



Ref No. : AIS/ OC/2022-2023/ 0014

Date : 05/08/2023

**Subject: Submission of the Photograph for Class IX & XI CBSE REGISTRATION'2023**

Dear Parents,

Greetings of the hour!

Kindly be informed that the students need to mail a soft copy of their **Photograph for CBSE Registration'2023** to their respective Class teacher by **8<sup>th</sup> of August'2023**.

Please take a note of the following points:

1. Photo should be in full colour and of high quality to avoid any visible pixels.
2. Photograph should be in proper **school uniform**. (White shirt and tie)
3. **No PT uniform is allowed.**
4. Head should be positioned directly facing camera, centered and compose 80% of image.
5. Photo should capture from slightly above top of hair to middle of chest.
6. Have a natural expression - smiling is allowed.
7. Subject (candidate) is in clear focus and distinguishable from the background.
8. **White Solid colour background** should be there.
9. Eyes must be open and looking at the camera. Glasses must not be tinted unless worn daily for medical purposes.
10. The individual's full face must be clearly visible.
11. **Name under the photograph should be mentioned in CAPITAL LETTER.**
12. **Date should be given as 10/07/23 below the photograph. (Adhere by the Format dd/mm/yy)**
13. **The size of the photograph should be below 2 MB.**
14. **Sample of the photograph is given above for the reference.**



*Ujjaylaxmi Kumar*

Principal

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