



# MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s of 3 UGC Act, 1956)

Accredited by NAAC with 'A' Grade

Ref: MGMIHS/X-I/2020

Date: 10.02.2020

## NOTIFICATION NO: 43/2020

### ONLINE STUDENT REGISTRATION FOR I SEMESTER MPT COURSE EXAMINATIONS, FEBRUARY- 2020

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

	Date
Opening of Online Registration Process by Students	11.02.2020
Closing of Online Registration Process by Students	12.02.2020 (5 pm)
Filling of Internal Assessment / Thesis approval & attendance by respective Principal	13.02.2020 to 15.02.2020 (5 pm)
Payment of Examination Fees and completion of online examination form by students using own login ID with late fee	17.02.2020 to 18.02.2020 (5 pm)
Generation of online Hall Tickets by Students	19.02.2020 to 20.02.2020 (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. <table border="1"><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><th>Scanner Properties of Photograph:</th><th>Cropping Properties of Photograph:</th></tr><tr><td><ul style="list-style-type: none"><li>Dpi setting = 200 dpi</li><li>True Color</li><li>File Format: (*.jpeg, *.jpg, *.jpe)</li></ul></td><td><ul style="list-style-type: none"><li>File Size must be between 60KB to 100KB</li><li>Height must be 4.5 cm.</li><li>Width must be 3.5 cm.</li></ul></td></tr></tbody></table>	Specifications of Photograph		Caps, hats and dark glasses are not acceptable.		Scanner Properties of Photograph:	Cropping Properties of Photograph:	<ul style="list-style-type: none"><li>Dpi setting = 200 dpi</li><li>True Color</li><li>File Format: (*.jpeg, *.jpg, *.jpe)</li></ul>	<ul style="list-style-type: none"><li>File Size must be between 60KB to 100KB</li><li>Height must be 4.5 cm.</li><li>Width must be 3.5 cm.</li></ul>
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	<b>Specifications of the Signature</b> The signature is proof of identity, it must be genuine and in full.
	<b>Scanner Properties of Signature:</b> Dpi setting = 200 dpi True Color File Format : (*.jpeg, *.jpg, *.jpe)
	<b>Cropping Properties of Signature:</b> File Size must be between 10KB to 30KB. Height must be 1.5 cm. 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 "E- pay" will be reflected on student's login once s/he generates the online examination form. The student now proceeds to pay examination fees (MPT INR 5000/-, 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

*Approved*  
8/2/2020  
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 Principal, MGM School of Physiotherapy, Navi Mumbai/Aurangabad
4. The Dy. Registrar (Regional Office), MGMIHS, Aurangabad
5. The Accounts Dept, MGMIHS, Navi Mumbai
6. Notice Board for information of students