

Updating of Profile Picture in the COE Portal

The students who are willing to change their photos, shall send the copy according to the following instruction along with register number and name to the respective Head of the Department through mentors.

Guidelines for Photograph

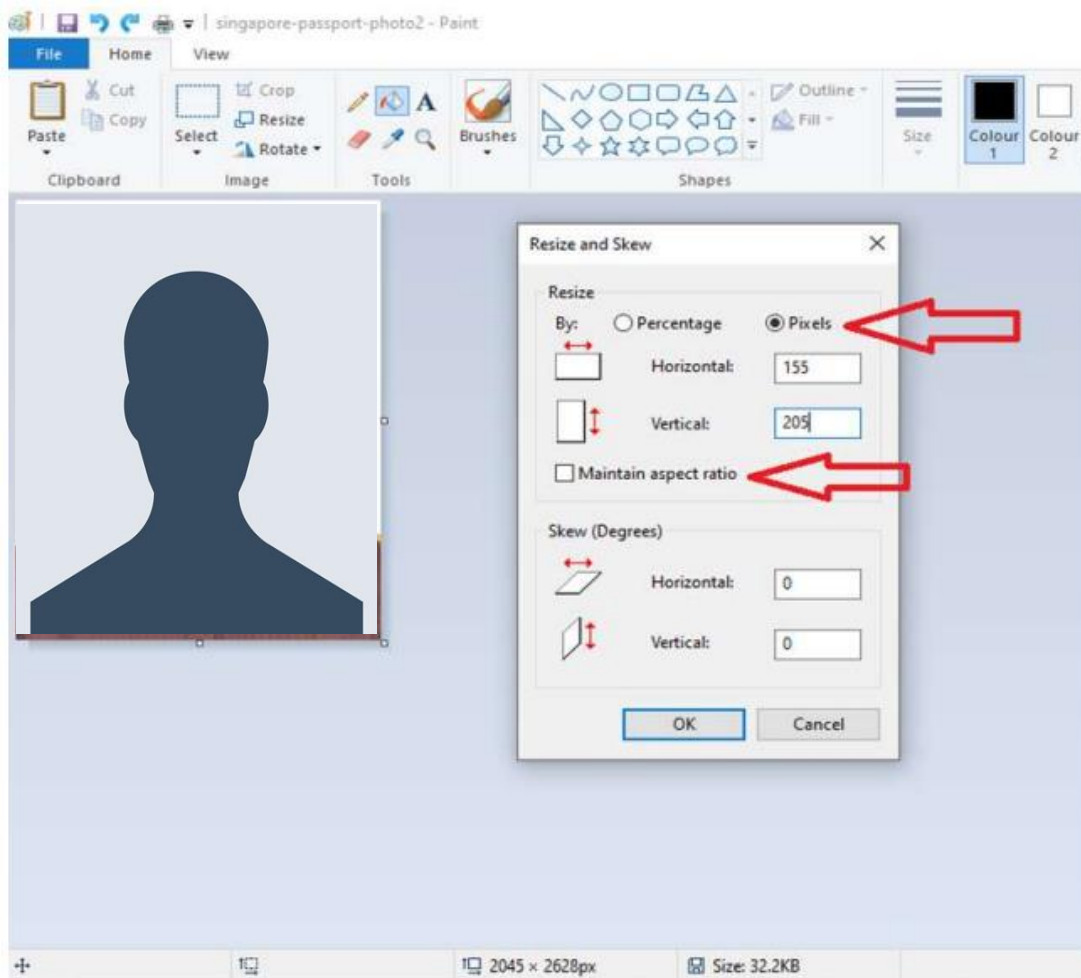
Step 1: Scan your passport size photograph and save it in JPG format with your register number as the photo file name. (eg., "211420205001.jpg")

(Note: Shouldn't be your roll number, except for second year lateral entry students)

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

Step 3: Now using the 'Selection' tool 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, preferably 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.



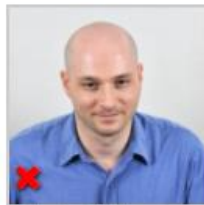
No glasses



Use white background



Avoid shadows on face



Look straight at camera



Avoid covering face



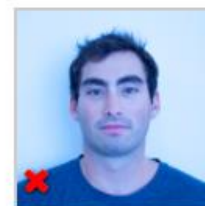
Hats are not allowed



No jewelry, uncover face



Too close to camera



Color is not accurate
