

Seminar Schedule for 2018, Comilla Medical College, Comilla

Date	Day	Name of the Department
01/01/2018	Monday	Paediatrics
16/01/2018	Tuesday	Neurology
01/02/2018	Thursday	Radiotherapy
17/02/2018	Saturday	Obstetrics & Gynaecology
01/03/2018	Thursday	Orthopaedic
18/03/2018	Sunday	Medicine
07/04/2018	Saturday	Community Medicine
16/04/2018	Monday	Gastroenterology
02/05/2018	Wednesday	Surgery
16/05/2018	Wednesday	Cardiology
01/06/2018	Saturday	Urology
16/06/2018	Saturday	Transfusion Medicine
01/07/2018	Sunday	Dermatology
16/07/2018	Monday	Ophthalmology
28/07/2018	Saturday	Hepatology
05/08/2018	Sunday	ENT
16/08/2018	Thursday	Obstetrics & Gynaecology
01/09/2018	Saturday	Medicine
16/09/2018	Sunday	Paediatrics Surgery
01/10/2018	Monday	Anaesthesiology
16/10/2018	Tuesday	Psychiatry
01/11/2018	Thursday	Radiology & Imaging
16/11/2018	Saturday	Surgery
01/12/2018	Saturday	Medicine (World AIDS day)
17/12/2018	Monday	Burn & Plastic Surgery

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(Prof. Md. Mahabubul Islam Majumder)
Head, Department of Medicine &
Chairman
Medical Education Unit
Comilla Medical College, Comilla

Memo No. CoMC/2017/2289(200)

Date: 11/12/2017

Copy forwarded for information and necessary action:

1. Director, Comilla Medical College Hospital, Comilla
2. Vice principal, Comilla Medical College, Comilla
3. Head of the Department (All) Comilla Medical College, Comilla
4. Dr.....Professor/Assoc. Professor/ Sr. Consultant/
Asstt. Professor/ Jr. Consultant / Curator/Lecturer/Pathologist/Biochemist /RP / RS / Registrar /Asstt.
Registrar / Medical Officer / EMO, Dept. Comilla Medical College Hospital, Comilla.
5. Notice Board (All)

[Handwritten Signature]

(Prof. Dr. Md. Mohsin Uz Zaman Chowdhury)
Principal
Comilla Medical College, Comilla

[Handwritten Signature] 11.12.17.

(Prof. Md. Mahabubul Islam Majumder)
Head, Department of Medicine
&
Chairman
Medical Education Unit
Comilla Medical College, Comilla

Government of the People's Republic of Bangladesh
Office of the Principal
Comilla Medical College, Comilla

"Seminar Notice 2018"

The following decisions are taken about the "Fortnightly Seminar" of Comilla Medical College to make it more participatory, acceptable and effective one.

1. Date: 1st & 16th day of each month is scheduled for seminar day. If the scheduled day is a holyday, the seminar will be held in the next working day.
2. Place: Auditorium (New Academic Building), CoMC.
3. Time: 9.15 AM to 10.55 AM.
4. All teachers, Consultant, Resident Physician, Resident Surgeon, Registrar, Assistant Registrar, Lecturer, Medical Officer, Doctors including Internee Doctors should attend the seminar.
5. Seminar is part of the Curriculum for MBBS students, so all clinical students should be present in the seminar & should participate in presentation. Participation in the seminar will be counted as clinical class percentage of the respective department.
6. The respective department should arrange the seminar in scheduled date & time. Any failure of the schedule by any department must inform in written to the Chairman Medical Education Unit at least 15 days earlier than the scheduled date.
7. Respective head of the department / unit chief should select the topic, speakers, rapporteur after consultation with Medical Education Unit.
8. Topic selection should be student oriented and student participation and sharing of all activities related to seminar should be encouraged & should include recent update for postgraduate students also.
9. The respective head of department / unit chief will chair the session. There should be a panel of experts related to the subject. The chairman and rapporteurs should remain vigilant enough to start and finish the seminar in time.
10. Time allocation:
 - a. Inauguration - Chairman, panel of experts, topic & speaker introduction 05 min. – 09.15-09.20
 - b. Presentation 40 min. 09.20-10.00
 - c. Question-answer session 20 min. 10.00-10.20
 - d. panel of experts, Guest, Teachers' Comment 20 min. 10.20-10.40
 - e. Thanks and conclusion by chairman 5 min. 10.40-10.45
11. Respective head of the department / unit chief will make arrangement for wide circulation about the topic, date, venue of the seminar by Poster, Notice, Personnel contact etc. at least 7 days ahead of the scheduled date.
12. The chairman of the seminar should hand over one copy of the presented seminar to the Chairman, seminar committee for record & preservation.