

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

Memo No: EMC/2021/10-

Date: 16 October 2021

## 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 II Coordination Committee of Enam Medical College is reorganized with following teachers and student representatives.

1	Prof. Dr. Mithun Alamgir Department of Community Medicine	Coordinator
2	Dr. Palash Kumar Bose Associate Prof. of Forensic Medicine Subject coordinator of Forensic Medicine	Member
3	Dr. Shayla Haque Associate Prof. of Community Medicine Subject coordinator of Community Medicine	Member
4	Rohan Farabi EM-14, Roll No.10 Student representative	Member
5	Anusree Deb EM-14, Roll No.52 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. Md. Aminul Haque Khan  
Principal  
Enam Medical College

**Copy to:**

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