

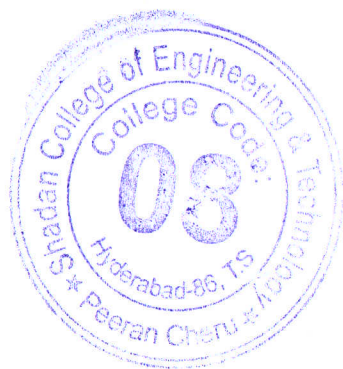


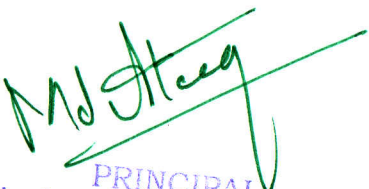
SHADAN COLLEGE OF ENGINEERING AND TECHNOLOGY

Affiliated to JNTUH | Approved by AICTE, New Delhi | Permitted by TS Govt.
Himayat Sagar Road, Peerancheru, Hyderabad, Telangana State

Standard Operating Procedure (SOP) of Alumni Committee

- 1) Collection of alumni data from various sources with recent communication details.
- 2) Sending invitation to students with schedule for alumni meeting and venue; the same to conveying on the college website, postal letters, messaging in groups, personal call, personal email, electronic media and print media.
- 3) Conduction of alumni meet in scheduled date and time with the proper arrangements.
- 4) Distribution of mementos/gifts to alumni and collection of any donations/funds to college will be hand over to Alumni/College treasurer.
- 5) Preparation of event report and funds/donations details data submission to principal and management.




PRINCIPAL
Shadan College of Engineering & Technology,
Peeran Cheru, Hyderabad-86, T.S.
College Code: 08