Ref: MGMIHS/X-I/2018   Date: 10.07.2019

NOTIFICATION NO:112/2019

ONLINE STUDENT REGISTRATION FOR VARIOUS D.M and M.Ch. COURSES EXAMINATIONS, AUGUST 2019

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

	Date
Opening of Online Registration Process by Students	11.07.2019
Closing of Online Registration Process by Students	14.07.2019
Filling of attandance and no dues by respective Deans	15th to 20th July 2019
Payment of Examination Fees and completion of online examination form by students using own login ID with late fee	22nd to 24th July 2019
Generation of online Hall Tickets by Students	29th July 2019
Theory Examinations	05.08.2019 onward
Practical Examiantions	17.08.2019 onward

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 • Height must be 4.5 cm. • Width must be 3.5 cm.

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	Specifications of the Signature The signature is proof of identity, it must be genuine and in full.	
	Scanner Properties of Signature: Dpi setting = 200 dpi True Color File Format : (*.jpeg, *.jpg, *.jpe)	**Cropping Properties of Signature:** File Size must be between 10KB to 30KB. Height must be 1.5 cm. Width must be 3.5 cm.
Step -6	After approval of attendance 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 -7	The payment gateway from "Pay online" will be reflected on at MGMIHS website www.mgmuhs.com. The student now proceeds to pay examination fees (INR 5000/-) at online pay gateway, collecting a challan/DUB No.	
Step -8	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 -9	Accounts department at MGMIHS will retrieve the DUB number 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 -10	Thereafter, the student can generate own hall-ticket online	

Jt. Controller of Examinations