




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 **Industry Academia Linkage & Skills Development - 2021** as hereunder:

<u>Coordinating Director</u>	
<p>Mr. Golam Zilani Director, DCCI Director Operations M/s. Gateway Group Limited House-55/A, Road-4/A, Dhanmondi, Dhaka-1209 Ph: 9634622-24, 01711-021018 Fax: 9634624 E-mail: zilani.gateway@gmail.com</p>	

<u>CONVENOR</u>	<u>JOINT CONVENORS</u>	
 <p>Mr. Mohammad Saifur Rahman Saif Fair And Appropriate Technology Ltd., Bashati Dream, House:3, A-2(2nd Floor), Road-20, Gulshan-1, Dhaka- 1212 Ph: 9848074, 01708-427001 Fax: 9848074, E-mail: fat@fatbd.com, saifrahman@fatbd.com</p>	 <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>	 <p>Mr. Mohammad Abu Hena Proprietor M/s. H. N Enterprise 387/C Khilgaon, Dhaka-1219 Ph: 01777-801564, 01977-801564 Fax: E-mail: hena.abu1976@gmail.com</p>

Members:

1.	<p>Mrs. Shamsunnahar Begum Proprietor M/s. Ananda Basanta PC Culture Housing Society, Block- Kha, House-23, Road-09, Ground floor, Adabar, Dhaka-1207 Ph: 01713-032190, 01715-032382 Fax: E-mail: swf_tapon@yahoo.com</p>				
2.	<p>Mr. Abu Zahur Nizam Proprietor M/s. AZN Corporation Cha-90, North Badda, Premier Plaza, Tower-1, Flat: B-10, Dhaka- 1212 Ph: 8416446,01713-003969 Fax: E-mail: azncorporation.bd@gmail.com</p>				

<p>3. Mr. Shaikh Abdul Wahid Mg. Director & CEO M/s. LEADS Corporation Limited Rupayan Trade Center, 17th Floor, 114 Kazi Nazrul Islam Avenue, Bangla Motors, Dhaka Ph: 9552145, 01817-047905 Fax: 9565586 E-mail: info@leads-bd.com</p>		<p>8. Engr. Kazi Mahbubur Rahman Managing Director M/s. Macro Hunts Limited 220, New Elephant Road, Dhaka- 1205 Ph: 9615454, 9615455, 9663322 Fax: 9664545 E-mail: mhldhaka2000@yahoo.com</p>	
<p>4. Mr. Abdul Latif Khan Director M/s. Siam Health Care Company Ltd. 142 Castle Green (2nd Floor), Green Road, Sher-e-Bangla Nagar, Dhaka-1205 Ph: 9138411 , 01715564606 Fax: E-mail: info@siamhcbd.com</p>		<p>9. Mr. Md. Manirul Islam Khan Mg. Director M/s. Management And Training International Ltd. Castle Green (2nd Floor), 142 Green Road, Dhaka-1205 Ph: 9138411 Fax: 9122758 E-mail: siamhf@gamil.com</p>	
<p>5. Mr. Waseque Bin Bashir CEO M/s. Advance Trading Corporation 33 Topkhana Road, 3rd floor, Dhaka-1000 Ph: 9560292, 9569819, 01686853805 Fax: 9564327 E-mail: shadowint84@gmail.com</p>		<p>10. Mr. R.H.M. Imran Chowdhury Mg. Director M/s. Marsik Pvt. Limited 49 Arambag (2nd floor), Motijheel C/A, Dhaka-1000 Ph: 7191363, 01811-458401 Fax: 7193814 E-mail: imran@marsikbd.com</p>	
<p>6. Dr. Lokiat Ullah Executive Director M/s. Bio-Pharma Ltd. House No.01(Level 03,24 &05) Commissioner Lane, Dhaka Housing, Adabor, Dhaka-1207 Ph: 5,815,795,358,150,920,000,000,000 0,000,000,000,000,000,000,000 Fax: 9134684 E-mail: drlokiat@gmail.com, dmlokiat@biopharmabd.com,info @biopharmabd.com</p>		<p>11. Mr. Golam Mostafa Rocky Proprietor M/s. Mostofa Fabrics 111 Ahsan Manzil, Super Market (Nawab Bari), Islampur, Dhaka- 1211 Ph: 01672-075913 Fax: E-mail: rocky.tex@gmail.com</p>	
<p>7. Mr. Md. Manirul Islam Khan Mg. Director M/s. Crystal Technology Bangladesh Ltd. Castle Green (2nd Floor), 142 Green Road, Dhaka-1205 Ph: 9102682 Fax: 9122758 E-mail: info@ctechbd.com</p>		<p>12. Mr. Md. Mizanur Rahman Managing Director M/s. Prime Abason Limited House-42, Jabbar Tower, 15th Floor, Road-135, Gulshan Avenue, Gulshan-1, Dhaka-1212 Ph: 9861457, 9861408 Fax: E-mail: primeasset9876@gmail.com</p>	

<p>13. Mr. A. K. Mizanur Rahman, FCA, Mg. Partner M/s. Shafiq Mizan Rahman & Augustine House-55, Road-28, Gulshan-1, Dhaka-1212 Ph: 9856024, 9855876, 9354649, 01711-521279 Fax: 9856006 E-mail: mizan6005@yahoo.com</p>		<p>15. Mr. Nur-E-Alam Executive Director Erector International Ali Bhaban (9th Floor), 09 Rajuk Avenue Motijheel C/A, Dhaka-1000 Ph: 9557634 Email: erector@bdcom.com</p>	
<p>14. Mr. Md. Abul Hossain Proprietor M/s. Superior Distribution Co. 46/A Paradogair, Konapara, Demra, Dhaka-1362 Ph: 09638112200, 01799-391582 Fax: E-mail: superior.distribution71@gmail.com</p>			

TERMS OF REFERENCE:

1. To recommend appropriate policies for national skills development initiative of Government.
2. To guide DBI & DBI College as and when required.
3. To undertake relevant program as and when assigned by the Board of Directors/President.
4. Committee may adopt any other important issue relevant to the subject matter with the consent of the President.
5. In absence of the Convenor the members of the committee will select someone amongst themselves to chair that meeting.

MEETINGS:

Convenor will convene all meetings. However, in the absence of the Convenor, Joint Convenors will jointly convene the meetings. The agenda of such meetings must be approved by the Convenor. The Coordinating Director, will not convene the meetings unless, prior approval is given by the President, DCCI in absence of the Convenor and Joint Convenors.

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

- (a) Convenor will Chair the meetings and will be assisted by the Joint Convenors.
- (b) Coordinating Director shall support the Committee and be present as an Observer.
- (c) Coordinating Director will report to the Board of any lapse in the performance of committee in terms of TOR and Action Plan. Coordinating Director will also present the recommendation to the Board of Directors of the outcome of the Standing Committee meetings and play the role of liaison between the committee and the Board.
- (d) Joint Convenors shall preside over and conduct all meetings in absence of the Convenor.

QUORUM:

The presence of **3 (three) 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 subject to a request made by the Convenor of the Committee.

Dealing Officers:



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