



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

STUDENT COUNCIL STANDARD OPERATING PROCEDURE

1. Objective:

The Student Council of Madha Dental College and Hospital is established to represent the collective voice of the student body and facilitate communication between students and the administration. This SOP outlines the processes and guidelines for the effective functioning of the Student Council.

2. Composition of the Student Council:

The Student Council is comprised of the following members:

- President
- Vice President
- Secretary (sports & cultural secretaries)
- Treasurer
- Class Representatives (one or more representatives from each academic year)
- Faculty Advisor (Optional but recommended)

Committee constitution:

The following will be the members of the Student Council with effect from 02/08/2024. The committee shall be reconstituted every two years from the aforementioned date.

Sno	Name	Designation/Department	Position Held
1.	Dr.Herald Jerome	Post Graduate	President
2.	Dr.Princy	Post Graduate	Vice President
3.	Dr.J. Bridget Mary	Post Graduate	Secretary
4.	Dr. Kumerasan	Post Graduate	Treasurer



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5.	Dr.M.Sivakumar	Professor, Department of Oral pathology and Microbiology	Advisor
6.	Dr.CG. Madhan	Professor, Department of Pediatric and Preventive Dentistry	Advisor
7.	Dr.N. Gowri Shankar	Reader, Department of Periodontology	Advisor
8.	Dr. Premila.D	Senior lecturer, Department of Orthodontics and Dentofacial orthopedics	Advisor
9.	Mr. Kamalesh kumar	Under Graduate	Member
10.	Mr. Arikaran.R	Under Graduate	Sports secretary
11.	Ms. Ananya.B	Under Graduate	Sports secretary
12.	Ms. Nandhini.K	Under Graduate	Cultural secretary
13.	Mr. Nandha Kumar	Under Graduate	Cultural secretary
14.	Ms. Priyanka	Under Graduate	Hostel secretary
15.	Mr. Belson Rohith	Under Graduate	Hostel secretary
16.	Mr. Mounish Raj	Under Graduate	Canteen secretary
17.	Ms. Janani	Under Graduate	Canteen secretary

3. Election Process:

3.1 Nomination:

Conduct open nominations for eligible candidates.

Establish clear eligibility criteria for candidates, including academic standing and conduct.



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3.2 Campaigning:

Allow a specified campaign period for candidates to present their platforms and engage with the student body.

Set guidelines to ensure fair and respectful campaigning.

3.3 Results Declaration:

Announce the results promptly.

Resolve any disputes or concerns raised during the process.

4. Roles and Responsibilities:

4.1 President:

Represent the student body in discussions with the college administration.

Preside over Student Council meetings.

Provide leadership to the Student Council.

4.2 Vice President:

Support the President in their duties.

Assume the role of the President in their absence.

Take on specific responsibilities as delegated by the President.

4.3 Secretary:

Maintain accurate records of Student Council meetings.

Handle official correspondence and communication on behalf of the Student Council.

Prepare and distribute meeting agendas and minutes.

4.4 Treasurer:

Manage the financial affairs of the Student Council.

Keep accurate records of income and expenses.

Present financial reports during Student Council meetings.

4.5 Class Representatives:

Act as a liaison between the Student Council and their respective academic years.

Gather feedback and concerns from classmates.



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Participate actively in Student Council meetings and initiatives.

4.6 Faculty Advisor:

Provide guidance and mentorship to the Student Council.

Facilitate communication between the Student Council and the college administration.

Attend Student Council meetings as a resource person.

5. Functions

- To be the voice of the students to the administration and vice versa as well.
- To provide students an opportunity to develop leadership by organizing and carrying out school activities and service projects.
- To create an environment where every student can voice out their concern or need
- To provide a platform where the students can showcase their talent without hesitation
- The student council is responsible for organizing co-curricular and extra-curricular events in the college.
- The student council ensures student representation in relevant academic and administrative committees

6. Meetings and Decision-Making:

6.1 Regular Meetings:

Hold regular meetings annually to discuss issues, plan initiatives, and address concerns.

Set a consistent schedule for meetings to allow for student participation.

6.2 Decision-Making Process:

Encourage open and inclusive discussions on decisions affecting the student body.

Ensure that decisions are made by consensus whenever possible.

6.3 Voting Procedures:

Establish clear voting procedures for matters requiring a vote.

Maintain transparency in the decision-making process.



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7. Communication:

7.1 Internal Communication:

Utilize various communication channels to keep students informed about Student Council activities and decisions.

Foster a sense of unity and collaboration within the student body.

7.2 External Communication:

Communicate with the college administration to represent student concerns and proposals.

Collaborate with other student organizations and committees within the college.

8. Initiatives and Events:

8.1 Student Welfare Initiatives:

Identify and address issues related to student well-being.

Propose initiatives to enhance the overall college experience for students.

8.2 Events and Activities:

Plan and execute events, cultural activities, and community outreach programs.

Collaborate with other student groups to organize joint activities.

9. Records and Documentation:

Maintain records of all meetings, decisions, and initiatives.

Document feedback received from students and actions taken by the Student Council.

10. Conflict Resolution:

Establish a fair and transparent mechanism for resolving conflicts within the Student Council.

Seek mediation or support from the college administration when necessary.

11. Review and Evaluation:

Periodically review and evaluate the effectiveness of the Student Council's activities.

Gather feedback from the student body to inform improvements.



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12. Amendment of SOP:

Allow for amendments to the SOP as needed.

Ensure any changes are communicated to the student body and relevant stakeholders.

13. Approval and Implementation:

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

J. S. Javalekar
PRINCIPAL
MADHA DENTAL COLLEGE & HOSPITAL
KUNDRATHUR, CHENNAI - 600 069.