

Instructions to all the Affiliated Institutions to upload the correct photo for the final year students for the issue of Degree Certificate.

All the affiliated institutions are requested to upload the photo of the final year students who are appearing for the Examinations, on or before 30.09.2018, failing which the Hall ticket will not be issued.

It is the responsibility of the institution to upload the correct photo of the candidate & ensure before uploading candidate photo. The updated photo may be informed through e-mail to the concerned Deputy C.O.E / course I/c.

Further, to follow the instruction as detailed below:

The recent photo should be as per the following specifications.

- The Photo should be in passport size (3.5 cm x 4.5 cm).
- The photo taken within 6 months.
- The photograph must be in colour.
- Background should be in a white colour & no pattern.
- Eyes & Ears should be fully visible. Eyes must be open and clearly visible and facing the camera.
- Sizing is critical (3.5cm x 4.5cm) means those exact measurements only. No smaller No Bigger.
- Softcopy in the format of .jpeg & the same not exceed 15 KB
- Dress code should be followed.

Avoid these at the time of uploading photos.

- Photograph taken by using a Mobile phone and other self-composed portraits are NOT acceptable.
- Stamp size / Colour xerox photo not acceptable.
- Photo with cap / hat or sun-glasses are not acceptable.
- The main features of the face must not be covered by hair of the head, any cloth or any shadow.
- Signature of the Dean , Principal , Student (Name Board / Placard) official seal of the college should not be affixed.

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Controller of Examinations I/c