

**Office of the Principal  
Enam Medical College  
Savar, Dhaka**

Memo No: EMC/2025/07- ১০

Date: 01 July 2025

**Office Order**

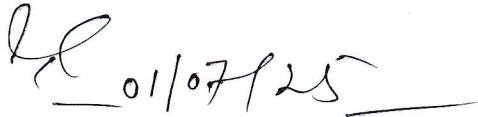
According to National Guidelines and Tools for Quality Assurance Scheme (QAS) for Medical Colleges in Bangladesh developed by Centre for Medical Education (CME) and Directorate General of Health Services (DGHS) and in consultation with the academic council of the college Phase I Coordination Committee of Enam Medical College is reorganized with following teachers and student representatives. (not in order of seniority)

- |   |  |             |
|---|--|-------------|
| 1 | Prof. F.A.M. Hasanul Banna<br>Head, Department of Anatomy  | Coordinator |
| 2 | Prof. Dr. Afroza Khanam Sumy<br>Head, Department of Physiology<br>Subject coordinator of Physiology      | Member      |
| 3 | Prof. Dr. Noortaj Begum<br>Department of Biochemistry<br>Subject coordinator of Biochemistry             | Member      |
| 4 | Dr. Maruf Ibne Monowar<br>Associate Prof. of Anatomy<br>Subject coordinator of Anatomy                   | Member      |
| 5 | Md. Mehedi Hasan Shakib<br>EM-22, Roll No. 03<br>National Merit position: 5403<br>Student representative | Member      |
| 6 | Sarkun Rahman Imee<br>EM-22, Roll No. 94<br>National Merit position: 7542<br>Student representative      | Member      |

Phase Coordinator will act as leader of the phase. Phase Coordination Committee will meet on two monthly basis and any time, if necessary to evaluate how the phase is progressing. They are deeply involved in monitoring and evaluation of the course.

Phase Committee will seek feedback from the students through the Student Course Evaluation Questionnaire. They have to collate and analyze relevant information from the students. Phase Committee members are expected to give their best efforts to improve the overall academic standard of the institution.

Phase Committee will approve the students eligible for professional examinations and prepare the annual report of the phase to be submitted to the Academic Coordinator.



Prof. Dr. Md. Motahar Hossain Bhuiyan  
Principal  
Enam Medical College

**Copy to:**

1. Chairman, Enam Medical College & Hospital
2. Chief Executive Officer, Enam Medical College & Hospital
3. Vice Principal & Academic Coordinator, Enam Medical College
4. Coordinator, Phase I Coordination Committee, Enam Medical College
5. All members of Phase I Coordination Committee
6. Office copy