Bhavan's Public School, Doha- Qatar

Dear Parent,

For your ward's school ID card, you are required to upload their photo using the **Bhavans School mobile app**. Please upload the photo within the given time period before the deadline. Kindly ensure that the photo is uploaded on or before 30.09.2025, following the specified guidelines and photo requirements.

Thank you for your cooperation.

Regards,

Principal

Sd/-

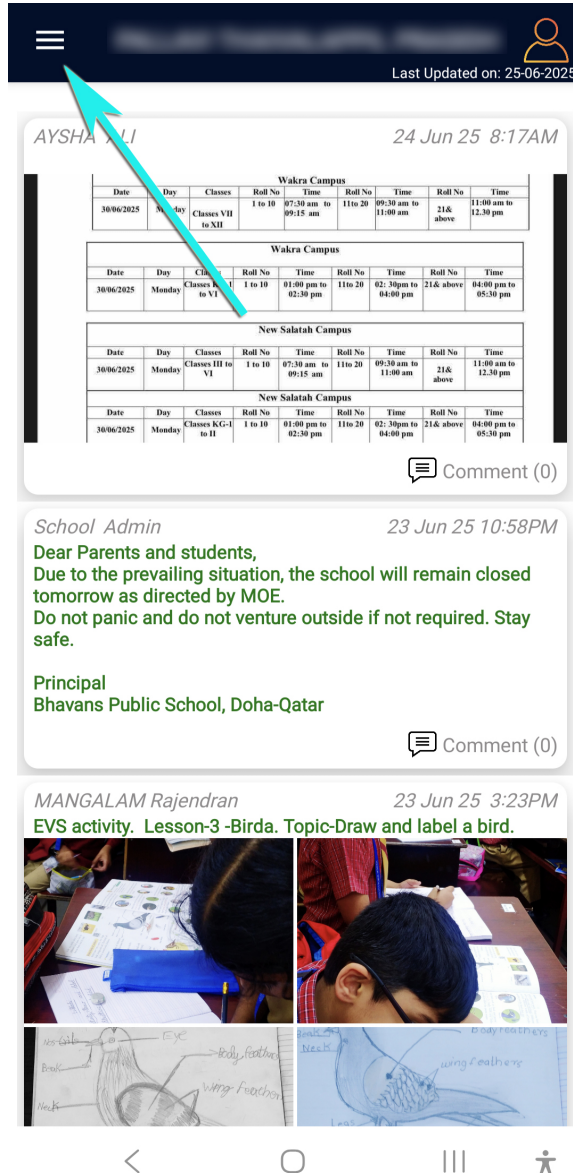## Guidelines for Taking and uploading Photo for School ID

- The photo must be taken recently, reflecting the student's current appearance.
- The photo should be in full colour. It must be clear and sharp, with no visible pixels or blurriness.
- Face the camera directly with head centered. The student's entire face must be clearly visible. Hair or accessories should not obscure the face.
- Student must wear school uniform while taking photo.
- The photo must show from slightly above the top of the hair to the middle of the chest.
- A natural expression is required. Smiling is allowed, but avoid exaggerated expressions
- The student should be in clear focus, with no motion blur
- Use a solid colour background (preferably light or neutral). Avoid patterns, objects, or other people in the background
- Eyes must be open and looking at the camera. If wearing glasses, they should be non-tinted and not reflective.

- **Step 1: Open the Bhavans Doha App**
  Launch the app on your mobile and log in using your **parent login credentials.**
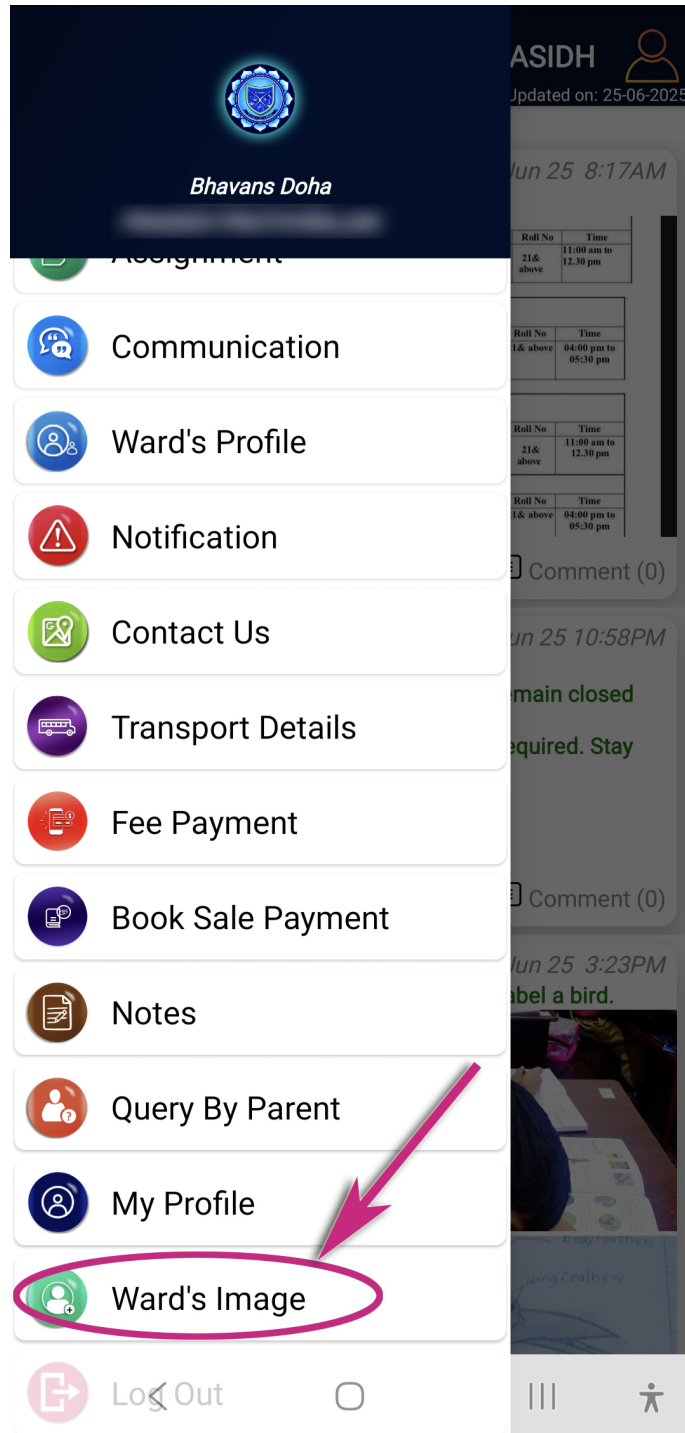
- **Step 2: Open the Menu**
  Tap the three lines (menu icon) at the top-left corner of the screen.

- **Step 3: Navigate to Ward Image**
  Scroll down the menu and tap on "Ward Image".

- **Step 4: Select Your Ward**
  Choose your child's name. (If you have more than one child, use the dropdown to select the correct name.)
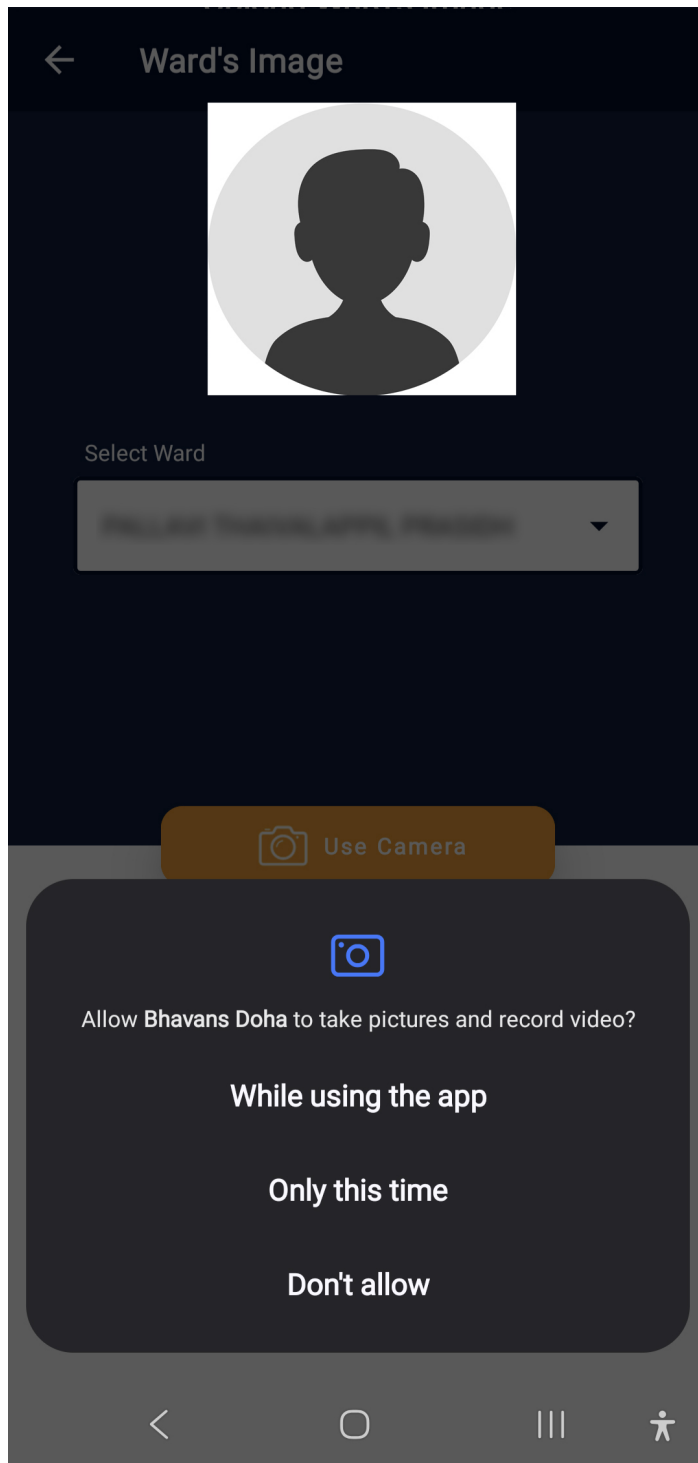

- **Step 5: Choose or Take a Photo**
  You can either:
  Use your camera to take a photo or select an image from your gallery

- **Step 6: Grant Permissions if Asked**
  If prompted, allow access to your camera or photo gallery.

- **Upload the Photo**
  After selecting the image, just tap "Upload" to complete the process.