

Dhaka Chamber of Commerce and Industry

65-66, Motijheel Commercial Area, Dhaka-1000

Memorandum

In supersession of the Standing Committee constituted earlier, the authority of Dhaka Chamber of Commerce and Industry is pleased to reconstitute Standing Committee on **Skills Development & RND Bangladesh (Projects, BBA College, DBI, Education, Research, Library and Knowledge Centre, E2K)-2017** as hereunder:

COORDINATING DIRECTOR

K. Atique-E-Rabbani, FCA
 Director, DCCI
 Managing Director
 The Computers Limited
 Metropolitan Scout Bhaban (1st floor)
 54 Inner Circular Road, Purana Paltan
 Dhaka-1000, Bangladesh
 Tel: 88-02-8319091, Fax: 88-02-8319091
 Mobile: 88-01711-538673
 E-mail: atiquerabbani@yahoo.com
 Website : www.tcl-bd.com



CONVENOR



Mr. Md. Iftekharuddin (Naushad)
 Former Director, DCCI
 Proprietor
 M/s. Inn-Win Enterprise
 Modhumita Cinema Building
 158-160, Motijheel C/A
 Dhaka-1000
 Tel: 88-02-9551777
 PABX: +88-02-9550953-4
 Cell: +88-01711524284
 Fax: 88-02-9569841
 Email: naushad@modhumita.com
naushad.iftexhar@gmail.com

CO-CONVENOR



Mr. A. K. Mizanur Rahman, FCA,
 Mg. Partner
 M/s. Shafiq Mizanur Rahman &
 Augustine
 House-55, Road-28
 Gulshan-1
 Dhaka-1212
 Ph: 9855876, 9354649,
 01711-521279
 Fax: 9856006
 E-mail: mizan6005@yahoo.com



Mr. Rashed Ali
 Proprietor
 M/s. Dayal Enterprise
 Section-2, Block-H, Road-5
 House-6, Mirpur
 Dhaka-1216
 Ph: 8417529, R: 8055968;
 M: 01819213487
 E-mail:
amdrashed@yahoo.com,
rashed@dayalbd.com





Members

1. **Mr. Absar Karim Chowdhury**
 Former Vice President, DCCI
 M/s. Fazal Wire & Metal
 Industries
 41/1 Horycharan Roy Road
 Faridabad, Dhaka-1204
 Ph: 7441328, 7410586
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 E-mail: info@dhakachamber.com,
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2. **Mr. M. Abu Hurairah**
 Former Vice President, DCCI
 M/s. Salman Refrigeration
 103, K.P. Ghosh Street,
 Armanitola, Dhaka- 1100
 Tel : 57312252
 Cell: 01711537073
 Fax: 57312252
 E-mail:
abuhurairah184@gmail.com



3.	<p>Mr. M. Anwarul Haque Former Director, DCCI M/s. Tippera Iron & Tin Factory Ltd. 38 Shohid Tajuddin Ahmed Soroni (339/A, Tejgaon I/A), Dhaka-1208 Ph: 8891591, 8891615, 01711-549349 E-mail: tipperairon@yahoo.com, tippera@intechworld.net</p>		10.	<p>Dr. Khalilur Rahman Madani Trade International 230 Dr. Kudrat-E-Khuda Road (New Elephant Road), Dhaka-1205 Ph: 8625958, 8631560, 9661424, 01711-280236 Fax: 8631560 E-mail: khalilmadani07@yahoo.com</p>	
4.	<p>Mr. K. G. Karim Former Director, DCCI Managing Director Karim & Sons 1/E/1, Zigatola, Dhanmondi Dhaka-1209, Bangladesh Tel: 88-02-8622345, Mobile: 01713038351 Email: karimandsons1@yahoo.com</p>		11.	<p>Mr. Md. Mamunur Rahman Proprietor M/s. Expopro House-51 (3rd Floor), Road-27, Sector-7, Uttara, Dhaka-1230 Ph: 01713-013216, 8915697 Fax: 8915697 E-mail: mamun@expopro.org</p>	
5.	<p>Capt. Md. Nurul Haque (Retd) M/s. Shelter Constructions Ltd. House No. 16 (1st Floor), Road No.02, Sector-07, Uttara, Dhaka-1230 Ph: 8932206, 01711-535608 Fax: 8955386 E-mail: noorcapt@yahoo.com</p>		12.	<p>Mr. Md. Sharif Hasan, ACS Company Secretary M/s. Unique Hotel & Resorts Ltd. Plot-1, CWN(B), Road-45, Gulshan-2, Dhaka-1212 Ph: 01833-104836 Fax: 8823392 E-mail: info@uhrld.com</p>	
6.	<p>Mr. M A Rashid Shah Shamrat Proprietor M/s. Makka Tours & Travels 126 Motijheel C/A, Dhaka-1000 Ph: 9586923, 9570565, 01819-211094 Fax: 9563709, 7169625 E-mail: makka@intechworld.net</p>		13.	<p>Mr. Mohammad Osman Ghani M/s. Haipu International Business Company 32/4/A Rasel Lodge, Flat-2/C, Shahjahan Road, Mohammadpur, Dhaka-1207 Ph: 9131517, 01911344727 Fax: 8158151 E-mail: alabaksh2006@yahoo.com</p>	
7.	<p>Mr. Mohammad Nurun Nabi, FCA Partner M/s. ACNABIN BDBL Bhaban (Level-13), 12 Kawran Bazar C/A, Dhaka-1215 Ph: 8144347-52 Fax: 8144353 E-mail: acnabin@bangla.net</p>		14.	<p>Mr. Supriya Kumar Chakraborty SA Associates Proprietor Suite-504, S.S. Steel Bldg. 17/C Panthapath, Dhaka-1205 Ph: 9101924-26, 8811468, 01750-037771, 01755-227755 Fax: 9101926 E-mail: supriyokumar@gmail.com</p>	
8.	<p>Mr. Md. Shahjahan Siddiqui Bangla Chemical 15 New Baily Road, Bldg.4, 1st floor, (5/2 Siddeswari Circular Road), Dhaka-1000 Ph: 9346780-1, 01711520138 Fax: 9341044 E-mail: shah@banglachechemical.com</p>		15.	<p>Mr. Md. Enamul Haque Sujon CEO GATESKILL 196/1 Green Road (3rd & 4th Floor), Dhaka-1205 Tel : 9117250, 01730-358081 sujonstm@gmail.com</p>	
9.	<p>Mr. Syed Almas Kabir MetroNet Bangladesh Limited 12 Sonargaon Road, Sonartari Tower, 18th floor, Dhaka Ph: 9671381-2, 9897612, 01711-521964 Fax: 9670257 E-mail: almas@metro.net.bd, borna@metro.net.bd, sak@metrobd.net</p>				

<p>16. Mr. A K M Nurul Huda Pinto Director & CSO M/s. E - Zone Limited Planners Tower (10th floor), 13/A Bir Uttam C.R. Dutta Road (Sonargaon Road), Dhaka Ph: 9614900, 01711-847998, 01671-100063 Fax: 9675106 E-mail: pinto@e-zonebd.com info@e-zonebd.com</p>	
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<p>17. Mr. Kamrul Hasan Shayok Panjeree Publications Limited 43, Shilpacharya Zainul Abedin Sarak (Old: 16, Shantinagar), Dhaka-1217 Tel: 9335826, 01919-244828 Fax: 8318526 E-mail: shayok71@gmail.com</p>	
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TERMS OF REFERENCE:

1. To formulate appropriate policies and oversee the preparation of Annual DBI Training Calendar, professional academic courses (BBA & MBA) to provide need-based training and education services by the DCCI Business Institute (DBI).
2. To consider and evaluate new viable Projects in consultation with donors such as the European Union, World Bank, Asian Development Bank (ADB), Royal Netherlands Embassy, CIDA, GTZ, ITC, UNCTAD/WTO Asia Investment, SEDF etc.
3. To guide DCCI Research Cell for planning and undertaking Research activities on important trade and economic issues.
4. To guide DCCI Library and Knowledge Centre to become updated, functional and useful.
5. To submit proposals for modernising DCCI monthly Review & other publications.
6. To perform any other task that may be assigned by the Board of Directors/President.
7. To review problems faced by the business community in Human Resources Development Sector exploring overseas employment opportunities and recommend measures to improve the situation.
8. To formulate suggestions/guidelines from time to time for development of HRD and expanding overseas employment opportunities.
9. To frame suitable suggestions for protection of rights of overseas employees.
10. To prepare a database on the basis of requirement for Bangladeshi employees in foreign countries and disseminate these information to our HRD institution.
11. To recommend measures for human resources development and training in Bangladesh on the basis of requirements in foreign countries.
12. To perform any other task or function that may be assigned by the Board of Directors/President.

MEETINGS:

In the absence of the Convenor the Coordinating Director shall call upon one of the Joint Convenors to convene the meetings in consultation with the Coordinating Director and the agenda of such meetings must be approved by the President.

ROLES AND RESPONSIBILITIES OF COORDINATING DIRECTOR, CONVENOR, JOINT CONVENORS:

- (a) Coordinating Director shall inform the Board of Directors of the outcome of the Standing Committee meetings and play the role of liaison between the committee and the Board.
- (b) Convenor and in his absence any of the Joint Convenors shall preside over and conduct all meetings in consultation with the Coordinating Director with an objective to develop entrepreneurship and strengthen leadership qualities with special emphasis to young, educated and talented members.

QUORUM:

The presence of **5 (five) members** in the meeting shall form the quorum.

CO-OPTION:

For better functioning of the Standing Committee, if any co-option is necessary, the Coordinating Director shall bring such case to the notice of the President for necessary action.

NOTE:

1. The Standing Committee shall submit its suggestions / recommendations to the Board of Directors for approval.
2. Besides the nominated members, all members of the Board of Directors are entitled to attend meetings of the Standing Committee. DCCI Secretariat shall ensure sending notices of the meeting to the Directors.
3. Members remaining absent in 3 (three) consecutive meetings of the Committee without prior notice shall be deemed to have vacated their membership of the Standing Committee.
4. The term of office of the Standing Committee shall be one year, if not otherwise decided by the Board of Directors.
5. The Standing Committee shall convene at least 3 (three) regular meetings in a year (excluding emergency meetings and meetings on policy issues).
6. The Standing Committee must submit their report on its activities within 30th September, 2017 in order to incorporate the same in the Annual Report, failing which the Standing Committee's report will not be included in the Annual Report.



AHM Rezaul Kabir
Secretary General