

New Alipore College

Estd: August 1963, Affiliated to University of Calcutta
NAAC Re-accredited with "A" grade (2023)

Session: 2024 – 2025

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 specification given below:

1. Photograph Image

- Recent passport size photograph
- Size of file should be within 50 KB
- Resolution of image 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 image 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 Madhymik / Equivalent Examination / Birth Certificate
- Size of image should be within 150 KB
- Resolution of image 150 DPI
- Name of the image-file is **A<Form No.>.jpeg e.g. A0110001.jpeg**

4. Mark Sheet Document Image

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

All the above documents are mandatory.

Beside 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 image 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 image 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 image 100 DPI
- Name of the image-file 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 image 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 image 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 image 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 documents:

	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”	