



St. MARTIN'S ENGINEERING COLLEGE

UGC Autonomous

A Non Minority College | Approved by AICTE | Affiliated to JNTUH, Hyderabad |
NAAC -Accredited A+' Grade 2(f) & 12(B) status (UGC) | ISO 9001:2008 Certified |
NBA Accredited | SIRO (DSM) | UGC-Paramarsh I Recognized Remote Center of IIT, Bombay
Dhulapally, Secunderabad — 500100
www.smec.ac.in



Standard Operating Procedure (SOP)

1. Collection of Alumni Data
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

UGC AUTONOMOUS