

West Bengal University Officers' Association

Registered under Govt. of West Bengal Society Registration Act XXVI of 1961

Registration No: S/2L/No. 10730 of 2013-14

Jadavpur University Salt Lake Campus, Block-LB, Sector-III, Kolkata-700098

Phone : 033-23357254, Mobile: 09433082740, 09433941409, 09433868580, 9062393886,

www.aifuoa.org/wbuoa

E-mail : asitkd09@gmail.com/ debasishpal27@yahoo.in / subir@admin.just.ac.in

Ref. No. AGM-1/15

Date: 04.02.2015

NOTICE

It is hereby notified that to all members of the West Bengal University Officers' Association (WBUOA) that as per **Clause-11** of the Constitution of WBUOA, **the Annual General Meeting of WBUOA will be held on 21st February, 2015 at 1.00pm, at the Dr. K. P. Basu Memorial Hall, Jadavpur University, Jadavpur, Kolkata 700032.**

All members are hereby request to attend the said Annual General Meeting of WBUOA. Units Secretaries are hereby requested to submit list of members of their respective unites along with membership fees and a brief report before the meeting. (*Please see attached proformas.*)

In this connection it is further informed that a **National Seminar on University Administration** will be held **on 21st February, 2015 at 1.00pm, at the Dr. K. P. Basu Memorial Hall, Jadavpur University, Jadavpur, Kolkata 700032.** Members are requested to submit their papers to the general Secretary/ President well in advance.

Presence and cooperation of all members are earnestly solicited.

With warm regards and thanks.

Yours truly,



Dr. Asit Kumar Das

President, WBUOA

(M) 09433082740, asitkd09@gmail.com


(Dr. Subir Chandra Chakraborty)
General Secretary

General Secretary, WBUOA

(M) 9433941409, Phone & Fax: 033-2335725

Agenda:

1. Report of the General Secretary,
2. Passing of the Audited Accounts
3. Placing of Units' Repot
4. Discussion on Report of the General Secretary and Audited Accounts and adoption after discussion
5. Future Plan of Action
6. Miscellaneous.

West Bengal University Officers' Association

Jadavpur University, Salt Lake Campus, Kolkata

Govt. Registered Society under West Bengal Act XXVI of 1961

Registration No: S/2L/10730 of 2013- 2014;

STATEMENT OF MEMBERSHIP FOR THE FINANCIAL YEAR 2014-2015

NAME OF THE CONSTITUENT UNIT :

1. Name of the University :
2. Address (in BLOCK letter):
.....
b) Contact No: Phone: Mobile: Fax:
c) Email ID:
d) Website:
3. Total Number of Membership Renewed: For the Year :
[Individual Forms- 'Annexure-A' and, List of Name, Designation, Qualification, etc.-'Annexure-B' are attached herewith]
4. Membership Fees paid: [Rs.500/- + number of members X Rs.25/- per year] Rs. (Rupees.....
..... only) in the form of Bank Draft/Cheque No.....
.Drawn in favour of "West Bengal University Officers' Association", payable at Kolkata.
5. Date of last AGM of the Constituent Unit :
(Please submit copy of Proceedings & Audit Report, if any)
6. Name of the Office Bearers of the Constituent Unit :
 - i) President :
 - ii) Vice President(s) :
 - iii) Secretary :
 - iv) Asst. Secretary/ies :
 - v) Treasurer :
7. Members Elected/ Selected for WBUOA State Committee: *(Number of members as mentioned in regulations)*
 - i)
 - ii)
 - iii)

.....
Signature of Unit President

Seal of the Constituent Unit

.....
Signature of Unit Secretary

FOR OFFICE USE ONLY

No :

Received following membership fees from the Constituent Unit
For renewal/ affiliation of this Constituent Unit with number of members for the financial Year 201... -201....
through Cheque/ Draft of Rs..... vide No....., Bank.....
Branch..... (in favour of " West Bengal University Officers' Association", payable in Kolkata)/
cash and that has been deposited in the WBUOA Bank A/c No....., lying with the Bank.....
..... Branch..... on

Date:
Treasurer,
Signature of General Secretary,
Signature of President, WBUOA

West Bengal University Officers' Association

Jadavpur University, Salt Lake Campus, Kolkata

Govt. Registered Society under West Bengal Act XXVI of 1961

Vide Registration No: S/2L/10730 of 2013- 2014

LIST OF NAME OF MEMBERS

(These data will be used for next edition of the University Officers' Dial)

NAME OF THE CONSTITUENT UNIT :

SI No	Name of the Members	Designation	Qualification	Mobile / Phone Number And e-mail ID

.....
Signature of Unit President

Seal of the Constituent Unit

.....
Signature of Unit Secretary

West Bengal University Officers' Association

Jadavpur University, Salt Lake Campus, Kolkata

Govt. Registered Society under West Bengal Act XXVI of 1961

Vide Registration No: S/2L/10730 of 2013- 2014

INDIVIDUAL MEMBERSHIP INFORMATION

Under the Constituent Unit :



(Pest your Photo)

1. Type of Membership: (put \surd mark in the box)
- a) Yearly (Rs.....) b) Life Membership (Rs.....)

2. Name of the Applicant (Individual/Organization) *(leave one gap between two words)*

3. Name of the recommending COSTITUENT UNIT:

4. Address (in BLOCK letter):

.....

.....

5. a) Designation of the Applicant:

b) Name of the University:

c) Address:

.....

d) Contact No: Phone: Mobile: Fax:

e) Email ID:

f) Website:

6. Educational Qualification & Others :

7. Membership Fees paid: Rs. (Rupees.....)

in the form of Bank Draft/Cheque No.....Drawn in favour of "*University Unit*" or "*West Bengal University Officers' Association*", payable at *Kolkata*.

8. Special information (if any)

9. Enclose short Bio-Data for individual membership

Date:

.....
Full Signature of the Applicant

FOR CONSTITUENT UNIT

Recommendation of theUniversity Officers' Association

Sl. No.

.....
Signature of Unit President

Seal of the Constituent Unit

.....
Signature of Unit Secretary

FOR OFFICE USE ONLY

No :

Membership accepted as recommended by the above named Constituent Unit the financial Year / Life Membership

.....
Date:
Signature of General Secretary, WBUOA

.....
Signature of President, WBOUA

A COPREHENSIVE REPORT ABOUT YOUR UNIVERSITY UNIT

(Role/Participation of Officers in Academic Development & Propagation of Higher Education)

NAME OF THE CONSTITUENT UNIT / UNIVERSITY :

	SUJECTS	INNOVATIVE/ GOOD PRACTICES/ PROJECT ADOPTED	NEGATIVE/ BAD/ ILLEGAL ACTIONs TAKEN
1.	About the Officers		
2.	Vacant Officer(s) post		
3.	Any action taken in favour of/ against Officers		
4.	Officers' Role/ participation in decision making/ implementation		
5.	Academic development of officers		
6.	Academic Progress/ new Projects taken / introduced in University		
7.	Students Admission process		
8.	Examination/ Evaluation System		
9.	Research Activities		
10.	Infrastructure development		
11.	Students' amenities		
12.	Financial Status		
13.	Any other related information		
14.	Action taken by the Unit		