

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

Memo No: EMC/2024/12-51

Date: 08 December 2024

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 III Coordination Committee of Enam Medical College is reorganized with following teachers and student representatives. (not in order of seniority)

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|---|---|-------------|
| 1 | Prof. Dr. Mejbah Uddin Ahmed Head, Department of Microbiology | Coordinator |
| 2 | Prof. Dr. Mithun Alamgir Head, Department of Community Medicine Subject coordinator of Community Medicine | Member |
| 3 | Professor Dr. Md. Atiqur Rahman Head, Department of Pathology Subject coordinator of Pathology | Member |
| 4 | Dr. Bhuiyan Md. Mahtab Uddin Associate Professor of Microbiology Subject coordinator of Microbiology | Member |
| 5 | Fahmid Hasan EM-19, Roll No. 57 Student representative | Member |
| 6 | Ummey Hani EM-19, Roll No. 84 Student representative | Member |

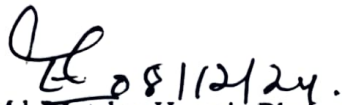
Phase Coordinator will act as leader of the phase. Phase Coordination Committee will meet on two monthly basis and any time, if necessary to evaluate how the phase is progressing. They are deeply involved in monitoring and evaluation of the course.

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: (not in order of seniority)

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