

## **PROFILE OF PROTEKHON FOUNDATION**

<b>1.</b>	<b>Name of the Organization</b>	<b>PROTEKHON FOUNDATION</b> Peoples for Rehabilitation, Organize Technology, Education, Kindness, Humanity and Observation of Nutrition. “ <b>PROTEKHON FOUNDATION</b> ”
<b>2.</b>	<b>Contact Address of Organization</b>	House # 1/7/B, East Basaboo, Sabujbag, Dhaka-1214, Bangladesh. Cell Phone No: 01720066775, 01914581738
<b>3.</b>	<b>Contact Person</b>	<b>Al-Sazidul Islam Dulal</b> Executive Director
<b>4.</b>	<b>Year of Establishment</b>	2004
<b>5.</b>	<b>Type of Organization</b>	Non-government, non-profit and non-political voluntary social welfare organization

### **6. Legal Status of the Organization:**

<b>No</b>	<b>Name of the Concerned Department/Institute</b>	<b>Registration No.</b>	<b>Date of Registration</b>
1	Registered under Societies Registration Act. XXI of 1860 with Joint Stock Companies.	S-9251	22 April 2009

### **7. Background Information of the Organization:**

**PROTEKHON FOUNDATION** is a non-governmental, non-profit, non-political, voluntary Social Welfare organization. It has been mainly working for socio-economic development of the poorer section of the society irrespective of creed, caste, sect and religion through livelihood skill development training, providing need based support service and bringing them in the fold of life oriented and right and need based education program. The organization was established in the year 2009. It has been working for multi-dimensional

social and cultural development of the disadvantaged group of the population through active participation of stakeholders.

## **8. Vision:**

The vision of **PROTEKHON FOUNDATION** is the developed society that is materially optimum, socially equitable, ecologically sound, technologically and culturally advanced and crime free society. It believes that the resource poor people have every potential to take responsibilities of their self-reliance and development through cultural, technological advancement and practice of good governance.

## **9. Mission:**

Mission of **PROTEKHON FOUNDATION** is to make people able to realize their potentials so that they can identify their problems, its root causes, ensure participation in planning and resource management for their self-development and development of the society reducing the existing poverty level through use of modern and advanced technologies.

## **10. Working Strategy:**

In order to achieving its objectives, **PROTEKHON FOUNDATION** has clearly planned out a number of strategies & principles that are operational through some programs that are mentioned below:

- Human resource development and livelihood development support service;
- Environmental protection & regeneration;
- Improvement of gender equality;
- Participatory planning and development process;
- Cultural and technological support service;
- Institutional Development and Democratization;

## **Objectives:**

- To build up community based organization at community levels through raising of awareness among the members of the groups about their present condition including their family life, human rights, social justice and economic condition;
- To provide technical and financial support in regard to need based IGAs adopted by the members of the target beneficiaries in order to gear up their socio-economic condition thus to reduce poverty;

- To stimulate cooperative efforts to mobilize resources and capital in the community level for the promotion of self-reliant people's organization and also at individual level;
- To provide various development training towards acquiring skill, experience and raising self-confidence of the beneficiaries;
- To eradicate illiteracy through functional and non-formal education, running schools for the disadvantaged group matching with their leisure timing;
- To supplement government development programs in respect education, health and other essential services for the disadvantaged people for improving of their life:
- To work to eradicate gender discrimination from the society.
- To work to eradicate/reduce social problems like: early marriage, divorce, many marriages, drug abuse, child abuse, child trafficking, etc. with legal and govt. administration support:
- To promote health education and family planning services so that they can avail the local health resources by themselves;
- To organize workshop/seminars, campaign, rally to aware people against the deadly diseases like HIV/AIDS, Malaria, TB and other sexual diseases.
- To provide legal support against any unjust.
- To aware beneficiaries about disasters, to help them creating awareness against disasters and provide support for the disaster victims.
- To provide support building disaster endurable houses to protect themselves during disasters.
- To protect environment and conserve natural resources through mass participation and its wise uses;

## **12. Regular Program Activities of PROTEKHON FOUNDATION:**

- Non- formal Education for the Disadvantaged children.
- Micro-credit for resource poor families for their livelihood development.
- Human Resource Development Training
- Health and Nutrition program for the Disadvantaged group.
- STD/HIV/AIDS awareness Program
- Women and Child welfare program
- Environmental Protection Program

- Gender equity and preservation of Human Rights
- Computer Training program.
- Disaster Management and Preparedness & support service

### **13. Working Area and Activities**

**PROTEKHON FOUNDATION** is an efficient and highly motivated client oriented non-government organization (NGO). The organization is working both in urban and rural areas. **PROTEKHON FOUNDATION** initiated and started its program activities from Sabujbag thana of Dhaka City. **PROTEKHON FOUNDATION** has developed its capacity and possesses human resources to work throughout Bangladesh for the development of the nation side by side in collaboration with other development activists and the GOB. A brief account of occasional and regular program activities of the organization has been mentioned below:

Sl. No.	Name of Activity	Description
1.	<b>Education Program</b>	<ul style="list-style-type: none"> <li>• Running Non-formal Education Schooling Program free of cost for underprivileged children of Sabujbag thana since inception of the organization that helps to reach “Millennium Goal of Education for all by 2015”</li> <li>• Distribute Education Materials and school fees to the Children of poor families.</li> <li>• Providing Computer literacy training program to the poor college going students for skill development for better employment/job opportunity.</li> <li>• in order to gear up the education program and observe the national and international Days the organization organize Art, poem and essay writing competition for the school and college going children.</li> <li>• Set up libraries in the working area to enhance the reading habit of the local people and help to enhance the national literacy development program.</li> </ul>

Sl. No.	Name of Activity	Description
2.	<b>Health program</b>	<ul style="list-style-type: none"> <li>• The organization organizes Eye-campaign every year so that poor people can get treatment of eye diseases free of cost. So far 523 eye patient got treatment and 56 got cataract operation from the eye-camp organized by our organization.</li> <li>• Protekhon Foundation organizes Workshops/seminars on HIV/AIDS in order to raise awareness among the young generation regarding the deadly disease.</li> <li>• The organization organizes awareness campaign for the Diabetic patients to maintain disciplined life and create environmental facilities for their regular walking.</li> <li>• The organization observes the National Immunization Day (NID) and motivates parents of the children of 0-5 year baby to immunize on the day and give them vitamin A capsule.</li> <li>• Organize Voluntary Blood Donation program on special Days.</li> </ul>

Sl. No.	Name of Activity	Description
3.	<b>Social Environment Protection Program</b>	<ul style="list-style-type: none"> <li>• Protekhon Foundation organizes tree plantation program every year. They plant trees in and around the schools, colleges, play ground and road sides as a part of social forestry program. They organize rally and discussion meetings on the three plantation week.</li> <li>• Assist the City Corporation to keep the city clean, eradication of mosquito, etc different civil works. They also assist in killing the street dogs to keep the city disease free created because of dogs.</li> <li>• They also organize Awareness Campaign for conservation of nature, forest and water bodies.</li> <li>• They work for protection of child marriage, dowry system, use of drugs, etc.</li> <li>•</li> </ul>
4.	<b>Disaster Management and Relief operation</b>	<ul style="list-style-type: none"> <li>• In order to aware the stakeholders regarding disasters to be prepared before during and after the disaster organize awareness creation workshops/meeting with them.</li> <li>• They prepare them to face the disasters. They ask them to build their houses disaster endurable tying the houses from four corners with GI wires.</li> <li>• The organization also organizes relief work during and after disasters to save the victims</li> </ul>

#### 14. Target Group Member:

The target beneficiaries of **PROTEKHON FOUNDATION** are the poor oppressed and the disadvantaged group in the society especially the destitute women and children, landless and the other occupational group who are victims of hunger, malnutrition and social injustice. The target beneficiaries are the strength of the organization.

#### 15. Membership:

Sl. No.	Name of Organization	Status of Membership
1	Lions Club 315/B12, Dhaka	Co-Chairperson
2	Radius	Advisor
3	Bangladesh Foundation Center (BFC)	Executive Member
4	Mohila Parishad	Member
5	Population Services and Training Center (PSTC)	Member
6	Proyas Multipurpose Co-operative Society Ltd.	Vice President

#### 16. Management Structure:

**PROTEKHON FOUNDATION** has developed and organized a structured management system, which is not bureaucratic in nature. The organogram of the organization show the relations and accountability management responsibility both vertically and horizontally.

##### General Committee:

General Committee is the highest body of **PROTEKHON FOUNDATION** and consists of ---- members. The Committee sits in a meeting once a year. If necessary, it can summon emergency meeting to solve emergency matters. The members of the General Committee pay regular monthly/yearly subscription. The General Committee forms the Executive Committee, Advisory Committee and approves annual budget of the organization.

##### Executive Committee (EC):



The members of the General Body elect a 9-membered Executive Committee for the period of two years. The EC sits once in a quarter to look after the activities of the organization and takes necessary decisions. The Committee is responsible for overall management of total program/project implemented by the organization. The responsibility of the Committee is to create income sources and maintain accounts, budget preparation, bank account operation, participate in bi-monthly and special meeting. Executive Committee is also responsible for fixed and liquid assets.

### **Executive Committee Members:**

<b>Sl no.</b>	<b>Name</b>	<b>Professional status</b>	<b>Designation</b>
i.	Mrs. Helen kabir	Business	Chairman
ii.	Mr. Abul Kashem Miajee	Business	Senior Vice-Chairman
iii.	Sayed Saidur Rahman Aulad	Business	Vice-Chairman
iv.	Mr. Al-Sazidul Islam Dulal	Service	Secretary General
v.	Mr. Fattahul Haq Chowdhury	Business	Treasurer
vi.	Mrs. Kazal Rekha	Business	Senior Member
vii.	Mrs. Sabina Mahbub	Business	Senior Member
viii.	Al-haj Ameer Ali	Business	Senior Member
ix.	Mr. Sarwar Hassan Bhuiya	Business	Member

### **Chief Executive:**

The Executive Committee appoints Executive Director an executive head of the organization. Executive Director will implement all decisions of the Executive Committee. He/She is responsible for overall administration and program implementation. He/she is assisted by her sub-ordinate staff to discharge his/her duties. He/She is responsible for keeping contact with the government and non-government agencies and donors. The

Executive Director is accountable to the Executive Committee for all his/her performance/activities.

### 17. Staff Strength:

**PROTEKHON FOUNDATION** has a good number of staff (full time and part time) and volunteers. There are central office staff and project staff. The project staffs are responsible for the proper implementation of all field activities. The staffs of the central office are responsible to the Executive Director. The Program Coordinators are also accountable to the Executive Director. The Area Managers are also responsible to the Director (Program) through Program Coordinator. Beside this, the Program Organizer, Field Organizer, Supervisors, Assistant Accountants are directly accountable to the Area Manager.

#### Full time and Part time Staff:

Particulars	Male	Female	Total
Full time	02	04	10
Part time	10	15	25
<b>Total</b>	<b>12</b>	<b>23</b>	<b>35</b>

#### Senior Level Staff working in PROTEKHON FOUNDATION:

**PROTEKHON FOUNDATION** has arguably Human Resources required for successful and effective implementation of the projects of the desired nature. List of senior level staff are as follows:

Sl. No	Name	Designation	Educational Qualification	Area of Expertise
1.	Al-Sazidul Islam Dulal	Executive Director	B.Com.	Management, Financial Management and Administration.
2.	Md. Shopno Hira	Program Director	B.B.A	Program Management
3.	Mahfuza Akter	Program Co-ordinator	B.B.A	Program Implementation
4.	Limon Hossain	Director HRD	B.BA	Human Resource Management
5.	Abdul Kader	Deputy Director Prog.	B.B.A	Program

				Management and Program Implementation
6.	Atik Hossain	Training Coordinator	H.S.C	Training Management
7.	Moyna Akter	Monitoring and Evaluation Office	H.S.C	Monitoring and Evaluation
8.	Polash Voumic	Asst. Coordinator Training	H.S.C	Training and Capacity Building

**18. Assets of the Organization:**

- a) Land:  
b) Office:

**Other Assets:**

Sl. No.	Particulars	Total Number
i.	Computers (Pentium IV & Dual Core)	04
ii.	Printer	02
iii.	Mobile	04
iv.	Video Camera	02
v.	Still Camera	02
vi.	Radio	02
vii.	Steel Almira	02
viii.	File Cabinet	01
ix.	Book Shelf	01
x.	Sealing Fan	05
xi.	Rack	01
xii.	Notice Board	01
xiii.	Black Board	01
xiv.	Hariken/Lantern	01
xv.	Armed Chair	03
xvi.	Ordinary Chair	30
xvii.	High Bench	02
xviii.	Full Secretary Table	01
xix.	Half Secretary Table	02
xx.	Ordinary Table	05
Xv	Meeting Table	02

**iii. Transport Facilities:**

Sl. No.	Type of Transport	No. Available
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		Own	Rented	Total
01	Microbus	01	0	01
02	Car	01	0	01
03	Motor Cycle	03	0	03

#### iv. Training Facilities:

##### Training Center-1

SI	Name and Address of Training Centers	Year of Establishment	Total Area (Sq. ft.)	Comments
1.	51/8 South Basaboo, Dhaka	2009	4000	

Facilities	Capacity	Own/Hired	Quantity / No.	Remarks
<b>Training Room</b>	100		5	
Dormitory with accommodation (Bed etc.)			1	
<b>Fooding facilities</b>			1	
<b>Training Equipment</b>				
a. Computer			30	
b. Chair			50	
c. Training Table			50	
d. TV			1	
e. VCP			2	
f. Flip Board			2	
g. White Board			5	
h. Fan			15	

#### 19. Financial Management System of the organization:

**PROTEKHON FOUNDATION** has been maintaining a transparent financial management system. It follows the financial manual for its financial operation. The Bank Account of the organization is operated by the joint signatures of the Chairman and the Executive Director of the organization with the approved EC meeting resolution. Approved money is transferred to the project accounts as per the approved budget. Chief Executive, Accountant and Project Coordinator operate the project accounts. Following are the Bank Account and authorized Executive Committee's members operating the bank accounts:

**a) Bank Account Number:**

Name of the Bank	Branch with address	Name of the account	Type of Bank A/C
First Security Islami Bank Ltd	Biswa Road Branch, Basaboo, Sabujbag, Dhaka-1214	PROTEKHON	Savings

**b) Authorized Executive Committee's member for operating the bank account:**

SI No.	Name	Designation	Address
1.	Helen Kabir	Chairman	1/7/B, East Basaboo, Shabujbag Dhaka-1214
2.	Al-Sazidul Islam Dulal	Executive Director	29/B, Kadamtala, Shabujbag, Dhaka-1214

**PROTEKHON FOUNDATION** has been maintaining a standard accounts system in a transparent way. Accounts are audited in every financial year (July – June) by the government approved chartered accounting firm.

**Office Time**

Saturday to Thursday 09 AM to 05 PM  
Friday weekly Holiday.

**20. Development Project at a Glance (Work Experience):**

**PROTEKHON FOUNDATION** has been working with government, development agencies and donors as a development partner and urban & rural services providers since 2004. **PROTEKHON FOUNDATION** gives special attention to stakeholder participation for community empowerment and capacity building of target beneficiaries for improved livelihoods. It emphasizes gender focus in development; provide environmental friendly approach and ensuring sustainability of development initiatives in

its program activities. It has build up its capacity; resources and vision to serve the resource poor communities in various rural activities that basically they need. **PROTEKHON FOUNDATION** is involved in integrated community development both in urban and rural areas since its inception in 2004. Presently the organization has concentrated its development work at Sabujbag thana of Dhaka city. The programs that are implementing by the organization are health, education program, micro-credit program, water and sanitation program and human resource development program for improving socio-economic status of the poor section of the population of the area.

## **PROCUREMENT PROCEDURE OF PROTEKHON FOUNDATION**

**PROTEKHON FOUNDATION** has a well defined “Procurement Policy” to follow that constitutes all guidelines, procedures, and protocols in dealing with all procurement to be made for the organization. Following the set in the policy guideline, all procurement has been done through open tendering method and through competitive bidding and there is very little room to procure something directly. But in a very few exception like minor procurement where value of procurement is negligible, direct procurement may happen with approval of the proper authorities.

## **HUMAN RESOURCE POLICIES OF PROTEKHON FOUNDATION:**

**PROTEKHON FOUNDATION** has distinctive HR Policies to follow in dealing with all matter relating to recruitment, promotion, salary, remuneration, leave, privileges of all staff. All policies are laid down in a book named “HR policies of **PROTEKHON FOUNDATION**”. This book guide and regulate all matters of HR of the organization. HR policies have been developed following the constitution of the organization. Following the HR policies, all staff is recruited giving advertisement in the newspaper and conducting a competitive test examination from all interested candidates. These policies help **PROTEKHON FOUNDATION** in getting qualified and talented staff. For capacity building of staff, Protekhon Foundation regularly organizes and conducts staff capacity building trainings. Typically, courses are on program management, monitoring, evaluation, reporting and accounting system etc. All these courses contribute in upgrading necessary skills and efficiencies of its staff.

Al-Sazidul Islam Dulal  
Executive Director