

REQUIRED DOCUMENTS
(AS PER UNIVERSITY GUIDE-LINE)

Annexure - 9

Naming Convention and File Size of Documents and their Folder

Naming Convention to be followed as per Guidelines given below :

Before applying online an application is required to have a scanned (digital) image of his/her documents as per specifications given below:

1. Photograph Image

- Recent passport size photograph
- Size of file should be within 50 KB
- Resolution of the image is 100 DPI
- Name of the image-file is **P<Form no.>.jpeg** e.g. **P0110001.jpeg**

2. Signature Image

- Size of file should be within 50 KB.
- Resolution of the image is 100 DPI
- Name of the image-file is **S<Form no.>.jpeg** e.g. **S0110001.jpeg**

3. Age Proof Document Image

- Admit Card/Certificate of Madhyamik/Equivalent Examination/Birth Certificate
- Size of image should be within 150 KB.
- Resolution of the image is 150 DPI
- Name of the image-file is **A<Form no.>.jpeg** e.g. **A0110001.jpeg**

4. Mark Sheet Document Image

- Size of image should be within 150 KB.
- Resolution of the image is 150 DPI
- Name of the image-file is **M<Form no.>.jpeg** e.g. **M0110001.jpeg**

All the above documents are mandatory.

Besides those mentioned above following documents are also mandatory, if applicable :

5. Caste Certificate Document Image

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI
- Name of the image-file is **C<Form no.>.jpeg** e.g. **C0110001.jpeg**

6. Persons with Disabilities (PWD) Certificate Document Image

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI
- Name of the image-file is **D<Form no.>.jpeg** e.g. **D0110001.jpeg**

7. BPL Certificate Document Image

- Valid BPL Certificate required
- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI
- Name of the image is **B<Form no.>.jpeg** e.g. **B0110001.jpeg**

8. Migration Certificate Document Image

- Valid Migration Certificate required
- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI
- Name of the image-file is **G<Form no.>.jpeg** e.g.: **G0110001.jpeg**

9. Equivalence Certificate Document Image

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI
- Name of the image-file is **E<Form no.>.jpeg** e.g. **E0110001.jpeg**

10. Registration Certificate (for already registered candidates)

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI
- Name of the image-file is **R<Form no.>.jpeg** e.g. **R0110001.jpeg**

Naming convention of different Folders to be created for saving scanned images of different types of document :

	Name of the Sub-folder	
All Photos may be saved in a sub-folder	"Photo"	
All signatures may be saved in a sub-folder	"Signature"	
All Age Proofs may be saved in a sub-folder	"Age"	
All Mark Sheets may be saved in a sub-folder	"Marksheet"	
All Caste Certificate may be saved in a sub-folder	"Caste"	
All PWD certificates may be saved in a sub-folder	"PWD"	
All BPL certificates may be saved in a sub-folder	"BPL"	
All Migration certificates may be saved in a sub-folder	"Migration"	
All Equivalence certificates may be saved in a sub-folder	"Equivalence"	
Registration certificates for already Registered candidate may be saved in a sub-folder	"Registration"	