

**MAHARAJA SURAJMAL INSTITUTE**  
**C-4, Janak Puri, New Delhi-110058**  
Website: [www.msijanakpuri.com](http://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 – <b>Original (no print out/photocopy will be considered)</b>
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) <b>Original – Appendix- 7 of GGSIPU Brochure</b> Undertaking Anti Ragging (Parents ) <b>Original- Appendix- 8 of GGSIPU Brochure</b> Affidavit for Gap year if applicable (Original) stamp paper of Rs.10/- by Notary	Undertaking Anti Ragging ( Student) Photocopy - <b>Appendix- 7 of GGSIPU Brochure</b> Undertaking Anti Ragging (Parents ) Photocopy- <b>Appendix- 8 of GGSIPU Brochure</b> Undertaking Attendance ( Students) of MSI- <b>Original</b> Undertaking Attendance( Parents) of MSI- <b>Original</b> Affidavit for Gap year if applicable Photocopy- Stamp paper of Rs.10/- by Notary.
10.	10 <sup>th</sup> Passing Certificate (Photocopy, self attested)	10 <sup>th</sup> Passing Certificate (Photocopy, self attested)
11	12 <sup>th</sup> Mark sheet (Photocopy, self attested)	12 <sup>th</sup> Mark sheet (Photocopy, self attested)
12	12 <sup>th</sup> Passing Certificate or provisional (Photocopy self attested)	12 <sup>th</sup> Passing Certificate or provisional (Photocopy, self attested)
13	<b>In case of MBA &amp; B.Ed.</b> Graduation Marksheets of all the years & Degree (Photocopy Self attested) Post-Graduation Marksheets & Degree (Photocopy Self attested) if pursuing or completed	<b>In case of MBA &amp; B.Ed.</b> 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	-----	<b>Two Library card forms (Original) in MSI Brochure</b>
22	-----	<b>Recent coloured Photograph (5 Nos.) (4-Passport size and 1-Stamp Size)</b>

Signature of Student

Signature of Faculty

Signature of Convener



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
(A State University established by the Govt. of NCT of Delhi)  
Accredited as NAAC A++ Grade



**UNDERTAKING FROM RESULT AWAITED CANDIDATES FOR  
SEEKING PROVISIONAL ADMISSION FOR ACADEMIC SESSION 2024-25**

I/My Ward \_\_\_\_\_ (Name of the candidate), Son/Daughter/Wife of \_\_\_\_\_ (Father's/Husband's name), NLT Application No/CET /CUET/ Application No \_\_\_\_\_ and NLT Rank/CET Rank /CUET 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 12<sup>th</sup> class/final semester/final year (name of the qualifying degree) e.g. B.A., B.Sc. etc.,) \_\_\_\_\_ Examination, 2024 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 31<sup>st</sup> October, 2024 ;
- 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 12<sup>th</sup> 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 31<sup>st</sup> October, 2024, 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 \_\_\_\_\_, 2024 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.

## Appendix 5



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
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**MEDICAL CERTIFICATE\*\***  
**(FOR THE ACADEMIC SESSION 2024-25)**  
**(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 2024-25**

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/CET/CUET Application No. \_\_\_\_\_ Category (SC/ST/OBC/Defence/PWD/Kashmiri Migrant/Army)  
 \_\_\_\_\_ NLT /CET /CUET Rank \_\_\_\_\_ Programme \_\_\_\_\_

1. School / College location of qualifying examination \_\_\_\_\_ (Delhi / Outside Delhi)
2. Date of Birth \_\_\_\_\_ Age as on 1-8-2024: 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

## Appendix 8



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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

## UNDERTAKING FOR ATTENDANCE

(On Plain sheet and 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:



## UNDERTAKING FOR ATTENDANCE

(On Plain sheet and 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: