

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

Memo No: EMC/2023/05-73

Date: 23 May 2023

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)

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|---|--|-------------|
| 1 | Prof. F.A.M. Hasanul Banna
Head, Department of Anatomy | Coordinator |
| 2 | Prof. Dr. Rayhana Sultana
Head, Department of Physiology
Subject coordinator of Physiology | Member |
| 3 | Prof. Dr. Noortaj Begum
Department of Biochemistry
Subject coordinator of Biochemistry | Member |
| 4 | Dr. Maruf Ibne Monowar
Associate Prof. of Anatomy
Subject coordinator of Anatomy | Member |
| 5 | Mst. Sumaiya Akther Jerin
EM-19, Roll No. 28
National Merit position: 4448
Student representative | Member |
| 6 | Obaidul Hoque Himu
EM-19, Roll No. 55
National Merit position: 4565
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.

[Handwritten Signature]

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. Md. Aminul Haque Khan
Principal
Enam Medical College

Copy to:

1. Chairman, Enam Medical College & Hospital
2. Coordinator, Phase I Coordination Committee, Enam Medical College
3. All members of Phase I Coordination Committee
4. Office copy