

MAHARAJA SURAJMAL INSTITUTE
C-4, Janak Puri, New Delhi-110058
Website: www.msijanakpuri.com
ACADEMIC SESSION 2024-25
Documents Verification Form for all Programmes

Name of Student CET-2024/CAT-2023/CMAT-2023/CLAT-2023 Rank

CET-2024/CAT-2023/CMAT-2023/CLAT-2023 Roll No. Student's Mobile No.

Father's/Mother's Name Father's/Mother's Mobile No.

E-Mail Course

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 (no print out/photocopy will be considered)
3	Online registration form of GGSIPU [Rs 1500] (Original)	Online registration form of GGSIPU [Rs 1500] (Photocopy)
4	Online Counselling Fee Receipt of GGSIPU [Rs 1000] (Original)	Online Counselling Fee Receipt of GGSIPU [Rs 1000] (Photocopy)
5	Admit card (Original) CET-2024/CAT-2023/CMAT-2023/CLAT-2023	Admit card (Photocopy) CET-2024/CAT-2023/CMAT-2023/CLAT-2023
6	GGSIPU Allotment Letter (Original)	GGSIPU Allotment Letter (Photocopy)
7	Part Academic Fee Receipt 96K/60K (Original)	Part Academic Fee Receipt 96K/60K (Photocopy)
8	Balance Fee Payment Receipt of MSI (College Copy) Upgradation Fee (5000) if applicable	Balance Fee Payment Receipt of MSI (College Copy) Upgradation Fee (5000) if applicable
9	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.
10.	10 th Passing Certificate (Photocopy, self attested)	10 th Passing Certificate (Photocopy, self attested)
11	12 th Mark sheet (Photocopy, self attested)	12 th Mark sheet (Photocopy, self attested)
12	12 th Passing Certificate or provisional (Photocopy self attested)	12 th Passing Certificate or provisional (Photocopy, self attested)
13	In case of MBA & B.Ed. Graduation Marksheets of all the years & Degree (Photocopy Self attested) Post-Graduation Marksheets & Degree (Photocopy Self attested) if pursuing or completed	In case of MBA & B.Ed. Graduation Marksheets of all the years & Degree (Photocopy Self attested) Post-Graduation Marksheets & Degree (Photocopy Self attested) if pursuing or completed
14	Result Awaited Undertaking (Appendix 4) (Original), if applicable	Result Awaited Undertaking (Appendix 4) (photocopy), if applicable
17	Caste category / Physical Handicapped verification slip issued by GGSIPU in Original along with Caste Certificate photocopy. (if applicable)	Caste category / Physical Handicapped verification slip issued by GGSIPU along with Caste Certificate photocopy. (if applicable)
18	Medical Certificate (Appendix 5) in GGSIPU Brochure (Original)	Medical Certificate (Photocopy)
19	Character Certificate (Original)	Character Certificate (Photocopy)
21	-----	Two Library card forms (Original) in MSI Brochure
22	-----	Recent coloured Photograph (5 Nos.) (4-Passport size and 1-Stamp Size)

Signature of Student

Signature of Faculty

Signature of Convener