

# UNIVERSITY OF DAR ES SALAAM

## *CONVOCATION*

**MINUTES OF THE 34<sup>TH</sup> ANNUAL GENERAL MEETING OF THE  
CONVOCATION HELD ON 26<sup>TH</sup> NOVEMBER 2004 AT THE INSTITUTE OF  
SETTLEMENT STUDIES CONFERENCE HALL, UNIVERSITY COLLEGE OF  
LANDS AND ARCHITECTURAL STUDIES (UCLAS)**

**ATTENDANCE:**

Refer to the attached attendance list

**PRELIMINARIES:**

**Minute No. 278**

**278.1 Appointment of acting Convocation President for the Annual General Meeting**

**278.1.1 INFORMED** that the Convocation President Hon. Judge Joseph Sindi Warioba was absent with apology, and had **INSTRUCTED** the Convocation Liaison Officer to ask the Vice Chancellor to act as President of the Convocation for the 34<sup>th</sup> Convocation Annual General Meeting.

**278.1.2 CONFIRMED** that Acting Appointment after being assured that it was legally in order.

**278.2 CONFIRMED** the quorum

- 278.3 **OPENED** the meeting at 9.15 Hours
- 278.4 **ADOPTED** the agenda as presented by the Secretariat
- 278.5 **NOTED** the presence of Prof. I. K. Bavu, the Chairman of the University of Dar es Salaam Council.
- 278.6 **Panel discussion of the day:- “What Are We Teaching in Tanzania? Are We Preparing to Meet the Global Challenges?”**
- 278.6.1 **APRECIATED** the presentations by Prof. Zul Premji of Muhimbili University College of Health Sciences (MUCHS), Dr. Charles Kimei of Cooperative and Rural Development Bank (CRDB) and Mr. Kalua M. Simba on behalf of Mr. Mario T. Kalanje of Tanzania Chamber of Commerce, Industry and Agriculture (TCCIA)
- 278.6.2 **AGREED** that the Publications Sub-Committee, as usual, arrange for the suitable publishable material from the discussions/presentations.

**ITEM NO. 1 OF THE AGENDA: To RECEIVE and CONFIRM minutes of the 33<sup>rd</sup> Annual General Meeting of the Convocation.**

**Minute no. 279**

- 279.1 **RECEIVED, CONFIRMED and SIGNED** minutes of the 33<sup>rd</sup> Convocation Annual General Meeting.

**ITEM NO. 2 OF THE AGENDA: Matters Arising from the Minutes of the 33<sup>rd</sup> Annual General Meeting.**

**Minute no. 280**

**280.1 Convocation Audited Report of 2001/2002 and 2002/2003: Previous Minute No. 275.8**

280.1.1 **INFORMED** that in the 2002/2003 Convocation Audited Report it was mentioned that the Convocation office fell short of an Accountant who could assist in adherence to accounting principles.

280.1.2 **REPORTED** that Mrs. Alice Hosea had been given an additional responsibility to handle Convocation Accounts, over and above her other functions in the Faculty of Arts and Social Sciences, with effect from September 2004.

**280.2 Appreciation to the Outgoing Convocation President**

280.2.1 **REPORTED** that the farewell Cocktail and Dinner Party for H. E. Hon Juma V. Mwapachu was held on 6<sup>th</sup> February 2004 at Golden Tulip Hotel, Dar es Salaam.

**ITEM NO. 3 OF THE AGENDA: The Report on the Activities of Convocation for the Period November 2003 to November 2004**

**Minute No. 281**

281.1.1 **REPORTED** that during the year under review, the activities of the Convocation were conducted through the Convocation Executive Committee and its three sub-committees, namely, the Convocation Activities Committee, the Convocation Publications Committee and the University of Dar es Salaam Academic Staff Assembly Committee.



281.1.2 **REPORTED** that the University of Dar es Salaam Academic Staff Assembly Committee activities would be presented separately under Item No. 4 of the Agenda.

**281.2 Updating Convocation Directory**

281.2.1 **REPORTED** that the Convocation office sought more graduate names through Graduate Up-date form posted on the Convocation website, and this year the Convocation made it a requirement for graduants to fill the graduate update forms. **NOTED** that this process being an ongoing activity, the Convocation had enlisted 13,500 entries in the Directory as at 26<sup>th</sup> October 2004, which was an increase of 6345 since the 2003 years report.

**281.3 Production of a Book on the 2001 symposium Proceedings**

281.3.1 **REPORTED** that the proceedings of the 4<sup>th</sup> Convocation Symposium on "*The State of Multiparty Politics in Tanzania: The Pitfalls and Lessons from 2000 General Election and The Way Forward*" were delayed due to unavoidable circumstances and comments from the reviewer were submitted to Dr. E. G. Mtalo.

**281.4 The 2003 Convocation Symposium**

284.1 **RECALLED** that the 2003 Convocation Symposium on "*Going Beyond Rhetoric: Why is Tanzania Still Poor Forty Years After Independence?*" took place on 15<sup>th</sup> and 16<sup>th</sup> May 2003 at the Diamond Jubilee Hall in Dar es Salaam.

284.2 **RECALLED** that the Convocation Symposium Organising Committee consisted of eight members, namely,

1. Mr. J. Ulimwengu: Alumni/MD, Habari Corporation (Member)
2. Dr. P. J. Kabudi: Faculty of Laws/UDSM (Member)
3. Prof. S. Yahya-Othman: FASS/UDSM (Member)
4. Dr. M. V. Meshack: CCE / UCLAS (Member)
5. Prof. Max Mmuya: FASS/UDSM (Member)
6. Dr. E. G. Mtaló: IHSS / UCLAS (Member)
7. Dr. B. Mtinangi: MUCHS (Member)
8. Dr. M. Qorro: FASS/UDSM (Chairperson).

Who mobilized resources with the support follow up letters by the President of the Convocation, His Excellency J. V. Mwapachu and the University of Dar es Salaam Vice Chancellor, Prof. Mathew L. Luhanga to various institutions.

281.4.3 **REPORTED**, with appreciation, that The Symposium Committee worked on the last item of TOR, which was compiling Symposium papers, producing Symposium proceedings booklet (manuscript) and making follow up on Symposium recommendations. The manuscript was translated into Kiswahili to allow wider readership especially those NGO's from up-country regions who took part in the Symposium. Ultimately, the book (1200 copies) was printed by Institute of Kiswahili Research (in both languages) and it came out on 31<sup>st</sup> May 2004. The books are available for sale at Tshs. 6000/= in the Dar es Salaam University Press Bookshop and at Tshs. 5000/= in the Convocation Office.

## 281.5 Rolling Strategic Plan of the Convocation

281.5.1 **REPORTED** that the Executive Committee agreed that a Convocation Rolling Strategic Plan is important since the University of Dar es Salaam has been transforming its activities, structures, working methods and other modalities. It is felt that the Convocation should attempt and adapt itself to the new and changing conditions.

The Convocation Activities Committee and the Convocation Executive Committee wish to jointly report that efforts are being exerted to:-

- i) Recruit administrative staff for the Convocation to allow expansion of activities to accommodate the increased number of graduates be looked into.
- ii) Organise various social events through Faculties and Colleges.
- iii) Enhance communication with Alumni
- iv) Carrying out monitoring evaluation workshops
- v) Review of Convocation activities and functions
- vi) Develop a business plan for the Convocation
- vii) Mobilise funds to support Convocation
- viii) Establish income generating activities
- ix) Develop funding proposals
- x) Train staff and students on resource mobilization
- xi) Mobilise Alumni to support University of Dar es Salaam activities
- xii) Promote the application of science and technology, among others
- xiii) Link researchers with alumni
- xiv) Visit other successful Convocation offices
- xv) Disseminate educational and training opportunities
- xvi) Conduct needs assessment of the alumni



xvii) Disseminate employment opportunities to Alumni. This activity has been partially done. It could be done better if the Convocation Liaison Officer starts to visit employers.

xviii) Establish grants and endowments schemes to support graduates.

**281.6 Participation in the 28<sup>th</sup> Dar es Salaam International Trade Fair from 30<sup>th</sup> June to 10<sup>th</sup> July 2004**

281.6.1 **REPORTED** that the Convocation was awarded a Certificate of Participation in the 28<sup>th</sup> Dar es Salaam International Trade Fair, 2004 issued by the Board of External Trade (BET) due to the role played in publicizing/marketing the University of Dar es Salaam

**281.7 Production of the Convocation Newsletter**

281.7.1 **REPORTED** that the Newsletter is one of the ways used by the Convocation to disseminate information to alumni about the progress of the University. The Convocation *Newsletter* was released in February 2004. Another issue would be out at the end of December 2004.

**281.8 The Dar Graduate Journal**

281.8.1 **REPORTED** that the Dar Graduate Journal is published once every year. There has been a delay in producing the said journal. The Convocation Publications Committee had planned that the journal be out in December 2004 since most articles were available in the Editorial Board.

**281.9 Additional Members of the Convocation Executive Committee**

281.9.1 **REPORTED** that, besides the Traditional 12 members of the Convocation Executive Committee, the 80<sup>th</sup> and 81<sup>st</sup> Executive Committee Meetings approved the underlisted additional members:-

1. Prof. B. L. M. Mwamila - Chairman prospective College of Engineering and Technology
2. Prof. K. Pallangyo - Principal Muhimbili College of Health Sciences
3. Prof. I. S. Kikula - University College of Lands and Architecture Studies
4. Prof. C. S. L. Chachage - Chairman University of Dar es Salaam Academic Staff Assembly
5. Prof. I. B. Mshoro - Invitee prospective College of Engineering and Technology
6. Prof. J. P. Mtabaji - Invitee Muhimbili College of Health Sciences
7. Dr. Manoris Meshack - Invitee University College of Lands and Architecture Studies
8. Dr. E. H. Lugwisha - Appointee of University Gender Dimension Committee

**281.10 Convocation Warrant of Funds for the Year 2004/2005**

281.10.1 **REPORTED** that the Convocation Office has been allocated with Tshs 10,255,000/= to support various Convocation activities. Members are requested to note that in this years allocation of funds, there is an increase of Tshs 255,000/= compared to Tshs. 10,000,000/= allocated



in the year 2003/2004. The above allocation is less than the actual amount needed taking into consideration the increase of the number of members of the Convocation Executive Committee, the number of meetings per year, expansion of the Convocation activities, the cost of preparation and conduct of the Annual General Meeting has gone up due to the increase of participants in the formal meeting and during the prize giving ceremony. The amount allocated is less by 12,210,000/= of the actual amount needed. There is a critical need to recruit the assistants needed in the Convocation so as to relieve the Convocation Liaison Officer administrative work and allow implementation of the fund raising strategies.

#### **281.11 Fund Raising**

281.11.1 **REPORTED** that, as a consequence of the report at minute no. 281.10, a letter to graduates calling for funds has been placed in the Convocation website and has been distributed to all members whose email addresses are available.

#### **281.12 Organising Internship Programme**

281.12.1 **REPORTED** that The University of Dar es Salaam Convocation liaised with Tanzania Cigarette Company Limited (TCC) and Medical Express Tanzania Limited (MEDX) in offering internship program to students who graduated in 2003/2004. The presentation by Tanzania Cigarette Company Limited management team to graduates and students was held on 29<sup>th</sup> May, 2004 at the University of Dar es Salaam Nyerere Lecture Theatre Two (Lect. II). Applications from various fields of

study were submitted. Short listed applicants were called for interviews. Twenty five applicants were offered a three months internship program with Tanzania Cigarette Company Limited from July to September 2004. Out of which four will be offered employment.

Medical Express Tanzania Limited offered internship to four students from July to August 2004

#### 281.13 **Graduand Fees From 2004**

281.13.1 **REPORTED** that the 18<sup>th</sup> Convocation Activities Committee Meeting held on 19<sup>th</sup> April 2004 suggested to regulate the registration fee for graduands because the rate of Tshs. 1,000/= had been in place for along time now. It was proposed to raise the fee to Tshs. 2,000/=. On the 8<sup>th</sup> October, 2004. the Convocation President and Chairman of the Convocation Executive Committee approved to raise the fee on behalf of the Committee, whereupon, the Annual General Meeting **ENDORSED** that course of action of the Convocation President.

#### 281.14 **The Marketing of Convocation Books**

281.14.1 **REPORTED** that for purposes of marketing of the Convocation books, the following companies/organizations/NGOs/institutions were visited:- Tanzania Breweries Limited, Tanzania Gender Networking Programme, Bank of Tanzania, Masumin Printers, Tanzania Cigarette Company Limited, National Microfinance Bank, Royal Palm Hotel, Tanga Cement Company Limited, I. P. P. Media, Akiba Commercial Bank, Cooperative and Rural Development Bank, Stanbic Bank, National Bank of Commerce, Habari Corporation, Hubert Kairuki Memorial University, Open University of Tanzania, City Bank, Celtel

Tanzania Limited, Tanzania Telecommunications Limited, Vodacom Tanzania Limited, Swedish Embassy, Ministry of State (Director of Poverty Alleviation) Vice President's Office, Tanzania National Social Security Fund and Haki Elimu.

A letter was written to graduates and staff in general, showing the books we have and the prices. It was agreed that the letter be placed where all staff can see.

**ITEM NO. 4 OF THE AGENDA: University of Dar es Salaam Academic Staff Assembly Annual Report**

**Minute No. 282**

- 282.1      **RECEIVED** the Annual Report of the University of Dar es Salaam Academic Staff Assembly (UDASA)
- 282.2      **RECALLED** that University of Dar es Salaam Academic Staff Assembly report of the previous year dwelt on bottlenecks that had marred the operations of UDASA which included bank account closure, non-audited financial reports, poor participation of members in UDASA affairs, uncollected members subscription fees, ineffective Faculty/Institute Assemblies and the way forward for UDASA's effective contribution to the improvement of the University and its products.
- 282.3      **REPORTED** that UDASA had accelerated the pace of taking corrective measures so as to ameliorate the above problems.
- 282.4      **INFORMED** that University of Dar es Salaam Academic Staff Assembly had opened an account to enable it to conduct its business



and channel the hitherto unbanked members subscription fees and also deposit the monthly rent from the club tenant.

282.5 **REPORTED** that due to non-audited financial reports handed over by the previous leadership forensic auditing was conducted on the accounts, and UDASA Executive Committee **AGREED** to recommend to University of Dar es Salaam Academic Staff Assembly to institute such measures as would be appropriate against the previous office bearer, namely the Secretary.

282.6 **REPORTED** that the University of Dar es Salaam Academic Staff Assembly had been able to organize different events, discussions, and activities, e.g.

1. Preparation of proposals for the improvement of pay package for academic staff members, which were tabled at various organs, before they were approved by the University of Dar es Salaam Council.
2. December 31<sup>st</sup> 2004: Held a New Year Party for its members and families.
3. March 9<sup>th</sup> 2004: Held a pre-UDASA public talk on the New Income Tax Act 2004 and its implications to the workers and the country in general. A substantive report for public consumption was eventually produced in mid-April 2004.
4. April 22<sup>nd</sup> 2004: Issued a statement on the suspension of the undergraduate students at the University of Dar es Salaam main campus. It also set up a committee to investigate on the events which sparked the crisis, and ways to avoid such problems in the future.
5. April 28<sup>th</sup> 2004: Held a talk on "Globalized labour is Manamba in new forms: Salient features of the Proposed New Labour Law".

6. April 29<sup>th</sup> 2004: Issued a statement in response to the Minister of Science, Technology and Higher Education's remarks in the Parliament on crisis at the University

282.7 **SUGGESTED** that the University of Dar es Salaam Academic Staff Assembly comes out with an Annual Report which is collective rather than a seemingly Chairman's statement.

282.8 **NOTED** the University of Dar es Salaam Academic Staff Assembly Annual Report.

**ITEM NO. 5 OF THE AGENDA: Convocation Annual Financial Report of 2003/2004.**

**Minute No. 283**

283.1 **RECEIVED** the Convocation Annual Report of 2003/2004.

283.2 **REPORTED** that for the period 2003/2004, the Convocation income included Tshs. 3,054,501/= from Convocation fees, Tshs. 609,800 from sale of books and journals, Tshs. 963,663.48 from interests and Tshs 1,667,250 from dividends totaling to Tshs. 6,355,241.48.

283.3 **INFORMED** that the expenditure for the year was Tshs. 4,738,657.33 which was used for meetings and conferences, buying office equipment, advertisements, transport, printing, website expenses and bank charges.

283.4 **NOTED** that the cash at bank balance was Tshs. 6,869,607.27

- 283.5 **OBSERVED** that the recommendations from the auditor would be submitted to the Convocation office after adherence to accounting procedures for consideration and implementation by the Convocation Executive Committee.
- 283.6 **APPRECIATED** the report and **NOTED** that the implementation of the Convocation Five Year Rolling Strategic Plan with effect from July 2005 will resolve the shortage of staff facing the Convocation office and deployment of additional staff will lead to the expansion of Convocation activities.

**ITEM NO. 6 OF THE AGENDA: Any Other Business as approved by Convocation President.**

**Minute No. 284**

- 284.1 **Improved attendance at Convocation Annual General Meeting**
- 284.1.1 **WONDERED** as to why attendance at the meeting was rather low.
- 284.1.2 **INFORMED** that the quorum was adequate as per University of Dar es Salaam Act No. 12 of 1970.
- 284.1.3 **AGREED** that the Executive Committee looks into the matter and comes up with an improved attendance at the next Convocation Annual General Meeting.



284.2 There being no other business, the meeting was closed at 12.15 Hours.

Prepared by:

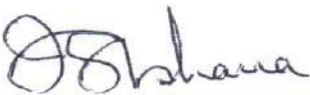
  
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Mr. B. M. Ntake  
Convocation Liaison Officer

1.12.2004  
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Date

Approved for issue by:

  
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Prof. J. S. Mshana  
Chief Administrative Officer and Secretary to the Convocation

3/12/04  
.....

Date

Confirmed at the next meeting by:

.....  
Judge Joseph S. Warioba

President of the Convocation

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Date