



PONDICHERRY UNIVERSITY

EXAMINATION WING

SADANAND G. SWAMI
CONTROLLER OF EXAMINATIONS

Examination Building
R. Venkataraman Nagar
Kalapet, Puducherry 605 014.
Phone No.0413-2654204

Ref. No. PU/CE/Conv/2023/ 369,

Date: 06.06.2023

CIRCULAR

Sub: Requesting to upload student's photographs - Reg.

In order to complete the printing of Degree Certificates for the candidates who have qualified in **November 2020 & May 2021 sessions**, affiliated colleges are requested to upload the students' photo in the Examination portal. Photos can be uploaded following the menu path in Examination Portal.

Master ->Utils-> Photo Upload

Guidelines to be followed while uploading photographs are

- i) Student Photo to be in .jpg format and size should be less than 1 MB.
- ii) Passport size
- iii) Photo name must be Register Number
- iv) Size: 3.5 x 4.5 cm
- v) Photo should be properly cropped
- vi) Photograph Background should be a white

Please ensure that photograph of all 2021 session passed out students is to be uploaded in Examination Portal on or before **9th June 2023**.

Kindly note that the photo uploaded by you will be directly printed on the Degree Certificate, as such once the photo is printed on the Degree Certificate, changes cannot be entertained. Hence utmost care may be taken before uploading the photo of the concerned candidate.

CONTROLLER OF EXAMINATIONS

To

All affiliated colleges of PU

Copy to:

- i) The Officer on Special Duty (CDC) – for information please.
- ii) The Deputy Registrar (Exams), Examination Wing, P.U.
- iii) The Assistant Registrar (Convocation), Examination Wing, P.U.