

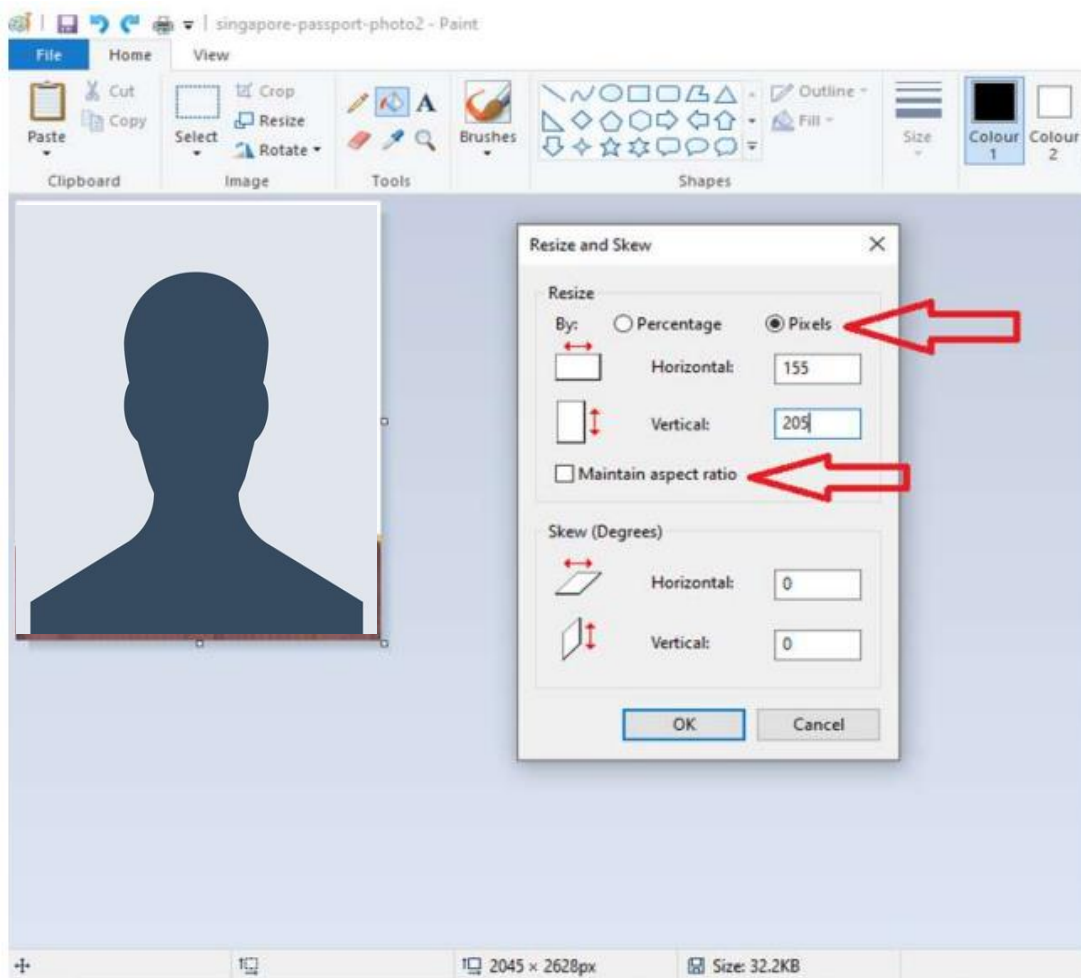
Students Profile Picture Guidelines

Step 1: Scan your passport size photograph and save it in JPG format with your roll number as the photo file name. (eg., "2022PECIT001.jpg")

Step 2: Open the saved image of your passport sized photograph in Microsoft Paint.

Step 3: Now using the 'Selection' tool to crop the area of your photograph if required.

Step 4: Now click on the 'Resize' tool. (The 'Resize and Skew' window appears)



Step 5: Select the 'Pixels' option and uncheck the 'Maintain aspect ratio' checkbox first.

Step 6: Then fill in the horizontal value as: '155' and vertical value as '205'.

Step 7: Press 'OK' and then press 'Ctrl + S' to save the image. Make sure the size of your passport sized photograph is Min size-20 KB & Max size-200 KB.

Photo Regulations

- Your photo must be recent, within the last 6 months.
- Photo must be taken against a neutral background, specifically white.
- Dress code must be formal.
- Center the head with the frame, making sure the photo shows the full head, from top of hair to bottom of chin.
- Have a neutral expression and be facing the camera.



No glasses

Use white background

Avoid shadows on face



Look straight at camera

Avoid covering face

Hats are not allowed



No jewelry, uncover face

Too close to camera

Color is not accurate
