

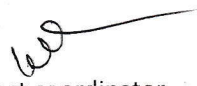
Phase-1

Dhaka Medical College, Dhaka
Department of Anatomy
Six Monthly Progress Report by Subject coordinator
January'25—June'25

Si No	Activities	Date & time	Place	Decision Taken / Description of activities
01	Monthly Faculty Meeting Jan'25	13-01-25 , 10-11am	Office of HOD, Anatomy	Academic calendar Preparation
02	Monthly Faculty Meeting Feb'25	10-02-25 , 10-11am	Office of HOD, Anatomy	Lecture schedule preparation Class roll distribution of tutorial classes
03	Monthly Faculty Meeting March'25	13-03-25 , 10-11am	Office of HOD, Anatomy	Presentation on teaching methodology Instruction to batch teachers to prepare schedule for item exams
04	Monthly Faculty Meeting April'25	21-04-25 , 10-11am	Office of HOD, Anatomy	Instruct batch teachers to prepare card final questions Make schedule integrated teaching class
05	Monthly Faculty Meeting May'25	13-05-25 , 10-11am	Office of HOD, Anatomy	Finalize card final examination questions Evaluate the progress of the batch K-81 students
06	Monthly Faculty Meeting June'25	16-06-25 , 10-11am	Office of HOD, Anatomy	Academic calendar update Class roll distribution of tutorial classes of K-82 Modification of Batch K-82 item card
07	Monthly Faculty Meeting July'25	14-07-25 , 10-11am	Office of HOD, Anatomy	Discussion on integrated teaching class Finalize card final examination questions Discussion on PBQ, SAQ Preparation of cars for card final examination

Dhaka Medical College, Dhaka
Department of Anatomy
Planning for next 6 months Jult'25 –DEC'25

Si No	Activities	Date & time	Place	Description of activities
01	Lecture & tutorial classes for 3 rd term of Batch K81	From July'25 to Sep'25, Anatomy class hour	Lecture classes GI, GII Tutorial Classes- Tutorial class rooms	Lecture & Tutorial according to pre fixed schedule
02	Participation in integrated teaching Phase I K-81	11-08-25, 14-08-25 18-08-25 09.0-12.0 pm	Lecture classes GI	Discussion on- Refractive errors Deafness CVD
03	3 rd Term Final Examination K-81	From 12-10-25 to 21-08-25	Exam Hall I, II	Written, Practical, Oral
04	1 st Term Final Examination K-82	From 01-09-25 to 15-09-25	Exam Hall I, II	Written, Practical, Oral
05	1 st professional examination	Start from 1 st week of Nov '25	Exam Hall I, II	Written, Practical, Oral
06	Monthly Meeting	2 nd Monday of each month 09.0am-10.0 am	Office of HOD, Anatomy	i. Item competition ii. Assurance of attendance of students at lecture & tutorial classes iii. Competition of practical book & assignments on integrated teaching iv. Eligible list preparation v. Arrangement of term I, II & 1 st prof exam


Subject coordinator

Dhaka Medical College
Phase-1 committee
Planning for next 6 months July'25-Dec'25

SI no.	Activities	Date and time	Place	Decision to be taken / description of activities
1	Class for 3 rd term	From July'25 to Sep'25	Lecture classes GI,GII Tutorial Classes-Tutorial class rooms	Lecture, tutorial and practical classes
2	Conduction of integrated teaching of K-81	11-08-25 09.0am-12.0 pm	Lecture classes G II	i. Discussion on "Deafness" along with the department of Anatomy, Physiology, Biochemistry, ENT ii. Question answer session iii. Presentation by students
3	Conduction of integrated teaching of K-81	14-08-25 09.0am-12.0 pm	Lecture classes G II	i. Discussion on "Errors of refraction" along with the department of Anatomy, Physiology, Biochemistry, & Ophthalmology ii. Question answer session iii. Presentation by students
4	Conduction of generic topic presentation of K-82	25.08.25 09.0am-10.0 am	Lecture classes GI	i. Discussion on "Behavioral Science" ii. Question answer session
5	Conduction of integrated teaching of K-81	18-08-25 09.0am-12.0 pm	Lecture classes GII	i. Discussion on "Cerebrovascular disease" along with department of Anatomy, Physiology, Biochemistry & Neuro Medicine ii. Question answer session iii. Presentation by students
6	Conduction of generic topic presentation of K-82	14.09.25 09.0am-10.0 am	Lecture classes GI	i. Discussion on "Medical sociology" ii. Question answer session
7	MBBS Phase-1 Coordination Meeting August/2025	14-08-25 , 10-11am	Office of HOD, Anatomy	i. Preparation of term exams K-82 ii. Preparation of eligibility list for term exams iii. Evaluation and monitoring of irregular students and take necessary steps




SI no.	Activities	Date and time	Place	Decision to be taken / description of activities
8	1 st term examination of K-82	From 11-10-25 to 24-10-25 10.0am-01.00 pm	Exam Hall- I, II	i. Arrangement for 1 st term exam ii. Written, OSPE, SOE
9	Meeting with academic coordinator/August/2025	According to the notice of academic coordinator	Office of vice Principal	i. Inform about completion of curriculum ii. Inform about integrated and generic topic teaching iii. Inform about term-1 result iv. Monitoring of irregular students v. Preparation for term-2 exam
10	3 rd term final examination of K-81	From 12-10-25 to 21-08-25	Exam Hall I, II	i. Arrangement for 2 nd term exam ii. Written, OSPE, SOE
11	MBBS Phase-1 Coordination Meeting/Oct/2025	14-10-25 , 10-11am	Office of HOD, Anatomy	i. Preparation of 1st professional exams ii. Preparation of eligibility list for professional exam iv. Evaluation of the course for 2025
12	Meeting with academic coordinator/October/2025	According to the notice of academic coordinator	Office of vice Principal	i. Inform about term results ii. Publish eligibility list for professional exam iii. Preparation for 1 st professional exam
13	1 st Professional Exam	Start from 1 st week of Nov '25	Exam Hall I, II	Written, SOE and OSPE



Phase-I coordinator
Dhaka Medical College

Dhaka Medical College
Phase – I coordination Committee
Six monthly progress report by Phase I committee (January'25—June'25)

Sl no.	Activities	Date and time	Place	Decision to be taken/description of activities
1	1 st MBBS Phase 1 Coordination Meeting/January /2025	01-01-25 10-11am	Office of HOD, Anatomy	Academic calendar Preparation Lecture schedule preparation Class roll distribution of tutorial classes
2	2 nd MBBS Phase -I Coordination Meeting/March/2025	03-05-25 10-11am	Office of HOD, Anatomy	Presentation on teaching methodology Discussion on integrated teaching along with the department of Anatomy, Physiology, Biochemistry Question answer session Presentation by students
3	2 nd MBBS Phase -I Coordination Meeting/June/2025	15-06-25 10-11am	Office of HOD, Anatomy	Fixation of on integrated teaching schedule Discussion on integrated teaching Rearrange of tutorial classes
4	Meeting with academic coordinator/Aug/2025	According to the notice of academic coordinator	Office of vice Principal	i. Inform about completion of curriculum ii. Inform about integrated and generic topic teaching iii. Inform about term-2 result iv. Monitoring of irregular students
5	Conduction of integrated teaching	12-01-25 14-01-25 16-01-25 26-02-25 27-02-25 09.0-12.0 pm	Lecture Galery-1	Discussion on integrated teaching along with the department of Anatomy, Physiology, Biochemistry and respective clinical departments Question answer session Presentation by students


Phase-I coordinator
Dhaka Medical College

