

# Guidelines for Uploading Photograph

Participants while scanning and uploading their Photo must take care of few points .The prescribed format to upload the scanned image of the photograph is as follows:

1. The photograph will be used for the Identity Card
2. The photograph to be uploaded shall be a coloured one.
3. **Photo Dimensions:** Size of photo: 3.5 width x 4.5 cm height
4. It should be a passport size photograph with a white background.
5. Frontal face should be clearly visible on it
6. If photograph is not as per prescribed format, you may encounter some problem receiving your Identity card when in campus to attend the event.
7. Uploading a proper photograph is a mandatory
8. The online tool helps you to adjust your photograph, kindly resize and relocate the photograph properly in the box using the adjustment bar.
9. The sample as below:



**Note:** Photograph should not have cap or goggles. Spectacles are allowed if used regularly.