



# 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 COMMITTEE

### 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 Committee:

- a. President: - A senior faculty member or an alumni relations professional. - Responsible for overall coordination and leadership of the Alumni Committee.
- 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.

#### Committee constitution:

The Alumni Cell is reconstituted with the following members with effect from 02.08.2024. The committee shall be effective for three years from the aforementioned date.



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S.No	Name	Designation/Department	Position Held
1.	Mr. Ajay Ravindrakumar	President	Managing Director, Madha Dental College and Hospital
2.	Dr. Madhan C G	Secretary	Professor, Department of Pedodontics and Preventive dentistry
3.	Dr. Susila Anand	Treasurer	Professor and Head, Department of Conservative Dentistry and Endodontics
4.	Dr. Ilanchezhian J	Member	Senior Lecturer, Department of Orthodontics
5.	Dr. Sharmila Hussain	Member	Professor and Head, Department of Prosthodontics
6.	Dr. M. Siva Kumar	Member	Professor, Department of Oral Pathology
7.	Dr. Hamsini	Member	Senior Lecturer, Department of Oral Pathology
8.	Dr. Rajshri	Member	Senior Lecturer, Department of Oral Pathology
9.	Dr. George Samyo Stephen	Member	Senior Lecturer, Department of Oral and Maxillofacial Surgery
10.	Dr. Devi S	Member	Senior Lecturer, Department of Oral Medicine and Radiology



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### 3.Roles and Responsibilities:

- a. President: - Oversee the overall functioning of the Alumni Committee. - Represent the committee in relevant college meetings. - Ensure alignment of alumni engagement efforts with the college's goals.
- b. 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.
- c. Treasurer: - Manages the finances and accounts of the committee.
- d. 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 committee.
- e. 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.
- 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.



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

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.



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## 9. Review and Evaluation:

Conduct periodic reviews of the Alumni Committee's 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 - 600 069.