

The Tamil Nadu Dr. M.G.R. Medical University, Chennai
Offline verification of HSC/SSLC mark certificates
[WEB MESSAGE ON 27.06.2014]

The University registers students for various Medical, Dental, AYUSH and Allied Health Sciences courses. The HSC (TN Higher Secondary certificates) and SSLC mark certificates of the UG/Diploma candidates admitted by the University are referred by the affiliated institutions to the Directorate of Government Examinations, Chennai-6 (TNDGE) for verification of the genuiness of the mark certificates.

The University and TNDGE have taken a special initiative to clear the backlog of HSC/SSLC verification upto the registration year 2013. The University will consolidate the necessary documents & data from the affiliated institutions and forward the same to TNDGE for the benefits of students.

The affiliated institutions have to download the offline software and manual from their official email-id such as 001@tnmgrmu.ac.in for Madras Medical College, Chennai. The software has to be installed in their Computer. Necessary entries have to made and the data to be sent to the University with the following.

- a. The registered candidates' data should be sent to the University email hscverify@tnmgrmu.ac.in entered using the TNDGE offline verification software.
- b. Covering letter to the COE/DCOE concerned with a request to forward the following details.
 1. Copies of mark certificates for physical verification.
 2. Xerox copy of the Demand Draft/Chellan details which have been submitted already to the TNDGE.
- c. In case the Verification of HSC mark certificates have not been submitted to the TNDGE so far, the TNDGE procedure should be followed and then the above [a & b] is to be submitted to the University.

For administrative convenience, the following time table will be followed.

Candidates with HSC as eligible qualification

Course	Software by email from Uty to inst.	Last date to Send Data to University by the inst.	Data to be Sent to DGE From the Uty
BDS	27/06/2014	03/07/2014	07/07/2014
MBBS	01/07/2014	17/07/2014	28/07/2014
AYUSH	02/07/2014		
B.Pharm	03/07/2014		
B.Sc.(N)	07/07/2014		
BPT	08/07/2014		
BOT	09/07/2014		
Allied Health Sciences	10/07/2014		

Candidates with SSLC as eligible qualification

Course	Software by email from Uty to inst.	Last date to Send Data to University by the inst.	Data to be Sent to DGE from the Uty
Allied Health Sciences	11/07/2014	17/07/2014	28/07/2014

1. The HSC batch number has been created like, HSC-TNMGRMU-MBBS-001-1 which means, College code is 001, course is MBBS, 1 is batch code. The verification process will be covered upto 2013. Maximum number of records entered will be **500** only. In case the number of records exceeds 500, the institution has to obtain the software for the next batch from the University.
2. The marks have to entered chronologically like the registration of 2013, 2012, 2011 and so on.
3. In case of any administrative difficulty, the institutions can contact the Secretary to the concerned Deputy Controller of Examinations. Any technical issues can be emailed to hscverify@tnmgrmu.ac.in to co-ordinate the activities.
4. After verification, the TNDGE will send the report (hard copy) to the concerned institution. The same has to be submitted to the University immediately.
5. Entire HSC/SSLC verification process for registration upto 2013 has to be completed on or before 28.08.2014. All the affiliated institutions are requested to co-operate and to complete the HSC/SSLC verification process on time.

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