

## 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 (1<sup>st</sup> year & 2<sup>nd</sup> 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](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 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 <sup>st</sup> Shift EEE	Room No. 206	2 <sup>nd</sup> Floor
ECE-1 <sup>st</sup> Shift	Lab No. 104	1 <sup>st</sup> Floor
IT-1 <sup>st</sup> Shift	Lab. No. 106-B	
CSE-2 <sup>nd</sup> Shift	Room No. 406	4 <sup>th</sup> Floor
ECE-2 <sup>nd</sup> Shift		
IT-2 <sup>nd</sup> Shift		


**Step # 2 : Reporting for Physical Verification:- (For Lateral Entry Students-2<sup>nd</sup> year)**

Branch	Room No.	Floor	Faculty concerned
CSE-1 <sup>st</sup> Shift	Room No. 108	1 <sup>st</sup> Floor	Ms. Shalu Ms. Geetika Dhand Ms. Sonia Rathi
ECE-1 <sup>st</sup> Shift	Room No. 208	2 <sup>nd</sup> Floor	Ms. Sakshi Ms. Nishtha
IT-1 <sup>st</sup> Shift	Room No. 308	3 <sup>rd</sup> Floor	Ms. Preeti Rathi Ms. Priya Dalal
EEE-1 <sup>st</sup> Shift	Room No. 304	3 <sup>rd</sup> Floor	Ms. Anu Dagar
CSE-2 <sup>nd</sup> Shift	Room No. 508	5 <sup>th</sup> Floor	Ms. Sunesh Malik
ECE-2 <sup>nd</sup> Shift	Room No. 607	6 <sup>th</sup> Floor	Ms. Jasmine Chhikara
IT-2 <sup>nd</sup> Shift	Room No. 508	5 <sup>th</sup> 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 (1<sup>st</sup> 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 though 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- (compulsory for all students)</u>	-	100/- per year
<b>Total</b>	-	<b>1,35,300/-</b>
Deposited at University	-	40,000/-
<b>Balance fees to be deposited at the Institute</b>	-	<b>95,300/-</b>

### 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

