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**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY: KAKINADA**  
**KAKINADA-533003, Andhra Pradesh (India)**  
(Established by A.P. Act .30 of 2008)

Lr.No.JNTUK/DE/PhD Students/2016

Dt: 25-05-2016.

**EXAMINATION BRANCH**

**To**  
**Ph.D Students ,**  
**JNTUK Kakinada.**

**Sir,**

**Sub: - JNTUK – Examination Section – Guidelines for scanning photograph with signature for Ph.D Credit Course Examinations - May, 2016- Regarding.**

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**GuideLines for Scanning Photograph with Signature**

1. Paste the Photo on any white paper as per the below required dimensions. Sign in the Signature Space provided. Ensure that the signature is within the box.
2. Scan the below required size containing photograph and signature. Please **do not scan the complete page**.
3. The entire image **dimension ( 3.5 cm by 6.0 cm)** consisting of the photo along with the signature is required to be scanned and stored in **(\* .jpeg, \* .jpg) format** on local machine.
4. Ensure that the size of the scanned image is **not more than 50KB**.
5. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

6. The applicant has to sign in full in the box provided. Since the signature is proof of identity, it must be genuine and in full; initials are not sufficient. Signature in **CAPITAL LETTERS is not permitted.**

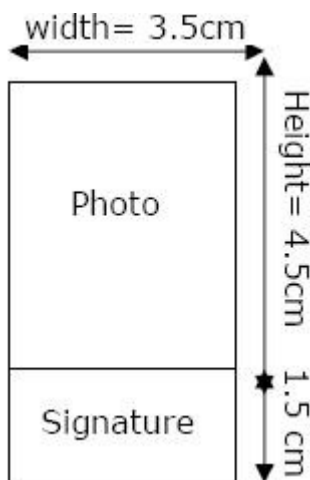
7. The signature must be signed only by the applicant and **not by any other person.**

8. The signature will be used to put on the Hall Ticket and wherever necessary. If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the **applicant will be disqualified.**

e.g. The Technical Specifications of the sample scanned image shown above are:

- Size of the file < 50 KB
- Dpi setting = 200 dpi
- True Colour

#### **Sample Image & Signature :-**



#### **PHOTOGRAPH IMAGE:**

- 1) Photograph must be a recent passport style colour picture.
- 2) Make sure that the picture is in colour, taken with **white background.**
- 3) Look straight at the camera with a relaxed face
- 4) If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- 5) Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

#### **SIGNATURE IMAGE :**

- 1)The applicant has to sign on **white paper with Black Ink pen**
- 2)The signature must be signed only by the applicant and not by any other person.

3)The signature will be used to put on the Hall Ticket and wherever necessary.

4)If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.

**Note:The image must be saved with hall ticket number of the student**

**Example: 10AB1A0404.jpg (use only capital letters)**

**Mail to :** **dejntukkd@gmail.com**

**Note: Last date to mail 08.06.2016**

**Sd/-**

**Director of Examinations**