NOTIFICATION

The office of the Controller of Examinations issues the Statement of Grades, Consolidated Statement of Grades and Degree Certificates by affixing the photograph of the students concerned from Regulations 2008 onwards. The photographs of the students are uploaded by the college while uploading the profile of the students admitted in their first year or the second year (Lateral Entry Admission).

The students would have grown up and their physical appearance also would have changed significantly by the end of the course of study. Hence, the colleges shall upload the photos taken at the end of the programme in the web portal exclusively to print on the Degree Certificate.

After the issue of the certificates, some of the students request for the change of photograph in their certificates after one or more years with different photograph and the Principals of the colleges also recommended for the same, which lead to a lot of suspicions, and the office of the Controller of Examinations finds it difficult to replace the photographs as requested by the students as the photograph in the certificate has no matching with the new photograph to be affixed.

To overcome this issue, as per the approval of competent authority a procedure is formulated for change of photograph in certificates for the students who had been awarded degree is given below:

a) At the time of admission, the colleges must upload the correct photograph of the students on the web portal.

b) In case, if the photograph of the student is not correct in the hall ticket, the Student / Principal of the college must initiate for the change of the correct photograph of the student with supporting documents.

c) As University is affixing the current photograph of the student uploaded by the college in the final semester of the student, in the degree certificate, if there is a mismatch of the photograph in the degree certificate and the grade sheets and the photograph in the consolidated statement of grades, the
photograph shall be changed to the photograph already printed either in the grade sheets or in the degree certificates with supporting documents.

d) For the change of photograph after the award of degree in all grade sheets, consolidated statements of grades and degree certificate, the students must produce the following documents.

   i) Any document submitted by the student with the photograph to the college at the time of admission such as data sheet, application etc., duly attested by the Principal.

   ii) The new photograph submitted by the student to affix in the certificates shall be the one that had been taken during the programme of study in the colleges.

   iii) Reasons for not noticing the change of photograph in the documents (Grade sheets, Consolidated Statement of Grades and Degree Certificate) and not informing the same to the Principal/Head of the Department/ Office of the Controller of Examinations.

   iv) Sworn affidavit before an Oath Commissioner/ Judicial First Class Magistrate.

   v) Duly filled application form along with supporting documents and the requisite fees.

   e) The fees for the change of photograph are as given below:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Certificate</th>
<th>Fee in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Statement of Grades/Marks (per Semester)</td>
<td>1000/-</td>
</tr>
<tr>
<td>2</td>
<td>Consolidated Statement of Grades/Marks</td>
<td>2000/-</td>
</tr>
<tr>
<td>3</td>
<td>Degree Certificate</td>
<td>3000/-</td>
</tr>
</tbody>
</table>

The application may be downloaded from https://onlineservices.annauniv.edu

The fees to be paid by Demand Draft in favor of “The Controller of Examinations, Anna University, Chennai” payable at Chennai.

f) In case, if the colleges have not submitted the photograph of any of the students in the web portal at the time of admission or at the end of the programme for the award of degree, for affixing the photograph in the certificates, the procedure given in (d) and fee structure in (e) shall be followed.
g) After submitting all the information, uploading of necessary documents, and payment of necessary fees, the candidate should submit the signed printout of the generated application form along with all the original documents which require change of photo and original affidavit to the office of the Controller of Examinations by Registered / Speed post.

This procedure may scrupulously be followed with immediate effect.

[Signature]

CONTROLLER OF EXAMINATIONS

19/11/2021

[Existing signature]