

## User Manual for Hr Sec First Year Examination 2019-20

- Access to Examination Website for Candidate registration
  - Home Website : **dge.tn.gov.in**
  - Link Placed below : **Online Portal for School and Educational Offices**
  - Link for One Time School Registration :
    - **HR. Secondary (First Year) – Examinations 2019-20 – School Registration**
  - Link for Login after approval Registration
    - **HR. Secondary (First Year) – Examinations 2019-20 – Nominal Roll Registration**



### STEP - 1

#### ***Instruction for Existing School in EMIS PORTAL***

- *It's One time **DGE REGISTRATION PROCESS***
- *Use **EMIS Code and EMIS PASSWORD** for School Registration.*
- *It is mandatory for all **Tamilnadu State Board School** to register using **EMIS Code and EMIS PASSWORD**.*

**School in EMIS Must selects this option.**

The screenshot shows the EMIS registration interface. At the top, there are two radio buttons: "Schools in EMIS Portal" (which is selected) and "Schools Not in EMIS". Below this, the question "Do You Have UDISE Code?" is followed by "Yes" (selected) and "No" radio buttons. Under "Yes", there is a text input field labeled "UDIS Code (EMIS User ID)". Under "No", there is a text input field labeled "Enter Password (EMIS Password)". A "Check" button is located at the bottom right.

- Other thanTamilnadu. But already having DGE School Code

**Otherthan TamilNadu must select this option (No)  
(For Schools having DGE Code – 8 Digit)**

This screenshot is identical to the one above, showing the EMIS registration form. However, the "Schools Not in EMIS" radio button is selected. The "Do You Have UDISE Code?" section shows "No" selected, and the "Enter Password (EMIS Password)" field is visible.

- Other thanTamilnadu. New School Registration

**New School (other than  
Tamilnadu) must select this  
option.**

This screenshot is identical to the one above, showing the EMIS registration form with "Schools Not in EMIS" selected and "No" chosen for the UDISE code question.

☒ Schools in EMIS Portal

☐ Schools Not in EMIS

**Dge Code:**

School Name (For Certificate): \*

School Name

No. Of Teachers:

Number of Teachers

School Type: \*

--Select--

School Management: \*

--Select--

State: \*

--Select--

Education District:

--Select--

Revenue District: \*

Revenue District

Block: \*

--Select Block--

MP Constituency: \*

--Select--

MLA Constituency: \*

--Select--

Class: \*

Nothing selected

School Fax No:

Fax

School Address:

தமிழ் பள்ளி பெயர் (சான்றிதழ்):

சூதாழிட்டு யமுத னீர் உயமுறல்

Minority Institution:

--Select--

Minority Type:

--Select--

School Landline No: \*

Landline

School Mobile No: \*

Mobile

Contact Person: \*

Contact Person Mobile: \*

Contact Person Email: \*

School Email: \*

Email

PIN NO

Enter Pin Code

Landmark:

Save & Continue

**STEP - 2**

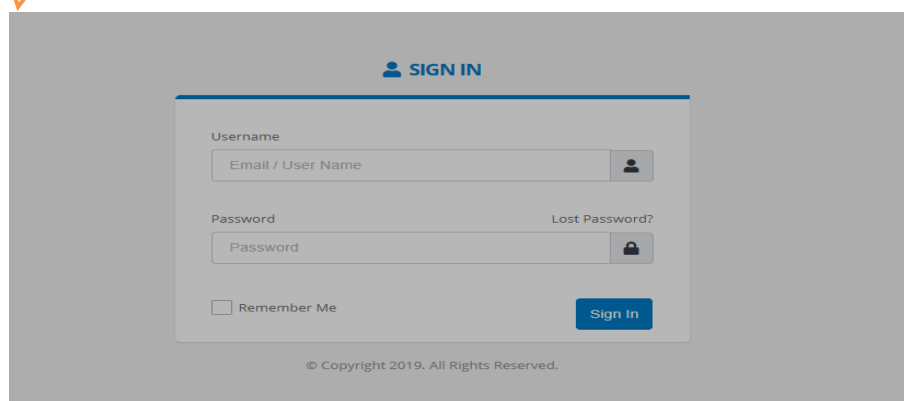
After registration process

- 1) Please wait for the **District Approval / Admin Approval. It is one time approval only.**
- 2) Upon Approval, **Login credential will be sent to the School Registered Mobile Number and Email ID**
- 3) Please login to initiate Student Enrolments

## Note:

- 1) For EMIS Portal registered Schools, the Login credential will be the same applicable for EMIS Login.
- 2) For Other State, the Login credential will be the same already used in the DGE Portal.
- 3) For Other State New Schools ,DGE Code and Password will be generated.

### STEP - 3



**SIGN IN**

Username  
Email / User Name

Password  
Password

Lost Password?

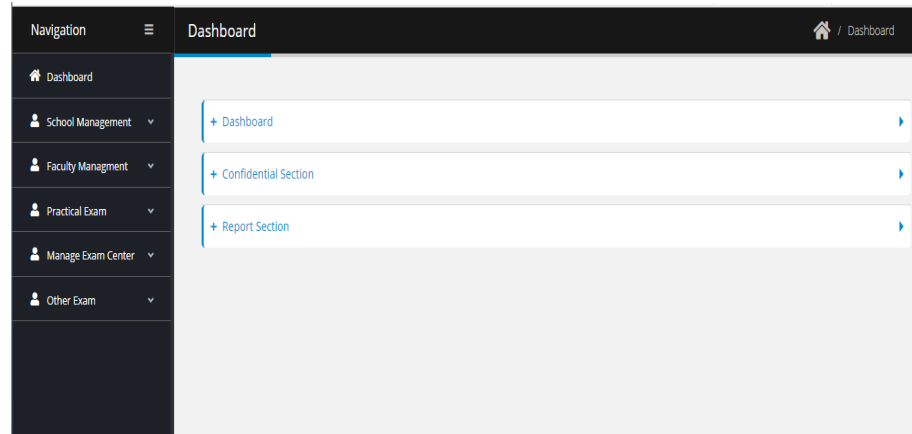
☐ Remember Me

**Sign In**

© Copyright 2019, All Rights Reserved.

Please use your Login Credentials for Student Enrolment for 11th Exam 2019-2020. Once you login, the below screen will be opened

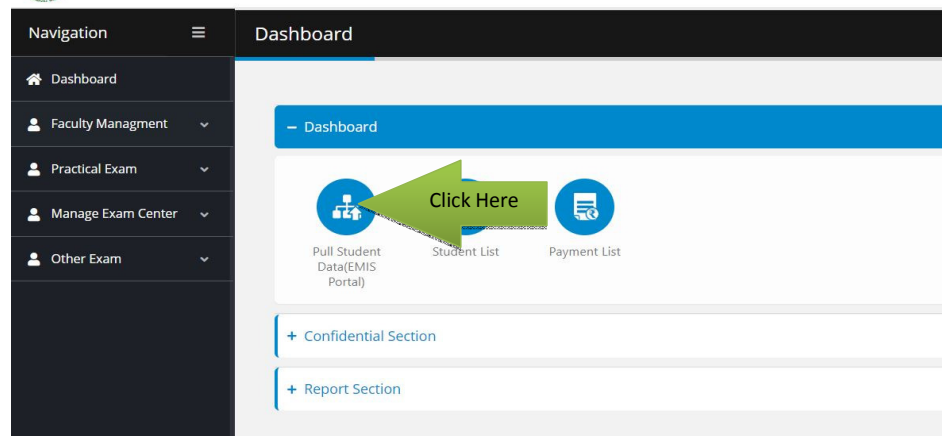
## Instructions for EMIS Registered School to enroll their student



**NOTE: Before Enrolling students, EMIS Registered School must pull 11<sup>th</sup> Standard data from the EMIS Server.**

### How to pull the 11<sup>TH</sup> Standard data?

Click on Dashboard -> Click on Pull Student Icon



Drop-down will be opened where you will find the Pull student Icon. Click it for further precedence.

Navigation	EMIS DATA			Dashboard / EMIS
<ul style="list-style-type: none"> <li>Dashboard</li> <li>School Management</li> <li>Faculty Management</li> <li>Practical Exam</li> <li>Manage Exam Center</li> <li>Other Exam</li> </ul>	Summary			
Class	EMIS Candidate Count	Candidate Pulled	Status	
Class :8	199	199	Not Applicable	
Class :9	186	0	Not Applicable	
Class :10	234	234	Not Applicable	
Class :11	139	0	<a href="#">Pull Data</a>	
Class :12	202	0	Not Applicable	

Once you have done clicking the button. The next screen will appear like below.  
Pull Class 11<sup>th</sup> Student Data. Wait some time for getting data from EMIS.




How to Apply / Enroll the Students For 11th Exam?

Navigation


- Dashboard
- Faculty Management
- Practical Exam
- Manage Exam Center
- Other Exam

Dashboard


Dashboard



Pull Student Data(EMIS Portal)



Student List



Payment List

Click Here

+ Confidential Section

+ Report Section

Navigation

- Dashboard
- Faculty Management
- Practical Exam
- Manage Exam Center
- Other Exam

Student List

Dashboard / Student List

Student List for Exam

School Name (For Certificate): \*

Class Name: \*

Student Type: \*

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XI

Regular

Search

Reset

Student List

Show 100 entries

Search for records

Sl. No	Name	EMIS No.	Application Status	Gender	Class Name	Action
No data available in table						

Once you click **Search Button**, List of 11<sup>th</sup> Class student will appear. Apply one by one, those who want to appear for the 11th Exam 2019-2020.

### Student List

- Dashboard
- Faculty Management
- Practical Exam
- Manage Exam Center
- Other Exam

2


Search Reset

 Search for records...

Sl. No.	Name	IMS No.	Application Status	Gender	Class Name	Action
1	SAXHIVEL T	3315130301600064	Fees Exempted	MALE	XI	<a href="#">Details</a>
2	KARTHEK P	330508127620046	Payment Pending	MALE	XI	<a href="#">Details</a>
3	ROSHITHAULANTONY V	3308130231700201	Not Applied Yet	MALE	XI	<a href="#">Details</a>
4	NEGAMYA S	330813023290003	Not Applied Yet	MALE	XI	<a href="#">Details</a>
5	TAMILARASAN V	3300130050100019	Not Applied Yet	MALE	XI	<a href="#">Details</a>
6	DINESHKUMAR V	3308130232100035	Not Applied Yet	MALE	XI	<a href="#">Details</a>
7	GOVATHAM D	3308130130100053	Not Applied Yet	MALE	XI	<a href="#">Details</a>

## Edin Student

## Studying Decimals



**John Doe**

john.doe@example.com | +1 (555) 123-4567

---

**PERSONAL**

**Full Name**

John Doe

**First Name**

John

**Last Name**

Doe

**Gender**

Male

**Age**

35

**Phone Number**

+1 (555) 123-4567

**Email Address**

john.doe@example.com

**Address**

123 Main St, Suite 100, New York, NY 10001

---

**COMPANY INFORMATION**

**Company Name**

Example Corp.

**Job Title**

Software Engineer

**Department**

Engineering

**Start Date**

2020-01-15

**End Date**

2023-12-31

---

**EDUCATION**

**Level**

High School

**School Name**

Example High School

**Graduation Year**

2015

---

**SKILLS**

**Programming Languages**

Python, JavaScript, Java

**Frameworks**

React, Angular, Vue.js

**Tools**

Git, Docker, Kubernetes

---

**REFERENCES**

**Name**

John Doe

**Relationship**

Friend

**Contact Info**

john.doe@example.com


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**NOTES**

Additional information or comments about the user.



Directorate of Government Examinations Chennai 6  
 TRIY0003 GOVT HR SEC SCHOOL ETTARAI TRICHY-DT  
 முதுகநிலைப் பள்ளி எட்டாரை திருச்சி-டி  
 HR SEC (1st YEAR) EXAMINATION MARCH-2020  
**Student Declaration Form**

	Name in English		ANJALIDEVI	
	Name in TAMIL		அஞ்சலி தேவி	
	Date of Birth		16/11/2003	
	Gender		FEMALE	
Class with Section	XI C	EMIS No	3315070110100064	
Religion	1	Community	Scheduled Tribe	
Physically Challenged	None	National ID Number		
Father's Name	SELVAKUMAR	Mother's Name	VISHALATCHI	
Mobile	8939467848	Address	3/196 SOUTH SITHAMBUR Pin: 621204	
Medium of Instruction	MALAYALAM	Language Exception		
Group Code	2608 PHYSICS/CHEMISTRY/BOTANY/ZOOLOGY			
Subject Language / Medium		Subject Language	Medium	
PART-I	Subject 1	101-LANGUAGE	MALAYALAM	
PART-II	Subject 2	103-ENGLISH	ENGLISH	
PART-III	Subject 3	505-PHYSICS	MALAYALAM	
	Subject 4	507-CHEMISTRY	MALAYALAM	
	Subject 5	511-BOTANY	MALAYALAM	
	Subject 6	513-ZOOLOGY	MALAYALAM	
Fees Exempted Remark Community Category :Scheduled Tribe				
I declare that the particulars given above are true and correct. Further, I secure that I will not Claim any changes in future				
Parent's/Guardian's Signature	Candidate's Signature	Class teacher's Signature	Head master/Principal Signature	

[Print this page](#) | [Close](#)

## STEP - 5

### How to pay 11th Exam Enrolment Fees?

After enrolling the students,Click on thebutton**Payment List** in the Dashboard.



## Navigation

Dashboard

Faculty Management

Practical Exam

Manage Exam Center

Other Exam

## Dashboard

Dashboard



Pull Student  
Data(EMIS  
Portal)



Student List



Payment List

Click Here

+ Confidential Section

+ Report Section



## Navigation

Dashboard

Faculty Management

Practical Exam

Manage Exam Center

Other Exam

## Payment List

Search For Payment

School Name (For Certificate) \*

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Class Name: \*

XI

Student Type: \*

Regular

Student Lists for Payment

Show All entries

	Sl. No	Name	Reg No	Gender	Amount
<input checked="" type="checkbox"/>	1	KARTHICK P		MALE	150

Showing 1 to 1 of 1 entries

Total Physically Challenged : 0

Total Payable Amount : 150

Select online payment method to pay the amount for enrolled students and select the mode of payment. Refer below image.

Navigation inner.payment-process Dashboard / Payment Process

Dashboard  
School Management  
Faculty Management  
Practical Exam  
Manage Exam Center  
Other Exam

List of Transaction Pending

School Name (For Certificate) : CSI HIGH SCHOOL, IKKADU

Class	Student Type	Total Candidate	Amount	Payment Type
NTSE Exam	Examination	6	6	ONLINE

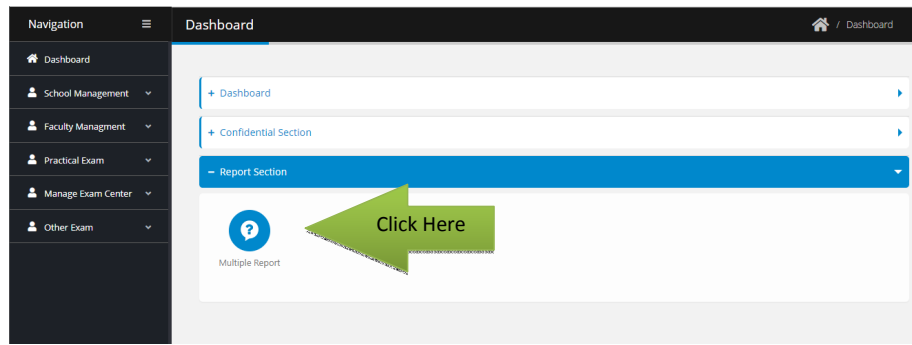
☐ Credit Card ☐ Debit Card ☐ SBI Net Banking ☐ Net Banking On Others

Select the payment mode and complete the transaction and wait for a while it will redirect to the success page of our application.

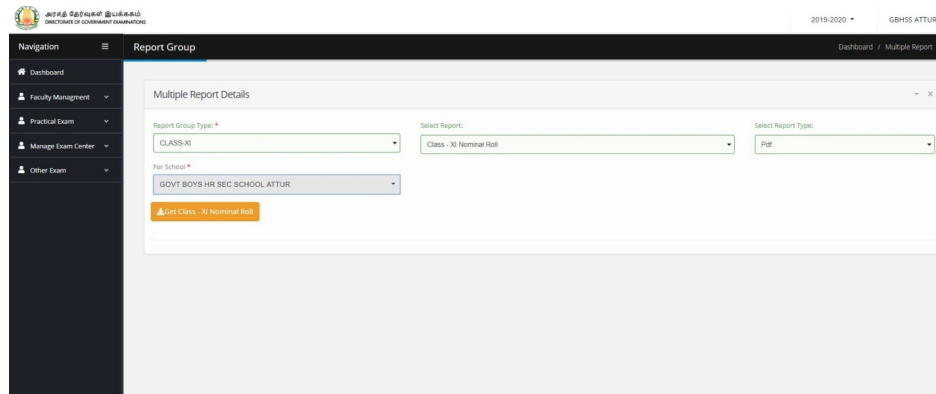


### How to Generate the report for applied Students?

Go to dashboard Page and select multiple report



Next Screen will appear. Select the report and your school to download it in pdf format



Directorate of Govt Examination, Chennai -6

GOVT BOYS HR SEC SCHOOL ATTUR

அரசு ஆண்கள் மேல்நிலைப்பள்ளி, ஆத்தூர்

Higher Secondary - First Year Nominal Roll Report - March - 2019

Section :	SNo :	Group:	Sub	Medium	
B		2503	1	101	TAMIL
			2	103	ENGLISH
			3	105	TAMIL
			4	107	TAMIL
			5	109	TAMIL
			6	141	TAMIL
<div>Name : SAKTHIVEL T</div> <div>Name in Tamil: சக்திவேல் த</div> <div>Father Name : THAMBUSAMY</div> <div>DOB : 1/10/04 12: Gender : MALE</div> <div>Religion : Buddhists Med. of instruction : TAMIL</div> <div>Community : SC. EMS No. : 3319130301600 084</div> <div>Diff. abled : N Nation ID :</div>					
Section :	SNo :	Group:	Sub	Medium	
F		2704	1	101	MALAYALAM
			2	103	ENGLISH
			3	145	MALAYALAM
			4	149	MALAYALAM
			5	155	MALAYALAM
			6	157	MALAYALAM
<div>Name : KARTHICK P</div> <div>Name in Tamil: கார்த்திக் ப</div> <div>Father Name : PALANI</div> <div>DOB : 4/10/01 12: Gender : MALE</div> <div>Religion : Buddhists Med. of instruction : MALAYALA</div> <div>Community : General EMS No. : 336001270200 046</div> <div>Diff. abled : N Nation ID :</div>					

## STEP - 7

### Faculty Details update by Schools

- Faculties available at EMIS may be pulled in similar way like Candidate Data .
- Faculties handling SSLC (X STD) / Hr.Sec may alone updated

### Faculty Management

The screenshot displays the Faculty Management interface. A blue arrow points to the 'Faculty Management' option in the left sidebar. The main content area shows a 'Pull Faculty Data' table with columns for Sl. No, Name, Email, and Action. Below the table, there is an 'EDIT' button. The bottom section shows the 'Faculty Registration' form with various fields for personal and professional details.

**Navigation**

- Dashboard
- Faculty Management
- Practical Exam
- Manage Exam Center
- Other Exam

**Faculty Management**

**Pull Faculty Data**

Sl. No	Name	Email	Action
1	YUVARAJ A	yuvasmile88@gmail.com	
2	CHANDRASEKAR V	chandraskar12367@gmail.com	
3	DHANASEKARAN S	dhanakavin@gmail.com	
4	GOWRI N	gowrianbu@gmail.com	
5	VANITHAKUMARI S	vanithakumar26308@gmail.com	
6	SELVARAJ P	psazelvaa@gmail.com	

**EDIT**

**Faculty Registration**

Faculty Name: \* YUVARAJ A Gender: \* Male Date Of Birth: \* 1968-01-16

Email: \* yuvasmile88@gmail.com Mobile No: \* 9629030618 Job Type: \* PRIVATE

Designation: \* GRADUATE TEACHER (BT ASSISTANT) Educational Qualification: \* Post Graduate Specialized Subjects: \* Nothing selected

DOJ In Service: \* DCU In Service DOJ (Present Job): \* 2016-09-07 Date Of Retirement: \* Date Of Retirement

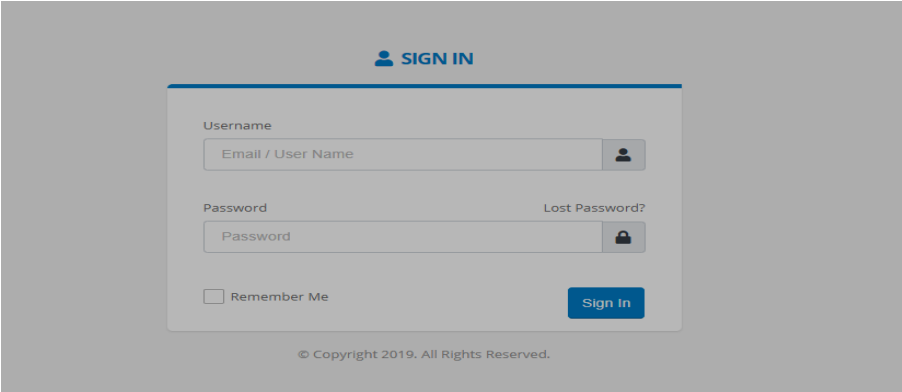
Bank Name: \* Enter Bank Name Bank Account No: \* Enter Account Number Bank IFSC Code: \* Enter Ifsc Code

**Subject Detail**

Class: \* -- Select -- Subject Name: \* -- Select -- Compulsory Medium: \* -- Select -- Option Medium: \* -- Select --

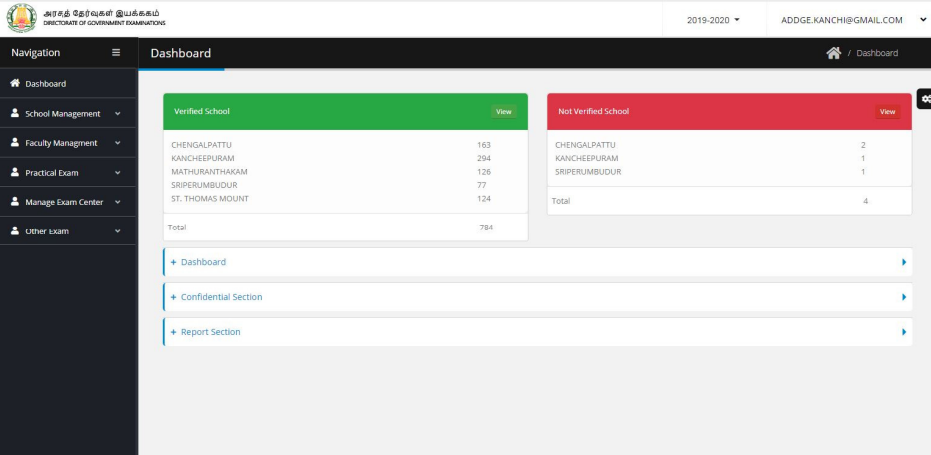
## District Level users for Login and to approve the schools

### Step-1 - Login



A login form titled "SIGN IN" with a blue header. It contains two input fields: "Username" (with placeholder "Email / User Name") and "Password". To the right of the password field is a link "Lost Password?". Below the password field is a checkbox labeled "Remember Me". A blue "Sign In" button is at the bottom right. The footer text reads "© Copyright 2019. All Rights Reserved."

### Step-2 – Identify the pending schools for approval in the Dashboard




The dashboard header shows the logo of the Directorate of Government Examinations, the year "2019-2020", and the user email "ADDGE.KANCHI@GMAIL.COM". The left sidebar lists navigation options: Dashboard, School Management, Faculty Management, Practical Exam, Manage Exam Center, and Other Exam. The main content area is titled "Dashboard" and contains two tables: "Verified School" and "Not Verified School".

Verified School		<a href="#">View</a>
CHENGALPATTU	163	
KANCHEEPURAM	294	
MATHURANTHAKAM	126	
SRIPERUMBUDUR	77	
ST. THOMAS MOUNT	124	
Total	784	

Not Verified School		<a href="#">View</a>
CHENGALPATTU	2	
KANCHEEPURAM	1	
SRIPERUMBUDUR	1	
Total	4	

Below the tables are three expandable sections: "Dashboard", "Confidential Section", and "Report Section".

**Step-3 - Verify the details about schools. For approval , change the status & save it.**



தமிழ்நாடு சர்க்கார் கல்வித் துறை  
DIRECTORATE OF GOVERNMENT EDUCATION

2019-2020

ADDGE.KANCHI@GMAIL.COM

Navigation

Dashboard

School Management

Faculty Management

Practical Exam

Manage Exam Center

Other Exam

View Select School

Dashboard / School Detail / View

View School Detail

School Name: CSI JMA MIDDLE SCHOOL

சூசு.ஜே.எம். இ.மீ.டி. பள்ளி

UDISE Code: 33030902007

DGE Code: 1572874363

School Type: Private

District: CHENGALPATTU

PIN NO. 600075

School Ladline:

Mobile No: 9884676592

Class: 8th Standard

School Fax:

Contact Person Mobile: 9884676592

Contact Person: HEPHZIBAH J P

School Email: csijmaschoolpammal@gmail.com

Contact Person Email: hephzibahjancy@gmail.com

School Address: No.155, Pammal Main Road, Pammal, Chennai - 75

Status: \*

Not-Verified

Remark: \*

Change