



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 Website : www.madhadentalcollege.com

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

ALUMNI ASSOCIATION

STANDARD OPERATING PROCEDURE

1.Objectives:

- To establish and maintain connections with alumni.
- To provide a platform for alumni engagement and collaboration.
- To leverage alumni expertise for the benefit of current students and the institution.
- To promote the college's achievements through alumni success stories.

2.Structure of the Alumni Association:

- a. President: - A senior faculty member or an alumni relations professional. - Responsible for overall coordination and leadership of the Alumni Association.
- b. Secretary - Responsible for day-to-day alumni engagement activities. - Coordinates events, communications, and initiatives, prepares agenda for meetings, convenes meetings and records the minutes of meetings.
- c. Faculty Representatives: - Faculty members from various departments. - Act as liaisons between the college and alumni in their respective areas of expertise.
- d. Student Representatives: - Student representatives, including members of student government. - Facilitate interaction between current students and alumni.
- e. Alumni Volunteers: - Engaged and enthusiastic alumni who volunteer to support committee activities. - Assist in organizing events, mentoring programs, and other initiatives.

Alumni association constitution:

The Alumni association is reconstituted with the following members with effect from 16.10.2023. The association shall be effective for three years from the aforementioned date.

Sno	Name	Designation/Department	Position Held
1.	Dr C.S. Krishnan	Vice Principal, Madha Dental College and Hospital	President
2.	Dr G. Sivakumar	Professor & HOD Department of Oral Pathology and Oral Microbiology	Secretary



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 Website : www.madhadentalcollege.com

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

	Dr.Sangeetha Selvam	Senior Lecturer, Department of Periodontology	Treasurer
4.	Dr. Ilanchezhian. J	Senior Lecturer Department of Orthodontics and Dentofacial Orthopaedics	Member
5.	Dr.Sharmila Hussain	Professor & HOD Department of Prosthodontics and Crown and Bridge	Member
6.	Dr. N.Gautham Kumar	Professor & HOD Department of Periodontology	Member
7.	Dr. Hamsini	Senior Lecturer Department of Oral Pathology and Oral Microbiology	Member
8.	Dr. Rajshri	Senior Lecturer Department of Oral Pathology and Oral Microbiology	Member
9.	Dr S S Yasmin Parvin	Senior Lecturer Department of Periodontology	
10.	Dr Subashri	Senior Lecturer, Department of Orthodontics and Dentofacial Orthopaedics	

3.Roles and Responsibilities:

- President:** - Oversee the overall functioning of the Alumni association. - Represent the committee in relevant college meetings. - Ensure alignment of alumni engagement efforts with the college's goals.
- Secretary:** - Plan and execute alumni engagement activities and events. - Manage communication channels, including newsletters, social media, and alumni databases. - Gather and maintain updated contact information for alumni.
- Treasurer:** - Manages the finances and accounts of the association.
- Faculty Representatives:** - Act as points of contact for alumni in their respective departments. - Facilitate collaboration between alumni and current students for mentorship and career guidance. - Share information about alumni achievements with the association.
- Student Representatives:** - Facilitate interactions between current students and alumni. - Collaborate with the Alumni Relations Officer to organize student-alumni events. - Gather feedback from students on alumni engagement activities.



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 Website : www.madhadentalcollege.com

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

f. Alumni Volunteers: - Assist in organizing alumni events, reunions, and networking sessions. - Participate in mentorship programs and career development initiatives. - Contribute ideas and feedback to enhance alumni engagement.

4.Functions

- Provide a platform for the alumni to connect with each other for the exchange of Information, ideas, communicates their accomplishments, interests, and concerns, etc.
- Extend maximum help to the College in the placements and internships of students in reputed organizations.
- Recognize Alumni for their significant contributions to education.
- Propose and execute special projects: Infrastructure, Technical projects, Seminars, Conferences, etc.
- Institute awards for meritorious students.
- To strengthen ties between the Institute and alumni and encourage them to participate in the various cultural and social activities

5.Alumni Engagement Activities:

- a. Alumni Events: - Organize annual alumni reunions, networking events, and professional development sessions. - Host webinars, workshops, and seminars featuring alumni speakers.
- b. Mentorship Programs: - Establish and promote mentorship programs connecting alumni with current students. - Facilitate career guidance, internships, and industry exposure.
- c. Alumni Recognition: - Acknowledge and celebrate alumni achievements through awards and recognitions. - Highlight success stories through college publications and social media.
- d. Communication Channels: - Regularly update alumni through newsletters, emails, and social media. - Maintain an alumni portal or website for information sharing.

6.Schedule of Meetings

The Association shall formally meet thrice in an academic year to plan for the alumni activities of the aforementioned year.



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 Website : www.madhadentalcollege.com

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

The annual general body for the academic year shall be conducted at the end of the academic year with Alumni participation to review the alumni activities of the institution.

7.Record Keeping:

Maintain comprehensive records of alumni engagement activities, event attendance, and feedback.

Ensure the confidentiality and security of alumni information.

8.Communication:

Foster open communication channels with alumni, keeping them informed about college developments.

Encourage feedback and suggestions to enhance alumni engagement initiatives.

9.Review and Evaluation:

Conduct periodic reviews of the Alumni association activities and effectiveness.

Seek feedback from alumni, faculty, and students for continuous improvement.

10.Amendments to SOP:

The SOP may be amended based on evolving needs or changes in institutional policies.

All amendments should be documented and communicated to relevant stakeholders.

11. Review and Revision

Periodically review the SOP to ensure its relevance and effectiveness.

Revise the SOP as needed to accommodate changes in academic policies or college structure.

12. Approval

This SOP is approved by the Principal of the Dental College and will be reviewed annually.


PRINCIPAL

MADHA DENTAL COLLEGE & HOSPITAL
KUNDRATHUR, CHENNAI - 600069.