The Societies Registration Act, 1860  
(Act, XXI of 1860)  

Memorandum of Association  

OF  

IMDAD-SITARA KHAN FOUNDATION  

I. NAME:  
The name of the Society: IMDAD-SITARA KHAN FOUNDATION.

II. A. REGISTERED OFFICE:  
The Registered Office of the Society shall be situated at 116, New Circular Road, Siddheswari, Dhaka, Bangladesh or such other place as the may from time to time determine.

B. AREA OF OPERATION:  
The Area of Operation of the Society shall be any palace of Bangladesh.

C. NATURE OF THE SOCIETY:  
The Society is a voluntary, non-profitable, non-political, non-government & charitable organization.

III. OBJECTS:  
The objects for which the Society is established are all or any of the following and all the objects mentioned hereunder will be implemented after obtaining necessary permission form the government/concerned authority/competent authority and the objects contrary to the provision of section 20 of he Societies Registration Act shall be treated as ineffective:

1. To establish different kinds of education development institute.

2. To engage in chartable purpose for human development and to play impertinent role in the human resource development of voluntary organizations, training, guide, advise, motivate and foster individual voluntary organizations in their drive for professionalism in every sphere of their activity and to achieve thus a greater output and an improved quality of services.

3. To increase awareness of gender issues and make means for opportunities for both women and men to achieve their potential and sustainable human rights and to arrange mother and children vaccination program and social development.
4. To undertake all necessary activities to generate and mobilize the people.

5. To create in the people the consciousness in child care, free education for all, self support, family planning, health care and sanitation and conservation of nature and other self reliant activities, relief and prevention of early marriage and dowry system.

6. To promote the establishment of new voluntary organization and encouraging the expansion of existing one by appropriate assistance for technical or human resource development and make sanitary latrine, pure drinking water and sanitation, arsenic solution, community health and family planning, literacy and numeric, orphanage programme, disaster management programme, social tree plantation project, ecological sustainability program, survey programme, women empowerment, eradication of AIDS, program, Ideal Village and Vocational Training.

7. To promote and assist by all means and methods for formation and running of societies, training institution, mosque, madrasa, school, college, university, hospital and other related organizations, interested in the self reliant manner.

8. To establish libraries and information services, publications, reports, booklets, leaflets, magazines facilities to publicize the objects of the Society.

9. To establish or support training centers, schools or to conduct and arrange, training programs.

10. To grant stipends scholarhip, fellowships, to sponsor or organize seminars, workshop, conference and publication of periodicals.

IV. To accept donations, gifts, contributions or lawful subscriptions towards promoting and maintaining the objectives of the Society and to create and provide funds and to vest and apply the same as and when the society may deem it expedient for carrying out any of its objectives provided that the receipt of any foreign donations will be subject to government approval under foreign donation (voluntary activities) regulations ordinance 1978.

V. The income and properties of the Society shall be applied solely towards the promotion of the objects as set forth above and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, Bonus, Pocket Money, honorium, conveyance amongst the members of the Society.

VI. Source of income & head of expenditures:

1. Income:
   a. Subscription from the members,
   b. Donation from the elites of the Society.
   c. Foreign donation which shall be regulated by the foreign donation (voluntary activities) regulations ordinance 1978.

2. Expenditure:
   Expenditure will be made according to the approved budget.
We do hereby certify that the above Rules & Regulations of the Society are found true &
correct:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name, Father’s Name &amp; Address of the Member</th>
<th>Nationality</th>
<th>Position</th>
<th>Signature of the Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>DR. ABU HENA M. KAMAL S/O ABDUL HANNAN (Late) Address: 5D Maloti, Vila Magnolia, 89 Senpara Parbata, Dhaka-1200. D O B: 16/1/1984 Occupation: Engineer</td>
<td>Bangladesh</td>
<td>Chairman</td>
<td>[Signature]</td>
</tr>
<tr>
<td>2.</td>
<td>ABDUR RE M. GOLAM TAWHID (RTD) S/O. M. ABDUS SUBHAN (Late) Address: Flat# 516 (3rd Floor), Road#10 (West), D O H S, Baridhara, Dhaka. D O B: 25/06/1952. Occupation: Private Service</td>
<td>Bangladesh</td>
<td>Vice Chairman</td>
<td>[Signature]</td>
</tr>
<tr>
<td>4.</td>
<td>MR. FAZLUL QUADER S/O. ABDUL BARI (Late) Address: Ka-226/6, Khilkhet Namapara, P. O. Khilkhet Bazar, Dhaka-1229. D O B: 01/04/1941. Occupation: Private Service</td>
<td>Bangladesh</td>
<td>Secretary General</td>
<td>[Signature]</td>
</tr>
<tr>
<td>5.</td>
<td>MR. SUFI HYDER ZULFIQUR RAHMAN S/O. M. ANISUR RAHMAN (Late) Address: Apt# 12/C-4, Cordial Homes 354, Dilu Road, Eskaton, Dhaka-1217. D O B: 21/06/1956. Occupation: Private Service</td>
<td>Bangladesh</td>
<td>Treasurer</td>
<td>[Signature]</td>
</tr>
<tr>
<td>6.</td>
<td>MR. MAHIMDUR RAHMAN FIAL S/O. MD. MATIAH RAHMAN Address: B-14, 66, New Circular Road, Malibagh, Dhaka. D O B: 01/01/1971. Occupation: Doctor</td>
<td>Bangladesh</td>
<td>Member</td>
<td>[Signature]</td>
</tr>
<tr>
<td>7.</td>
<td>W/O Mir Quayyum (Late) Professor, Dept. of Psychology Rajshahi University D O B: 01.06.42 Occupation: Teaching</td>
<td>Bangladesh</td>
<td>Member</td>
<td>[Signature]</td>
</tr>
<tr>
<td>9.</td>
<td>MR. MD. SHAHIDUR RAHMAN S/O: Sakazzal Hossain Monshi (Late) Add: B#2, F#4, Rupnagar Housing Estate, Section#2, Mirpur, Dhaka-1216 DOB: 14.01.49 Occupation: Teaching</td>
<td>Bangladesh</td>
<td>Member</td>
<td>[Signature]</td>
</tr>
</tbody>
</table>
We, the following persons, whose names and addresses are given here under, are desirous of being formed a Foundation/Society in pursuance of this Memorandum of Association:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name, Father’s Name &amp; Address of the Member</th>
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<tr>
<td>1.</td>
<td>DR. ABUL HENA M. KAMAL S/O. ABDUL HANNAN (Late)</td>
<td>Bangladeshi</td>
<td>Chairman</td>
<td>Illegible</td>
</tr>
<tr>
<td></td>
<td>Address : 50 Maloti, Vila Magnolia, 89 Senpara Parbata, Dhaka-1200.</td>
<td></td>
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<td></td>
<td>D O B: 16/1/1964</td>
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<td>Illegible</td>
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<tr>
<td></td>
<td>Occupation: Engineer</td>
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<tr>
<td>2.</td>
<td>MR. AMINUR RAHMAN S/O. GOLAM MAHBOOB (Late)</td>
<td>Bangladeshi</td>
<td>Vice Chairman</td>
<td>Illegible</td>
</tr>
<tr>
<td></td>
<td>Address : Flat# 516 (3rd Floor), Road#10 (West), D O H S, Baridhara, Dhaka.</td>
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<td>MR. FAZLUL QUADER S/O. ABDUL BARI (Late)</td>
<td>Bangladeshi</td>
<td>Secretary General</td>
<td>Illegible</td>
</tr>
<tr>
<td></td>
<td>Address : Ka-2261/4, Khilkhet Namapara, P. O. Khilkhet Bazar, Dhaka-1229.</td>
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<td>5.</td>
<td>MR. MAHMUDUR RAHMAN PIAL S/O. MD. MATIAR RAHMAN</td>
<td>Bangladeshi</td>
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<td>PROF. MASTURA KHANAM W/O Mir Quayyum (Late)</td>
<td>Bangladeshi</td>
<td>Member</td>
<td>Illegible</td>
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<td></td>
<td>Professor, Dept. of Psychology</td>
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<td>Rajshahi University</td>
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<td>7.</td>
<td>MR. MD. SAGIR HOSSAIN KHAN S/O. Md. Khaliful Rahman</td>
<td>Bangladeshi</td>
<td>Member</td>
<td>Illegible</td>
</tr>
<tr>
<td></td>
<td>Add.: 1/25 Block-E, Kazi Nazrun Islam Rd. Mohammadpur, Dhaka 1207, Bangladesh</td>
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<tr>
<td></td>
<td>DOB: 02.08.63</td>
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<tr>
<td></td>
<td>Occupation: Banker</td>
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<td>8.</td>
<td>MR. MD. SHARIFUR RAHMAN S/O. Sakrizzal Hossain Munshi (Late)</td>
<td>Bangladeshi</td>
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RULES & REGULATIONS

OF

IMDAD-SITARA KHAN FOUNDATION

1. MEMBERSHIP:
Any person who is interested in the activities of the Society and believes in its aims and objects shall be entitled to its Membership provided:

a. He/She agrees to abide by the Rules and Regulations of the Society and its bye-laws to be revised on a dynamic basis.

b. He/She pays yearly subscriptions regularly and accepted as member by the current Executive Committee of the Society upon submission of a written application in prescribed form.

2. CLASSIFICATION OF MEMBERS:
There shall be Two Categories of members of the Society namely:

a. Founder Members
b. Life Members
c. General Members

3. QUALIFICATION:
   a. Life/Founder Members:
      (i) All Members of the First Executive Committee of the Society will be regarded as Founding Members.

      (ii) The Executive Committee shall grant Life Membership status to any other person or persons who will pay at least Tk. 1,00,000.00 (Taka One Lac) of donation to the Foundation.

      (iii) The Life/Founder Member shall hold posts till their death.

   b. General Members:
      Any person who shows interest and commitment in the objectives of the Society is eligible to become a General Member of the Society provided that a proposal for
his/her general membership is submitted to the Executive Committee by at least one Founder or Life member and seconded by at least another Founder or Life Member. The Executive Committee shall in its absolute majority, determine by vote-in favor by Three-Fourth (3/4) of its members, shall grant a general membership. Each accepted general member shall have to pay an initial registration fee of at least Tk. 3,000/- (Taka Three Thousand) and membership subscription of Tk. 1,200/- (Taka One Thousand Two Hundred) annually. Every General Member of the Society shall have the right to participate and vote in the elections of the Society and also of the Executive Committee as far as these relate to none relate to non-Life Member.

4. **TERMINATION OF MEMBERSHIP:**
In the following circumstances, membership shall terminate:

i) On his/her death or resignation;

ii) if he/she found to be a person mentally disoriented and unsound;

iii) On his/her failing to pay the yearly subscription of the Society by the end of year;

iv) He/She duly declared to be incompetent to contract or debarred from membership by any court of law;

v) He/she is guilty, in the opinion of the Executive Committee by Three-Forth (3/4) majority, of improper conduct or on refusal to comply with or violation of any of the Rules and Regulations or bye-laws of the Society.

5. **MANAGEMENT AND CONTROL:**
a. The Management of the Society shall be controlled by an Executive Committee consisting of:

1) Chairman 1(One).
2) Vice-Chairman 2(Two).
3) General Secretary 1(One).
4) Treasurer 1(One).
5) Executive Member 4(Four).

b. There shall be a minimum of 07(Seven) Members and maximum of 15(fifteen) members in the Executive Committee, total being an odd number.

c. The members of Committee shall retire in accordance with such rules as may be framed in this regard by the Executive Committee.

6. **POWER AND DUTIES OF EXECUTIVE COMMITTEE / OFFICE BEARERS:**

1) **CHAIRMAN:**
The Chairman shall be the Head of the Society and shall preside over all meeting of the Society and the Executive Committee thereof. He shall be consulted on all matters relating to the Society and his opinion, above and instructions shall be honored and obeyed. The day to day administration and management of the affairs of the Society will be performed by the Chairman or by any one delegated by him and Chairman's decision shall be final. The Chairman will sign kinds of bank Cheque & documents in all respects as and when needed with the TREASURER of the society.

2) **VICE-CHAIRMAN:**
The Vice-Chairman shall generally assist the Chairman in the discharge of his/her function and responsibilities. In the absence of the Chairperson, the Vice-Chairman shall preside over the meetings. A Vice-Chairman will head a subcommittee formed by E C
to address or resolve any issue, implement and execute any agenda or plan passed by the E C.

3) **SECRETARY GENERAL:**
The SECRETARY GENERAL shall be in charge of carrying out all executive work of the Society. The SECRETARY GENERAL shall be responsible for the day to day administration and management of the Society. He will keep records of all affairs of the Society, issue notices of all meetings of the Society, sign, execute, seal and deliver all deeds, documents, instruments, notices and letters on behalf of the Society. He will represent the society in the different offices of the Government, semi-government, organisation, institutions, corporate bodies, both private and public in connection with any work/works of the Society both at home and abroad, represent the Society in all the national, international seminars, symposiums and workshops. The SECRETARY GENERAL will sign the all kinds of bank Cheque & documents in all respects as and when needed with the CHAIRMAN / TREASURER of the Society.

4) **TREASURER:**
The Treasurer shall receive and be the custodian of the funds of the Society. He shall present to the Executive Committee a budget for the ensuring fiscal year for decision and the budget in final form shall be approved by the Executive Committee prior to the beginning of the fiscal year. He shall make a complete financial report at the annual general meeting (AGM) of the Society every year. He shall maintain a register of all assets of the Society including fixed property.

5) **EXECUTIVE MEMBERS:**
They will assist the Executive Committee in all respects as and when needed.

7. **ADVISORY COUNCIL:**
a. There shall be an Advisory Council not less than 3(Three) and more than 7(seven) members. The member of Advisory Council shall be nominated by the Executive Committee. The First Advisory Council consists by following five persons:

   1. MRS. SITARA KHAN
   2. MISS. SELINA KHAN
   3. MR. ABDUL HAMID
   4. MR. AMINUL ISLAM BHUIYAN
   5. PROD. MOHAMMED ALI

b. Advisory Council shall render Advice on any matter referred to it by the Executive Committee and Annual General Meeting. The Executive Committee will try to make good use of the suggestions of the Advisory Council.

8. **ASSETS AND FUNDS:**
The Assets and Funds of the Society shall be collated by way of subscriptions, donations, gift, grant and loan.

9. **ELECTION:**
a) The Executive Committee of the Society shall be elected by the Members of the Foundation for a period of 5 (Five) years by secret ballot or any other process approved by the foundation.

b) The Executive Committee shall have power at any time to co-opt any person to be member of the Executive Member either to fill a casual vacancy or as an addition to the Committee at any time.
10. MEETING OF THE EXECUTIVE COMMITTEE AND QUORUM:
   a. The Executive Committee shall at least once in three months or at any other time, if required, to consider all matter which may have been submitted by the members for the consideration of the Executive Committee and the decisions of the Executive Committee shall be expressed in accordance with the decision of the majority of members present.
   b. Two-Third (2/3) Member will constitute a quorum to hold a meeting. The Chairman shall preside over the meeting.
   c. In absence of the Chairman, Vice-Chairman of the Executive Committee shall preside over the meeting.
   d. The Secretary General of the Society/Foundation in consultation with Chairman shall summon a meeting of the Executive Committee. At least Seven days notice shall be given for an Executive Committee's meeting.

11. VOTING AT THE EXECUTIVE COMMITTEE MEETING:
   Except in case for which provisions have been made in this constitution all matters coming up before the Executive Committee shall be decided upon by majority of votes. Provided that the Chairman shall not exercise his second or casting vote except in the event of equality of votes.

12. MINUTES OF THE EXECUTIVE COMMITTEE:
   The Executive Committee shall cause minute of the resolutions and proceedings of the Executive Committee to be recorded in minute's book. Minutes signed by the Chairman of the meeting shall be sufficient evidence of the facts stated therein.

13. POWER AND FUNCTIONS OF THE EXECUTIVE COMMITTEE:
   The Executive Committee in general is the final authority in all matters to the Society and in particular shall be empowered:
   i) To make, amend and alter Rules and Regulations and by-laws for conducting the affairs and accomplishing the objects of the Society;
   ii) To undertake transactions and operation of all kinds;
   iii) To promote or carry out research;
   iv) To provide advice;
   v) To publish or distribute information;
   vi) To purchase, take on lease of any moveable or immovable property, and to develop, alter, improve or otherwise deal with the same as may seem expedient for the benefit of the Society;
   vii) To invest money or funds of the Society in such manner as may be deemed proper, advantageous and conducive to the aims and objects of the Society and to hold, sell or otherwise deal with such investment;
   viii) To make grants of money and to give guarantees;
   ix) To set aside funds for special purposes or as reserves against future expenditure;
   x) To set up sub-committee or other bodies for the efficient conduct or supervision of the work of the society;
   xi) To delegate such of its power and functions as it may be deemed proper to any person, sub-committee or any body with a view to facilitating and ensuring the
accomplishment of the aims and objects or for conducting any business or
transaction of the Society;
xii) To appoint, discharge and regulate the functions of the paid staff of the Society;
xiii) To insure the property of the Society against any foreseeable risk and take out other
insurance policies to protect the Society when required.

14. **ANNUAL GENERAL MEETING:**
i) The Annual General Meeting of all members of the Society shall be called by the
Chairman and his/her absence by the Vice-Chairman or in both Chairman and Vice-
Chairman's absence by one of the members of Executive Committee once in every
calendar year by giving 14 day's notice about the time and date and venue. The
agenda of the Annual General Meeting shall be included in the AGM announcement.
Non-receipt of a notice by any member shall not invalidate the proceedings of an
Annual General Meeting. Two- Third (2/3) of the General Member shall form the
quorum of a general meeting.

ii) All other meeting of the members of the Society shall be called Extra-Ordinary General
Meeting.

15. **MINUTES OF THE GENERAL MEETING:**
Minutes shall be recorded in minute books to be provided for the purpose of the
proceedings of the meeting. Every minutes signed by Chairman of the meeting to which it
relates or of a subsequent meeting shall be sufficient evidence of the facts stated therein.

16. **OFFICAL YEAR:**
The Official Year of the Society shall commence on first of January.

17. **BANK ACCOUNT:**
The Society open bank accounts with any schedule bank (s) and operate the same by
joint signatures of the any two from Chairman/Vice-Chairman, General Secretary &
Treasurer of the Society.

18. **AUDIT:**
The Annual audit of accounts of the Society shall be done by such Chartered Accountants
as may be determined by the members in Annual General Meeting.

19. **AMENDMENTS:**
The Rules and Regulations may be amended, modified, substituted, altered or replaced by
the Three-fifth (3/5) members of the general body, present in the AGM.

20. **WINDING UP:**
The members of the Society may any time on a resolution passed by least Three-Fifth
(3/5) of the members cease the operation of the society and upon winding up of the
society all its assets and liabilities shall be transferred to another non-commercial
organization established for exclusively non-profitable purpose having the same, as or
similar to, the objects.
VII. Winding Up:

The Society be "Imdad – Sitara Khan Foundation" may be wound up with the consent and approval of at least 3/5 members of the society by its special general meeting to be convened by giving at least 21 [twenty one] days notice and upon winding up or dissolution of the society, if there at all remain any assets after satisfaction of its debt and liabilities. The same shall not be distributed amongst the member of the society, but shall be given to some other society or in institutions having similar to the society.

VIII. NAMES, OCCUPATION & DESIGNATION OF THE FIRST EXECUTIVE COMMITTEE OF THE SOCIETY:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Occupation</th>
<th>Designation</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>DR. ABU HENA M. KAMAL</td>
<td>Engineer</td>
<td>Chairman</td>
</tr>
<tr>
<td>2.</td>
<td>AIR CDRE GOLAM TAWHID (RETD)</td>
<td>Private Service</td>
<td>Vice-Chairman</td>
</tr>
<tr>
<td>3.</td>
<td>MR. AMINUR RAHMAN</td>
<td>Gov't. Service</td>
<td>Vice-Chairman</td>
</tr>
<tr>
<td>4.</td>
<td>MR. FAZLUL QUADER</td>
<td>Private Service</td>
<td>General Secretary</td>
</tr>
<tr>
<td>5.</td>
<td>MR. SUFI HYDER ZULFIQUR RAHMAN</td>
<td>Private Service</td>
<td>Treasurer</td>
</tr>
<tr>
<td>6.</td>
<td>MR. MAHMUDUR RAHMAN PIAL</td>
<td>Doctor</td>
<td>Executive Member</td>
</tr>
<tr>
<td>7.</td>
<td>PROF. MASTURA KHANAM</td>
<td>Teaching</td>
<td>Executive Member</td>
</tr>
<tr>
<td>8.</td>
<td>MR. MD. SAGIR HOSSAIN KHAN</td>
<td>Banker</td>
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