

ANNA UNIVERSITY
CHENNAI – 600 025
OFFICE OF THE CONTROLLER OF
EXAMINATIONS

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19.11.2022

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:

Sl.No.	Certificate	Fee in Rs.
1.	Statement of Grades/Marks (per Semester)	1000/-
2.	Consolidated Statement of Grades/Marks	2000/-
3	Degree Certificate	3000/-

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.


19/11/2022


19-11-22.


19-11-2022.
CONTROLLER OF EXAMINATIONS



ANNEXURE

**ANNA UNIVERSITY :: CHENNAI – 25
OFFICE OF THE CONTROLLER OF EXAMINATIONS**

Phone: +91-044-22357244, 22357295, 22357296

APPLICATION FOR CHANGE OF PHOTOGRAPH IN CERTIFICATES

(Please fill complete form in capital letters)

Name of the Student.....

Register No..... Gender: **MALE / FEMALE/TRANSGENDER**

Father's Name.....

College Code/Name.....

Programme and Branch Name.....

Month and Year of Passing

Passing Division (as mentioned in Degree)

Contact No. (Landline) (Mobile No.).....

E- Mail ID

Aadhaar Number..... Ration Card No.....

Voter ID No..... PAN No.....

Photograph to be Changed in	Semester									
	I	II	III	IV	V	VI	VII	VIII	IX	X
Statement of Grades/Marks										
Make a tick mark in which photo to be changed										

Give the details, if the photograph is to be changed in Consolidated Statement of Grades/Marks or/and Degree Certificate:

Month and Year of issue of Consolidated Statement of Grades/Marks with Serial No.....

Month and Year of award of Degree (as mentioned in Degree)

Degree Serial No.....

Date

Signature of the Candidate

Date

**Signature of the Principal
with Name and Seal**

Sworn Affidavit:-

(Sample copy of Affidavit to be sworn before an Oath Commissioner/ Judicial First Class Magistrate)

AFFIDAVIT

Photograph
of the
candidate
executing
the affidavit

I, _____ Son / Daughter of _____ major in age (state here profession / occupation) resident of (Full Address in which you are residing) do hereby solemnly affirm and state on oath as under:

1. That I was a (State the Programme and Branch) student of (State the Name of the College), an affiliated college under Anna University, Chennai with Register No. _____. I appeared for all the examinations and successfully completed my degree in (Month and Year of award of Degree as mentioned in Degree Certificate).
2. I state that the photograph printed in my Statement of Marks / Grades , Consolidated Statement of Marks/Grades / Degree Certificate is/are not mine, and the wrong photograph printed in the said certificate(s) was/were noticed by me now and the reason for not reporting the same in time are mentioned below:
(a) _____
(b) _____
3. I now declare that the photograph I produced herewith for the process is mine and I am fully responsible for the change of photo in the Statement of Marks/ Grades, Consolidated Statement of Marks/Grades / Degree Certificate and also liable for any legal action to be initiated, if any wrong claim is made by me.
4. That I am swearing this affidavit in order to produce the same before the Controller of Examinations, Anna University for obtaining the Statement of Marks/ Grades, Consolidated Statement of Marks/Grades / Degree Certificate with my photograph.

VERIFICATION

I, (full name _____ S/o _____) on solemn affirmation and oath state that all the facts stated in paragraphs 1 to 4 are correct to the best of my knowledge and belief and nothing is false or concealed. The contents being true I swear this affidavit.

Solemnly affirmed at _____ on ____ day of _____ 20

Name of the Deponent

Before Me

Fees	Statement of Grades/Marks	Consolidated Statement of Grades/Marks	Degree Certificate
	Rs.1000/- (per semester)	Rs.2000/-	Rs.3000/-

Enclosures:-

1. Original Statement of Marks/ Grades, Consolidated Statement of Marks/Grades / Degree Certificate.
2. Forwarding letter from college concerned stating the reason for the delay in reporting for the change of photograph.
3. Photocopy of all Statement of Grade/Mark sheet(s), Consolidate Grade/Mark Sheet, Provisional degree certificate and Degree Certificate duly self-attested and attested by the Principal of the College.
4. Demand Draft/Challan should be in favour of "**The Controller of Examinations, Anna University, Chennai**" payable at **Chennai**.
5. One Passport Size color photograph, preferably with blue background.
6. Photocopy of mark sheets of class X and class XII.
7. Photocopy of personal ID (Aadhaar Card, PAN Card, Ration Card and Voter ID Card).
8. Sworn affidavit executed in Rs.100/- stamp paper.

Note:-

1. All documents should be properly legible, otherwise change of photograph cannot be made.
2. In case of any wrong information provided in the form, candidate will be fully responsible for the same and University may take appropriate action against him.