

AFRICAN NATIONAL CONGRESS (S.A.)SOLOMON MAHLANGU FREEDOM COLLEGENEW COLLEGE STRUCTURE

On Monday, 12th April, 1982, a meeting of the students and staff took place to discuss the question of a new organisational structure for the college. A preliminary proposal was put forward by the school administration was explained by the principal. The meeting then broke up into six smaller groups and the proposals were discussed and various amendments and additions were suggested. Each group presented its report to the plenary session. These reports and some additional views expressed at the plenary were recorded by the secretariate. The secretariate then drew up a report on the various views expressed for presentation to a staff meeting on Thursday, 15th April.

This staff meeting established a special committee to look carefully at the secretariate's report and to draw up the new structure for the college. This committee consisted of the following:- the National Commissar, Cde A.Masondo, the principal Cde T.Maseko; the College Commissar, Cde A.Sidweshu; Cde J.Phambo; Cde M.Jhatham; Cde L.Maseko; Cde J.Pampallis. This committee met three times and individual members were also involved in its work between meetings. All the members of the committee attended at least one meeting with the exception of Cde Lynn Maseko who was away from Mazimbu for health reasons. In addition, the Director designate, Cde M.Tikly, and the Secretary for Education designate, Cde H.Makgothi, each attended one meeting.

Attached is the structure of the college as finally adopted by the committee.

# SOLOMON MAHLANGU FREEDOM COLLEGE

## COLLEGE STRUCTURE

### EXPLANATORY NOTES

#### 1. Principals Advisory and Planning Council.

This body is composed of the Principal (chair), the Director, the Vice-Principal, the College Commissar and three members of the permanent staff. The three staff members will initially be appointed by the other members of the council; thereafter if a staff member withdraws for any reason, another one will be appointed by the remaining members of the council.

The council meets at least once a month. Its function is to look at the school problems, to suggest solutions, plan, introduce ideas, discuss the principals ideas, and advise the principal on day to day issues.

#### 2. Departmental Co-ordinating Committee

This committee is composed of the Principal, Vice-Principal, College Commissar, Warden, Catering Officer, Busan, College Secretary, head of sports and culture, health team representative, and the chairman and co-ordinating secretary of the student council.

The committee's functions are:-

- a) to receive and evaluate reports from the various departments.
- b) to co-ordinate between the different departments.

#### 3. Catering Officer

The catering officer is responsible for the requisitioning and preparation of food for the students and for catering for special occasions and visitors. He/She is assisted by the catering staff and the table commanders committee, and is advised and assisted by the catering committee.

#### 4. The Catering Committee

This committee consists of the catering officer, college commissar, health team representative, and two students appointed by the student council. Its function is to advise and assist the catering officer.

#### 5. Warden

The Warden has overall responsibility for the hostels

#### 6. Warden's Committee

This committee is chaired by the Warden and is composed of all boarding masters and matrons. The committee's function is to advise the Warden on all matters pertaining to hostels administration, and to co-ordinate between the different units.

7. Boarding Masters and Matrons

They are directly responsible to the Warden for the administration of their hostel units. They are also responsible for the accommodation of and issues of clothing and toiletries to the students under their charge.

8. College Commissar

The college commissar is directly responsible to the principal for the activities of the student council, the political instructors department, and the college commissariate.

9. College Commissariate

The body is headed by the college commissar and is composed of the student commissar, the staff commissar and other commissars appointed by the college commissar.

10. Student Commissariate

All student commissars are appointed by the college commissar. There are four levels of student commissars:-

- |                   |                          |
|-------------------|--------------------------|
| a) room commissar | b) block commissar       |
| c) unit commissar | d) the student commissar |

The entire student commissariate is headed by the student commissar who is also automatically a member of the student council executive and the student disciplinary committee.

1. Political Instructors Department

The head of this department is a staff member appointed by the college commissar. This department consists of the staff political instructors assisted by one student political instructor from each class. The student instructors are appointed by the college commissar in consultation with the staff political instructors.

The department is responsible for organising political discussions, seminars and conferences internally and political meetings with other schools. The staff political instructors assist the editorial board with the final editing of the college magazine.

12. The student council is the highest representative body of students.

The student council is headed by a six member executive. Five of these members (viz chairperson, Vice-Chairperson, secretary, treasurer and co-ordinating secretary) are elected at large by the student body; the sixth member is the student commissar. The remaining members of the student council include one representative of each of: the young women's section, the pioneers committee, the propaganda and information committee, the editorial board, the male hostels committee, the female hostels committee, the cultural co-ordinating committee, the table commanders committee, the student disciplinary committee, the form commanders committee and student members of the catering committee.

The day to day affairs of the student council are dealt with by the executive. The executive is also responsible for the organisation of productive work with the help of the responsible staff members who will liaise with the complex production department (e.g. the agriculture dept, the technical dept etc.)

The executive also draws up a monthly report on the basis of reports from the various committees represented on the student council. The executive's report is presented to the student body at a monthly general meeting. This general meeting discusses the report and is also the forum where students can raise their criticisms and suggestions on all matters concerning them. A revised report, taking into account the views of the general student body, is then drawn up by the executive in conjunction with the College commissar. This final report is then presented jointly by the student council chairperson and the College commissar to the departmental co-ordinating committee.

13. Young Women's Section (YWS) Committee

The YWS Committee is elected by members of the YWS (i.e. all female students) and is responsible to the student council for the affairs of the YWS within the college. Communication between the Women's Section and the YWS must be through the college commissar.

The report of the YWS should be presented to both the student council and the Women's Section.

14. Pioneers' Committee

This committee is elected by the pioneers and is responsible to the student council for the affairs of the pioneer within the College.

Communications between the Women's section and the pioneers must be through the College commissar.

The reports of the pioneers should be presented to both the student council and the Women's section.

15. Propaganda and Information Committee

This committee is responsible for the monitoring and presentation of the news and the administration of the news room. It also sees to the dissemination of propaganda material.

16. Editorial Board

This board is appointed by the student council and is responsible for the production of the College magazine. The editorial board is assisted by the staff political instructors in the final editing of the magazine.

17. Academic Staff Meeting

This is a meeting of the academic staff and deals with academic matters. It is chaired by the Principal.

18. Vice-Principal

- a) The vice-principal is responsible to the principal for the daily administration of the academic section of the school.
- b) He is responsible for the implementation of the decisions of the academic staff meeting.

19. Academic Department Heads

These are the heads of:

- a) The languages department;
- b) The Social Sciences department;
- c) The Natural sciences department;
- d) The academic Counselling department;
- e) The library
- f) The Maths department.

The academic counselling department's functions include:

- i) the assessment and placing of new students;
- ii) counselling students on subject and career choice;
- iii) making information on various careers available to students.

20. Subject Leaders

Subject leaders deal with students problems in non-compulsory subjects (in form 4 and 5) and co-ordinate between teacher and students. In compulsory subjects the form commander is also the subject leader.

21. Form teachers Committee

This consists of all the form teachers as well as the chairperson and the secretary of the form commanders committee. The form teachers committee deals with matters pertaining to the administration of the academic section of the College and is responsible to the vice-principal.

22. Form Commanders Committee

This consists of all form commanders and is responsible to the form teachers committee. The form commanders committee elects its own chairperson and secretary who also sits on the form teachers committee.

23. Form Meeting

This meeting is chaired by the form commander and discusses academic and other matters.

24. Head of Sports and Culture

This person is a staff member and is responsible to the Principal for all sports, cultural and entertainment activities in the College. He/She is responsible for liason with other institutions regarding sports fixtures and cultural or entertainment activities.

25. Cultural Co-ordinating Body

This committee consists of two representatives from each of the sports, performing arts and entertainment committees. It is directly responsible to the Head of sports and culture who is also an ex-officio member of the committee.

The committee's function is to co-ordinate the activities of the sports, performing arts and entertainment. Committees.

26. Busar

The Busar is directly responsible to the principal for finance, transport and resources (i.e. all college property).

27. College Secretary

The College Secretary is responsible to the Principal for the administration of the College Office. He/She is assisted by the office staff and is responsible for typing, filing, duplicating, correspondence etc.

28. Student Disciplinary Committee (SDC)

This committee is appointed by the student council and must include the student commissar (but not as chairperson). The SDC is directly responsible to the College Disciplinary Committee (CDC).

The SDC investigates all disciplinary cases concerning students and then refers serious cases to the CDC. It deals with other cases, less serious cases itself.

29. College Disciplinary Committee (CDC)

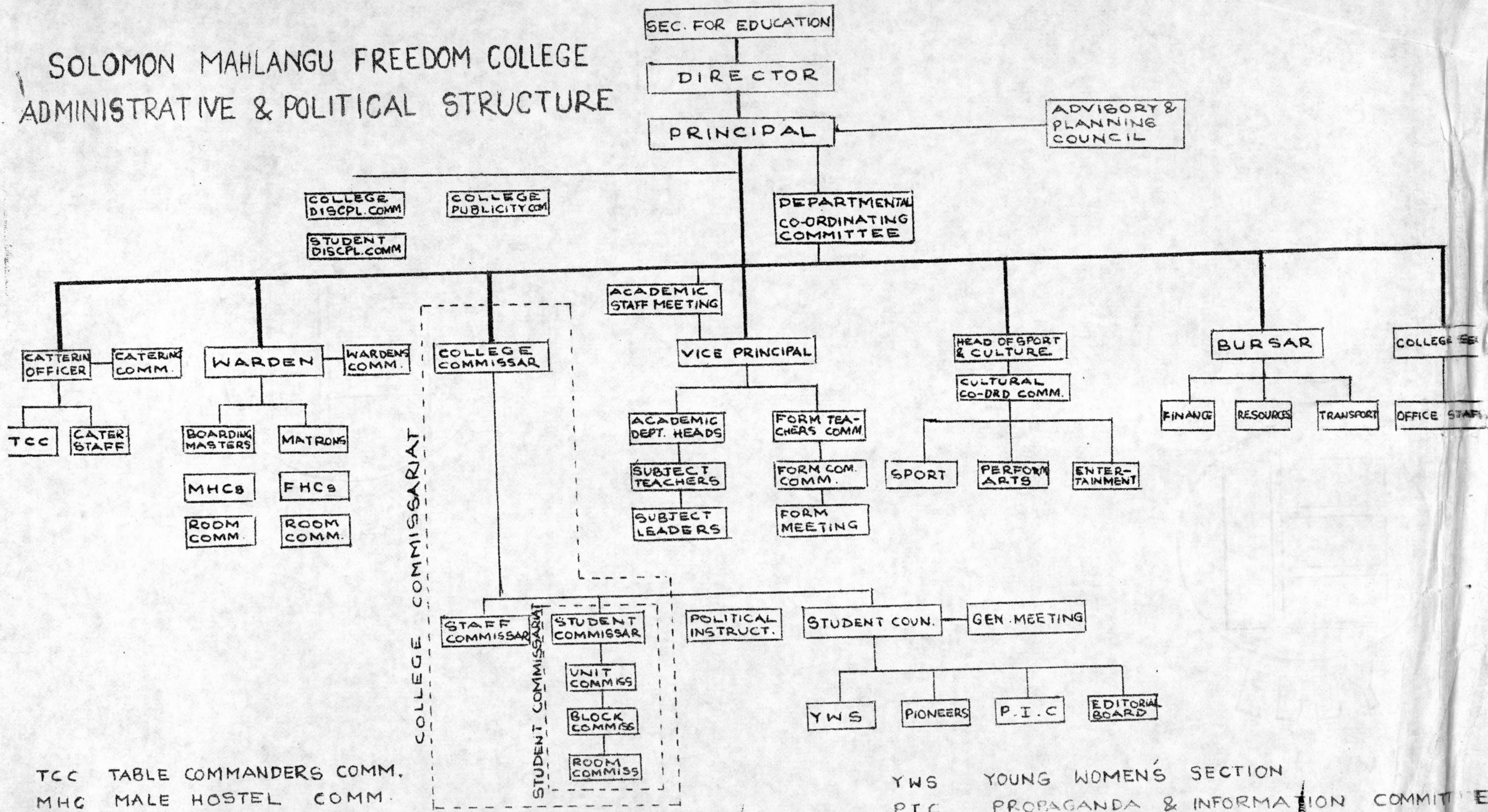
This committee is composed of the Principal (chair), college commissar, Warden, three teachers, two representatives of the SDC and the boarding master or matron responsible for the student whose case is being heard.

The CDC deals with all cases referred to it by the SDC.

30. College Publicity Committee

This committee is envisaged as the College section of the complex publicity committee which will be under the Director.

# SOLOMON MAHLANGU FREEDOM COLLEGE ADMINISTRATIVE & POLITICAL STRUCTURE



TCC TABLE COMMANDERS COMM.  
MHC MALE HOSTEL COMM.  
FHC FEMALE HOSTEL COMM.

YWS YOUNG WOMEN'S SECTION  
PIC PROPAGANDA & INFORMATION COMMITTEE