



ENAM MEDICAL COLLEGE
9/3, Parboti Nagar, Thana Road, Savar, Dhaka

Academic Support Service Form (ASSF)

MBBS Course – Student support service

A. Student Information

Name : _____
Student ID / Roll No : _____
Year & Term : _____
Department : _____
Contact Number : _____
Email : _____

B. Academic Concerns

- ☐ Difficulty understanding lectures
- ☐ Poor attendance
- ☐ Low performance in items/term finals
- ☐ Difficulty in ward activities
- ☐ Problem with clinical skills
- ☐ Time management issues
- ☐ Memory/concentration problems
- ☐ Repeated exam failure
- ☐ Language/communication difficulty
- ☐ Other: _____

C. Description of Academic Problem:

D. Support Requested

- ☐ Academic counseling
- ☐ Remedial classes/tutorials
- ☐ Clinical skills training
- ☐ Study plan guidance
- ☐ Attendance monitoring support
- ☐ Exam preparation support
- ☐ Other: _____

E. Office Use Only

Assessment summary : _____
Support action plan : _____
Referral : _____
Follow-up date : _____

Signatures :

Student : _____
Mentor/Officer : _____
Date : _____