



LCIT PUBLIC SCHOOL

BODRI, BILASPUR (C.G.)

REGISTRATION AND LOC 2020-21

CLASSES IX TO XII

This is to inform you that CBSE registration for classes IX to XII has been started. Kindly submit the following documents along with registration fee till 25.09.2020.

1) Registration fee: –

CLASS	FEE
IX	Rs.300/-
X	Rs. 2150/-
XI	Rs.300/-
XII	Rs. 2450/-

2) Passport size coloured photograph in 40kb jpg format.

For reference kindly visit website (lcityps.edu.in)

3) Payment should be done online details for the same:

A/c Name: Shree Shree Vidya Sagarji Maharaj Education Trust

A/c no. :50100061184807

IFSC CODE: HDFC0000771

Kindly share the following details with WhatsApp no. (9516606173) for the online transactions:

1. Student's name
2. Class/Sec.
3. Father's name
4. Payment Reference no.
5. Amount & Date of payment.

Note: 1. If any student fails to submit these on or before due date. His/her admission will be considered as cancelled.

2. Photographs are mandatory for class IX and XI only.

For the reference kindly refer to the bellow photograph:



ANNEXURE-1

STEPS FOR SCANNING AND UPLOADING OF PHOTOGRAPHS

PHOTO TYPE

- Photo should be in full colour and of high quality to avoid any visible pixels.
- Photo must be taken in the last 6 months.
- Head should be positioned directly facing camera, centered and compose **80% of image**. Photo should capture from slightly above top of hair to middle of chest.
- Have a natural expression - smiling is allowed.
- Subject (candidate) is in clear focus and distinguishable from the background. Solid colour backgrounds are best.
- Eyes must be open and looking at the camera. Glasses must not be tinted unless worn daily for medical purposes.
- The individual's full face must be clearly visible.



METHOD OF UPLOADING PHOTOGRAPH

There are two methods for uploading photograph in Registration/LOC Portal:

1. Single Photo Scanning Method
2. Multiple Photo Scanning Method

1. Single Photo Scanning Method

- i) Scan the photograph of the candidate and save it as a jpg file
- ii) Please ensure that the size of the photo is passport size within 40 kb limit
- iii) Save the photograph with registration number of the candidate
- iv) Collect all photographs in one folder
- v) Got to CBSE website and login in Registration/LOC portal
- vi) Go to photo upload option
- vii) Select the class for which photograph is to be uploaded and generate list
- viii) Click on the browse button provided against each candidate
- ix) Select the photograph from the folder and click on upload button
- x) Repeat the above step until all photos are upload

2. Multiple Photo Scanning Method

- i) Ensure that all photos are of the same size
- ii) Draw boxes (for 04 or 05 photos in a row) on the plain paper and paste photos in the boxes and scan the page.
- iii) Now open the scanned jpg file in Photoshop/ paint or any image editing software

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- iv) Resize the complete image to 1500×1200 pixels
- v) Select one candidate's photo from the scanned image by image selection tool and copy it by using Ctrl+C
- vi) Open a new file in the image editor and paste the selected photograph
- vii) Save the new file as jpg file in the photograph folder. Name this file on candidate's registration number.
- viii) Repeat this step for all the photographs available in the sheet.
- ix) Go to CBSE website and login in Registration/LOC portal
- x) Go to photo upload option
- xi) Select the class for which photograph is to be uploaded and generate list
- xii) Click on the browse button provided against each candidate
- xiii) Select the photograph from the folder and click on upload button
- xiv) Repeat the above step until all photos are uploaded

Note:-

- i) You can generate the check list with photographs to check all photos are correctly uploaded
- ii) In case of correction, you can gain-upload the photograph
- iii) Photos can be changed until date is finalised
- iv) After finalisation photos cannot be change