



# 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

## PLACEMENT AND CAREER GUIDANCE CELL STANDARD OPERATING PROCEDURE

### 1.Objective

The objective of a Placement and Career Guidance Cell is to help students make informed decisions about their careers, foster professional development, and provide support in navigating the complex field of dentistry.

### 2. Composition of the Placement and Career Guidance Cell:

The Placement and Career Guidance Cell is comprised of the following members:

- Career Guidance Coordinator (A senior faculty)
- Secretary (A senior faculty)
- Faculty Advisors (representing different dental specialties)
- Alumni Mentors (optional but recommended)
- Industry Liaison Officer (Faculty)
- Administrative Staff (Optional, to assist with logistics)

### Committee constitution:

The following will be the members of the Placement and career guidance cell with effect from 03/12/2024.

Sno	Name	Designation/Department	Position Held
1.	Dr.Arun.E	Professor and Head, Department of Pediatrics and Preventive dentistry	Career Guidance Coordinator
2.	Dr.R.Deepa	Associate Professor, Department of Biochemistry	Secretary
3.	Dr.C.G Madhan	Professor, Department of Pediatric and Preventive dentistry	Industry Liaison officer
4.	Dr. Preethi	Reader, Department of Conservative dentistry and Endodontics	Member



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5.	Dr.Elamvaluthi Mani	Senior Lecturer, Department of Orthodontics and Dentofacial Orthopaedics	Member
6.	Dr. Mohammed Bilal Sheriff. K	Senior lecturer, Department of Pedodontics and Preventive Dentistry	Member
7.	Dr. Vinitha.A	Senior lecturer, Department of Prosthodontics and Crown and Bridge	Member
8.	Dr.N.K. Savitri	Senior Lecturer, Department of Periodontology	Member
9.	Dr.V.Hamsini	Senior Lecturer, Department of Oral Pathology and Oral Microbiology	Alumni mentor
10.	Dr. Kavin	Post graduate	Student member
11.	Dr. Nithesha	Post graduate	Student member

### 3. Responsibilities:

#### 3.1 Career Guidance Coordinator:

Oversee the day-to-day operations of the Placement and Career Guidance Cell.

Act as the central point of contact for students seeking career advice.

Collaborate with faculty, alumni, and industry partners for career-related programs.

#### 3.2 Faculty Advisors:

Provide individualized career guidance to students based on their interests and skills.

Conduct workshops and seminars on career development within the field of dentistry.

Facilitate connections between students and professionals in different dental specialties.

#### 3.3 Alumni Mentors:

Serve as mentors to students, offering insights into various career paths.

Share their professional experiences and provide guidance on career decisions.

Participate in networking events and career-related workshops.



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### 3.4 Industry Liaison Officer:

Establish and maintain relationships with dental industry partners.

Organize internships, externships, and industry visits for students.

Stay updated on industry trends and convey relevant information to students.

### 3.5 Administrative Staff:

Assist in organizing career workshops, seminars, and events.

Maintain records of student interactions and career counseling sessions.

Ensure effective communication between the Career Guidance Cell and students.

### FUNCTIONS

- To assist students in making informed career choices.
- To provide guidance on academic and professional pathways.
- To facilitate skill development and career readiness.
- To establish connections with employers and industry experts.
- To organize career counseling sessions, career guidance programs and NEET training for undergraduates.
- To facilitate placement through Alumni and peer interactions

### 5. Career Guidance Services:

#### 5.1 Individual Counseling:

Conduct one-on-one counseling sessions to address specific career concerns.

Assist students in setting career goals, planning for postgraduate studies, and navigating the job market.

#### 5.2 Workshops and Seminars:

Organize workshops on resume building, interview skills, and professional development.

Arrange seminars with guest speakers to provide insights into various dental specialties.



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## 5.3 Internship and Residency Guidance:

Provide information and guidance on securing internships and residencies.

Facilitate connections between students and dental institutions for practical experience.

## 5.4 Networking Opportunities:

Organize networking events, allowing students to connect with alumni and industry professionals.

Foster mentorship programs to enhance students' professional networks.

## 6. Resource Center:

Maintain a resource center with information on dental specializations, further education options, and career opportunities.

Regularly update resources to keep students informed about industry trends.

## 7. Collaboration with Industry:

Collaborate with dental industry partners to provide real-world insights.

Organize industry-focused events and guest lectures.

## 8. Evaluation and Feedback:

Collect feedback from students to assess the effectiveness of career guidance services.

Use feedback to continually improve and tailor services to student needs.

## 9. Communication:

Regularly communicate career-related information to students through various channels, including email, newsletters, and social media.

## 10. Continuous Professional Development:

Encourage faculty members and career counselors to engage in professional development opportunities to stay updated on industry trends.

## 11. Meetings and Decision-Making

The Committee shall formally meet at the end of each academic year to plan for the career guidance activities of the aforementioned year.



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## 12. Documentation and Reporting:

Maintain detailed records of career counseling sessions, events, and student outcomes.

Prepare periodic reports on the activities and impact of the Placement and Career Guidance Cell.

## 13. Review and Updates:

Periodically review and update the SOP to align with changing career trends and student needs.

## 14. Approval and Implementation:

This SOP is approved by Principal and will be reviewed annually or as needed.

*Y. S. S. S.*  
**PRINCIPAL**  
MADHA DENTAL COLLEGE & HOSPITAL  
KUNDRATHUR, CHENNAI - 600 069.