



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

Ph: 044 - 66344044, 66344000 Fax: 66344055, 66344050

E-Mail : smmchri2009@gmail.com, smmchri@yahoo.com

Website : www.smmchri.res.in

ADMISSION COMMITTEE

STANDARD OPERATING PROCEDURE

1. Goal

The goal of the Admission Committee SOP is to provide precise policies and processes for the effective and open administration of the medical college's admissions process. It describes the roles, duties, and procedures needed to guarantee fair and equitable admission procedures in compliance with regulations of the state government, the statutory bodies and the institutional requirements.

2. Composition of the Admission Committee

Important people who are in charge of managing several facets of the admissions process make up the Admission Committee. Members could consist of:

- Chairperson of the Admission Committee (Dean)
- Admission Coordinator.
- Faculty Representatives as members
- Administrative Staff

Committee Members:

S.No	Name	Designation/Department	Position held
1	Dr.R.Jayanthi	Dean	Chairperson
2	Dr.Varshaa Chithrra	Assistant Professor, Pathology	Admission Coordinator
3	Dr. S. Karthikraja	Associate professor, Dermatology	Co-coordinator
4	Dr. S. Supadevi	Associate professor, anatomy	Member
5	Dr. T. Fahad Affan	Assistant Professor, Microbiology	Member
6	Mrs. P.Saraswathi	Student section	Member
7	Mrs. M.Mohana	Administrative staff	Member



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3. Roles and Responsibilities

3.1 The Admission Committee's Chairperson

Provide the Admission Committee guidance and leadership.

Make ensuring that regulations and institutional rules are followed.

In front of higher authorities, represent the committee.

3.2 Admissions Officer /Coordinator

Oversee the admissions processes.

Organize correspondence with educators, applicants, and other relevant parties.

Preserve admissions-related documents and records.

Creates the agenda after consulting with the chair and calls meetings, keeps a record of the meeting minutes

3.3 Representatives from the Faculty

Take part in the assessment of candidates' academic credentials and qualifications.

Participate in the creation and evaluation of the admissions requirements.

Give information on the academic prerequisites for the medical programs.

3.4 Administrative Staff

Handle administrative tasks related to application processing.

Coordinate logistics for admission events such as interviews and exams.

Maintain databases and records related to students' admissions.

Functions:

Creating college brochures and pamphlets and sharing admissions information on multiple platforms.

To enhance the quality of admissions through well-defined policies

To spread the word about and abide by all admissions rules and regulations set forth by the government and statutory agencies.

To establish the institute's brand value and raise awareness among common public.

To offer the finest counselling possible to parents and students who come to apply for admission.

To assist parents and students in making wise decisions.



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To assist accepted students in completing the admission process, including paying fees, obtaining roll numbers, obtaining admission to a dormitory, obtaining an ID card, meeting eligibility requirements, obtaining schedules, etc.

5. Admission Procedure

5.1 Submission of the Application

Establish a procedure for submitting applications, either in person or online.

Give candidates clear instructions about admission standards, deadlines, and procedures.

5.2 Evaluation of Applications

Assign committee members to evaluate applications according to preset standards.

Assure a methodical and equitable assessment of both academic and non-academic credentials.

6. Decision-Making

6.1 Schedule of committee Meetings

Schedule regular committee meetings at least twice in a year to discuss applications and make admission decisions.

6.2 Final Approval

Obtain final approval for admission decisions from the Dean or relevant authority.

Communicate decisions to successful and unsuccessful applicants in a timely manner.

Maintain confidentiality and integrity in decision-making processes.

7. Communication with Applicants

Develop standardized communication templates for notifying applicants.

Provide clear and detailed information on admission decisions, next steps, and enrollment procedures.

8. Maintaining Records

Keep complete and accurate records of the admissions procedure.

Save records for accreditation standards and auditing needs.



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9. Induction and Registration

Organize programs for admitted students' orientation.

Facilitate enrolment and receive all paperwork.

10. Examine and Edit

Review the SOP on a regular basis to make sure it is still applicable and efficient.

As regulations or admission policies change, the SOP should be updated to reflect the new information.

11. Acceptance

The Dean or other appropriate academic authority has authorized this SOP, which will be revised yearly or as needed.


IQAC COORDINATOR




DEAN
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