



# MAHARAJA SURAJMAL INSTITUTE

*Place of Pride*

**2 0 2 0**

**INFORMATION BULLETIN**

Recognized by UGC u/s 2(f), NAAC Accredited 'A' Grade  
Affiliated to Guru Gobind Singh Indraprastha University, Delhi  
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### *Vision Statement*

Developing new paradigms in education in Information Technology, Management, e-Business, Cultural and National Values leading to student empowerment with an inclination for creative, aesthetic and comprehensive group functioning in the Global Scenario.



### *Mission Statement*

To Work to release the inherent intellectual, social and emotional capacities of all students who pass through the gates of this Institution.

### *Quality Policy*

MSI is committed to provide the distinctive learning environment for the development of professional competencies and skills, for understanding of self and others, to learn to solve personal and social problems and continually improving the overall performance of the Quality Management Systems.





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**Surajmal Memorial Education Society**

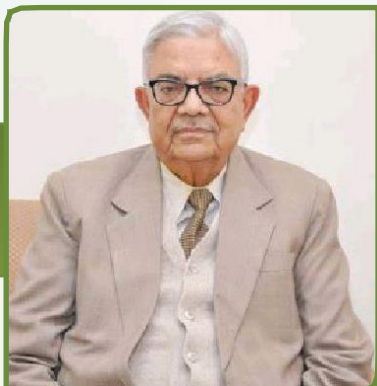
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**SH. KAPTAN SINGH****Message from the President, SMES**

Over the years, Maharaja Surajmal Institute has evolved into an exemplary institution that holds a unique position of pride in academic perfection and co-curricular achievements. Our vision is based on hard work, open communication, a strong emphasis on team work and a high level of responsibility. The culture here moulds our students not only to adapt to the present day challenges but also encourages them to shoulder individual responsibilities in the society. We consider it our moral responsibility to enable our students to face the challenges by optimizing their potential.

We strongly believe in academic excellence, enviable teaching standards, and discipline. These three things are the foundations on which we operate. Faculty members take pride in the results of the students including all the University Gold Medalists. At MSI, we believe in holistic growth and development of students by setting high standards. The family of MSI has a major contribution in the form of preparing young minds for eminence in the field of Management, Commerce, Computer Science and Education. Besides teachers and academic experts, the parents and alumni also cooperate for academic growth and excellence of the institute which sets the institute apart from others.

Apart from academic activities, the co-curricular activities, sports, adventure, cultural and social- service activities form important parts of the life of the students here. Maharaja Surajmal Institute has a dedicated team of faculty who demonstrate a diverse world of talents, beliefs and backgrounds. Their love for learning and urge for helping others learn is intense which results in their personal and professional transformations and prepares them for all challenges.

Finally, I welcome the newly admitted students to the portals of this great educational institution and wish them a memorable, meaningful and rewarding tenure and beseech them for a make-over into world-class professionals. I would urge upon them to 'learn how to learn' with the aid of the latest technology and transform themselves into dependable world citizens.

**Sh. Kaptan Singh**  
**President, SMES**



**Maharaja Surajmal Institute**  
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### Message from Director, MSI

**Prof. (Dr.) Rachita Rana**

It is my pleasure to introduce “Maharaja Surajmal Institute” to the freshly admitted students. We welcome all the new entrants to MSI where we as a team forge ahead towards amelioration and well-being of the students. We are on the fast track and bestowing education as well as focusing on co-curricular activities for all round development of the students. We wish our students to reap the benefits of the updated curriculum to provide best quality education.

I am proud to state that the college has not only expanded enormously, both in terms of student strength and diversity of courses, but also in providing quality education in the field of Computer Science, Commerce, Business Administration and Teaching Education (B.Ed.). Presently, the college occupies a pivotal position in the matrix of higher education. As I look ahead, I can visualize the college attaining even greater heights and becoming a Centre of Excellence in education, research and extension.

The Institute, situated in the heart of Janakpuri is spread over about 8 acres of land and has best of infrastructure and academic facilities with highly qualified and experienced faculties. Our campus has well-furnished classrooms, computer labs, conference hall, seminar hall, auditorium and well stacked Central Library.

With our student-centric approach and constant efforts to achieve greater heights every year, we are sure you will have a rewarding experience in MSI. I welcome you to be a part of this amazing journey of metamorphosis that shapes leaders of tomorrow.

I wish you all best of luck for your future endeavors!!

**Prof. (Dr.) Rachita Rana**  
**Director, MSI**

## ACCREDITATION & AFFILIATION

- NAAC Accreditation
- UGC recognition under 2(f)
- Affiliated to Guru Gobind Singh Indraprastha University

## MSI @ A GLANCE

1. Awarded 'A' Grade by Joint Assessment Committee (JAC) of GNCT of Delhi for consecutively for 5 years.
2. Awarded 'A+' Grade by State Fee Regulatory Committee (SFRC) of GNCT of Delhi.
3. Accredited by National Assessment and Accreditation Council as 'A' Grade (NAAC).
4. Recognised under U/s 2(f) of UGC.
5. India Today June 2019 Survey- 2<sup>nd</sup> Ranking among BCA Institutes of Delhi, 16<sup>th</sup> ranking among all BCA Institutes of India.
6. India Today June 2019 Survey- 2<sup>nd</sup> Ranking among BBA Institutes of Delhi, 13<sup>th</sup> ranking among all BBA Institutes of India.
7. Global Recognition Award: Received "Diamond Eye Award for Total Quality Commitment & Excellence in Education" (from OMAC, a highly reputed Paris based International Organization) in Geneva, Switzerland in Nov.2011).

## PANORAMIC PROFILE

### Surajmal Memorial Education Society

Inspired by the life and ideals of Maharaja Surajmal, a great Indian patriot and enlightened ruler of Bharatpur during the eighteenth century, Surajmal Memorial Education Society was established in 1972 and registered under Societies Registration Act 1860. The main aim of the Society is to disseminate quality education in the technical and professional areas, especially those beneficial to the students from rural and hitherto educationally deprived regions of our country. The society seized the opportunity provided by Guru Gobind Singh Indraprastha University established in Delhi (in the year 1998) and got affiliated to it for the conduct of various programmes from the academic session 1999 – 2000.



### Maharaja Surajmal Institute - an Institute Par Excellence

Maharaja Surajmal Institute, an organ of SMES, is the vision of a galaxy of academicians, professionals, philanthropists and social workers. The Institute provides an environment conducive for academic and professional growth. The Institute aims on geared on one hand, to serve the national cause of creating a competent workforce and on the other hand in generating the capacity to find appropriate opportunities for self on the lines of national development.

Established in the year 1999 and affiliated to GGS Indraprastha University, Delhi, Maharaja Surajmal Institute (MSI) is one of the institutes run by Surajmal Memorial Education Society. MSI has been conceived, launched, promoted and managed by a galaxy of eminent academicians, philanthropists, professionals, and technocrats with a vision and mission to provide quality and value based professional education. It is a dynamic, trend setting premier Institute that has acquired the status of 'Place of Pride' on the academic map because of its continuous efforts towards excellence.

### **Institutional Values**

- |                         |                         |                        |
|-------------------------|-------------------------|------------------------|
| 1. National Development | 2. Global Competence    | 3. Strong Value System |
| 4. Use of Technology    | 5. Quest for Excellence | 6. Academic Freedom    |

### **Objectives**

**The objectives of the institute are:**

1. To facilitate learning among students through the use of appropriate methods, techniques and innovative practices based on constant feedback.
2. To inculcate in the students the desire for excellence combined with right attitudes, values and ideologies.
3. To achieve excellence through diligence, critical thinking and effective decision making.
4. To foster the inter-cultural integration.
5. To inculcate among the students the values as enshrined in Indian culture and heritage and to take pride in our value system.
6. To foster democratic values such as citizenship, communal harmony, and national cohesion.
7. To promote and strengthen healthy interactions and working in tandem of the faculty with the non-teaching staff.

## **COURSES OFFERED AND INTAKE**

<b>Programs</b>	<b>annual intake</b>
Bachelor of Business Administration (Gen) (Morning Shift)	180
Bachelor of Business Administration (Gen) (Evening Shift)	180
Bachelor of Business Administration (B&I) (Morning Shift)	60
Bachelor of Business Administration (B&I) (Evening Shift)	60
Bachelor of Commerce (Hons.) (Morning Shift)	60
Bachelor of Commerce (Hons.) (Evening Shift)	60
Bachelor of Computer Application (Morning Shift)	120
Bachelor of Computer Application (Evening Shift)	60
Bachelor of Education (Single Shift)	100

### **Selection Procedure**

Selection of students is on the basis of their ranks in the common entrance test (CET) conducted by Guru Gobind Singh Indraprastha University, Delhi. Fee is charged as per the university norms.

## FACULTY

Director: Prof. (Dr.) Rachita Rana

Department of Business Administration		
1.	Prof. Harish Singh	Professor
2.	Prof. Jagbir Ahlawat	Professor
3.	Dr. Rajeshwari Malik (Head of the Dept. I Shift)	Associate Professor
4.	Dr. Monika Tushir	Associate Professor
5.	Dr. Jasbir Singh	Associate Professor
6.	Dr. Rajeev Dahiya	Associate Professor
7.	Dr. Vijay Dahiya	Associate Professor
8.	Dr. Parul Deshwal	Associate Professor
9.	Dr. Shavita Deshwal	Associate Professor
10.	Dr. Suhasini Parashar	Reader
11.	Dr. Supriya Choudhary	Reader
12.	Dr. Alka Mittal(Head of the Dept. II Shift)	Reader
13.	Dr. Anita Sharma	Reader
14.	Dr. Heramb Nayak	Assistant Professor
15.	Dr. Anupama Sharma	Assistant Professor
16.	Dr. Sumita Kukreja	Assistant Professor
17.	Mr. Paramveer Singh	Assistant Professor
18.	Dr. Seema Shokeen	Assistant Professor
19.	Dr. Shailza Dutt	Assistant Professor
20.	Ms. Arti Malik	Assistant Professor
21.	Dr. Asha Chaudhary	Assistant Professor
22.	Dr. Punam Ahlawat	Assistant Professor
23.	Dr. Ruchika Gahlot	Assistant Professor
24.	Dr. Abheyender Singh	Assistant Professor
25.	Ms. Shikha Shokeen	Assistant Professor
26.	Ms. Monika Sehrawat	Assistant Professor
27.	Ms. Nisha Tokas	Assistant Professor
28.	Mr. Shashikant Pandey	Assistant Professor
29.	Ms. Neha Mathur	Assistant Professor
30.	Ms. Priyanka Dhaka	Assistant Professor
31.	Mr. Ajay Kumar Phogat	Assistant Professor
32.	Ms. Pooja Dabas	Assistant Professor
33.	Ms. Chetna Grewal	Assistant Professor
34.	Ms. Manju Dhillon	Assistant Professor
35.	Dr. Anshu Lochab	Assistant Professor
36.	Ms. Sangeeta Malik	Assistant Professor
37.	Ms. Beena Devi	Assistant Professor
38.	Ms. Meena Solanki	Assistant Professor



Department of Computer Application		
1.	Dr. Kavita Pabreja	Associate Professor
2.	Dr. Amit Chaudhary	Associate Professor
3.	Dr. Neetu Narwal	Associate Professor
4.	Dr. Menal Dahiya	Associate Professor
5.	Dr. Neetu Anand	Assistant Professor
6.	Mr. Hemender Kumar	Assistant Professor
7.	Mr. Manoj Kumar (Head of the Dept. I Shift)	Assistant Professor
8.	Mr. Kumar Gaurav	Assistant Professor
9.	Mr. Suraj Pal Chauhan (Head of the Dept. II Shift)	Assistant Professor
10.	Mr. Sundeep Kumar	Assistant Professor
11.	Mr. Ravinder Singh	Assistant Professor
12.	Ms. Rhythm Chaudhary	Assistant Professor
13.	Ms. Pooja Singh	Assistant Professor
14.	Ms. Tarunim Sharma	Assistant Professor
15.	Mr. Harjender Singh	Assistant Professor
16.	Ms. Minal Dhankar	Assistant Professor
17.	Ms. Vinita Tomar	Assistant Professor
18.	Dr. Preeti Malik	Assistant Professor
19.	Ms. Kanika Kundu	Assistant Professor
20.	Ms. Nikita Malik	Assistant Professor

Department of Commerce		
1.	Prof. Jai Pal Singh	Sr. Professor
2.	Dr. Vijeta Banwari	Assistant Professor
3.	Dr. Anviti Rawat (Head of the Dept.)	Assistant Professor
4.	Ms. Ekta Kharbanda	Assistant Professor
5.	Ms. Preeti Bedi	Assistant Professor
6.	Dr. Sarita Rana	Assistant Professor
7.	Ms. Harshita Gupta	Assistant Professor

Department of Education		
1.	Dr. Monika Davar	Assistant Professor
2.	Dr. Vipasha Rana (Head of the Dept.)	Assistant Professor
3.	Dr. Poonam Beniwal	Assistant Professor
4.	Dr. Kusum Gill	Assistant Professor
5.	Dr. Promila Dabas	Assistant Professor
6.	Dr. Arvind Kumar	Assistant Professor
7.	Dr. Usha Rani Malik	Assistant Professor
8.	Dr. Rajesh Gill	Assistant Professor
9.	Dr. Vivek Solanki	Assistant Professor
10.	Dr. Arti Bahuguna	Assistant Professor
11.	Dr. Monika Singh	Assistant Professor
12.	Dr. Vanita Anand	Assistant Professor

## ABOUT MAHARAJA SURAJMAL CENTRAL LIBRARY (MSCL)

**Maharaja Surajmal Central Library (MSCL)** was started in the year 1982 with a meager collection of Books and Journals. At present, MSCL library maintains well-accomplished stock of Text and Reference Books, Project Reports, Journals & Periodicals, Audio-Visuals, CDs, E-Resources etc. pertaining to different topics of educational programs.

MSCL supports the teaching of two Institutes namely, Maharaja Surajmal Institute and Maharaja Surajmal Institute of Technology.

The Central Library is located at First Floor (MSI Building) and Book-Bank at 3rd Floor in the same building.

### Library's Salient features

1. Fully Air-Conditioned Reading Rooms.
2. Wi-Fi enabled Library & Book-Bank.
3. Huge Collection of Rare Research Books on Humanities.
4. Book-Bank Facility.
5. Open Access System having Books arranged according to Call No./subject (i.e. as per DDC).
6. Fully computerized Library.
7. Access to Online/E-Journals, NPTEL, NDL, Subject Notes, Previous Year Question paper and other useful E-Resources through 30 computers with internet connectivity.
8. WebOPAC: All the books/journals/CDs, etc. are searchable by Author, Title, Subject, Keyword.
9. Online document Reservation System through WebOPAC.
10. Inter-Library Linkage Facility: Rare Books may be borrowed on loan from other libraries through DELNET Institutional Membership.
11. Eight qualified Library Staff having Post-Graduate degree in Library and Information Science.
12. Up-to-date Library Website linked to Institute's website.
13. ISO 9001: 2015 certified library.



### Facilities & Services

1. Subscription to IEEE, Springer Nature 3, Elsevier's ScienceDirect having collection of 3116 online/E-Journals/Conferences and 1788 E-Books from Springer Nature and DELNET.
2. Library Patrons can borrow the Documents on loan from central library for a specific period.
3. Scanning & Reprographic Facility.
4. Library Orientation Facility.
5. Current Awareness Service (CAS).
6. Selective Dissemination of Information (SDI).
7. Document Delivery Service (DDS).

### Collection

1. Library and Book-Bank have huge collection of 92,447 textbooks & reference books.
2. Central Library has 47,281 books (including 7,615 reference Books) and Book-Bank has 45,166 books. One textbook per subject is provided to each student @ Book-Bank.
3. Library and Book-bank has a collection of 2,708 CDs.
4. Subscription to 169 Printed Periodicals & Journals.
5. Subscription to 21 Printed general & technical Magazines.
6. Subscription to 15 Newspapers.

## INFRASTRUCTURE

### State of the art Computer Labs

MSI has nine highly sophisticated fully air-conditioned computer labs with state-of-the-art computer hardware & software. It is equipped with high quality modern peripherals to provide adequate opportunities and support for students and researchers to learn and innovate the technological skills for improved understanding of the fast changing business environment. Few highlights are as follows:

- Workstations equipped with latest Intel Core i5 processors.
- Licensed softwares
- High speed Internet Connectivity

### Research Labs

MSI has two well-equipped and well maintained research labs. Each lab has state-of-art equipment's necessary to conduct corresponding courses in that laboratory. Students may work on different software's to fulfill their academic and project needs. All these laboratories are well equipped with network printers. The internet facility is available for students in these labs where they can surf the internet to gather unlimited information and increase their knowledge. The students are provided with required resources having high end desktops for their project work.

### State of the art Classroom

The classrooms of MSI provide the most conducive atmosphere for focused discussion between the students and the faculty. The classrooms are air-conditioned, spacious and well ventilated to facilitate the teaching learning process. Classrooms have wall mounted LCD projectors.

### Hostel

Hallmark of a good institution is its ability to provide excellent amenities, besides quality education. Our institution provides separate hostel facilities for boys and girls with all necessary facilities for boarding and other recreational activities, to support goodwill, sociability and to play essential role in promoting community living among them. Our hostel facilities are embarked in such a way, that the students can feel homely and pursue their studies in serene atmosphere. We have Raja Mahendra Pratap Hostel which provides accommodation to 230 students (separately for boys and girls) in a spacious and elegant four storey building with all necessary facilities. The hostel rooms are well furnished and adequately ventilated. Round the clock security is available for students.

### Cafeteria

The college cafeteria is a popular meeting place for students. It serves a variety of eatables at moderate prices. The college operates one cafeteria.

### Guest Rooms

We have ten guest rooms, in order to provide accommodation to the guests, student guardians, officials, academicians for attending conferences / seminars/ workshops / officials meetings etc.

### Sports Ground

With the objective of developing a sound mind with a sound physical health, overall personality of students is dealt with prime priority at MSI. We emphasize on Sports and allied activities keeping a pace with

academics. The college encourages students to attain excellence in sports and provides all the necessary facilities and equipment to the students for maintaining physical fitness and good health. The lush green playground of 3 acres give opportunity to students to excel in sports of their choice such as cricket, football, badminton, volleyball etc. Apart from badminton, volleyball courts, the indoor sports facility for table tennis, chess, carrom etc. is also available.

### **Auditorium**

The college has an ultra-modern air-conditioned auditorium. It has a seating capacity of more than 550 people. It has an advanced light and sound system that is managed by specially designated support staff. It is equipped with a large stage, two green rooms, comfortable seating, wall paneling for acoustic effects, air conditioners and washrooms.

### **Seminar Hall**

The institute has two seminar halls with seating capacity of around 120. It is regularly used for conducting various seminars, student project presentations, talks, FDPs, ICT-based programs, cultural activities etc.

### **Conference Room**

The institute has a centrally air-conditioned conference room to provide facilities for academic meetings and programmes.

### **Medical Room**

College has a medical room with all the necessary first aid .On-call Doctor visit facility is also available.

## **BEST PRACTICES AT MSI**

### **Feedback System**

Feedback is essential for improvement. In Maharaja Surajmal Institute, we consider feedback as a tailoring mechanism for the departmental activities. Whether it is course content, teaching, teaching methodology, laboratories or libraries, sports, hostel or mess, each aspect is strengthened based on the feedback obtained separately from various stakeholders. Feedback is taken from Students, Parents and Alumni for the betterment of the institute and stakeholders.

### **Parent Contact Programme**

The institute organizes the Parent –Teachers Meeting on regular basis to share the progress of the students with their parents. The institute maintains a regular contact with the parents to share the performance of their ward through SMS, E-mails etc. This regular interaction with the stake-holders help in constantly improving the standards of the teaching –learning progress.

### **Entrepreneurship Development Cell**

MSI actively promotes entrepreneurship among its students and youths at large. An Entrepreneurship Cell has been set up to provide guidance and resources to the students with interest and aptitude.

### **Industry Interaction**

MSI maintains a symbiotic relationship with the industry with a vision to enhance overall knowledge ecology and produce industry-ready professionals.



### **Opportunities to Discover Self Potential**

Students of MSI get unmatched exposure by attending and interacting with eminent academicians, legal luminaries, corporate leaders, policy makers and scientists, who come to attend numerous academic conferences, seminars and workshops organized round the year.

### **Mentorship Programme**

With an objective to ensure all-round development of the students, MSI has implemented mentoring programme which looks after the academic as well as social and emotional development of the students. The 'Mentorship Programme', in which a teacher is placed as a mentor of a small group of students, enhances the all-round development of the students by ensuring an appropriate classroom environment, broadening curriculum participation and strengthening the bond between the students and the teachers. Mentors provide emotional as well as academic support guidance, motivation and also help them in their career growth.

### **Quality Management**

The internal quality assurance cell (IQAC) is established to ensure progressive improvement in the efficiency of the institute functioning.

### **Software Development Cell**

SDC is initiated with the ambition to discover and explore the technical skills of the students. The SDC conceives and mentors the development of new projects, thus provides an opportunity to the students to work in an organized team structure with delivery timelines.

### **Women Development Cell**

The role of women is of utmost importance as they are not merely the dependent beneficiaries but are active independent contributors to the socio-economic growth of society. The main aim of the cell is progress of the female students and faculty members of the institute, in the area of academics, co-curricular, self-defense and research.

### **ICT Enabled Pedagogy**

Institute has introduced effective ICT enabled learning management system like moodle. Google classrooms are created by all faculty members for facilitating teaching learning process. It is a virtual classroom that allows the teacher to create a virtual class and students to join the class by using their google email id's at msi-ggsip.org portal. It helps in providing study material, assignments, audio and video lectures, quiz and evaluating them virtually with flexibility and freedom to access. Online classes have been conducted with various apps namely google meet, zoom app, cisco webex app etc which are online web conferencing/meeting platform to create personalized learning environment.

### **Eco-Club**

The main purpose of the Eco club is to make students aware about environmental issues. A number activities such as excursions to national parks, lectures, cleanliness drive, quiz etc. are organized. Eco club caters the need of the hour by making youth from various disciplines aware about various challenges to biodiversity, environmental laws and conservation strategies.

### **Social Commitments**

The institute conducts various workshops for the students regularly to promote the community network which contributes in developing them to be good citizens. The Institute with the help of various student groups organizes blood donation camps, daan utsav and tree plantation drives and helps the lower strata of the population.

## NEW INITIATIVES

### Activities Conducted by ICT Academy

MSI is the prestigious member college of ICT Academy. ICT Academy is taking various great initiatives by organizing various activities:

- SkyCampus - Digital Knowledge Session
- Online Faculty Development Programs (FDPs)
- New India Learnathon 2020 - The Massive Student Online Learning Challenge
- Power Seminars for Students by Industry Experts

### Summer/Winter School

Summer training/Internship/ Winter training are educational and career development opportunities, providing practical experience in a field of technology, management and education.

### Advance Excel Training

MSI hosted the Financial Literacy Training of 200 Hrs. Major topics covered during training were :Banking and its Operations, mutual fund, CIBIL score, Loans and debt recovery, customer care, Soft Skills, Communication Skills, presentation skills, time management, team building, creative thinking and leadership skills.

### Skill Development Programme

With a focus towards building upon the needed industry skillset, MSI endeavours to make available Skill Acquisition Program, under which students are skilled to be an industry ready resource, thereby ensuring an industry relevant candidature. Various companies have signed MOU with MSI for skill development training on Digital Marketing, Entrepreneurship, Advanced Excel and Financial Markets.

### Pre-Placement Activities

The Pre placement training programs are conducted by the in-house trainers as well as the experts from industry. We choose our trainers from various professional bodies and many others who could mould personality of the students and make them suit the needs of industry. Workshop seminars and special lectures are held at regular intervals for the students.

## STUDENTS LIFE ATMSI

Life at MSI is a vibrant blend of class lectures, study sessions, management fests and competitive sports meets. An environment of caring and sharing is what makes us different. Despite a highly competitive spirit amongst students to excel academically, the atmosphere outside the classroom is one of great comradeship. A fresher is greeted with warmth and is made a part of the student fraternity. Intense academic rigour and an incredible phenomenon called the MSI culture together make up for a hectic yet heady concoction of work and play.

### Societies at Campus

Apart from academic excellence, the college firmly believes in the complete development of moral, physical and intellectual realms. For this there are several societies to foster comradeship amongst the students. These are:

Bitsplease	: Technical Society	Innovision	: Photography Society
Veda	: Quiz Society	Rekt	: Gaming Society
VITT	: The Finance and Investment Society	Antra Encore	: Singing Society
Natraj	: Dancing Society	Meraki	: The Fine Arts Society
Advertere	: Marketing Society	Sifar	: Dramatic Society
Tark	: Literary Society		

### Activities, Workshops, Seminars, Special Lectures and Industrial Visits

Workshops, seminars, special lectures, and industrial visits add to the skill set and competencies of confidence, wealth of knowledge, sense of camaraderie, motivation and improved communication. In the session 2019-20 MSI organized 1 National Conference, 2 Faculty Development Programmes, 3 Skill Development Programmes, 18 workshops, 5 seminars, 12 special lectures, 4 industrial visits and 43 other activities.

## UTILITY SERVICES

### Bank

The college has an in-campus branch of 'Indian Overseas bank' and 'Bank of India' to facilitate banking services to the students and staff members.

### Photocopier outlet

The college also has a photocopier outlet to provide photocopy, printing, compiling and binding facilities to the students and staff. The outlet remains open on all working days during college hours.

### Parking

The college has a separate two wheelers parking lot for the students in the campus near Gate No.1.

## AWARDS

### Best Faculty Award

The institute every year rewards the best faculty on the basis of laid down criterion.

### Best Employee Award

Such awards encourage the employees to enhance their productivity and morale. It creates a culture of mutual respect for employees at all levels.

### Rahul Gumber Memorial Excellence Award

This award was started in the name of our late student Mr. Rahul Gumber, of BBA II Shift. The award would be given to overall topper of BBA I Year, II Year & III Year respectively.

## SCHOLARSHIP

To Boost the morale of the students MSI provides scholarship to meritorious student of all Programmes.

- University Toppers/Gold Medalist
- Exemplary Performers
- Programme (Shift Wise)Toppers with a cash prize of Rs. 10,000 to first position holder ; Rs. 7,000 to the second position holder and Memento to the third position holders of each Programme.

## IMPORTANT COMMITTEES FOR STUDENT WELFARE

The Institute has well managed committees to ensure the safety, security and well-being of each student.

Committee	Convenor	e-mail. id.
Grievance Redressal Committee (Fully functional in Online Mode)	Dr. Harish Singh	harishsingh@msi-ggsip.org
Anti-Ragging Committee	Dr.Seema Shokeen	seemashokeen@msi-ggsip.org
Discipline Committee	Dr. Harish Singh	harishsingh@msi-ggsip.org
Student Welfare Committee	Dr. Anupama Sharma	anupamasharma@msi-ggsip.org
Committee for Students with Disabilities	Dr. Harish Singh	harishsingh@msi-ggsip.org
Women Development & Safety Cell	Dr. Promila Dabas	promiladabas@msi-ggsip.org
Student Counselling Committee	Dr. Vanita Anand & a Counsellor on call	vanitaanand@msi-ggsip.org

## GLIMPSE OF ACTIVITIES



Annual Cultural Fest - Genesis 2020



New Initiatives – Summer School



## GLIMPSE OF ACTIVITIES



Annual Sports Meet



Annual Day 2020

## GLIMPSE OF ACTIVITIES



### Industrial Visit



### Pre-Placement Activities

## PUBLICATIONS

### Creation

Creation is the annual magazine of Maharaja Surajmal Institute. Creation has a great educative value. It instigates creative perspective of students to explore myriads of implicit tenets in technical as well as aesthetic field.

### MSI-News

MSI News is the annual newsletter of the Institute. The purpose of the newsletter is to highlight the events for the benefit of students and faculty. It also encompasses recent events celebrated in the college in scholastic as well as in creative domain. It records and corroborates students' achievements and contributions in all spheres of learning including sports and other co-curricular activities.

### Parichay

Maharaja Surajmal Institute Journal of Applied Research is a bi-annual research journal of Maharaja Surajmal Institute. It is a refereed and highly professional journal covering information technology, management, education, other interdisciplinary field, its evolution and future prospects.

## ACHIEVEMENTS OF FACULTY (IN THE SESSION 2019-2020)

MSI boasts of a well-qualified and dynamic faculty.. Faculty regularly present papers in seminar and conferences, attend FDPs and MDPs, publish books and ensure quality in teaching learning process.

### Papers Published/Presented By Faculty

a)	National	:	79
b)	International	:	17

### Seminars/Conf/Workshops/FDP attended

a)	National	:	231
b)	International	:	3

### Books Published

a)	National	:	6
b)	International	:	2

## CAMPUS PLACEMENTS

The Institute helps each student in exploring placement opportunities by inviting various companies for campus recruitment of students who are in the final year of the programme.

The placement department works diligently towards providing students with genuine opportunities to give their career a kick start. Our collaboration with various industries has resulted in mutual benefits for students, as well for the industry. We encourage all private and government sector organizations to participate in the recruitment process towards the overall development of the students. Listed below are some of the companies of the session 2019-2020 that visited MSI for recruitment.

S. no.	Company's name	no. of Students Placed	Programme	Package [Per annum]
1	ZS Associates	2	BCA	5.78 LPA plus allowances
2	Deloitte	19	BCA	3.30 LPA plus allowances
3	Daffodil	3	BCA	1.8 LPA
4	Capgemini	23	BCA	3.0 LPA
5	Wipro CC	3	BCA	3.0 LPA
6	Infosys	44	BCA	2.22 LPA
7	TCS	18	BCA	1.8 LPA
8	FIS Google	8	BCA	3.6LPA + Perks
9	FIS Voda	10	BCA	3.25LPA + Perks
10	NIIT	4	BCA	4.0 LPA
11	Wipro (WIMS)	20	BCA	1.85LPA + M.Tech.
12	ZS Associates	3	BBA	5.78 LPA plus allowances
13	TRANSWEB EDUCATIONAL SERVICES	11	BBA	3-6 LPA
14	IHS MARKIT	17	BBA	3.8LPA
15	WIPRO CC	16	BBA	3.08LPA
16	GOOGLE FIS	16	BBA/B.Com.	3.6LPA
17	CONCENTRIX	172	BBA/B.Com.	
18	PUBLICIS MEDIA	13	BBA	3.2LPA
19	THE KNOTTY TALES	6	BBA	4.8LPA
20	AMAZON CUSTOMER SERVICES	99	BBA/B.Com.	3.0 LPA + Allownces
21	FIS/VODA	50	BBA/B.Com.	3.22 LPA
22	IPRIMED	awaited	BBA/B.Com.	1.79 LPA + ALLOWANCES
23	PLANETSPARKS	awaited	BBA/B.Com.	5.25LPA
Highest salary package: 5.78 Lakhs per Annum				

The students of Department of Education have been placed in well reputed school in Delhi and NCR regions. The following are the names of some of the well reputed schools where the students have been placed.

1.	St.Mark's Sr.Sec School Meera Bagh
2.	Lt.Atul Katarya Memorial School.Gurugram
3.	Adarsh Public School,Vikaspuri
4.	Faith Academy Pusa road,Patel Nagar
5.	Bal Bhawan Public School,Mayur Vihar
6.	St.Mary's School Safdarjang Enclave
7.	St.Mark's public School Janakapuri
8.	Lt.Atul Katarya Memorial School.Gurugram
9.	St.Mark's Sr.Sec School Meera Bagh
10.	St.Mark's Sr.Sec School Meera Bagh

From batch:2017-19of department of education, 25 students have been placed in govt./Aided/Pvt. Schools as PRT/PGT/TGT, 4 of the students are self-employed, one of the student is employed in college as an assistant professor and rest are preparing for higher education and entrance tests.



## CONDUCT & DISCIPLINE

### Code of Conduct

MSI has a reputation of being one of the best disciplined colleges in the GGSIP University. While being an eminently 'fun place' to study in, our students observe the code of good conduct happily.

- When a student seeks admission to the College, it is assumed by the College that he/she has an earnest purpose.
- He/She is expected to aim at the highest achievement in every sphere and to conduct himself /herself in a responsible and dignified manner.
- By joining the college the student is bound by all its Rules and Regulations.
- Every student must be dressed decently and neatly, befitting the academic environment. Student must adhere to the dress code on prescribed days /during examination/industrial visit/seminars/workshop.
- MSI is a nonsmoking zone. Smoking and consumption of alcohol within the college premises or near the college is strictly prohibited.
- Students must take proper care of the property of the Institute, fittings, fixtures, equipments, teaching aids and help in keeping the premises neat and clean. Students must not disfigure walls, tables or benches. Any willful damage to the property of the college will be treated as breach of discipline.
- In case of change in residential address, the same must be intimated in writing under the signature of parents/guardians to the college office without delay.
- Ragging in any form is strictly prohibited within the campus of the Institute. Any student found guilty of participating in or encouraging ragging within the institute's premises would face severe disciplinary action.
- The Director may, at his discretion, expel student(s) from the Institute for any act of indiscipline.
- Students must maintain strict silence in the Classroom, Library, Reading Room, Laboratories and in the Corridors where Classrooms are located.
- Students are not allowed to invite any outsider to the college or to the college canteen.
- Failure to observe any of the above rules will call for disciplinary action against the student.

### Discipline in Attendance

A student is required to have a minimum attendance of 75% in aggregate in a semester/year. However, Director in case of University maintained/affiliated Institute may condone attendance shortage up to 5% for individual students for reasons beyond the control of the students.

### Notice Boards

The college notice boards are used to convey official and other information to students. Once a notice has appeared on the notice board, ignorance of it cannot be pleaded as justification for non-observance of college rules.

### Identity Card

The Identity Card establishes the student's identity both within and outside the college. Students are required

to carry their I-cards with them. They may be called upon to produce their identity cards at any time by any of the College Staff. Students without their Identity card are liable to be sent home.

### **Mobile Phones**

Students are not allowed to use mobile phones during class hours. Mobile phones should be switched off during lecture hours. Students are requested to use their mobile phones in a disciplined manner on the campus only. Students are warned that the phone will be confiscated if it rings in the course of the lecture.

### **Ragging is an Offence**

Ragging means any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

Depending upon the nature and gravity of the offence as established by the Anti- Ragging committee of the institution, the possible punishment for those found guilty of ragging shall be any one or any combination of the following:

1. Suspension from attending classes and academic privileges.
2. Withholding scholarship and other benefits.
3. Debarring from appearing in any test/ examination or any other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
6. Suspension/ expulsion from the hostel.
7. Cancellation of admission.
8. Rustication from the institution.
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
10. When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment

### **Evaluation and Award of Degree**

The overall weightage of a course in the syllabi and scheme of examination is determined in terms of credits assigned to the course. Obtaining a minimum of prescribed credit decided by GGSIPU in aggregate in each course is essential to earn the assigned credits.

# COURSE CURRICULUM

(Detailed Syllabus is available at <http://ipu.ac.in/syll.php>)

## Bachelor of Business Admn. (BBA-Gen)

### First Semester

Paper Code	Paper title
BBA 101	Management Process & Organizational Behaviour
BBA 103	Business Mathematics
BBA 105	Financial Accounting & Analysis
BBA 107	Business Economics
BBA 109	Compute Applications
BBA 111	Compute Applications Lab

### Second Semester

Paper Code	Paper title
BBA 102	Cost Accounting
BBA 104	Quantitative Techniques
BBA 106	E-Commerce
BBA 108	E-Commerce Lab
BBA 110	Business Communication
BBA 112	Business Environment

### Third Semester

Paper Code	Paper title
BBA 201	Business Laws
BBA 203	Marketing Management
BBA 205	Business Ethics & Corporate Social Responsibility
BBA 207	Management Accounting
BBA 209	Indian Economy
BBA 211	Environmental Science (NUES)*

### Fourth Semester

Paper Code	Paper title
BBA 202	Human Resource Management
BBA 204	Financial Management
BBA 206	Research Methodology
BBA 208	Research Methodology Lab
BBA 210	Information System Management
BBA 212	Information System Management
BBA 214	Managerial Skill Development (NUES)*

Note: At the end of fourth semester all the students shall have to undergo Summer Training for Six to Eight Weeks.

\*NUES: Non University Examination Scheme

### Fifth Semester

Paper Code	Paper title
BBA 301	Income Tax Law and Practice
BBA 303	Production & Operations Management
BBA 305	Service Marketing
BBA 307	Entrepreneurship Development
BBA 309	Goods & Services Tax (GST)
BBA 311	Summer Training Report

Note: At the end of fourth semester all the students shall have to undergo Summer Training for Six to Eight Weeks.

\*NUES: Non University Examination Scheme

## Sixth Semester

Paper Code	Paper title
BBA 302	Project Management
BBA 304	Digital Marketing
BBA 306	International Business Management
BBA 308	Business Policy & Strategy
BBA 310	Sales & Distribution Management
BBA 312	Project Report

## Bachelor of Business Administration (Banking & Insurance)

### First Semester

Paper Code	Paper title
BBA(B&I) 101	Management Process & Organizational Behaviour
BBA(B&I) 103	Financial Accounting & Analysis
BBA(B&I) 105	Principles of Banking
BBA(B&I) 107	Business Economics
BBA(B&I) 109	Computer Applications
BBA(B&I) 111	Computer Applications Lab

### Second Semester

Paper Code	Paper title
BBA(B&I) 102	Business Mathematics
BBA(B&I) 104	Cost Accounting
BBA(B&I) 106	Principles of Insurance
BBA(B&I) 108	Business Laws
BBA(B&I) 110	Business Communication
BBA(B&I) 112	Minor Project Report

### Third Semester

Paper Code	Paper title
BBA(B&I)201	Quantitative Techniques
BBA(B&I)203	Marketing Management
BBA(B&I)205	Regulatory Framework of Insurance Sector
BBA(B&I)207	Management Accounting
BBA(B&I)209	Business Environment
BBA(B&I)211	Environmental Science (NUES)*

### Fourth Semester

Paper Code	Paper title
BBA(B&I) 202	Management of Commercial Banks
BBA(B&I) 204	Business Ethics and Corporate Social Responsibility
BBA(B&I) 206	Banking Law & Practice
BBA(B&I) 208	Financial Management
BBA(B&I) 210	Research Methodology
BBA(B&I) 212	Research Methodology Lab
BBA(B&I) 214	Managerial Skill Development (NUES)*

\*Note: After the end of fourth semester all the students shall have to undergo summer training for six to eight weeks.

\*NUES: Non University Examination Scheme

## Fifth Semester

Paper Code	Paper title
BBA(B&I) 301	Income Tax Law and Practice
BBA(B&I) 303	Practice of Life Insurance
BBA(B&I) 305	Human Resource Management
BBA(B&I) 307	Marketing of Financial Products & Services
BBA(B&I) 309	E-commerce
BBA(B&I) 311	E-Commerce Lab
BBA(B&I) 313	Summer Training Report

## Sixth Semester

Paper Code	Paper title
BBA(B&I) 302	Project Management
BBA(B&I) 304	Practice of General Insurance
BBA(B&I) 306	Business Policy & Strategy
BBA(B&I) 308	Information Systems Management
BBA (B&I)310	Information Systems Management Lab
BBA (B&I)312	Goods & Services Tax(GST)
BBA (B&I)314	Project Report

## Bachelor of Commerce (Hons.)

### First Semester

Paper Code	Paper title
BCOM 101	Management Process & Organizational Behavior
BCOM 103	Financial Accounting
BCOM 105	Micro Economics
BCOM 107	Business Communication
BCOM 109	Computer Applications
BCOM 111	Computer Applications Lab

### Second Semester

Paper Code	Paper title
BCOM 102	Business Mathematics
BCOM 104	Business Laws
BCOM 106	Macro Economics
BCOM 108	Cost Accounting
BCOM 110	Business Studies
BCOM 112	Minor Project Report

### Third Semester

Paper Code	Paper title
BCOM 201	Marketing Management
BCOM 203	Management Accounting
BCOM 205	Human Resource Management
BCOM 207	Business Ethics & Corporate Social Responsibility
BCOM 209	Business Statistics
BCOM 211	Computerized Accounting Software (Computer Lab)
BCOM 213	Managerial Personality Development (NUES)*

## Fourth Semester

Paper Code	Paper title
BCOM 202	Fundamentals of Financial Management
BCOM 204	Auditing
BCOM 206	Corporate Accounting
BCOM 208	Indian Economy
BCOM 210	Financial Modeling
BCOM 212	Financial Modeling Lab
BCOM 214	Research Methodology
BCOM 216	Research Methodology Lab

*Note: At the end of fourth semester all the students shall have to undergo Summer Training for Six to Eight Weeks.*

## Fifth Semester

Paper Code	Paper title
BCOM 301	Income Tax Law & Practices
BCOM 303	Entrepreneurship Development
BCOM 305	Information System Management
BCOM 307	Information System Management Lab
BCOM 309	Summer Training Report
BCOM	Elective I( Any one of the following)

*The students will choose one elective paper from given electives*

*BCOM 311: Investment Management*

*BCOM 313: Financial Market & Institutions*

*BCOM 315: Sales & Distribution Management*

*BCOM 317: Advertising & Brand Management*

*BCOM319:Industrial Relations & Labour Laws*

*BCOM 321: Training & Development*

## Sixth Semester

Paper Code	Paper title
BCOM 302	Project Management
BCOM 304	Goods & Services Tax (GST)
BCOM 306	E-Commerce
BCOM 308	E-Commerce Lab
BCOM 310	Environmental Science (NUES)*
BCOM 312	Research Project
BCOM	Elective II (Any one of the following)

*\*NUES: Non University Examination System*

*The students will choose one elective paper from given electives*

*BCOM 314: Introduction to Derivatives*

*BCOM 316: Principles of Insurance*

*BCOM 318: Service marketing*

*BCOM 320: International Business Management*

*BCOM 322: Compensation Management*

*BCOM 324: Organizational Development*

## Bachelor of Computer Science (BCA)

### First Semester

Paper Code	Paper title
BCA 101	Mathematics-I
BCA 103	Technical Communication
BCA 105	Programming Language C
BCA 107	Introduction to Computer & IT
BCA 109	Physics
BCA 151	Practical-I IC Prog Lab
BCA 153	Practical-II IIT Lab
BCA 155*	Practical-Communication Skills

*\*NUES(Non University Examination Scheme)*



## Second Semester

Paper Code	Paper title
BCA 102	Mathematics-II
BCA 104	Principles of Management
BCA 106	Digital Electronics
BCA 108	Data Structure Using C
BCA 110	Database Management System
BCA 152	Practical-III DS Lab
BCA 154	Practical-IV DBMS Lab
BCA 156*	Cyber Ethics

\*NUES(Non University Examination Scheme)

## Third Semester

Paper Code	Paper title
BCA 201	Mathematics-III
BCA 203	Compute Architecture
BCA 205	Front End Design Tool VB .NET
BCA 207	Principles of Accounting
BCA 209	Object Oriented using C++
BCA 251	Practical-V .NET Lab
BCA 253	Practical-VI C++ Lab
BCA 255*	Software Development Skills

\*NUES(Non University Examination Scheme)

## Fourth Semester

Paper Code	Paper title
BCA 202	Mathematics-IV
BCA 204	Web Technologies
BCA 206	Java Programming
BCA 208	Software Engineering
BCA 210	Computer Networks
BCA 252	Practical-VII Java Lab
BCA 254	Prac.-VIII Web Tech Lab
BCA 256*	Personality Development Skills

Note: Summer training will be held for 4 weeks after the end of fourth semester. Viva-Voce will be conducted in fifth semester.

## Fifth Semester

Paper Code	Paper title
BCA 301	Operating System
BCA 303	Computer Graphics
BCA 305	E-Commerce
Electives, select any One (307-315)	
BCA 307	Software Testing
BCA 309	Microprocessor
BCA 311	Advance Computer Networks
BCA 313	Web Based Programming
BCA 315	Business Economics
BCA 351	CG Lab Practical-IX
BCA 355*	Summer Project
BCA 357	Minor Project

Note: Summer training will be held for 4 weeks after the end of fourth semester. Viva-Voce will be conducted in fifth semester.

## Sixth Semester

Paper Code	Paper title
BCA 302	Data Ware Housing & Data Mining
BCA 304	Mobile Computing
BCA 306	Linux Environment
Electives (308-316, select any one)	
BCA 308	Multimedia & its Applications
	Computer Networks

BCA 310	Bio Informatics Elective, Any One
BCA 312	Artificial Intelligence
BCA 314	Network Security
BCA 316	Network Programming
BCA 352	Practical-X Linux Lab
BCA 356	Major Project
BCA 358*	Seminar

## Bachelor of Education

### First Semester

Paper Code	Paper title
B.ED 101	Childhood and Growing up
B.ED 103	Philosophical Foundations of Education
B.ED 105	Language Across the Curriculum
B.ED 107	Understanding Discipline & Subjects
B.ED 109	Critical Understanding of ICT
B.ED 111	School Organisation & Management
B.ED 155	Practical Understanding the Self
B.ED 157Practical	Drama and Art in Education
B.ED 159Practical	PSE(Preliminary School Engagement)

### Second Semester

Paper Code	Paper title
B.ED 102	Learning & Teaching
B.ED 104	Historical and Sociological Foundations of Education
B.ED 106	Assessment of Learning
B.ED 116-150	Pedagogy of a School Subject-(1)
B.ED 116-150	Pedagogy of a School Subject-(2)
B.ED 152Practical	Reading & Reflecting on Texts
B.ED 154Practical	PSE-II

### Third Semester

Paper Code	Paper title
B.ED 251 & B.ED 253 Practical	Internship Part-I Internship
B.ED 255 & B.ED 257	Part-II Practical

### Fourth Semester

Paper Code	Paper title
B.ED 210	Gender, School and Society
B.ED 212	Knowledge & Curriculum: Perspectives in Education
B.ED 214	Guidance & Counselling
B.ED 216	Environmental Education
B.ED 218	Creating an Inclusive School
B.ED 252	
Practical	Reflection on school experience
B.ED	Optional ( Any one of the following)

The students will choose one optional course from the following:

BED 220 Value Education  
BED 222 Health & Physical Education  
BED 224 Adult & Population Education  
BED 226 Peace Education  
BED 228 Work Education  
BED 230 Education of the Marginalised groups  
BED 232 Life Skills Education  
BED 234 School Leadership

# Guru Gobind Singh Indraprastha University

**Sector 16-C, Dwarka, New Delhi-110078**

## **Anti-ragging undertaking (affidavit) By the Student**

1. I, ..... S/o D/o Mr./Mrs./Ms. ...., having been admitted to....., 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 I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations. 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 on .....

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 (place)..... on this the (day) .....of (month)....., (year)

Signature of Deponent

# **Guru Gobind Singh Indraprastha University**

**Sector 16-C, Dwarka, New Delhi-110078**

## **Undertaking By Parents / Guardian**

1. I, Mr./Mrs./Ms..... father/mother/guardian of .....having been admitted to ..... , 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 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 my ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations. 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 on .....

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 (place)..... on this the (day) .....of (month)....., (year)

**Signature of deponent**

[illegible]

(Affiliated to Guru Gobind Singh Indraprastha University, Delhi)

C-4, JanakPuri, New Delhi -110058.

**Admission Form for the Session: 2020-2021 (Submitted to the Class Coordinator)**

passport size  
Photograph  
(coloured)  
duly self  
attested.

Enrolment No. \_\_\_\_\_ BATCH : \_\_\_\_\_

### 1. Student Name

[illegible]

Student Mobile No:

Student Email-ID: \_\_\_\_\_

2. **Date of Birth** (DD/MM/YY): 

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3. Sex: ☐ Male ☐ Female

4. Marital Status (Please tick): Married ☒ Unmarried ☐

**5. Nationality:**

## 6. correspondence Address

[illegible]

## 7. Permanent Address

[illegible]

**8. a) Father's Name**

[illegible]

b) Father's Occupation (Tick the relevant)

☐ Service

☐ Business☐ Others

c) Father's Designation with Office address

[illegible]

Father's Mobile No : 

--	--	--	--	--	--	--	--	--

Father's Email-Id: \_\_\_\_\_

9. a) **Mother's Name**

[illegible]

b) Mother's Occupation (Tick the relevant)

Service

Housewife

Others	1
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c) Mother's Designation with Office address

[illegible]

Mother's Mobile No : 

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Mother's Email-Id: \_\_\_\_\_



☐ N.R.I.    ☐ Gen.    ☐ Defence    ☐ S.C./ST/OBC    ☐ Others

[illegible]

**11. Academic Record (Matric onwards):** (Attach copy of relevant certificates with Mark sheet)

Exam.Passed	University/ Board	Year of Passing	Subjects offered	Maximum Marks	Marks Obtained	%age

**c). XII class: With Maths/ Without Maths**

## DECLARATION

**Signature of the candidate**

***FOR OFFICE USE***

**Signature of Director**

<b>Enrolment No.</b>								
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(Affiliated to Guru Gobind Singh Indraprastha University, Delhi)

C-4, Janakpuri, New Delhi -110058.

## Admission Form for the Session: 2020-2021 (Submitted to the Office)

<input type="checkbox"/>	BBA (I Shift)	<input type="checkbox"/>	BBA (II Shift)	<input type="checkbox"/>	BBA (B&I) (I Shift)
<input type="checkbox"/>	BBA(B&I) (II Shift)	<input type="checkbox"/>	BCA (I Shift)	<input type="checkbox"/>	BCA (II Shift)
<input type="checkbox"/>	B.Com(H) (I Shift)	<input type="checkbox"/>	B.Com(H) (II Shift)	<input type="checkbox"/>	B Ed

Add recent  
passport size  
Photograph  
(coloured)  
duly self  
attested.

C.E.T. Roll No. \_\_\_\_\_ RANK : \_\_\_\_\_ BATCH : \_\_\_\_\_

Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_

### 1. Student Name

[illegible]

**Student Mobile No:**

Student Email-ID: \_\_\_\_\_

## 2. complete Postal Address

[illegible]

**3. a) Father's Name**

[illegible]

b) Father's Occupation (Tick the relevant)	Service	Business	Others
--	---------	----------	--------

c) Father's Designation with Office address

[illegible]

Father's Mobile No: | | | | | | | | | |

Father's Email-Id: \_\_\_\_\_

**4. a) Mother's Name**

[illegible]

b) Mother's Occupation (Tick the relevant) ☐ Service ☐ Housewife ☐ Others

c) Mother's Designation with Office address

[illegible]

Mother's Mobile No :

Mother's Email-Id:

5. Date of Birth (DD/MM/YY):

6. Sex:	Male	Female
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**7. Marital Status** (Please tick): ☐ Married ☐ Unmarried

**8. Nationality:**\_\_\_\_\_

☐ N.R.I.      ☐ Gen.      ☐ Defence      ☐ S.C./ST/OBC      ☐ Others

Name of the sponsor																													
Relation															Address														

Exam.Passed	University/ Board	Year of Passing	Subjects offered	Maximum Marks	Marks Obtained	%age

**Signature of Director**



**Temporary ID Card (Validity: 31st Oct 2020)**  
**MAHARAJA SURAJMAL INSTITUTE**  
(Affiliated to GGS Indraprastha University)  
C-4, Janakpuri, New Delhi – 110058  
Tel.:25528116/7, 25552667, Telefax: 25528116



Student's sign.

Name: .....  
Father's Name: .....  
Date of Birth:..... Blood Group:.....  
Course:..... Batch: .....  
CET No.:..... Shift: .....  
Res. Address:.....  
Phone: .....

Director

**Note:**

1. In case of mis-use of ID card, holder will be responsible.
2. This ID card is not transferable, in any case.
3. Loss of ID card must be reported immediately to the Director.
4. This ID card must be produced/surrendered, as and when being asked by the authorities of the Institute.
5. In case the ID card is lost, new card will be issued on payment of Rs 50/-

**If found, please return to Institute**

**Maharaja Surajmal Institute ID card**

(Please fill the following information in CAPITAL Letters only)

Please paste your  
photograph here

(Do not staple)

Name : \_\_\_\_\_

Father's Name : \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Blood Group: \_\_\_\_\_

course: \_\_\_\_\_ Batch: \_\_\_\_\_

Enrollment No.: \_\_\_\_\_ Shift : \_\_\_\_\_

Residential Address: \_\_\_\_\_

Phone : \_\_\_\_\_

Student Sign. must be within the  
above box



## SMES CREDENTIALS

- Affiliated to Guru Gobind Singh Indraprastha University (GGSIPU) New Delhi
- NAAC accredited 'A' Grade, recognized by UGC u/s 2(f)
- State of the Art Laboratories
- In Campus Guest House & an Auditorium with 600 Capacity
- 04 State of Art Seminar Halls
- 02 well equipped Conference Halls
- Highly Experienced & Devoted Faculty
- Regular FDP / Workshop/ Seminar/ National & International conferences
- Personality Development Programmes
- Guest lectures from eminent personalities
- Industrial visit/Education Tours
- One day Picnic/Field trips for students
- ISO 9001: 2015 certified Library
- Optimum student –teacher ratio for interactive classroom sessions
- Enhancing presentation and interview skills
- Dedicated Placement Cell, track record of 100% placement of eligible students
- Remedial Classes to weak and slow learner students
- Mentoring students on regular basis
- Ample space for parking
- Sports facilities- students are allowed to participate College/University/State/National Level
- 24 X 7 Wi-Fi Internet Facility & Power Backup
- Separate Hostel for Boys & Girls
- Photo-Copier Shop in Campus
- In Campus bank facility
- Scholarships offered to meritorious students
- Course curriculum designed as per University norms & directives blended with latest industry requirements
- Purified drinking water facility
- The institution has taken every measure for prevention of fire in any circumstances and has installed Fire Extinguishers for the entire campus for the safety of students and staff members
- Cameras are installed in the college premises for the safety of Students and Staff.



**MAHARAJA SURAJMAL INSTITUTE**

(Affiliated to Guru Gobind Singh Indraprastha University)

Recognized by UGC, u/s 2(f), NAAC Accredited 'A' Grade

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