



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: 28.11.2019

NOTIFICATION NO:222/2019

ONLINE EXAMINATION FORMS FOR SECOND, THIRD (PART-I) AND (PART-II) MBBS EXAMINATIONS, JANUARY 2020

NAME OF CENTRE : MGM MEDICAL COLLEGE, NAVI MUMBAI / AURANGABAD

	Date
Opening of Online Registration Process by Students	02.12.2019
Closing of Online Registration Process by Students	07.12.2019
Filling of Internal Assessment / attendance by respective Deans	09.12.2019 to 16.12.2019 (5 pm)
Payment of Examination Fees by students using own login ID	17.12.2019 to 20.12.2019 (5 pm)
Generation of online Hall Tickets by Students	26.12.2019 to 27.12.2019

STEPS FOR COMPLETION OF ONLINE EXAMINATION 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. Those already register for last annual examination need not repeat now.												
Step -2	Those not registered earlier will upload own Scanned signature and recent good quality, full face, passport size colored photo with Navy Blue background to the said portal using login ID and password already generated. <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th colspan="2">Specifications of Photograph</th> </tr> </thead> <tbody> <tr> <td colspan="2">Caps, hats and dark glasses are not acceptable.</td> </tr> <tr> <td> Scanner Properties of Photograph: <ul style="list-style-type: none"> • Dpi setting = 200 dpi • True Color • File Format: (*.jpeg, *.jpg, *.jpe) </td> <td> Cropping Properties of Photograph: <ul style="list-style-type: none"> • File Size must be between 60KB to 100KB • Height must be 4.5 cm. • Width must be 3.5 cm. </td> </tr> <tr> <th colspan="2">Specifications of the Signature</th> </tr> <tr> <td colspan="2">The signature is proof of identity, it must be genuine and in full.</td> </tr> <tr> <td> Scanner Properties of Signature: <ul style="list-style-type: none"> Dpi setting = 200 dpi True Color File Format : (*.jpeg, *.jpg, *.jpe) </td> <td> Cropping Properties of Signature: <ul style="list-style-type: none"> File Size must be between 10KB to 30KB. Height must be 1.5 cm. Width must be 3.5 cm. </td> </tr> </tbody> </table>	Specifications of Photograph		Caps, hats and dark glasses are not acceptable.		Scanner Properties of Photograph: <ul style="list-style-type: none"> • Dpi setting = 200 dpi • True Color • File Format: (*.jpeg, *.jpg, *.jpe) 	Cropping Properties of Photograph: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> Dpi setting = 200 dpi True Color File Format : (*.jpeg, *.jpg, *.jpe) 	Cropping Properties of Signature: <ul style="list-style-type: none"> File Size must be between 10KB to 30KB. Height must be 1.5 cm. Width must be 3.5 cm.
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Step -3	After approval of attendance, internal assessment marks, by the Dean a pre-filled application form will be automatically generated in the system upon login by student. s/he will be able to see the exact deficiency if any to be eligible.												
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												



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	fees (INR 4500/-) at SBI pay gateway, collecting a challan/DU Number.
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.
Step -7	Thereafter, the student can generate his /her own hall-ticket online

Shawad
28/11/19
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
3. The Dean, MGM Medical College, Aurangabad
4. The Dy. Registrar (Regional Office), MGMIHS, Aurangabad
5. The Accounts Dept, MGMIHS, Navi Mumbai
6. Notice Board for information of students