

3rd week	MLOP Verification of MLOP student's SSC certificate		Fellow meeting with CEO	DO MOCK test (2 nd Year final)	MS OPTH: 1st Block ending Moderation	Fellow meeting with CEO	DO: Renewal fee submission (1st July to 31st July)	MS OPTH: Block ending Moderation	Fellow meeting with CEO	DO: Eligible list of students & examiners send to BSMMU for January exam	MS OPTH: Block ending Moderation	DOT, MLOP: DOT & MLOP annual exam (Oral & Practical) ended before 20th December
			DO: 1. MOCK test (2nd Year Final) Notice 2. Letter to question setter		DOT, MLOP: Phase & Block exam Moderation		DOT, MLOP: Collection of dues DOT students	DO MOCK test (1st Year final)	DOT, MLOP: Phase & Block exam		DOT, MLOP: Notice for Annual exam	
	Meeting with Cataract Trainer	DOT: DOT final exam (Special arrangement)	Meeting with Cataract Trainer	DOT, MLOP: Notice for Phase & Block exam	Meeting with Cataract Trainer	Budget allocation of next fiscal year	Meeting with Cataract Trainer	DOT, MLOP: Notice for Phase & Block exam	Meeting with Cataract Trainer	DOT, MLOP: Issue of letter for unsuccessful candidate	Meeting with Cataract Trainer	Fellow meeting with CEO
4th week	ACM	DOT: Result disclose for DOT final exam (Special arrangement)		ACM	MS OPTH: 1st Block ending		ACM	MS OPTH: Block ending	DOT, MLOP: Circular in newspaper for DOT, MLOP admission test	ACM	MS OPTH: Block ending	DOT, MLOP: Final check-in for collection of dues
	MLOP: registration in SMFB			MLOP: Collection of dues 2 nd Instalment	DOT, MLOP: Phase/ Block exam	Refraction: Offer letter issue for refraction candidate	MS OPTH: 1. Notice of Block ending 2. Letter to question setter			MS OPTH: 1. Notice of Block ending 2. Letter to question setter		
5th week	DOT, MLOP: 1. Final check-in for collection of dues 2. Notice for DOT final exam (Special arrangement)	DOT: Issue of letter for unsuccessful candidate	Eid-UI-Fitr Holiday (March 26 - 03 April)	MS Opth: 1st Block ending Notice 2. Letter to question setter DO: Eligible list of students & examiners sending to BSMMU for July exam		Fellowship: Certificate giving Ceremony	RMO meeting with CEO			DOT, MLOP: Admission test (written and viva)		Fellowship: Certificate giving
	RMO meeting with CEO				RMO meeting with CEO		DOT, MLOP: Log- Book monitoring	DOT & MLOP: Final check-in for collection of dues			RMO meeting with CEO	DOT, MLOP: Result disclosure for academic final exam