



OFFICE OF THE PRINCIPAL, IHMCT&AN, HYDERABAD – 500 007

IHM(H)/U-III/Cir./2025-26/

03-02-2026

CIRCULAR

Subject: Submission of Digital Photographs for Degree Certificate Printing
B.Sc. Batch 2023–26

All final year B.Sc., students (Sem VI) are hereby informed that submission of a **digital photograph (soft copy)** is mandatory for **degree certificate printing**. Students must send their photographs through email to ihmhyd.academics@gmail.com, on or before 08-02-2026, strictly as per the following specifications:

1. The photograph must be **recent**, taken within the last **six (6) months**.
2. It should be a **colour photograph** with the student in **formal attire**.
3. The background must be **plain white**, without any patterns or shadows.
4. The photograph should be a **full-face, front view**, clearly showing the entire head and shoulders.
5. The student must have a **neutral expression**, eyes open, and mouth closed. Shadows on the face or background must be avoided. Spectacles should not be worn unless medically necessary (non-reflective lenses only).
6. **Head coverings** are permitted only for **religious reasons**, provided the full face is clearly visible.
7. The photograph should be of **passport size: 35 mm × 45 mm (3.5 cm × 4.5 cm)**.
8. Each photograph must be saved using the **student's NCHM Roll Number only** as the file-name (*Example: 2341112001.jpg*).
9. The digital files should be in **JPEG format** with an appropriate resolution (**minimum 300 dpi**) to ensure clear printing.

As these photographs will be used for **official records and printed on degree certificates, strict adherence** to the above guidelines is mandatory.

Sanjay K Thakur

Principal/Secretary

प्रधानाचार्य/PRINCIPAL
होटल मैनेजमेंट कैटरिंग संस्थान
प्रौद्योगिकी एवं एप्लाइड नॉर्शन सोसायटी
INSTITUTE OF HOTEL MANAGEMENT CATERING
TECHNOLOGY & APPLIED NUTRITION SOCIETY
भारत सरकार के पर्यटन मंत्रालय
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विद्यानगर, हैदराबाद/Vidyanagar, Hyderabad-500 007.

Copy to:

3rd Year - Counsellors