

MAHARAJA SURAJMAL INSTITUTE

Website : www.msi-ggsip.org

(Academic Session 2017-2018)

Document Verification Process Form for BBA, BCA and B.Com (Hons)

Name of Student..... Enrol. No..... Course..... Shift..... Rank.....

Name of Father.....Contact No..... Email Id.....

DEMAND DRAFT OF BALANCE FEE SHOULD BE IN FAVOR OF MAHARAJA SURAJMAL INSTITUTE,C-4,JANAKPURI,PAYBLE AT JANAKPURI

S. No.	List of Documents	Submitted	
		Original (for verification only)	Photocopy (Two- sets)
1.	Admission Form (To be provided by the Institute)		
2.	Registration Slip (Compulsory)		
3.	Admit Card of CET-2017 (Original)		
4.	Allotment Letter		
5.	Part Academic Fee Receipt (of Rs. 40000/-)		
6.	Admissions Slip with Enrol. No.		
7.	DEMAND DRAFT OF BALANCE FEE SHOULD BE IN FAVOR OF "MAHARAJA SURAJMAL INSTITUTE", PAYBLE AT New Delhi Balance Fee Receipt of concerned Programme (Student copy) B.Com. (Rs. 47,800/-), B.B.A. (Rs. 51,300/-) B.C.A. (Rs. 50,000/-) , B.Ed. (Rs. 41,500/-)		
8.	i). Affidavit for Gap Year (if applicable) [On Rs. 10/- stamp paper] ii). Affidavit for Anti Ragging by Student iii). Affidavit for Anti Ragging by Parents iv). Affidavit for Attendance by Student) [On Rs. 10/- stamp paper] v). Affidavit for Attendance by Parents) [On Rs. 10/- stamp paper]		
9.	Photograph (2Nos.)		
10.	10th Certificate		
11.	12th Mark Sheet		
12.	Passing Certificate of 12th (in case of Passing Certificate is not available, then Provisional Certificate)		
13.	Caste & Category Certificate (if applicable)		
14.	Admission Verification Form As per Admission Brochure (Appendix 4A)		
15.	Medical Fitness Certificate (MBBS) As per Admission Brochure (Appendix 6) **		
16.	Conduct and Character Certificate from the Head of the Institution or from Gazetted Officer***		

(Signature of Student)

Name :

Address :

Contact No. :

Email :

Verified : Office Use :

Signature of Faculty
(Verification Counter No. =)

Signature of Convenor
(Verification Counter No. =)

Remarks :-

The following documents are required to be produced by the student

- 1.
- 2.
- 3.

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**GUIDELINE FOR STUDENTS FOR
DOCUMENT VERIFICATION**

For the convenience of students reporting for document verification, it is instructed that student should follow the following procedure step by step strictly:-

- **Step 1. :** - Go to **Help Desk** and collect the **Information Brochure**.
- **Step 2. :** - Note down the required documents to be enclosed with admission form.
- **Step 3.:-** Go to the concerned **Waiting** room for filling of form and arranging the document as per the check list and wait for your call from the respective counter.
- **Step 4:-** After submission of the admission form get the receipt.
- **Step 5.:-** For reporting to institute and related information regarding admission you are advise to visit **Institute's website (www.msi-ggsip.org)** and University website regularly.

Maharaja Surajmal Institute

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Acknowledgement Form

IS/o D/o..... hereby declare that I am taking admission in Course &..... Shift for the session 2017-18. I have submitted the following documents in originals:-

1. Xth Certificate (Proof of DOB)
2. Xth Marksheet
3. XIIth Marksheet
4. XIIth Provisional
5. Category Certificate (if any)
6. Physically Handicapped Certificate (if any)
- 7.
- 8.
- 9.
- 10.

Signature of Student

Signature of Convener

(Verification Counter No -)

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Note : DEMAND DRAFT OF BALANCE FEE SHOULD BE IN FAVOR OF MAHARAJA SURAJMAL INSTITUTE,
C-4,JANAKPURI,PAYBLE AT JANAKPURI

Institute Balance Fee of concerned Programme

Sr. No	Course	Fees
1	B.Com	Rs. 47,800/-
2	B.B.A	Rs. 51,300/-
3	B.C.A	Rs. 50,000/-
4	B.Ed	Rs. 41,500/-