

AIR FORCE GOLDEN JUBILEE INSTITUTE.
SUBROTO PARK, NEW DELHI-110010

Students Cir No. 23/2021-22
16 Mar 2022

AFGJI/13/5/Aca

CIRCULAR
ID CARD FOR SESSION 2022-23

Dear Parent,

1. School is likely to start the process of making ID cards for students and parents for session 2022-23
2. You are requested to upload the photograph of Student, Father and Mother. Also verify and update the student/parents details like Residential Address, Mobile number, email ID etc. in the parent portal.
 - (i) Guidelines for capturing or scanning the photo in mentioned in annexure A
 - (ii) Steps for uploading the photograph and update the information is mentioned in annexure B
3. If the correction found in the name of the student / parents and date of birth of child please contact to the school office.
4. Last date of uploading student photograph and verification of the details is 22 Mar 2022. If correct photographs are not uploaded by the due date then school will not be able to issue student and parent ID card timely.



(Poonam S Rampal)
Principal

Guidelines for capturing and Scanning Photograph

Photographs obtained through following modes are acceptable:

- Through digital camera/webcam.
- By scanning a physical photograph

Guidelines for capturing photo through digital camera/webcam

1. Set the resolution of the digital camera/webcam to highest value.
2. Hold the camera vertically and click the photo having white background.
3. Photograph must be clicked in appropriate light conditions so that face should be clearly visible against white background.
4. Crop the captured photo having face and upper body part like a passport photo.
5. The size of image should be less than 20kb. If the size of the image is more than 20 kb resize the image to required size.

Guidelines for Scanning Photograph Image

1. Photograph must be a passport size colour photograph without border and clearly showing the face.
2. Photograph must be a recently clicked or should not be more than 6 months old. The dimension of photograph must be 3.5*4.5 cm (width*height).
3. Photograph must be clicked in colour with white background only.
4. Scan the photograph and save the image as .jpg/.jpeg format.
5. The size of image should be less than 20kb. Size of the image can be checked by right click on the image and then go to "Properties" link.
6. The size of image should be less than 20kb. If the size of the image is more than 20 kb resize the image to required size.

Check for the following before uploading the photograph File:

- 1. Photograph should be colour with white background.**
- 2. Size of the image should be less than 20kb**
- 3. Image should be in .jpg/.jpeg format.**
- 4. Use Mozilla Firefox for uploading photos**

STEPS FOR UPLOADING THE PHOTOGRAPHS AND VERIFICATION OF STUDENTS DETAILS

1. Go to the school website www.afgji.in and then click on Parent Portal.
2. Login with the User ID and Password given by the school. The user id is the admission with prefix 'P' i.e. if your admission number is 12345 so your user id is P12345 or if you forgot the password you can reset it by using your mobile number on which you get the SMS from the school.
3. After login Click on personal

The screenshot shows the parent portal dashboard for Air Force Golden Jubilee Institute. The left sidebar contains a menu with 'Personal' highlighted by a red circle. The main content area includes a 'Monthly Attendance' calendar for March 2022, a 'Yearly Attendance' bar chart, and sections for 'News/Circular', 'Recent Assignments', and 'Event Lists'. The 'Personal' menu item is circled in red.

4. Click on My profile

The screenshot shows the parent portal dashboard for Air Force Golden Jubilee Institute. The left sidebar contains a menu with 'My Profile' highlighted by a red circle. The main content area includes a 'Monthly Attendance' calendar for March 2022, a 'Yearly Attendance' bar chart, and sections for 'News/Circular', 'Recent Assignments', and 'Event Lists'. The 'My Profile' menu item is circled in red.

5. Click on EDIT button and update the details and photograph of student, father and mother respectively.

The screenshot displays the 'Student Information' page in the CampusCare system. The page is divided into several sections: 'Student', 'Local Guardian', 'Father', 'Mother', and 'Address'. Each section contains a profile card with a placeholder for a photograph and a list of personal details. The 'Student' section includes fields for Adm. No., Roll No., Class, DOB, DOJ, Date of Adm., Blood Group, and Nationality. The 'Local Guardian' section includes Mobile No., Email ID, Relation, and Address. The 'Father' and 'Mother' sections include fields for Qualification, Organization, and Occupation. The 'Address' section includes fields for Permanent Address, City, State, Country, and Pincode. The 'EDIT' button is highlighted with a red circle in each of the profile cards for the Student, Father, and Mother. The 'EDIT' button is also highlighted with a red circle in the Address section. The page is viewed in a Google Chrome browser window with the URL 'afgijcampuscare.in/Parent/Student_Info'. The system tray at the bottom shows the date and time as 1:52 PM on 16/03/2022.

Field	Value
Adm. No.	[REDACTED]
Roll No.	20
Class	[REDACTED]
DOB	[REDACTED]
DOJ	[REDACTED]
Date of Adm	[REDACTED]
Blood Group	O+
Nationality	INDIAN

Field	Value
Mobile No.	[REDACTED]
Email ID	[REDACTED]
Relation	[REDACTED]
Address	[REDACTED]

Field	Value
Qualification	[REDACTED]
Organization	[REDACTED]
Occupation	OCCUPATION

Field	Value
Qualification	[REDACTED]
Organization	[REDACTED]
Occupation	HOUSE WIFE

Field	Value
Address	[REDACTED]
City	[REDACTED]
State	[REDACTED]
Country	[REDACTED]
Pincode	[REDACTED]