

MAHARAJA SURAJMAL INSTITUTE

C-4, Janak Puri, New Delhi-110058

Website: www.msijanakupuri.com

ACADEMIC SESSION 2023-24

Documents Verification Form for MBA Programme

Name of Student CAT-2022/CMAT-2023/ CET-2023 RANK

CAT-2022/CMAT-2023/ CET-2023 Roll No. Student's Mobile No.

Father's Name Father's Mobile No.

E-Mail

S. No.	University File (I-Set)	MSI File (Office) (II-Set)
1.	Admission verification form (Appendix 6 of GGSIPU Brochure) (Original)	Admission verification form (Appendix 6 of GGSIPU Brochure) Photocopy
2.	-----	Institute Admission Forms (in MSI Brochure) both set – Original
3.	Admit card (Original) CAT-2022/CMAT-2023/ CET-2023	Admit card (Photocopy) CAT-2022/CMAT-2023/ CET-2023
4.	Rank/Score card (Original) CAT-2022/CMAT-2023/ CET-2023	Rank/Score (Photocopy) CAT-2022/CMAT-2023/ CET-2023
5.	GGSIPIU Allotment Letter (Photocopy)	GGSIPIU Allotment Letter (Photocopy)
6.	Rs 60000. Part Academic Fee Receipt (Photocopy)	Rs 60000. Part Academic Fee Receipt (Photocopy)
7.	MSI Fees Receipt duly signed by Account Section of MSI (Photocopy) MBA – Rs. 1,35,450.00 /-. Online/DD in favour of “Maharaja Surajmal Institute” payable at New Delhi	MSI Fees Receipt duly signed by Account Section of MSI (Photocopy) MBA – Rs. 1,35,450.00 /-. Online/DD in favour of “Maharaja Surajmal Institute” payable at New Delhi
8.	Undertaking Anti Ragging (Student) Original – Appendix- 7 of GGSIPU Brochure Undertaking Anti Ragging (Parents) Original- Appendix- 8 of GGSIPU Brochure Affidavit for Gap year if applicable (Original) stamp paper of Rs.10/- by Notary	Undertaking Anti Ragging (Student) Photocopy - Appendix- 7 of GGSIPU Brochure Undertaking Anti Ragging (Parents) Photocopy- Appendix- 8 of GGSIPU Brochure Undertaking Attendance (Students) of MSI- Original Undertaking Attendance(Parents) of MSI- Original Affidavit for Gap year if applicable Photocopy- Stamp paper of Rs.10/- by Notary.
9.	10 th Passing Certificate (Photocopy, self attested)	10 th Passing Certificate (Photocopy, self attested)
10.	12 th Mark sheet (Photocopy, self attested)	12 th Mark sheet (Photocopy, self attested)
11.	12 th Passing Certificate or provisional (Photocopy self attested)	12 th Passing Certificate or provisional (Photocopy, self attested)
12.	Graduation Marksheets of all the years (Photocopy Self attested)	Graduation Marksheets of all the years (Photocopy Self attested)
13.	Degree of Graduation (Photocopy Self attested)	Degree of Graduation (Photocopy Self attested)
14.	Post Graduation Marksheets (Photocopy Self attested)	Post Graduation Marksheets (Photocopy Self attested)
15.	Degree of Post Graduation (Photocopy Self attested)	Degree of Post Graduation (Photocopy Self attested)
16.	Caste category / Physical Handicapped verification slip issued by GGSIPU in Original along with Caste Certificate photocopy.	Caste category / Physical Handicapped verification slip issued by GGSIPU along with Caste Certificate photocopy.
17.	Medical Certificate (Appendix 5) in GGSIPU Brochure (Original)	Medical Certificate (Photocopy)
18.	Character Certificate (Original)	Character Certificate (Photocopy)
19.	-----	Library card form (Original) in MSI Brochure
20.	-----	Photograph (5 Nos.) (4-Passport size and 1-Stamp Size)

Signature of Student

Signature of Faculty

Signature of Convener
Verification Counter No:



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
(A State University established by the Govt. of NCT of Delhi)
Sector-16-C, Dwarka, New Delhi-110078



**UNDERTAKING FROM RESULT AWAITED CANDIDATES FOR
SEEKING PROVISIONAL ADMISSION FOR ACADEMIC SESSION 2023-24**

I/My Ward _____ (Name of the candidate), Son/Daughter/Wife of
_____ (Father's/Husband's name), NLT Application No/CET Application No
_____ and NLT Rank/CET Rank _____ Resident _____
(Permanent Address) seeking admission to _____ Name of the Programme
of GGSIP University, hereby solemnly affirm and declare:

- i) that I/My ward have/has appeared in the 12th class/final semester/final year (name of the qualifying degree) e.g. B.A., B.Sc. etc.) _____ Examination, 2022 of (Board/University) during the time of reporting in allotted College/ Institute, the result of which has not yet been declared and is expected to be declared latest by 30th September, 2023, 2022;
- ii) I have passed all the papers of the qualifying degree _____ (name of the qualifying degree) examination other than the final year /final semester examination.
- iii) I have no compartment as on this date in my 12th class/qualifying degree examination.
- iv) I am seeking provisional admission due to non-declaration of result of final year/final semester of the qualifying degree examination by Board/University and not on account of compartment in current or previous years of the qualifying degree examination as on date of admission.
- v) That I/My ward have/has carefully gone through the rules regarding provisional admission and fully understand that in the event of my/my ward's failure to submit to the concerned Dean/Principal/Director of the concerned School/College where the admission has been granted, appropriate proof of my/my ward securing at least _____ marks in the qualifying examination for admission to _____ (Name of the Course) of GGSIP University by 30th September, 2023, 2022; my/my wards provisional admission to the said course will automatically get cancelled and full fee deposited will be forfeited.

Deponent

Verification:

Verified at _____ on this _____ day of _____, 2022 that the contents of the above Undertaking are true and correct to the best of my knowledge and belief. No part of it is false and nothing material has been concealed therefrom.

Deponent

Notes:

- i) In case the candidate is minor i.e. below 18 years of age; in that case, the Undertaking shall be signed by his/her parent/guardian.
- ii) Submission of false Undertaking is punishable offence. If it is found at any stage that false Undertaking was submitted, admission shall be cancelled and legal proceedings shall be initiated, for which candidate/parent/guardian shall be responsible.



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MEDICAL CERTIFICATE**
(FOR THE ACADEMIC SESSION 2023-24)
(TO BE SUBMITTED AT THE TIME OF COUNSELLING/ADMISSION)

Photograph
duly attested by
the officer who
has certified
this certificate

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



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**ADMISSION VERIFICATION FORM FOR THE
ACADEMIC SESSION 2023-24**

Name of Candidate: (Mr./Miss/Mrs.) _____
Father's/ Guardian's Name: (Mr./ Shri) _____
Address: _____
PIN Code _____ Tele. No. (with STD code) _____ Mobile No. _____
Email: _____
Minority Community (If applicable) _____ (Sikh / Muslim / Jain / Christian)
NLT Application No./CET Application No. _____ Category (SC/ST/OBC/Defence/PWD/Kashmiri Migrant/Army)
_____ NLT Rank/CET Rank _____ Programme _____

1. School / College location of qualifying examination _____ (Delhi / Outside Delhi)
2. Date of Birth _____ Age as on 1-8-2022: years _____ months _____ days _____
(As per Secondary School Certificate)
3. Passed Senior Secondary Examination / Three year Diploma in Engg/B Sc Graduation (3 yrs) _____
4. Aggregate percentage of all subjects in Sr. Secondary Examination/Dip. in Engg/ B Sc Graduation (3 yrs) _____
5. Passed in English in 12th Class (Yes/No) _____
6. PCM/PCBM Percentage in 12th Class _____
7. Percentage in qualifying degree as per the eligibility condition specified in PART A of the Admission Brochure:

8. Passed in Maths / Computer Science / Computer Applications in 12th Class _____
9. Category Certificate SC/ST/OBC/PWD/Defence/Kashmiri Migrants/Minority Community (Attach photocopy):
10. Character Certificate (Attach photocopy) (Yes/No) _____
11. Medical Certificate (Attach Original) (Yes/No) _____
12. Passed Graduation in the year _____ Percentage of marks in graduation _____
13. Passed Post-Graduation in the year _____ Percentage of marks in post-graduation _____
14. (a) CAT/CMAT/CET Score/Rank _____
(b) Year of Passing _____
15. Details of Demand Draft(s) for Submission of fees
Amt: _____ DD No. _____ Bank/Branch _____
Amt: _____ DD No. _____ Bank/Branch _____
Amt: _____ DD No. _____ Bank/Branch _____

I solemnly affirm that the information furnished above is true and correct in all respects. I have not concealed any information. I realize that if any information furnished herein is found to be incorrect or untrue, I shall be liable to criminal prosecution and also forgo my claim to the seat in the college. Further, that my candidature for examination/selection and admission to the course is liable to be cancelled. I agree to abide by the rules & regulations of the University.

Signature of the Parent/Guardian & Date

Signature of Candidate & Date

FOR OFFICE USE ONLY

Certificates Checked and Verified by University official/Officer during counselling:

Signature of the Deputed Officers/Officials _____

Name of the Officer/Officials _____

University Enrolment No. _____

Note: Use Photocopy of this form



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UNDERTAKING BY THE STUDENT WITH RESPECT TO ANTI RAGGING

I, _____ S/D of Mr./ Mrs. /Ms. _____, having been admitted to Programme/Stream _____, at (Institute/College) _____ have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 5 and clause 6.1 of the Regulations 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 3 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 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 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 deponent
Name:
Address:
Telephone/Mobile No.

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 at _____ on this the ___ of _____.

Signature of deponent



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UNDERTAKING BY PARENT/GUARDIAN WITH RESPECT OF ANTI RAGGING

I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of, (full name of student with admission/registration/enrolment number), having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3) I have also, in particular, perused clause 5 and clause 6.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is 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 3 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 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward 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, the admission of my ward is liable to be cancelled.

Declared this ___ day of _____ month of _____ year.

Signature of deponent
Name:
Address:
Telephone/Mobile No.:

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 at _____ on this the ___ of _____, _____.

Signature of deponent

UNDERTAKING FOR ATTENDANCE

(To be signed by the student)

I, _____ S/o/D/o _____

CET Rank and Roll Number _____ of batch _____ a

student of _____ programme at Maharaja Surajmal Institute, C-4, Janakpuri,

New Delhi do hereby solemnly affirm and undertake that I shall attend classes regularly and

punctually and shall always maintain minimum 75% attendance in each semester.

I understand that if my attendance falls short of 75%, I shall be detained from appearing in the

End-Term Examination and in such case I shall have no complaint against the Institute or

University.

Date:

Signature of the student:

Name of student:

UNDERTAKING FOR ATTENDANCE

(To be signed by the parent/guardian)

I, _____ F/o /M/o _____

Mr/Ms _____ CET Rank and Roll No _____

of Batch _____ a student of _____ programme at Maharaja Surajmal

Institute C-4 Janakpuri , New Delhi do hereby solemnly affirm and undertaking that my ward shall

attend classes regularly and punctually and shall always maintain minimum 75% attendance in

each semester.

I understand that if my ward's attendance falls short of 75% he/she shall be detained from

appearing in the End-Term Examination and in such case I shall have no complaint against the

Institute or University.

Date.....

Signature of the Parent:

Name:

Telephone/Mobile Nos.:

Email ID:

Maharaja Surajmal Institute

C-4, Janak Puri, New Delhi-110058

Website: www.msi-ggsip.org

Acknowledgement

I S/o D/o.....

hereby declare that I am taking admission in Course
&..... Shift for the session 2023-24. I have submitted the copy of
following documents:-

1. Admission verification form (**Appendix 6** of GGSIPU Brochure) (**Original**)
2. Institute Admission Forms (in MSI Brochure) both set –**Original**
3. Admit card of CAT-2022/CMAT-2023/ CET-2023 (**Original**)
4. **Score/Rank card** CAT-2022/CMAT-2023/ CET-2023
5. GGSIPU Allotment Letter (Photocopy)
6. **Rs 60000.** Part Academic Fee Receipt (Photocopy)
7. MSI Fees (Photocopy) MBA – Rs. 1,35,450.00/- **DD / Online Payment**
8. Undertaking Anti Ragging (Student) **Original - Appendix- 7 of GGSIPU Brochure**
9. Undertaking Anti Ragging (Parents) **Original - Appendix- 8 of GGSIPU Brochure**
10. Undertaking Attendance (Students) of MSI-**Original**
11. Undertaking Attendance(Parents) of MSI-**Original**
12. Affidavit for Gap year if applicable (**Original**) stamp paper of Rs.10/- by Notary.
13. 10th Passing Certificate (Photocopy, self-attested)
14. 12th Mark sheet (Photocopy, self-attested)
15. 12th Passing Certificate or provisional (Photocopy, self-attested)
16. Graduation Marksheet & Provisional Certificate / Degree
17. Caste category / Physical Handicapped verification slip issued by GGSIPU in Original along with Caste Certificate photocopy.
18. Medical Certificate (**Appendix 5**) in GGSIPU Brochure (**Original**) Medical Certificate (Photocopy)
19. Character Certificate (**Original**)
20. Revised Fee Undertaking of MSI (**Original**)
21. **Library card form (Original) in MSI Brochure**
22. **Photograph (6 Nos.) (5-Passport size and 1-Stamp Size)**

Signature of Student

Name and Signature of Faculty

MAHARAJA SURAJMAL INSTITUTE (MSI)

C-4, JANAK PURI, NEW DELHI-110058

Fee Structure for as per 5th SFRC Report and GGSIPU for 1st year students admitted during the Academic Session 2023-24

BBA/BCA/B.Com(H) and B.Ed. Programmes

Particulars	Fee Structure 1 st year (Academic Session 2023-2024)			
	BBA	BCA	B. Com (H)	B. Ed.
Tuition Fee	Rs.99,800.00	Rs.98,000.00	Rs.95,000.00	Rs.86,500.00
University Charges	Rs.20,000.00	Rs.20,000.00	Rs.20,000.00	Rs.20,000.00
Alumni Contribution Fund(Onetime payment)	Rs. 2,000.00	Rs. 2,000.00	Rs. 2,000.00	Rs. 2,000.00
Security Deposit (Refundable)	Rs.10,000.00	Rs. 10,000.00	Rs. 10,000.00	Rs. 10,000.00
Student's Insurance	150.00	150.00	150.00	150.00
Total Fee	Rs.1,31,950.00	Rs.1,30,150.00	Rs.1,27,150.00	Rs.1,18,650.00
Less : Deposited at the University	<u>Rs.60,000.00</u>	<u>Rs.60,000.00</u>	<u>Rs.60,000.00</u>	<u>Rs.60,000.00</u>
Net Fee to be deposited at the Institute	<u>Rs.71,950.00</u>	<u>Rs.70,150.00</u>	<u>R.67,150.00</u>	<u>Rs.58,650.00</u>

BBALLB /BALLB and MBA Programmes

Particulars	BBALLB/ BALLB	MBA
Tuition Fee	Rs.1,01,400.00	Rs.1,63,300.00
University Charges	Rs. 20,000.00	Rs. 20,000.00
Alumni Contribution Fund (One time payment)	Rs. 2000.00	Rs. 2000.00
Security Deposit (Refundable)	Rs. 10,000.00	Rs. 10,000.00
Student's Insurance	150.00	150.00
Total Fee	Rs.1,33,550.00	Rs.1,95,450.00
Less : Deposited at the University	<u>Rs. 60,000.00</u>	<u>Rs. 60,000.00</u>
Net Fee to be deposited at the Institute	<u>Rs. 73,550.00</u>	<u>Rs1,35,450.00</u>

The details of online fee payment mode is given below:

1. Name of the Beneficiary : MAHARAJA SURAJMAL INSTITUTE
2. Name of the Bank & Branch : HDFC Bank,
C-3/8, Opp. C-4E Market, Janak Puri, New Delhi-58
3. Bank Account No. : 50100557009291
4. IFSC Code : HDFC0001067
5. Payment Mode : Online (Any Mode) NEFT / RTGS

Note: The Fee shall only be verified after being credited and verified by Bank UTR/
Transaction No. which will take a day.