

Dr M.B. ASWATH NARAYANANA, B.Sc. M.D.S
REGISTRAR

Lr.No.EX-XI(4)/01033/2023

Dated:24.02.2023

To

The Dean / Principal
(All Affiliated Institutions)

Sub: Examination Wing – Convocation – The Tamil Nadu Dr M.G.R Medical
University, Chennai – Registration of candidates – Spot verification –
2022-2023 - Regarding.

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I am to state that, online entry details of students for registration has been initiated by the University from the Academic Year 2021-22 onwards;

Consequent to the institutions completing entries in the Registration portal of this University, Spot verification of essential documents needs to be physically done in the University premises.

In the previous year, scanning of the essential documents was done in the University, physically verified and uploaded in cms2 portal.

In order to reduce the time taken and make the process easier it has been decided to ask to the concerned institutions to:

- (1) Scan all the essential documents listed in the annexure list and convert to a single PDF document /student.
- (2) Bring the details of all the students in the above mentioned manner in a virus free pen drive.
- (3) Bring original copies of the scanned documents for verifications.

The above instructions should be followed scrupulously by the institutions.

Sd/-
REGISTRAR