



புதுவைப் பல்கலைக்கழகம்

पांडिच्चेरी विश्वविद्यालय

PONDICHERY UNIVERSITY

(மத்திய பல்கலைக்கழகம் / केंद्रीय विश्वविद्यालय / A Central University)

தேர்வுப் பிரிவு / परीक्षा विंग / EXAMINATION WING

பேராசிரியர் எஸ். பிரபு

ஒருங்கிணைப்பாளர் (தேர்வுகள்)

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समन्वयक (परीक्षाएं)

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CIRCULAR

Sub: Submission of Students' Photographs for Degree Certificate Printing – Reg.

To facilitate the Degree Certificates printing for the candidates who have qualified in the **November 2024 and May 2025 Session Examinations**, all Affiliated Colleges/Institutions, Autonomous Colleges/Institutions, and University Departments are requested to collect, verify, and submit the photographs of all eligible students.

The Photo Specifications are enclosed on Annexure I & II. All photographs must strictly comply with the prescribed specifications.

Instructions:

1. Collect photographs from all eligible students and ensure that they conform to the enclosed specifications.
2. File name should be the Register number of the student. Verify the **Register Number** against the corresponding student's photograph before submission to avoid any mismatch.
3. Compress all photographs of November 2024 and May 2025 Session passed-out students into a **single .RAR file** and send it by email to convocation mail ID (**convocation@pondiuni.ac.in**), separately by each college / Institution / Department, **on or before 25th August 2026**.
4. The submitted photograph will be printed on the **Degree Certificate**. Therefore, Colleges/Institutions/Departments shall exercise utmost care while verifying the photographs. Any incorrect photograph or mismatch will require **reprinting of the Degree Certificate on payment of the prescribed fee** and will also result in delay in issuing the certificate.
5. Photographs that do not conform to the prescribed specifications are liable to be rejected, and the resulting delay shall be the responsibility of the concerned College/Institution/Department.
6. Degree Certificates will not be issued during the Convocation if the Colleges/Institutions/Departments fail to submit the verified photographs of the students on or before 25th August 2026.

A sample of the acceptable photograph is enclosed for guidance. All Colleges/Institutions and University Departments are requested to strictly follow the enclosed specifications while collecting and submitting students' photographs.

The cooperation of all Colleges/Institutions and University Departments in ensuring accurate and timely submission is solicited.

COORDINATOR (EXAMS)

Encl.: Annexure I & II.

To:

- All Deans/Heads of University Departments
- All Principals of Affiliated and Autonomous Colleges/Institutions

Copy to:

1. The Office of Controller of Examinations, PU.
2. The Officer on Special Duty(CDC) – for information please.
3. The Deputy Registrar (Exams), Examination Wing, PU.
4. The Assistant Registrar (Convocation), Examination Wing, PU.
5. The System Manager, PU. ...Kindly host this Circular in the University website.

ANNEXURE - I

Photo Specifications:

- File format: (.jpg) only.
- File size: **Less than 1 MB.**
- Image dimensions: **Exactly 413 × 531 pixels (Passport Size).**
- Background: **Plain White.**
- The photograph should be **recent, properly cropped, and of good quality.**
- The candidate must face the camera directly with a neutral expression.
- The face should occupy approximately **70% – 80%** of the image area.
- Both ears, eyes, and all facial features must be clearly visible.
- Hair, headwear, or accessories should not obscure the face.
- **File name must be the student's Register Number only.**
Example: 123456789.jpg Refer Annexure – II Do's.

Photo for Reference

Sample Photo	Accepted/ Rejected	Remarks (if Photo is Rejected)
	Accepted	
	Rejected	Rejected due to incorrect face alignment; the face should be looking directly at the camera.
	Rejected	Rejected due to incorrect face alignment; the face should be looking directly at the camera and also it is not passport size photo. It is Selfie Photo.
	Rejected	Rejected due to Photo is blurred
	Rejected	Rejected due to Photo is with blue background instead of white background and also face is coverage is less than specification.
	Rejected	Rejected due to Photo is too small

ANNEXURE – II

DO's: (ACCEPTABLE)

Please ensure, View menu -> File name extensions (ticked)

1. File Name -> Only Valid Register Number
2. File Format -> .jpg only

(Meet all Photo Specifications in Annexure - I)

DON'T DO: (REJECTABLE)

1. Photo with Margin
2. No .jpg format (.jpeg, .png formats -> wrong)
3. No White Background
4. Wrong File name Format (Write Name with Register number and .jpg instead of Register number only)
5. Unsized Photo