MGM INSTITUTE OF HEALTH SCIENCES

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

Ref: MGMIHS/X-II/2025

Date: 19.11.2025

NOTIFICATION NO: 466/2025

ONLINE PROCESS FOR 1st SEMESTER M.Sc. (A.H.S), M. OPTOMETRY, M.P.H & M.H.A PROGRAMMES EXAMINATIONS, JANUARY-2026 (Batch- 2023-24, 2024-25,2025-26)
NAME OF CENTRE: MGM MEDICAL COLLEGE BUILDING , NAVI MUMBAI/ CHHATRAPATI SAMBHAJINAGAR

	Date
Online Registration Process by Students	02.01.2026 to 05.01.2026
Filling of Internal Assessment / attandance and by respective Directors	06.01.2026 to 08.01.2026
Payment of Examination Fees and completion of online examination form by students using own login ID	09.01.2026 to 12.01.2026
Payment of Examinations Fees with Late Fees	13.01.2026
Generation of Hall Tickets	16.01.2026

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 True Color File Format : (*.jpeg, *.jpg, *.jpe)	File Size must be between 10KB to 30KB. Height must be 1.5 cm. Width must be 3.5 cm.

MGM SCHOOL OF BIOMEDICAL SCIENCES
Inward No. MGM/SBS/ 5518
Date 20/11/25
Receiver Signature

Director
MGM School of Biomedical science
Kamothe, Navi Mumbai

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Step -3	After approval of attendance, Internal Assessment (IA) by the Director 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
Step -5	Thereafter, the student can generate own hall-ticket online

19·11·25

**Controller of Examinations,
MGMIHS, Navi Mumbai**

Copy forwarded to:

1. The Registrar, MGM Institute of Health Sciences, Navi Mumbai
2. The Dean, MGM Medical College, Navi Mumbai/ Chhatrapati Sambhajinagar
3. The Director, MGM School of Bio-Medical Sciences, , Navi Mumbai/ Chhatrapati Sambhajinagar
4. **Kindly display examination schedule on college Notice Board and also upload college Website for information of students.**