



**St. MARTIN'S ENGINEERING COLLEGE**

**UGC Autonomous**

**NBA & NAAC A+ Accredited**

**Dhulapally, Secunderabad - 500100**

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Standard Operating Procedure (SOP)

1. Collection of Alumni Data, Planning and fixing Alumni event date
2. Sending Invitation to students for alumni meeting
3. Conduction of Alumni meet.
4. Alumni Interaction
5. Distribution of Gifts to Alumni
6. Report Submission to Principal