



MGM Medical College, Aurangabad

Reporting to the college instructions for the allotted students 2023-24

All Candidates are expected to go through the guidelines given by Directorate General of Health Services, New Delhi (MCC) available on www.mcc.nic.in

All those Candidates who have been allotted MBBS seat at MGM Medical College, Aurangabad in the various MCC (DGHS, New Delhi) rounds have to report personally to the Aurangabad MGM Medical College Campus and follow the instructions given below:

- As mentioned above, Candidate must be present at the time of reporting. **No proxy will be allowed under any circumstances.**
- A Candidate will be considered as **“Non-Reported”** if he/she is absent, or without original documents and/ or non-payment of tuition fees.
- It is advised that all Candidates be accompanied by any 1 parent/ guardian along. Only 2 persons including the candidate will be allowed in the admission area and only the candidate allowed inside the admission hall.
- Candidate will contact the Medical College staff in the Time office when they report to college.
- They will register themselves and collect the Check List from Time office Staff (**Annexure-1**)
- Candidate will bring all original documents and two sets of self attested photocopies as per the order given in the check list while waiting for their turn in the reception area. Candidates are advised to keep another set of photocopy for their personal reference/use.
- Candidate will bring **DD for Tuition Fees** of Rs. 2100000/- only for Management/paid seat. Tuition fees for NRI Seat is \$54938 which has to be paid by DD & in INR as per the exchange rate on the day of making the DD, but not less than Rs. 4500000/-. Candidate must produce a certificate of exchange rate for the date the on which the DD was issued by the bank.
- Tuition fees (Management/paid Seat & NRI) should be drawn in favour of **“MGM Institute of Health Sciences, Navi Mumbai”**. He/she will write his/her complete name, All India Rank, Mobile No. on the back side of DD. Candidate has to double check if his/ her full name is correctly mentioned and spelled.
- All selected Candidates getting admitted as NRI sponsored Candidates must pay the tuition fees in the form of Demand draft from his/ her/ sponsorer’s NRI Bank account or Wire Transfer. Demand draft must be made in favour of **“MGM Institute of Health Sciences”** Payable at Mumbai.
- NRI candidate must pay the annual tuition fees from his/her sponsorer’s NRI bank account only.
- Candidate will bring **Other Fees DD** of Rs. 160500/- which only includes Library Fees, Laboratory Fees, Gymkhana Fees, and refundable Security Deposit in favour of **“Dean, MGM Medical College, Aurangabad”** Payable at Aurangabad. He/she shall write complete name, All India Rank, Mobile No. on the back side of DD.

- **Fees will not be accepted in cash under any circumstance as per Government rules.**
- Candidate can pay Tuition fees and or other fees either by DD or RTGS.
- If fees, is to be paid by RTGS, candidate must be report first to the college and submit the documents for verification. After verification of documents he/she can pay the fees by RTGS. Kindly note that RTGS mode to avoided during last 2 days of reporting period because unforeseen banking delay may lead to non-receipt of tuition fees. Thus, admission may not be granted in such a case.
- Candidate will submit UTR No. with complete name, All India Rank, Mobile No. for account verification of transaction after making the RTGS transaction in given format only.
- Candidate will bring his parents four post-dated cheques for tuition fees (dated 10th July for 4 years i.e. 2024, 2025, 2026, 2027) in favour of “**MGM Institute of Health Sciences, Navi Mumbai**” and shall write complete name, All India Rank & Mobile No. on back side of all the four cheques. Candidates to take care that the cheques presented do not have a limit of Rs. 10 lakhs.
- Candidate will bring his/her 8 latest passport size photographs, with cover and with complete name, All India Rank, written by hand on back side of four passport photos.
- Candidate will make himself/ herself available at the reception areas near Time Office when his/ her name and token no. is called.
- Candidate will be led to Dean’s Office for the document scrutiny process by the Scrutiny Committee.
- If everything is found in order after scrutiny of documents and the candidate wish to confirm his/ her admission then the candidate is handed over an admission form, ID card form and Uniform details after full payment and confirmation of all fees.
- Candidates are informed that they will get an apron with college emblem available on a payment of Rs. 350/- only which has to be collected at the beginning of the academic session.
- All the original documents submitted as per check list will be kept with the college.
- Candidate will fill the admission form and ID card form and hand over to the Scrutiny Committee.
- Candidate has to wait till he/she gets admission letter and check list duly signed by scrutiny committee and Dean.
- Candidate will acknowledge receipt of the above two documents by signing duplicate copies.
- Information about the hostel fees can be collected in the intervening period of waiting at Hostel Office (**Annexure-3**)
- Candidate can leave the campus after receiving the above two documents.
- Candidates are requested to strictly adhere to FAQs and counselling schedule/scheme put up on www.mcc.nic.in website.
- Parents/Candidates can avail Hotel facilities near by MGM campus on their own expenses.
- If any query regarding the same you can contact on Telephone No. 0240-6482016 or Email admission@mgmmcha.org, website : www.mgmmcha.org

MBBS Reporting Flow Chart 2023-24

Candidate Enters Reception Area of Time office



Report to Time Office Staff & Collect Check list



Arrange all documents as per Check List
(Original + 02 Sets Xerox)



Dean office



Scrutiny Committee



Account Department



Completion of reporting formalities



Hostel