

# UNIVERSITY OF DAR ES SALAAM CONVOCATION

MINUTES OF THE 32<sup>ND</sup> ANNUAL GENERAL MEETING OF THE  
CONVOCATION HELD ON 29<sup>TH</sup> NOVEMBER 2002 AT N.B.A.A HALL  
(MHASIBU HOUSE)

**ATTENDANCE:**

Refer the attached attendance list

**Preliminaries:**

**CONFORMED** the quorum

**OPENED** the meeting at 12.58 a.m.

**NOTED** an apology from Vice Chancellor

**ADOPTED** the agenda as was presented by the secretariat and **NOTED** that for item No. 5 of the Agenda: Audited Report of the Convocation should read "Financial Report of the Convocation" and Item No. 6 of the Agenda: Current Financial status of the Convocation had not yet been completed.

**ITEM NO. 1 OF THE AGENDA: TO RECEIVE AND CONFIRM MINUTES OF  
THE 31<sup>ST</sup> ANNUAL GENERAL MEETING OF THE CONVOCATION**

**Minute no. 264**

264.1 **RECEIVED** and **CONFIRMED** minutes of the 31st Convocation  
Annual General Meeting.

**ITEM NO. 2 OF THE AGENDA: MATTERS ARISING FROM THE MINUTES OF THE 31<sup>ST</sup> ANNUAL GENERAL MEETING.**

**Minute No. 265**

**265.1 Develop strategies on how to attract alumni to attend Annual General Meeting (prev. min. no. 259.2)**

265.1.1 **REPORTED** that in 2002 the following strategies have been developed: a topic of interest to alumni and the public had been included in the agenda before the formal Annual General Meeting; announcement about the meeting was sent to those graduates whose email addresses were available; announcements were posted in all the three campuses; and announcements were posted in two newspapers, The Guardian and Majira.

265.1.2 **PROPOSED** conducting the Annual General Meeting in the afternoon from 4.00 p.m. to attract more alumni.

265.1.3 **PROPOSED** holding the Annual General Meeting on Thursday instead of Friday.

265.1.4 **SUGGESTED** that more publicity is needed and therefore if possible use Radios and Television to announce the meeting.

265.1.5 **NOTED** that low attendance might be because it was a fasting period for the Muslims.

**ITEM NO. 3 OF THE AGENDA: ANNUAL REPORT OF THE CONVOCATION  
ACTIVITIES.**

**Minute No. 266**

- 266.1 **REPORTED** that during the year under review the activities of the Convocation were conducted through the Convocation Executive Committee and its two sub-committees, namely the Convocation Activities Committee and the Convocation Publications Committee.
- 266.2 **REPORTED** that since the Convocation Symposium in September 2001 on "The Pitfalls and Lessons from the 2000 General Elections and the Way Forward", Dr. E. G. Mtalo who had been the Chairman of the Symposium Organizing Committee was left with the task of reviewing the Symposium papers. The publication of the book had delayed as Dr. Mtalo was on a sabbatical leave.
- 266.3 **REPORTED** that the 2002 Convocation Symposium had been shifted to mid-2003 to allow for preparations which required among other things, soliciting funds, advertising to invite interested paper writers parallel with identifying/soliciting thematic paper writers and to provide enough time for the Organising Committee to accomplish these activities.
- 266.4 **REPORTED** that the Convocation Strategic Plan had been charted out in the context of University of Dar es Salaam's Strategic Plan, the final version would be discussed for adoption in the next Annual General Meeting.

- 266.5 **REPORTED** that the Convocation participated in the 26<sup>th</sup> Dar es Salaam International Trade Fair. Viewers in general and alumni had an opportunity to learn about the Convocation.
- 266.6 **REPORTED** that in 2002 no new series of the *Convocation Newsletter* had been produced as earlier planned because of some technical constraints.
- 266.7 **REPORTED** that the *Dar Graduate Journal* was published once every year. In 2002 the journal had been expected to come out before the end of November.
- 266.8 **COMMENTED** that the design and editing of the book "*The Multi-Dimensional Crisis of Education in Tanzania: Debate and Action*" was not so well done, with a rather long title and bolded instead of italicised titles, etc.
- 266.9 **SUGGESTED** that the Convocation Publications Committee and the editorial board be reviewed, for purposes of better performance and clearer distribution of tasks.
- 266.10 **REPORTED** that there is a concern from the Executive Committee level and **WONDERED** why it takes so long to publish the journal and newsletter.
- 266.11 **THANKED** Dr. L. M. Mboma for submitting a proposal to develop a Strategic Plan for the Convocation in relation to the University of Dar es Salaam plan and for purposes of better future performance of the Convocation Liaison Office.

## ITEM NO. 4 OF THE AGENDA: UDASA ANNUAL REPORT

### Minute No. 267

- 267.1 **REPORTED** that in the previous year UDASA had tried its best to strike a balance deemed possible between the legitimate demands on the organisation by those who wish to see UDASA as an opinion moulder and those who attribute UDASA to a singularly trade union profile.
- 267.2 **REPORTED** that one significant failure of UDASA in the previous year was its unpreparedness to take up a proactive role in fighting against human rights violations. The best UDASA had been able to do was to organize panel discussions on topical issues.
- 267.3 **NOTED** with concern that UDASA had failed to produce a single copy of the *UDASA Newsletter* in the last 7 years.
- 267.4 **REPORTED** that successes of UDASA in 2002 lay in the fact that it had been kept institutionally alive.
- 267.5 **REPORTED** that behind the scenes advocacy work was done by UDASA members and other eligible University staff by securing housing allowance arrears for the relevant staff members in the previous two years.
- 267.6 **REPORTED** that UDASA would in the next year be following up on approaches which had been made with the view to convening a meeting of all the staff assemblies of public and private Universities in Tanzania.

- 267.7 In **COMMENTING** on the role played by UDASA, **NOTED** that there was no single meeting held, the committee had been inactive.
- 267.8 **COMMENTED** that the report was incomplete, containing self criticisms and concluded by a mere quotation but charting no plan for the future.
- 267.9 **NOTED** that no joint activities were done between UDASA and the Convocation; that the relationship had loosened for many years; and that UDASA report was presented in the Annual General Meeting for noting rather than for discussion!
- 267.10 **AGREED** to take note that the report had been produced and **DIRECTED** UDASA leaders to follow-up on issues raised.

**ITEM NO. 4 OF THE AGENDA: FINANCIAL REPORT OF THE CONVOCATION 2000/01 – 2001/02**

**Minute No. 268**

- 268.1 **APOLOGIZED** that the Financial Reports were not audited.
- 268.2 **REPORTED** that the two reports were from 2000/2001 and 2001/2002.
- 268.3 **REPORTED** that the Statement of Affairs as at 30<sup>th</sup> November 2001 was as follows:

**STATEMENT OF AFFAIRS AS AT 30 TH NOVEMBER 2001**

|                                  |          |                      |
|----------------------------------|----------|----------------------|
| Cash at Bank .....               | (3)..... | 21,454,325.11        |
| Debtors .....                    | (4)..... | 2,536,875.00         |
| <u>Short Term Deposits:</u>      |          |                      |
| Treasury Bonds- No. 000795 ..... |          | 6,000,000.00         |
| Fixed Deposit- UCL .....         |          | 10,000,000.00        |
| <u>Long Term Deposits:</u>       |          |                      |
| Shares- TBL 7500 .....           |          | 4,200,000.00         |
| <b>TOTAL</b>                     |          | <b>44,191,200.11</b> |
| <hr/>                            |          |                      |
| PRESENTED BY:                    |          |                      |
| Accumulated Surplus .....        |          | 42,191,200.11        |
| Creditor (CADO) .....            |          | 2,000,000.00         |
| <b>TOTAL</b>                     |          | <b>44,191,200.11</b> |
| <hr/>                            |          |                      |

- 268.4     **REPORTED** that cash books were prepared for both Savings and Current Accounts for the whole period.
- 268.5     **REPORTED** that no provisions were made for the income not yet received and liability not yet incurred.
- 268.6     **REPORTED** that Cashbooks for Savings and Current Accounts were prepared using only Bank Statements. Some of Pay In Slips, Bank Credits Advices and Payment Vouchers were available.
- 268.7     **REPORTED** that the Statement of Affairs as 31<sup>st</sup> October 2002 was as follows:

**STATEMENT OF AFFAIRS AS AT 31<sup>ST</sup> OCTOBER 2002**

|                                  |          |                      |
|----------------------------------|----------|----------------------|
| Cash at Bank .....               | (2)..... | 22,915,219.55        |
| Debtors .....                    | (3)..... | 2,902,075.00         |
| <u>Short Term Deposits:</u>      |          |                      |
| Treasury Bonds- No. 000795 ..... |          | 6,000,000.00         |
| Fixed Deposit- UCL .....         |          | 10,000,000.00        |
| <u>Long Term Deposits:</u>       |          |                      |
| Shares- TBL 7500 .....           |          | 4,200,000.00         |
| <b>TOTAL</b>                     |          | <b>46,017,294.55</b> |
| <hr/>                            |          |                      |
| PRESENTED BY:                    |          |                      |
| Accumulated Surplus .....        |          | 44,017,294.55        |
| Creditor (CADO) .....            |          | 2,000,000.00         |
| <b>TOTAL</b>                     |          | <b>46,017,294.55</b> |
| <hr/>                            |          |                      |

268.8     **REPORTED** that some of the documents have been recovered from the previous Honorary Treasurer and the new Honorary Treasurer was in the process of making changes of signatories in place of University of Dar es Salaam in the different areas that the Convocation had invested.

268.9     **REPORTED** that in the year 2002/2003 a proper audited report would be presented.

268.10    **REPORTED** that the Convocation had been experiencing problems of recurrent expenditure money.

268.11    **AGREED** that the matter be brought to the next Convocation Executive Committee meeting so as to raise funds for activities of the Convocation.



**ITEM NO. 6 OF THE AGENDA: ANY OTHER BUSINESS**

**Minute No. 269**

**269.1 University of Dar es Salaam Graduation**

269.1.1 **INVITED** all the Convocation members to attend the Mlimani campus graduation on 30<sup>th</sup> November at 2p.m. in the pCET premises.

**269.2 Attendance by the Chairman of Council**

269.2.1 **APPRECIATED** the attendance by the Chairman of Council in the Annual General Meeting.

**There being no other business the Chairman closed the meeting at 4.05 p.m.**

**Prepared by:**



10/11/03

Ms. N. E. Mhando

Date

Convocation Liaison Officer

**Approved for issue by:**



15/11/03

Chief Administrative Officer

Date

Secretary to the Convocation