



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

PETW/PRIN/2021-22

Date: 02-11-2022

**OFFICE ORDER**

Sub: Composition-Alumni Association-Reg

This is to inform all the faculty, staff and students that the following are members of the composition of Alumni Association for the academic Year 2021-22

S.No	Name of the Member	Designation	Position	Sign
1	Dr Rajeev Shrivastava	Chairman	Principal	
2	Mr V Sandeep	Coordinator	Assistant Professor	
3	Ms M Alekhya	President	Student Member	
4	Mrs K Manjula	Vice President	Student Member	
5	Ms S Vasavi	General secretary	Student Member	
6	Ms G Niharika	Joint Secretary	Student Member	
7	Ms V Manisha	Treasurer	Student Member	
8	Ms D Archana	Executive Member	Student Member	
9	Ms G Saideepa	Executive Member	Student Member	
10	Ms P Jyothi	Assistant Professor	Faculty Member	
11	Ms K Shobha	Assistant Professor	Faculty Member	
12	Mrs P Pramada kumari	Assistant Professor	Faculty Member	
13	Mrs Bhargavi	Assistant Professor	Faculty Member	
14	Ms G Kavya	Assistant Professor	Faculty Member	
15	Mr V Srikanth	Assistant Professor	Faculty Member	

Principal

Copy to :

1. IQAC Coordinator
2. All HODs
3. Administrative Officer
4. Account Officer
5. Librarian
6. Training & Placement
7. Concerned Faculty
8. Student Notice Board

Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist. T.S-500088

Email: [Princeton.womenengg@gmail.com](mailto:Princeton.womenengg@gmail.com), Website: [www.petw.co.in](http://www.petw.co.in)

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## **STANDARD OPERATING PROCEDURE-ALUMNI ASSOCIATION**

Princeton Institute of Engineering and Technology For Women has formed an Alumni Association of its students with an aim and objectives to promote communication and interaction among Alumni, Students, Faculty and Corporate.

The Alumni Association maintains an alumni network and support services for PETW Alumni throughout the world.

### **Mission:**

PETW Alumni Association shall serve as a platform to bridge the gap of student – alumni interaction driven by the ideals and values that shall ensure the upliftment of both present and future alumnus with support to build a social, knowledgeable and motivational capital for PETW and its students.

### **Objectives:**

- To connect the existing alumnus with the PETW and bridge the gap of communication between alumnus and students.
- To promote exchange of academic and corporate experience with the students of the college.
- To mentor and channelize the efforts of the students seeking better opportunities to learn and grow.
- To help and support alumnus develop and spread a philanthropic and entrepreneurial mindset among students.
- To advice and conduct activities that shall motivate and upgrade student skill sets.
- To work with PETW campus assets to suggest new technologies and improvements that shall benchmark industrial expectations.
- To associate with the PETW management in planning and execution of alumni events.



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**Roles and Responsibilities:**

**The Role of the Coordinator:**

- Manages the Alumni Affairs Office to ensure that it is operating in an efficient and effective manner in advancing the PETW's goals and objectives
- Develops an annual plan outlining the goals and objectives of the Alumni Affairs aimed at maximizing alumni interest
- Develops and maintains an Alumni network
- Develops and maintains an Alumni Database, Website, Alumni Network, and an online Alumni Community
- Plans and manages all internal special events for Alumni and acts as the liaison to all College Alumni
- Conducts necessary surveys and analysis of graduates (employment information) and provides online information to graduates and members
- Builds an Alumni Volunteer Program through mailing, phone calls, emails, etc.

**The Role of the Faculty member:**

- Design web page for alumni cell.
- Take necessary action to establish alumni chapters and to conduct various programs.
- Create the network to establish alumni chapter.
- To conduct the alumni meet every year in our college premises to make the program grand success.
- Development and implementation of a telephonic and online follow-up and support program for college alumni.
- Develop communication plan to contact alumni post-treatment, maintain alumni database including family contacts; implement and summarize alumni survey.

**The Role of the Student member:**

- Support the coordinator and faculty for developing web page.
- Support the coordinator and faculty for establish alumni chapters and to conduct various programs.
- Support the coordinator and faculty for creating the network to establish alumni chapter.
- Support the coordinator and faculty for conducting the alumni meeting and develop the good relationship for carrier guidance.
- Support faculty members and make the students to attend the program for their growth and development.
- They promote the institute to potential students.

  
**Alumni Coordinator**





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PETW/PRIN/ALUMNI ASSOCIATION/2021-22/CIR-1

Date: 10-10-2022

**CIRCULAR**

This is to inform all the members of the Alumni Association Committee to be available for the meeting scheduled on 11-10-2022 to discuss about the following points.


Venue: Principal Chamber at 11.00 AM.

Agenda of the Meeting

1. To extent warm welcome to the Alumni committee members present.
2. Importance of Alumni Interaction.
3. Maintaining and updating alumni database.

Copy to:

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2. All HODs
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4. Account Officer
5. Librarian
6. Training & Placement
7. Concerned Faculty

  
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PETW/PRIN/ALUMNI ASSOCIATION/2021-22/CIR-2

Date: 15-12-2022

**CIRCULAR**

This is to inform all the Faculty, Staff & Students that Alumni meet is schedule on 29-12-2022 for the A.Y:2021-22.

All the faculty & staff are requested to actively participate in the meet and also invited to join the alumni in the lunch.



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1. IQAC Coordinator
2. All HODs
3. Administrative Officer
4. Account Officer
5. Librarian
6. Training & Placement

All members of Alumni Association



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**ACTIVITY REPORT**

Name of the Activity	<b>REPORT ON ALUMNI</b>	
Principal	<b>Dr. Rajeev Shrivastava</b>	
Date and Time of Activity	<b>29-12-2022</b>	<b>10:00AM – 4:00PM</b>
Details of Participants	<b>95</b>	
Convener	<b>Mr.V Sandeep</b>	
Co-ordinates	<b>Mr.Bala Raju (H&amp;S) &amp; Mr.K Yakhoob (CSE)</b>	
In collaboration with	<b>PETW ALUMNI ASSOCIATION</b>	
Description	<p>Welcome to Alumni meet :</p> <p>Princeton Institute of Engineering and Technology For Women, Korremulla, Hyderabad organized Virtual Annual Alumni Meet-2022 on December 29<sup>th</sup> 2022. The program began with invocation by Chief Guest Mr. Dr. S Prabhakar Rao. Dr. Rajeev Shrivastava, principal of the college alumni association, Princeton Institute of Engineering and Technology For Women welcomed the virtual gathering. The event was registered and attended by more than 95 alumni of PETW from different parts of the world which included different countries &amp; India. The Alumni meet of Princeton Institute of Engineering and Technology For Women was held on December 29<sup>th</sup> 2022 in the Seminar hall in the college.</p> <p>The programs started with the patriotic song by Sweth, a student of B-Tech course. Dr. Rajeev Shrivastava, principal welcomed the gathering and updated the alumni about the recent developments of the college. He informed the Alumni that they are the bridge between the Institute and the Industry for strengthening up the placements, internships and other activities.</p> <p>Alumni Ravali (Computer Science Engineering), Shireesha (Civil Engineering), Sujatha (Electrical &amp; Electronics Engineering), Ganga (Computer Science Engineering), Meena (Electronics Communication Engineering) shared their experiences and given the suggestions to grow up the organization to the next level. The PETW management was provided the launch to all Faculties &amp; Alumni students &amp; others on that day. The Alumni</p>	

meet sincerely expressed its gratitude to the honorable principle for this guidance and support to make this event a grant success.

Photos

