



# MADHA DENTAL COLLEGE & HOSPITAL

(A Christian Minority Institution)

(Recognised by the Dental Council of India, New Delhi (F.No.v. 12017/75/2006-DE dt. 01. 11.2011)

and affiliated to the Tamil Nadu Dr. M.G.R. Medical University, Chennai

Madha Nagar, Kundrathur, Chennai - 600 069. Ph : 72739 01234, 72749 01234, Fax : 2478 0798

E - mail : [info@madhadentalcollege.com](mailto:info@madhadentalcollege.com)

Website : [www.madhadentalcollege.com](http://www.madhadentalcollege.com)

Admin. Office : 1-A, Chari Street, North Usman Road, T.Nagar, Chennai - 17. Ph : 2814 0212 Tele fax : 044 - 2814 0213.

## ADMISSION COMMITTEE

### STANDARD OPERATING PROCEDURE

#### 1. Objective

The Admission Committee SOP aims to establish clear guidelines and procedures for the efficient and transparent management of the admission process at the dental college. It outlines the roles, responsibilities, and protocols to ensure fair and equitable admission practices in accordance with institutional policies and regulatory requirements.

#### 2. Composition of the Admission Committee

The Admission Committee comprises key members responsible for overseeing various aspects of the admission process. Members may include:

- Chairperson of the Admission Committee (Principal or appointed representative)
- Admission Coordinator
- Faculty Representatives as members
- Administrative Staff

#### Committee constitution:

The following will be the members of the Admission Committee with effect from 06/10/2023. The committee shall be effective for three years from the aforementioned date.

S.No	Name	Designation/Department	Position held
1	Mr. Ramamurthy	Admission Office	Chairperson
2	Mrs. Thamizh Priya	Admission Office	Admission Coordinator
3	Dr. Madhan CG	Reader, Department of Pediatric and Preventive Dentistry	Co Convenor
4	Mrs. Andal	Admission Office	Member
5	Mrs. Usha	Admission Office	Member



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### 3. Roles and Responsibilities

#### 3.1 Chairperson of the Admission Committee

Provide leadership and direction to the Admission Committee.

Ensure adherence to institutional policies and regulatory requirements.

Represent the committee to higher authorities.

#### 3.2 Admission Coordinator

Oversee the day-to-day operations of the admission process.

Coordinate communication with applicants, faculty, and other stakeholders.

Maintain records and documentation related to admissions.

Prepares agenda in discussion with the Chairperson and convenes meetings. Records the minutes of the meetings

#### 3.3 Faculty Representatives

Participate in the evaluation of academic qualifications and credentials of applicants.

Contribute to the development and review of admission criteria.

Provide insights into the academic requirements of the dental programs.

#### 3.4 Administrative Staff

Handle administrative tasks related to application processing.

Coordinate logistics for admission events such as interviews and exams.

Maintain databases and records related to admissions.

#### Functions

- To prepare college brochure / leaflets and disseminate information on admissions in various platforms
- To improve the admissions quality with well-defined policy
- To disseminate and comply with all the rules and regulations of admissions as prescribed by Govt. and statutory agencies.
- To create a brand value and awareness about the institute.
- To provide best counselling to students and parents who come to seek admission.
- To guide the students and parents in making effective decisions.



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- To guide admitted students to complete the admission procedure like paying fees, getting roll nos., getting hostel admission, getting ID-card, fulfilling eligibility criteria, getting time tables etc.

## 5. Admission Process

### 5.1 Application Submission

Establish an online or physical application submission process.

Clearly communicate admission requirements, deadlines, and procedures to applicants.

### 5.2 Application Review

Assign committee members to review applications based on predetermined criteria.

Ensure a systematic and fair evaluation of academic and non-academic qualifications.

## 6. Decision-Making

### 6.1 Schedule of committee Meetings

Schedule regular committee meetings biannually to discuss applications and make admission decisions.

Maintain confidentiality and integrity in decision-making processes.

### 6.2 Final Approval

Obtain final approval for admission decisions from the Principal or relevant authority.

Communicate decisions to successful and unsuccessful applicants in a timely manner.

## 7. Communication with Applicants

Develop standardized communication templates for notifying applicants.

Provide clear and detailed information on admission decisions, next steps, and enrollment procedures.

## 8. Record Keeping

Maintain accurate and up-to-date records of the admission process.

Archive documents for auditing purposes and accreditation requirements.

## 9. Orientation and Enrollment

Coordinate orientation programs for admitted students.

Facilitate the enrollment process and ensure all necessary documentation is obtained.

## 10. Review and Revision



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Periodically review the SOP to ensure its relevance and effectiveness.

Revise the SOP as needed to accommodate changes in admission policies or regulations.

## 11. Approval

This SOP is approved by the Principal or relevant academic authority and will be reviewed annually or as needed

  
**PRINCIPAL**  
MADHA DENTAL COLLEGE & HOSPITAL  
KUNDRATHUR, CHENNAI - 600069