



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

ADMINISTRATION COMMITTEE

STANDARD OPERATING PROCEDURE

1.Objectives:

- To oversee and improve administrative functions across various departments.
- To streamline processes for optimal resource utilization.
- To enhance communication and coordination among administrative units.
- To ensure compliance with relevant policies and regulations.

2.Structure of the Administration Committee:

- a. Chairperson: - Head of Administration or a senior administrative staff member. - Responsible for overall coordination and leadership of the Administration Committee.
- b. Secretary: - Senior faculty of a department
- c. Committee Members: - Representatives from key administrative departments, such as finance, human resources, facilities, and student affairs. - May include academic department administrators and external stakeholders when necessary.

Committee constitution:

The following will be the members of the college of administration committee re-constituted with effect from 16/10/23. The committee shall be effective for three years from the aforementioned date.

S.No.	Name	Designation/Department	Position held
1	Ms. Mercy Florence Peter	Vice-Chairperson	Chairperson
2.	Dr Madhan CG	Reader, Department of Pediatric and Preventive Dentistry	Secretary
3	Dr. Siva Kumar M	Professor, Department of Oral pathology	Member
4	Mr Ramamurthy	Administrative officer	Member



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3.Roles and Responsibilities:

- a. Chairperson: - Preside over Administration Committee meetings. - Provide strategic direction for administrative processes. - Represent the committee in relevant institutional forums.
- b. Secretary: - Prepares agenda and convenes meetings; records minutes of meetings, communicate any other information to the members with the permission of the chair.
- c. Committee Members: - Contribute expertise and insights from their respective administrative domains. - Participate in decision-making related to administrative policies and procedures. - Implement and oversee administrative initiatives.

4.Functions

- Guide the college while fulfilling the objectives of the college
- Institute scholarships, fellowships, studentships, medals, prizes, and certificates on the recommendations of the Academic Council
- Approve new programmes of study leading to degrees and/or diplomas.
- All recruitments of Teaching Faculty/Principal shall be made as per the Governing Body as applicable in accordance with the regulations of the DCI and affiliated university from time to time.
- To approve the annual budget of the college before submitting the same at the DCI.

5.Key Activities and Processes:

- a. Facilities Management: - Oversee the maintenance and improvement of physical infrastructure. - Coordinate with relevant departments for efficient space utilization.
- b. Human Resources Management: - Ensure adherence to human resources policies and practices. - Oversee recruitment, training, and performance appraisal processes.
- c. Financial Management: - Monitor budgetary allocations and expenditures. - Ensure compliance with financial policies and regulations.
- d. Student Affairs: - Oversee student services and support programs. - Address student-related issues and concerns.



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e. Information Technology: - Ensure the availability and functionality of information technology systems. - Facilitate the integration of technology into administrative processes.

f. Records Management: - Establish and maintain efficient records management systems. - Ensure compliance with data protection and privacy regulations.

g. Health and Safety: - Implement and monitor health and safety protocols. - Conduct regular safety audits and drills.

h. Event Coordination: - Coordinate and support various institutional events. - Ensure smooth logistics for conferences, workshops, and other gatherings.

i. Policy Development and Review: - Develop and review administrative policies and procedures. - Ensure alignment with institutional goals and regulatory requirements.

6.Communication:

Foster open communication channels within the committee and with relevant stakeholders.

Disseminate information on administrative updates, policies, and procedures.

7.Schedule of Meetings

The Committee shall formally meet at the start of the academic year to plan for the administrative activities of the aforementioned year.

The second meeting for the academic year shall be conducted at the end of the academic year to review the administrative activities of the institution.

Meetings can be conducted formally/informally in case of emergencies and minutes of the informal meetings need not be maintained

8.Review and Evaluation:

Conduct periodic reviews of administrative processes and outcomes.

Seek feedback from stakeholders for continuous improvement.

9.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.

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 academic policies or college structure.

11. 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.