



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

Guidelines for Scanning Photograph and Signature


STEP 01: Download & Print this guideline page.

STEP 02: 'Paste your Photo' matching with photo properties given below

STEP 03: 'Put Your Signature' matching with signature properties given below

STEP 04: Scan and save the photo/sign as per the scanning and cropping properties as mentioned below.

Specifications of Photograph

Photo Properties	✓ Recent passport size, color photo with Navy blue background only.	 <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Paste Your Photo Here</p> </div>
	✓ Caps, hats and dark glasses are not acceptable.	
	✓ Religious head wear is allowed but it must not cover your face.	
Scanner Properties	✓ Dpi setting = 200 dpi	
	✓ True Color	
	✓ File Format : (*.jpeg, *.jpg, *.jpe)	
Cropping Properties	✓ File Size must be between 60KB to 100KB	
	✓ Height must be 4.5 cm.	
	✓ Width must be 3.5 cm.	

Specifications of the Signature

Signature Properties	✓ Ensure that the signature is within the box.	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Put Your Signature in the box above</p> </div>
	✓ Since the signature is proof of identity, it must be genuine and in full	
Scanner Properties	✓ Dpi setting = 200 dpi	
	✓ True Color	
	✓ File Format : (*.jpeg, *.jpg, *.jpe)	
Cropping Properties	✓ File Size must be between 10KB to 30KB.	
	✓ Height must be 1.5 cm.	
	✓ Width must be 3.5 cm.	

Important Note: Since photograph & signature will be used for future uses, candidates are requested to avoid uploading the pictures taken as Selfie/Clicked using cell phones/Old Pictures/Tempered/Edited photographs etc.