

# New Alipore College

Estd: August 1963, Affiliated to University of Calcutta

NAAC Re-accredited with "B+" grade (2016)

**Session: 2022 – 2023**

## **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:**

	<b>Name of the Sub-Folder</b>	
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”	