000/- per year
Security Money (Refundable)	10,000/- to be paid at the time of admission.
Examination Fees	3000/- per year
Alumni Funds	2,000/- to be paid at the time of admission
Innovation & Incubation fees	500/- per year
Group Insurance- (compulsory for all students)	100/- per year
Admission Brochure, MSIT (Non Refundable)	250/-
<b>Total Fee</b>	<b>1,59,450/-</b>
Deposited at University	96,000/-
<b>Balance fees to be deposited at the Institute</b>	<b>63,450/-</b>

**NOTE:-\*** With regard to the tuition fee for the academic session 2025-26, the fee to be fixed by State Fee Regulatory Committee Delhi, shall be notified in due course of time. The candidate seeking admission during the academic session will have to pay such notified fees.

The completely filled challan form indicating all the components of the fees, course name, candidate's name, JEE Mains Application No., class & Demand Draft number/Transaction ID must be verified by the accountant. Name of candidate, JEE Mains Application No., Course Name, Mobile No. may also be mentioned on the back of the Demand Draft (DD). A photocopy of the Challan form should also be submitted to the faculty in charge with other admission related documents at the time of verification.

Director, MSIT

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

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 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 Plane 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 (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 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 2025-2026. 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](http://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 2025-2026. 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](http://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:.....

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Maharaja Surajmal Institute of Technology  
C-4, Janakpuri, New Delhi-58

**Annexure-VII A**

**UNDERTAKING REGARDING INTERIM FEE TO BE FILLED BY CANDIDATES**  
**ADMITTED IN ACADEMIC SESSION 2025-26**

**On Plane Paper**

I have gone through and noted the interim fees as notified by the University for admission in various programe for the academic year 2025-26.

I hereby undertake that I shall be paying the additional amount of fee in case any revision in fees takes place as notified by the govt. of NCT of Delhi / GGSIPU.

\_\_\_\_\_  
Signature of the Candidate with date

Name:.....

Enrol. No.....

Class/Branch:.....

Contact No.....

Address:.....

Email i.d.\_\_\_\_\_



**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 2025-  
26 by GGSIPU 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.

\_\_\_\_\_  
(Sign & Name of Student)

Dated \_\_\_\_\_

Place \_\_\_\_\_



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
(A State University established by the Govt. of NCT of Delhi)  
Accredited as NAAC A++ Grade



**MEDICAL CERTIFICATE\*\***  
**(FOR THE ACADEMIC SESSION 2025-26)**

Photograph  
duly attested by  
the officer who  
has certified  
this certificate

I certify that I have carefully examined Shri/Km/Smt.\* \_\_\_\_\_ whose  
son/ daughter/wife of Shri/Smt.\* \_\_\_\_\_  
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