

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

Memo No: EMC/2022/09-

Date: 22.09.2022

## 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 Academic Coordination Committee is formed with following teachers and student representatives.

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|---|---|----------------------|
| 1 | Prof. Dr. Motahar Hossain Bhuiyan<br>Head, Department of Ophthalmology<br>&<br>Vice Principal, Enam Medical College | Academic Coordinator |
| 2 | Prof. Md. Aminul Haque Khan<br>Head, Department of Biochemistry<br>&<br>Phase I Coordinator                         | Member               |
| 3 | Prof. Dr. Mithun Alamgir<br>Department of Community Medicine<br>&<br>Phase II Coordinator                           | Member               |
| 4 | Prof. Dr. Mahmuda Begum<br>Head, Department of Pharmacology & Therapeutics<br>&<br>Phase III Coordinator            | Member               |
| 5 | Prof. Dr. Deb Prosad Paul<br>Department of Surgery<br>&<br>Phase IV Coordinator                                     | Member               |
| 6 | Abdur Rahman<br>EM-15, Roll No. 67<br>National Merit position: 3576<br>Student representative (Phase I)             | Member               |
| 7 | Samiha Mosarrat<br>EM-13, Roll No.36<br>Student representative (Phase II)   | Member               |

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| 8 | Mohsena Rashid Chowdhury<br>EM-12, Roll No. 88<br>Student representative (Phase III) | Member |
| 9 | Sukanto Sarker<br>EM-11, Roll No. 22<br>Student representative (Phase IV)            | Member |

Academic Coordination Committee (ACC) is accountable to Academic Council. Academic Coordinator will act as Chairperson of Academic Coordination Committee. The committee sit four times a year and any time if necessary to evaluate and monitor how the academic activities is progressing.

ACC will ensure that the recommendations of academic council are implemented. ACC will prepare the annual report of the college on operation of MBBS course in the college and will also mention about extracurricular activities (annual sports, cultural programs etc). As chairperson of ACC, Academic Coordinator will present the annual report to the Academic Council.

Prof. Md. Aminul Haque Khan  
Principal  
Enam Medical College

**Copy to:**

1. Chairman, Enam Medical College & Hospital
2. Academic Adviser, Enam Medical College
3. All members of Academic Coordination Committee
4. Office copy