

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

Students Cir No. 44/2023-24

AFGJI/13/5/Aca

18 Jan 2024

CIRCULAR
ID CARD FOR SESSION 2024-25

Dear Parent,

1. School is likely to start the process of making ID cards for students and parents for session 2024-25.
2. You are requested to upload / update the photograph of Student, Father and Mother in parent portal. Also verify and update the student/parents details like residential address, mobile number and email ID of parent etc.
 - (i) Guidelines for capturing or scanning the photo are mentioned in annexure 'A'.
 - (ii) Steps for uploading the photograph and updating the information is mentioned in Annexure 'B'
3. In case there are any corrections to be done in the personal data of student & parent. Parent is requested to contact admission i/c at school office immediately for rectification.
4. Last date of uploading student photograph and verifying the details is 15 Feb 2024. If the correct photographs are not uploaded by the due date then it will not be feasible 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

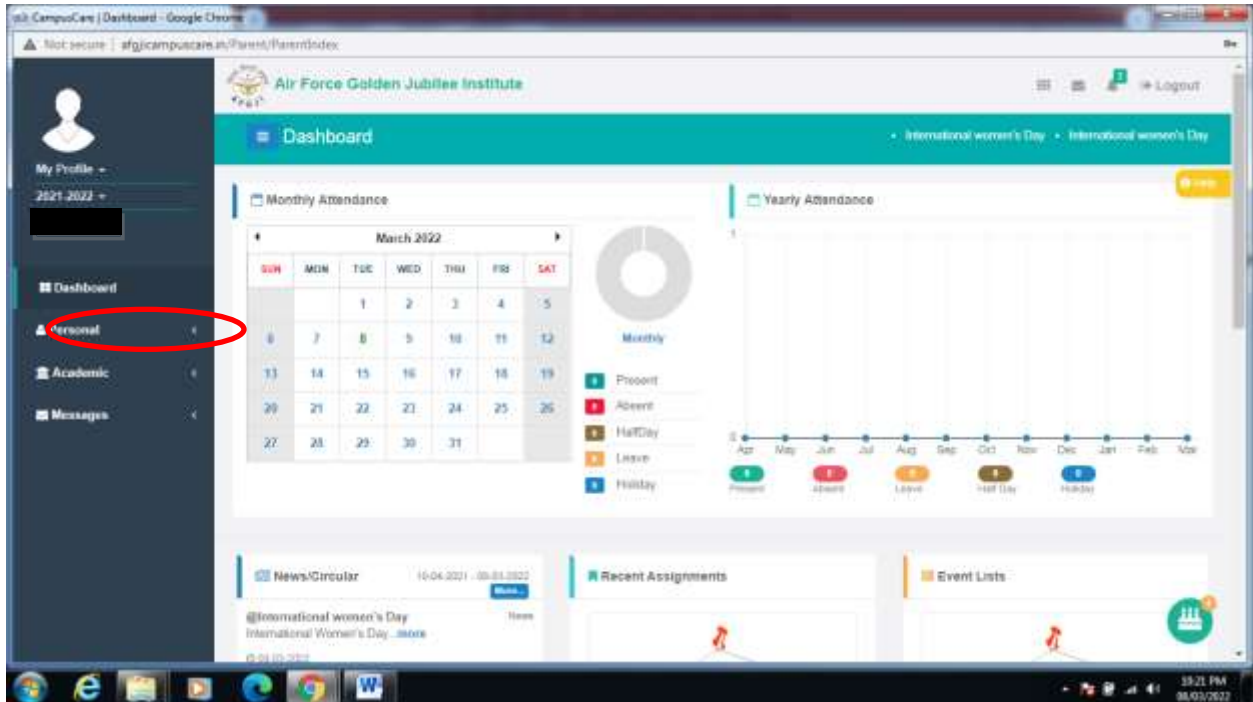
1. Photograph must be a passport size colour photograph without border and clearly showing the face.
2. Photograph must be a recently clicked or should not be more than 6 months old. The dimension of photograph must be 3.5*4.5 cm (width*height).
3. Photograph must be clicked in colour with white background 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:

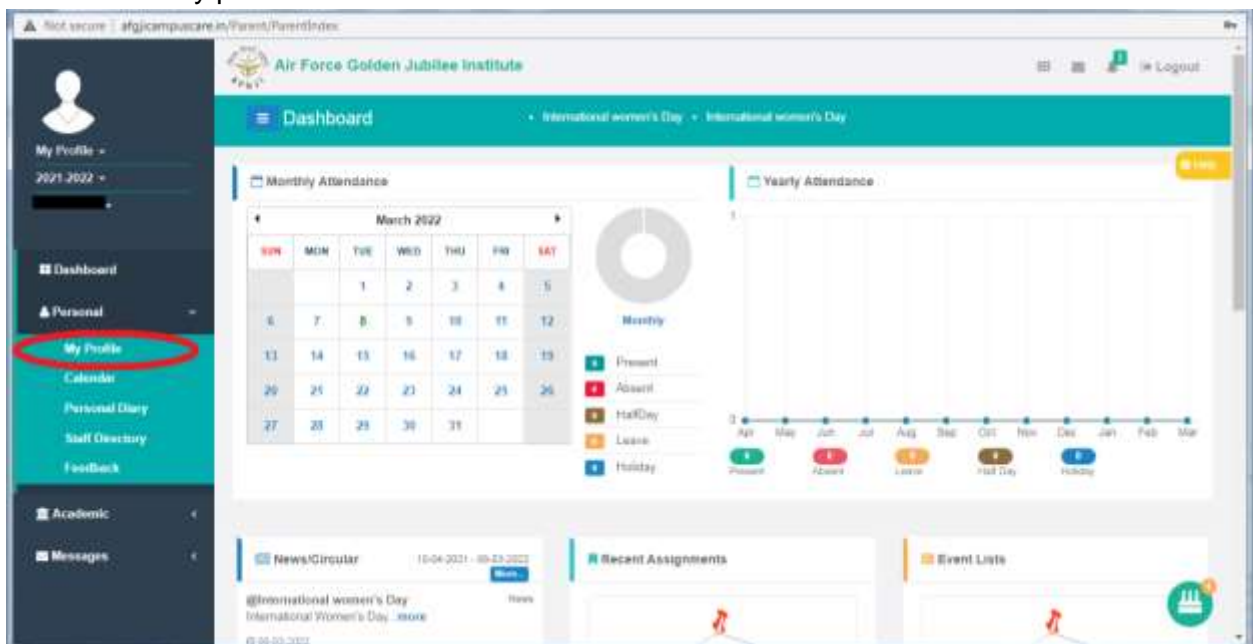
1. Photograph should be **colour with white background**.
2. Size of the image should be **less than 20kb**.
3. Image should be in **.jpg/.jpeg format**.

STEPS FOR UPLOADING THE PHOTOGRAPH

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 or you can visit to the school office.
3. After login Click on personal



4. Click on My profile



5. For updating of image or changes in particular.

- (i) Click on image icon of student photo and then select the correct photo in prescribed format
- (ii) After selection of student photo update button is visible and click on the update button
- (iii) For correction in parent information, first please click on the “Edit Button” as mentioned for each.
- (iv) Then select the father / mother photo and do the changes like mobile, email etc, if required and then click on the update button.
- (v) For change in address “Edit button” is available against Address and do the changes and then click on the update button.

