MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s of 3 UGC Act, 1956)
Accredited by NAAC with 'A' Grade

Ref: MGMIHS/X-I/2019   Date: 12.11.2019

NOTIFICATION NO: 207/2019

ONLINE STUDENT REGISTRATION FOR BPO COURSE SUPPLEMENTARY EXAMINATIONS, DECEMBER- 2019

NAME OF CENTRE: MGM MEDICAL COLLEGE, NAVI MUMBAI

	Date
Opening of Online Registration Process by Students	18.11.2019
Closing of Online Registration Process by Students	20.11.2019
Filling of Internal Assessment / attandance by respective Head of the Department	21.11.2019 to 22.11.2019 (5 pm)
Payment of Examination Fees and completion of online examination form by students using own login ID with late fee	23.11.2019 to 26.11.2019 (5 pm)
Generation of online Hall Tickets by Students	28.11.2019 to 29.11.2019 (5 pm)

STEPS FOR COMPLETION OF ONLINE APPLICATION FORMS

Steps	Activity
Step -1	Online Registration of Candidate at MGMIHS website (Student section) by PRN number, uploading phone number and E-mail address. While the e-mail address will remain as user-id, the student has to generate own password to remember.
Step -2	Students will now upload own Scanned signature and recent good quality, Full Face, Passport size, colored photo with Navy Blue background to the said portal using their login ID and password.

Specifications of Photograph
Caps, hats and dark glasses are not acceptable.

Scanner Properties of Photograph:	Cropping Properties of Photograph:
• Dpi setting = 200 dpi • True Color • File Format: (*.jpeg, *.jpg, *.jpe)	• File Size must be between 60KB to 100KB • Height must be 4.5 cm. • Width must be 3.5 cm.

	Specifications of the Signature	
	The signature is proof of identity, it must be genuine and in full.	
	Scanner Properties of Signature:	**Cropping Properties of Signature:**
	Dpi setting = 200 dpi	File Size must be between 10KB to 30KB.
	True Color	Height must be 1.5 cm.
	File Format : (*.jpeg, *.jpg, *.jpe)	Width must be 3.5 cm.
Step -3	After approval of attendance, thesis approval and "No dues" by the Dean a pre-filled application form will be automatically generated in the system upon login. The student will be able to see the exact deficiency if in order to be eligible to proceed further for payment examination fees.	
Step -4	The offline payment gateway from "SBI pay" will be reflected on student's login once s/he generates the online examination form. The student now proceeds to pay examination fees (INR 4500/-) at SBI pay gateway, collecting a challan/DCR.	
Step -5	The student will key in the challan number in the prefilled application form in the drop down menu at his/her login in the portal.	
Step -6	Accounts department at MGMIHS will retrieve the DCR from SBI website next very day and reconcile payments. After verifying all other eligibility conditions the on-line application form will be cleared by the examination section.	
Step -7	Thereafter, the student can generate own hall-ticket online	

Jt. Controller of Examinations

Copy forwarded to:

1. The Registrar, MGM Institute of Health Sciences, Navi Mumbai with a request to urgently upload in MGMIHS website.
2. The Dean, MGM Medical College, Navi Mumbai / Aurangabad
3. The Head of the Department , MGM Institute's Department of Prosthetic & Orthotic, Kamothe, Navi Mumbai
4. The Dy. Registrar (Regional Office), MGMIHS, Aurangabad
5. The Accounts Dept, MGMIHS, Navi Mumbai
6. Notice Board for information of students