

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

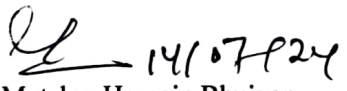
Memo No. EMC/Notice/2024/07- 206

Date: 14 July 2024

NOTICE

This is for information to all students that as per decision of the academic council meeting held on 08 July 2024 are mentioned below.

1. Students who will be absent in the class, should apply to the head of the department with appropriate evidence, approval of the head of the department he/she can attend the next class. If any student is absent in the class for three consecutive days then he/she must take permission of the principal and has to pay fine to continue next class.
2. In 2nd and 3rd phase clinical class percentage and attendance in wards will be strictly monitored and during eligibility list of 2nd & 3rd phase for professional examination, clinical class percentage and their clinical examination performance will be counted.
3. Students' parents will be notified through SMS about their class attendance after 7 days and after three months the academic report card will be handover to the parents from the concerned department.
4. Use of Mobile phone during the class time is strictly prohibited. However, if any student uses mobile phone in the class, disciplinary action will be taken against him/her.


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. Director, Enam Medical College Hospital
5. Heads of the Departments of Anatomy/Physiology/Biochemistry/Community Medicine/Forensic Medicine/Pharmacology/Pathology/Microbiology/Medicine/Surgery/Obstetrics & Gynecology/Ophthalmology/ENT/Pediatrics/Cardiology/Gastroenterology/Anesthesiology/Endocrinology/Hematology/Paediatrics Hematology & Oncology/Clinical Oncology/ Radiology & Imaging/ Pulmonology/ Skin & VD/Neurosurgery with a request to inform all teachers and staffs of the department
6. Executive Director (Finance & Accounts), Enam Medical College & Hospital
7. Heads of the Departments of Psychiatry/Neurology/Nephrology/Orthopedic Surgery/Pediatric Surgery/Urology/Physical Medicine/Transfusion Medicine/Burn & Plastic Surgery/Dentistry/Hepatobiliary Surgery/Thoracic Surgery/Vascular Surgery/Nuclear Medicine/Hepatology with a request to inform all teachers and staffs of the department
8. Notice Board