<u>**Medical Insitutions**</u>

<u>**e-Consortium – Faculty Code Creation**</u>

All the affiliated Institutions are requested to enter the teaching faculty information like Institution Code, Name of the Teaching Faculty, Date of Birth & Faculty Code (Detailed description given below) in MS Excel sheet, save the file name as per the following format and send it to the following email:

econsortium.med@tnmgrmu.ac.in

1. <u>**Institution Code :**</u>

   Your Three digit Institution Code

      Example :   001

2. <u>**Name of the Teaching faculty**</u>

      Faculty Name – All in Capital Letters with initial (initial at the end of the name)
      Example : MURUGAN P

3. <u>**Date of Birth**</u>

   Faculty date of Birth Format
   Date Month Year in three different columns

4. <u>**Faculty Code – Nine Digit**</u>

      The format of the Faculty Id is as follows.

F	I	I	I	#	#	#	#	#

To allot NINE digit codes to you to each teaching faculty for the purpose of e-consortium user login ID.

1. **First Digit** Stands for type of Institution

   For Medical Institution – first digit is **1**

2. **Next three Digits** stand your Institution code
        Your Three digit Institution Code
            Example :   001

3. Next Five digit stands to serial numbers

Examples

Your Institution starting Number is 10001

Your Five Digit Faculty Serial No. 10001, 10002, 10003 ….

Examples for Nine Digit Faculty Code :

F	I	I	I	#	#	#	#	#
1	0	0	1	1	0	0	0	1

Example

For Medical Institution First digit as 1

Your Institution Code is : 001

Your Five Digit Code is : 10001

First Total Nine Digit faculty code is :   100110001

Next persons Code is   :   100110002, 100110003 ….. and so on

File Name

Your Institution Code is 001

 Your file name 001.xls   or   001.xlsx

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