

**Maharaja Surajmal Institute**  
**C – 4, Janakpuri, New Delhi - 58**  
**(Affiliated to GGSIP University, Dwarka)**

Date: 01/09/2023

**Management Quota Admissions 2023-24**

**Detailed Schedule for BBA/BCA/B.Com(H)/ B.Ed. Counselling**

S.No.	Activity Details	Date of the Activity
1	<b>Display of Merit List</b>	<b>September 2, 2023 (Saturday)</b>
2	<b>First Counselling</b> All the applicants in the order of merit	<b>September 4, 2023 (Monday)</b> <b>Reporting/ Entry Time (10:00 AM to 11:00AM)</b> <b>Reporting Venue : Auditorium</b> <b><u>Counselling Rooms:</u></b> <b><i>BBA &amp; BCA – Auditorium, MSI</i></b> <b><i>B.Com (H) &amp; B.Ed. – Seminal Hall-06, GF, MSIT Building</i></b>
3	<b>Display of Vacant Seats</b> for conversion from reserved category seats to unreserved category.	<b>September 4 at 5:00 pm</b>  (Conversion of Seats as per notification issued by GGSIPU to the available category of candidates in merit of order)
4	<b>Second Counselling, if required</b> Any vacancy arising after First Counselling including the converted seats from reserved to unreserved category as per prescribed norms	<b>September 5, 2023 (Tuesday)</b> <b>Reporting/ Entry Time (10:00 AM to 11:00AM)</b> <b>Reporting Venue : Auditorium</b>  <b><u>Counselling Rooms:</u></b> <b><i>BBA &amp; BCA – Auditorium, MSI</i></b> <b><i>B.Com (H) &amp; B.Ed. – Seminal Hall-06, GF, MSIT Building</i></b>

Candidates whose names appeared in the merit list shall come personally along with necessary documents for verification and deposit the prescribed fee. Details of documents to be submitted at the time of admission is attached as **Annexure-A**.

Admission will be confirmed only when the prescribed fee is deposited.

Note: Students are advised to see institute's website regularly in their own interest.

**Director, MSI**

**For BBA/BCA/B.Com (H)/ B.Ed. Programmes****I. Candidates shall bring the following documents for verification:**

- i) **Undertaking from the candidate** counter signed by the parent that “Candidate seeking admission under the Management Quota for **BBA/BCA/B.Com(H)/ B.Ed.** programme, has not taken admission in any other institute affiliated to GGSIP University in these programmes.(attached as Annexure-B)
- ii) **Original Admission Verification Form** (*Appendix 6 Part F*) of GGSIPU Brochure 2023 – 24) and 01 photocopy self-attested.
- iii) **Candidate’s Profile (Personal Details) of GGSIPU submitted** at the time of form filling of ₹ 1,500/- (02 Photocopies)
- iv) **Original Admit Card of CET/CUET – 2023** along with one photocopy. (If original Admit Card is lost obtain FIR).
- v) **CET/CUET Rank Card.** (02 Photocopies)
- vi) **10th Class Mark sheet-** (*02 Photocopies self-attested and Original for verification*).
- vii) **12th Class Mark sheet and Passing/ Provisional Certificate.** (*02 Photocopies self-attested and Original for verification*).
- viii) **Original Character Certificate** and 01 photocopy self- attested (with date issued by (HOD/Principal of School/College) or by the Gazetted Officer (*Not older than 6 months*)).
- ix) **Original Medical Certificate** and 01 photocopy self- attested (*Appendix 5 Part F of GGSIPU Brochure 2023 – 24*) signed by MBBS Doctor.
- x) **Original Anti Ragging Undertakings** and 01 photocopy of each (*Appendix 7- and 8 Part-F of GGSIPU Brochure 2023 – 24*).
- xi) **Original Notarized Gap Year Affidavit** and 01 photocopy, (in case gap after passing of qualifying exam (if passed in 2022 or earlier), notarized on ₹10/- Stamp Paper.
- xii) **Undertaking from result awaited candidates** for seeking provisional admission for the academic session 2023–24 (*Appendix 4 Part F of GGSIPU Brochure 2023 – 24*).
- xiii) **Original SC/ST/Defence/PH Category Certificate for verification** along with self- attested photocopies and also bring **Online Document Verification Certificate issued by GGSIP University** for SC/ST/Defence/ PH Category candidates.
- xiv) 04 Passport Size of Student & 01 Passport Size photo of parents (Mother & Father).

**(NOTE: ORIGINAL DOCUMENTS ARE MANDATORY FOR ATTENDING COUNSELLING & GETTING ADMISSION. WITHOUT ORIGINAL DOCUMENTS, CANDIDATE WILL NOT BE CONSIDERED FOR ADMISSION UNDER MANAGEMENT QUOTA)**

- II.** If the Candidate is allotted a Seat in the Counselling (Offline Mode) to be held on 4<sup>th</sup> & 5<sup>th</sup> September 2023 under Management Quota for **BBA/BCA/B.Com(H)/ B.Ed.** programme at Maharaja Surajmal Institute, C-4, Janakpuri, ND-58, the below mention fee is to be paid through Demand Draft/On Line Mode/ Debit Card/Credit Card (no cash/ cheque will be accepted). The demand draft shall be drawn in the favour of “**Maharaja Surajmal Institute**” payable at **New Delhi**.

Fee to be deposited at the institute includes University Charges, Alumni Contribution Fund (One Time Payment) and Security (*refundable*) are as under:

Programme	Fee for 1 <sup>st</sup> Year (Academic Session 2023 – 24) to be paid in the Institute at the time of admission ( <i>Amount in Rupees</i> )	The details of <b>online fee payment mode</b> is given below: ( <b>Online (Any Mode) NEFT / RTGS</b> )
BBA	₹ 1,31,950/-	<ol style="list-style-type: none"> <li>1. Name of the Beneficiary: MAHARAJA SURAJMAL INSTITUTE</li> <li>2. Name of the Bank &amp; Branch: HDFC Bank, C-3/8, Opp. C-4E Market, Janak Puri, New Delhi-58</li> <li>3. <b>Bank Account No. 50100557009291</b></li> <li>4. <b>IFSC Code: HDFC000 1067</b></li> </ol>
BCA	₹ 1,30,150/-	
B.Com(H)	₹ 1,27,150/-	
B.Ed.	₹ 1,18,650/-	

**Note: Admission will only be confirmed after depositing the full fee.**

- All admissions will be provisional subject to the approval of the university.

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

**UNDERTAKING**

I, \_\_\_\_\_ having CET/CUET Rank \_\_\_\_\_  
D/o, S/o, Sh. \_\_\_\_\_, R/o, \_\_\_\_\_  
\_\_\_\_\_, hereby solemnly affirm and declare as under: -

1. That I am a resident of the above address.
2. **That I have not taken admission in any programme in any Institute affiliated with the Guru Gobind Singh Indraprastha University by online / offline counselling or in the Spot Counselling conducted by Guru Gobind Singh Indraprastha University.**
3. That I have not taken admission under the centralized counselling conducted by the Guru Gobind Singh Indraprastha University as prescribed as condition for prohibition under the Management Quota Admission.
4. That this is my true statement.

Name of the student: \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

Name of the parent: \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_



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



**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*



## GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

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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 12<sup>th</sup> Class (Yes/No) \_\_\_\_\_
6. PCM/PCBM Percentage in 12<sup>th</sup> 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 12<sup>th</sup> 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 behave our 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



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**Appendix 10**



Photograph  
duly attested by  
the officer who  
has certified  
this certificate

**UNDERTAKING FROM THE CANDIDATES WHO ARE SEEKING ADMISSION AGAINST SEAT  
IN ANY RESERVED CATEGORY  
For Academic Session 2023-24**

(To be submitted at the time of counselling / admissions/ verification of documents by candidates seeking admission in the University)

I, \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ an Indian citizen, residing at \_\_\_\_\_ Aged \_\_\_\_\_

\_\_\_\_\_ years do hereby solemnly affirm and say that I belong to the \_\_\_\_\_ (SC/ST/OBC/EWS/DEFENCE/PH/KM/MINORITY/ARMY) Category. The Certificate of reservation, on the basis of which I am claiming seat in counselling, has been uploaded. I know that the Certificate uploaded is bonafide and as per the eligibility to claim benefits of reservation.

I understand, in case, upon verification, the Reserved Category Certificate submitted by me, found to be fake and fraudulent, my admission is liable to be cancelled at any stage of my pursuing the Degree /Diploma.

Date:

**Candidate's Signature** \_\_\_\_\_

**Name of the Candidate** \_\_\_\_\_  
(In Bold Letters)

**Address of Candidate** \_\_\_\_\_

**Mobile No.** \_\_\_\_\_

**Counter Signed by the Parent/Guardian** \_\_\_\_\_

**Name of the Parent/Guardian** \_\_\_\_\_  
(In Bold Letters)

**Relationship with the Candidate** \_\_\_\_\_

**Note:** The Undertaking has to be filled by the candidate only in his/her handwriting.