



MGM Medical College, Vashi, Navi Mumbai

Sector-30, Vashi, Navi Mumbai - 400703

E-mail: mgmmcvashinm@gmail.com; Website: www.mgmmcvashi.in

INSTRUCTIONS TO STUDENTS DUE TO UPGRADATION OF SEAT IN SECOND ROUND

Those candidates who have been upgraded in the second round and want to surrender seat have to submit

- a) A written application by presenting themselves "in person" to college office (Email requests are not permitted).
- b) Appropriate proof/ reason for surrender of seat.
- c) Cancelled cheque has to be either of the student's account or one of his/her parents account. Cancelled cheque must have the student's name or one of his/her parents name printed on it.

After submitting above three documents, candidates cancellation letter will be generated through the intramcc portal and candidate's originals will be returned.

Refund of Tuition fee after deduction of Rs. 10000/- administrative charges will be done in the student's account or one of his/her parents account only, irrespective of the receipt of funds from other accounts. This is applicable to both categories of students (Management/Paid & NRI).

Refund will be done through online mode only and will be returned within 3 working days excluding the day of receipt of application by the office

Upgradation within the MGMIHS need not attach the cancelled cheque with the cancellation request.

II. HOSTEL ACCOMMODATION

Those candidates who need hostel accommodation or have opted for hostel accommodation have to pay the requisite hostel fee/ deposit/ mess fee as mentioned on website via Demand Draft . DD has to be in favour of "MGM Medical College, Vashi" payable at Navi Mumbai. RTGS/NEFT details will be provided at the college office.

The fees must be paid before occupying the hostel , until such time rooms will not be allotted



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III. DRESS CODE

It is required that all students come to college in a civilized dress. In order to maintain the sanctity of the institute all students will be required to **wear white formal shirt and black formal pant with plain black formal shoes. (Students are expected to purchase the uniform on their own)**

NOTE: White apron with college emblem will be available to students.

The students occupying the hostel need to report one day prior to the start of academic session.

Academic Session starts on 01st September 2023