

## **INSTRUCTIONS FOR PREPARING SCANNED SOFT COPY**

Kindly read the following instructions carefully before preparing the soft copies.

### **X / XII / Diploma / UG mark list**

1. Scanned copy of ORIGINAL MARKLIST should be provided.
2. For Diploma / UG candidates, the consolidated mark list is enough.
3. The file should be in “pdf” format ONLY.
4. File size SHOULD NOT EXCEED 20 kb.
5. Downloaded soft copies are NOT permitted.

### **KEAM data sheet / JEE score card / LET data sheet**

1. Soft copy downloaded from the KEAM / JEE / LET website should be provided.
2. The file should be in “pdf” format ONLY.
3. File size SHOULD NOT EXCEED 20 kb.

### **Photograph of the Candidate**

1. Soft copy of recent, colour, passport size photograph is required. The background colour should be “blue”.
2. The file should be in “jpeg” format ONLY.
3. File size SHOULD NOT EXCEED 500 kb.

### **Naming the files**

Each file should be named in a format given below:-

**<Name of Candidate><space><Name of Document>**

For example, if the name of the candidate is “Arun Kumar T”, the files should be named as “Arun Kumar T Marklist X”, “Arun Kumar T Marklist XII”, “Arun Kumar T KEAM data sheet”, “Arun Kumar T JEE score card”, “Arun Kumar T Photograph”

### **Sending the email**

The email containing soft copies of all the documents may be sent to [certificate@tistcochin.edu.in](mailto:certificate@tistcochin.edu.in). The email subject should be titled “Documents <Name of Candidate><Name of Branch of study> 2025”

For example, if the name of the candidate is “Arun Kumar T” and the branch of study is Civil Engineering, the subject title of the email should be “Documents Arun Kumar T Civil Engineering 2025”.