

## Admission to Professional Degree Courses, Kerala (KEAM 2017)

### GUIDELINES FOR UPLOAD IMAGES

For applying KEAM, candidate has to upload scanned images of photograph, signature and left hand thumb impression to the application portal.

#### Photograph of Candidate:

For applying online, the candidate must have a scanned/digital image of photograph.

The Specification of photograph image should be as follows (to be strictly followed):

- Photograph must be in colour with a light colour background, white is preferable. It must be taken in a professional studio. Photo taken by mobile phone/tab is not accepted.
- Photograph should be in passport size format. Front view of full face and shoulder portion of candidate is to be seen clearly in the photograph.
- The face of the candidate should be straight and at the centre.
- Photo, wearing caps and dark glasses will be rejected.
- Scanned image file should be in **jpg format** (Jpeg).
- Dimensions of the photograph should be **150 pixels width** and **200 pixels height**.
- Image file should be **between 10 kb and 30 kb** file size.
- Candidate's name and date of photo taken should be printed at the bottom portion of the photograph with black letter and white background.



- If the face in the photograph is not clear, your application is liable to be rejected.
- Keep a printed copy of uploaded photograph in your custody for affixing in the printout of application.
- The uploaded photo and photo affixed on the printout of application should be identical. Otherwise application is likely to be rejected

#### Very Important :

1. If the face in the photograph is not clear or the image is not as per the above guideline, your application is liable to be rejected.
2. A printed copy of the uploaded photo should be affixed on the specified place in the printout of the application and get it duly attested by a gazetted officer/head of institution where the candidate has last studied.
3. The uploaded photo and photo affixed on the printout of application should be identical. Otherwise application is likely to be rejected.

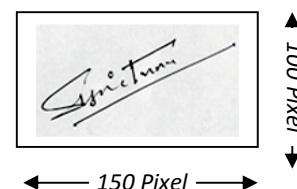


Acceptable format of Sample Photograph

In future, your Admit Card, Data Sheet and Allotment Memo will be printed with the same photograph you have submitted at this stage. Moreover, in examination hall, the Invigilator has to verify the same photograph for identifying the candidate. So strictly follow the specifications and guidelines for the photo to be uploaded.

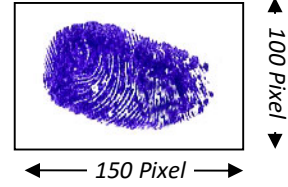
#### Signature of Candidate

- On a plain white sheet, the candidate should put his/her signature with black/blue ink. Signature should be clear.
- Scan this signature and crop around the signature. Do not scan the full sheet. Scanned image file should be in **jpg format**. (Jpeg)
- Dimensions of the image of signature must be **150 pixels width** and **100 pixels height**.
- Image file should be between **10 kb** and **30 kb** file size.






### Left Thumb impression of Candidate

- Place left hand thumb on an ink pad. Put thumb impression on a white paper.
- Scan this paper and get the image of thumb impression cropped.
- Image file should be in **jpg format**. (Jpeg)
- Dimensions of the image of signature must be **150 pixels width** and **100 pixels height**.
- Image file should be between **10 kb** and **30 kb** file size.



Note that the file size and dimension of signature and thumb impression are same.

Sample screen of 'Upload Images' is given below. If soft copy of Photograph, Signature and Left Thumb Impression is ready in your computer, click the '**Browse...**' button to select the respective image files from your computer.

1 Registration	2 Upload Images	3 Fill Application	4 Pay Application Fee	5 Print Application	6 Received By CEE
Upload Photograph, Signature, Left Thumb Impression of DEVIKA K S (Application No. 1116054)					
<b>Scanned Image Items</b>  <b>Photograph</b>  Browse...  <small>Use 'Browse' button to select file</small>	<b>Uploaded Images</b>   <small>DEVIKA K S 15.01.2017</small>	<b>Declarations</b>  <input checked="" type="checkbox"/> I hereby declare that the Photograph shown is my own and face on the Photograph is clear to identify me.	<b>Images Specifications</b>  Dimensions: <b>150 width and 200 height</b> in pixels  File Size : <b>15 kb to 30 kb</b> (jpeg file) <a href="#">Read more...</a>		
<b>Signature</b>  Browse...  <small>Use 'Browse' button to select file</small>		<input checked="" type="checkbox"/> I hereby declare that the Signature shown is my own and legible.	Dimensions: <b>150 width and 100 height</b> in pixels  File Size : <b>10 kb to 30 kb</b> (jpeg file) <a href="#">Read more...</a>		
<b>Left Thumb Impression</b>  Browse...  <small>Use 'Browse' button to select file</small>		<input checked="" type="checkbox"/> I hereby declare that the Thumb impression is of my left hand and clear.	Dimensions: <b>150 width and 100 height</b> in pixels  File Size : <b>10 kb to 30 kb</b> (jpeg file) <a href="#">Read more...</a>		
Read the decalation shown against each image. If the images shown comply with the declaration, you must agree with the decalation by pressing the button shown against each declaration. Then proceed for 'Upload Images' finally.					
<input type="button" value="Upload Images"/>					

Subsequent to selecting the three images, candidate needs to verify whether the photograph shown in the screen is candidate's own, clear and sufficient to identify the candidate. If so, check the declaration stated against the row of photograph. Similarly, verify the genuiness and clarity of signature and thumb impression, then **Accept the Declarations** indicated against each. Press '**Upload Images**' button to upload all images to the application portal.

If you try to upload an image which is not in the prescribed format, an error messages will be displayed in 'Upload Images' column. All images should match the corresponding specification.

The images once uploaded cannot be changed after the completing step 3 of 'Fill Application'.

**For any further help**, contact us :

General Enquiry : 0471-2332120.

Technical : 0471-2339103. 0471-2339104.

Helpline - 24 hours : 0471-155300 , 0471-2335523, 2115054, 2115098 (Citizen's Call Centre).

Fax : 0471-2337228. Email : ceekinfo@cee.kerala.gov.in.

