

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

Memo No: EMC/2023/05- 74

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 IV Coordination Committee of Enam Medical College is reorganized with following teachers and student representatives. (not in order of seniority)

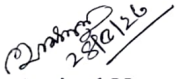
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|----|---|-------------|
| 1. | Prof. Dr. Shaheen Akter
Head, Department of Pediatrics | Coordinator |
| 2. | Prof. Dr. Motahar Hossain Bhuiyan
Head, Department of Ophthalmology
Subject Coordinator of Ophthalmology | Member |
| 3. | Prof. Dr. Sheuly Begum
Head, Department of Gynecology & Obstetrics
Subject Coordinator of Gynecology & Obstetrics | Member |
| 4. | Prof. Dr. Kabir Ahmed
Head, Department of Otolaryngology
Subject Coordinator of Otolaryngology | Member |
| 5. | Dr. Md. Mahbub Hossain
Associate Professor of Medicine
Subject Coordinator of Medicine | Member |
| 6. | Dr. Sonia Akter
Associate Professor of Surgery
Subject Coordinator of Surgery | Member |
| 7. | Dr. Farhana Afroze
Associate Professor of Pediatrics
Subject Coordinator of Pediatrics | Member |
| 8. | Dr. Mohammad Asadullah
Associate Professor of Orthopedic Surgery
Subject Coordinator of Orthopedic Surgery | Member |

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| 9. | Dr. Md. Faruk Hossain
Associate Professor of Psychiatry
Subject Coordinator of Psychiatry | Member |
| 10. | Md. Shadman Sakib
EM-16, Roll No. 64
Student representative | Member |
| 11. | Tania Sultana Tuli
EM-16, Roll No. 35
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. Vice Principal & Academic Coordinator, Enam Medical College
3. Coordinator, Phase IV Coordination Committee, Enam Medical College
4. All members of Phase IV Coordination Committee
5. Office copy