



**UNIVERSITY OF ENVIRONMENT AND
SUSTAINABLE DEVELOPMENT**

VICE-CHANCELLOR'S REPORT

**TO THE
FIRST CONGREGATION 2024**



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TO THE

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FOREWORD

It is with great pride and profound excitement that I present this foreword message, marking the historic occasion of the first congregation of the University of Environment and Sustainable Development (UESD), Somanya. This milestone is not just a celebration of our student's academic achievements, but also a testament to the vision, tireless efforts, and commitment of the entire university Community, stakeholders, and partners who have worked diligently to bring UESD to this defining moment.

From its inception, UESD was established to champion the cause of environmental sustainability, offering a unique academic platform to address one of the most pressing global challenges of our time- ensuring a balance between development and the preservation of our environment for future generations. Our mission, to produce graduates equipped with the knowledge, skills, and leadership needed to confront these challenges, has been at the heart of all our academic endeavours.

This maiden congregation serves as a reflection of sustained growth and commitment to academic excellence. It is also an opportunity to acknowledge the collaborative efforts of faculty, administrative staff, our communities, parents, and the government of Ghana, whose shared vision and continued support have propelled UESD to achieve remarkable strides within a short period.

This report encapsulates the various aspects of the congregation and graduation ceremony, providing insights into the milestones we have reached, the initiatives we have undertaken, and the future directions of UESD as we continue our journey of nurturing environmentally conscious leaders and professionals.

To all our graduates, I extend my heartfelt congratulations. You have become part of a unique legacy—a heritage that will inspire many generations to come. Your time at UESD has prepared you not only for the world of work but for a future that demands innovative solutions for sustainable development.

As we reflect on this historic occasion, let us be reminded that this is just the beginning of many more significant achievements for UESD. Together, we look forward to the continuous growth of our university and its impact on Ghana, Africa, and the world as a whole.

Professor Eric Nyarko-Sampson
Vice-Chancellor

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EXECUTIVE SUMMARY

The first congregation of the University of Environment and Sustainable Development (UESD) marks a significant milestone in the institution's journey, as it celebrates the graduation of its inaugural class. This event is a reflection of UESD's commitment to providing high-quality tertiary education and addressing the global challenges of environmental sustainability through its innovative programmes and research.

This report provides information on the various offices, schools, departments, sections, and Units of the university. The congregation features the graduation of students from the university's pioneering programmes in environmental science, sustainability, and other disciplines. It showcases the success of the students who have excelled in academic and co-curricular pursuits during their time at UESD.

Distinguished dignitaries, including representatives from government, academia, and industry, would be in attendance. Keynote addresses would be delivered on the theme of **Sustaining our future: Innovating for a Greener Tomorrow**. The Vice-Chancellor would also emphasize the university's role in producing graduates equipped to tackle global environmental challenges.

This report highlights the achievements of UESD in areas such as curriculum development, faculty recruitment, research output, and partnerships with both local and international institutions. These accomplishments reflect the university's vision of becoming a leading center of excellence in environmental and sustainable development education.

UESD is poised for growth and expansion, with plans to introduce new academic programmes and further strengthen its research capabilities. The university aims to continue fostering partnerships with other institutions and stakeholders to enhance its global impact on the environment and sustainability education.

The first congregation of UESD is a testament to the university's progress and the dedication of its faculty, staff, and students. The institution has laid a strong foundation for future growth, and this event sets the tone for its continued success in advancing sustainability education and research.



VISION

To be a Centre of excellence in knowledge gathering and dissemination in the area of environment for public good.

MISSION

Our Mission is to train and produce graduates who are equipped with relevant knowledge and skills to be well-positioned as agents and partners in the identification and resolution of prevailing environmental and sustainable development challenges.

We also exist to:

- Demonstrate environmental leadership and education through environmental conservation and sustainable environmental practices;

- Build and sustain Community partnerships to address local agribusiness and environmental issues; and,

- Create a learning environment that fosters the sharing of ideas and greater interaction among students and Faculty/Staff, and Promote integrity, innovation, and freedom of thought and expression among students and Faculty.

Core Values

The core values of UESD are Honesty, Opportunities, Perseverance, and Enterprise. Acronymed as **HOPE**, using the initial letters of each word, the Core Values are explained as follows:

H-Honesty: All university staff and students are required to be honest in all their dealings and truthful in life. Each person is required to be a person of integrity.

O-Opportunities: All staff, and especially students are encouraged and taught to identify, create, and take of opportunities in areas they find themselves. These could be used for personal and public good.

P-Perseverance: The need to continue pursuing one's goal(s) in the face of difficulties and hardships. Success in an endeavour would finally come if one is focused on his/her pursuit.

E-Enterprising: The ability of each staff, and especially students, to be resourceful, take initiative and drive to recognise opportunities, and be motivated to make the most of them.



OFFICERS OF THE UNIVERSITY

Principal Officers

S/N	Name	Designation
1.	Vacant	Chancellor
2.	Prof. Jonathan N. Ayertey	Chairman of Council
3.	Prof. Eric Nyarko-Sampson	Vice-Chancellor

Members of Council

1.	Prof. Jonathan Narh Ayertey	Council Chairman
2.	Prof. Eric Nyarko-Sampson	Vice-Chancellor
3.	Prof. John Blay (Deceased)	Government Nominee
4.	Prof. Efua Esaaba Agyire-Tettyey	Government Nominee
5.	Prof. Jemima Asabea Anderson	Government Nominee
6.	Ing. Johannes TwumasiMensah	GTEC Representative
7.	Prof. Anthony Amoah	Convocation Rep. (Professorial)
8.	Dr. Christian Ayisi Larbi	Convocation Rep. (Non-Professorial)
9.	Dr. Hammond Oppong Kwarteng	Convocation Rep. (Non-Teaching)
10.	Mr. Edward Twumasi Akraasi	Rep. Senior Staff
11.	Mr. Eric Nartey	Rep. Junior Staff
12.	Mr. Benard Akowuah	SRC Representative

In - Attendance

13.	Prof. Edward Wiafe Debrah	Ag. Pro-Vice-Chancellor
14.	Mrs. Mary Abena Agyepong	Registrar/Secretary
15.	Mr. Baffour Awuah Kwabi	Director of Finance
16.	Mr. Martin Sowah Nortey	Assistant Registrar/Recorder

Key Officers

S/N	Name	Designation
1.	Prof. Eric Nyarko-Sampson	Vice-Chancellor
2.	Prof. Edward Debrah Wiafe	Ag. Pro Vice-Chancellor
3.	Mrs. Mary Abena Agyapong	Registrar
4.	Mr. Baffour Awuah Kwabi	Director of Finance

Deans and Directors

S/N	Name	Designation
5.	Prof. Anthony Amoah	Ag. Dean, School of Sustainable Development
6.	Dr. Shine Francis Gbedemah	Ag. Dean, School of Natural and Environmental Sciences
7.	Dr. Daniella Delali Sedegah	Ag. Dean, Students' Affairs
8.	Dr. Emmanuel Kitcher	Director, Directorate of Information Technology Systems and Operations (DITSO)
10.	Surv. Isaac Abbam	Director, Directorate of Physical Development and Estate Management
11.	Vacant	Director, Directorate of Internal Audit





PROF. ERIC NYARKO-SAMPSON
Vice-Chancellor

OFFICE OF THE VICE-CHANCELLOR

Introduction

The idea to establish a public university was conceived on April 17, 2013, when the then-President of Ghana, His Excellency John Dramani Mahama, inaugurated a national planning committee, which later became known as the Dr. Christina Amoako-Nuamah committee. This committee led to the establishment of a public university to be situated in the Yilo Krobo Municipality of the Eastern Region of Ghana.

Subsequently, in 2015, the Act establishing the University of Environment and Sustainable Development, UESD Act, 2015 (ACT 898) was passed by Parliament to set up a Public University to be sited at Somaya and mandated to primarily provide training in basic Biological, Physical, and Mathematical Sciences, Agricultural and Environmental Sciences and Environmental Design and Architecture. The University of Environment and Sustainable Development (UESD) was established by an Act of Parliament, UESD ACT, 2015 (ACT 898) and inaugurated on August 5, 2020, by His Excellency Nana Addo Dankwa Akuffo-Addo, President of the Republic of Ghana. It is located at Trom-Somanya in the Eastern Region, of Ghana.

The university's aims include providing higher education, disseminating knowledge related to development in environment and agribusiness education, undertaking research, and fostering relationships with persons outside the institution.

The UESD has a serene and conducive academic and research environment made up of seasoned academic and administrative staff. The University has state-of-the-art facilities to offer quality education that is engraved in an innovative and environmentally sensitive mindset. It approaches its programmes and research with an emphasis on interdisciplinary collaboration and considers other areas such as leadership, policy, and entrepreneurship for sustainable socio-economic development. We are committed to producing graduates of hope who are equipped with the skill sets needed to confront the challenges of our generation and beyond.

In consonance with our mandate to provide quality education, the University provides an environment for training students with a high sense of professionalism, commitment to problem-solving, active Community partnership, and above all, individuals who approach their work with integrity.

Staffing

S/N	Name	Designation
1.	Prof. Eric Nyarko-Sampson (Ph.D.)	Vice-Chancellor
2.	Grace Ama Ampong	Assistant Registrar
3.	Esther Mensah	Chief Administrative Assistant
4.	Derick Tobor	Administrative Assistant
5.	Stephen Mensah	Messenger

SCHOOLS AND CENTRES

The UESD is made of five (5) Schools, including the School of Graduate Studies, and three (3) Research Centres, namely:

Schools

1. School of Natural and Environmental Sciences;
2. School of Sustainable Development;
3. School of Agriculture and Agro-Entrepreneurship Development;
4. School of Built Environment.
5. School of Graduate Studies.

Research Centres

1. Centre for Agro-Entrepreneurship
2. Centre for Agricultural Biotechnology, and
3. Centre for Sustainable Resource Development.

Currently, two (2) Schools are running programmes.

They are:

- i. School of Natural and Environmental Sciences (SNES)
- ii. School of Sustainable Development (SSD)

A third school, the School of Built Environment (SBE), runs as a department in the School of Sustainable Development.

Academic Programmes

All twenty-four (24) academic programmes being run by the two Schools have been accredited by the Ghana Tertiary Education Commission (GTEC).

These are the programmes according to the schools:

(i) School of Natural and Environmental Sciences (SNES)

- i. B.Sc. Mathematics
- ii. B.Sc. Geography & Earth Sciences
- iii. B.Sc. Environmental and Sustainability Science
- iv. BSc. Nature Conservation and Management
- v. BSc Geoscience
- vi. B.Sc. Environmental Management
- vii. BSc. Physics and Mathematics
- viii. BSc. Chemistry and Biological Sciences
- ix. BSc. Physics and Biological Sciences
- x. BSc. Chemistry and Mathematical Sciences
- xi. BSc. Chemistry and Physics
- xii. BSc. Environment and Public Health
- xiii. BSc. Biological and Mathematical Sciences

(ii) School of Sustainable Development (SSD)

- i. B.Sc. Energy Sustainability
- ii. B.Sc. Environmental Economics and Policy
- iii. B.Sc. Aquaculture Management
- iv. B.Sc. Energy and Resource Economics
- v. B.Sc. Urban Planning and Development
- vi. B.Sc. Sustainable Construction Management and Technology
- vii. B.Sc. Sustainable Development
- viii. BSc. Water Resources Development
- ix. BSc. Water, Sanitation and Hygiene
- x. BSc. Architecture and Sustainable Design
- xi. BSc. Development Economics

STAFF AND STUDENT NUMBERS

Student Population

The student population presently stands at nine hundred and forty-six (946).

Staff Strength

The staff strength is three hundred and eighty-two (382), and it comprises of academic, administrative, professional, and support staff.

FACILITIES

Teaching and Learning

A-One Thousand, Five Hundred and Forty-Five (1,545) capacity Faculty block with offices and laboratory blocks are available for students and staff. The Lecture Block also houses the University Library.

Other Facilities

Other facilities include the Multipurpose Building which houses the University's Auditorium and Cafeteria, a school administration building (that serves as the University's interim Administration Block), Students' Hostel and Accommodation for three Key Officers. There is a water treatment plant that recycles water for use in the university.

Ongoing GETFund Projects

Currently, there are three (3) ongoing GETFund Projects on the campus, namely; the Auditorium, Administration Block, a Lecture Hall, and a Computer Laboratory Block. All the projects are at various stages of completion.

Phase 2 of the EPC Project

The sod has been cut for the commencement of the Phase 2 of the EPC Project. This Phase will provide a Lecture Block, Library Block, Laboratory Block, Recreational Complex, Staff Accommodation, and 2 km-inner University Roads. Work commenced on the 8th of February, 2022, and has stalled due to cash flow challenges on the part of the government of Ghana.

Land Acquisition

The university has acquired 640 acres of land at Donkorkrom in the Kwahu Afram Plains North District for the establishment of a satellite campus. Processing of the various documentation on the land is far advanced

POLICIES

Management has put in place processes to develop key administrative and academic policies. The Council has already approved the following policies for implementation: The Strategic Plan, Statutes, Appointments and Promotions Guidelines, SRC Constitution, and Students Handbook. The underlisted are at various stages of completion awaiting approval by the Council.

- a) Welfare Policy
- b) Sexual Harassment Policy
- c) Postdoctoral Policy
- d) Plagiarism Policy
- e) Code of Conduct for Academic Staff
- f) Equity and Diversity Policy
- g) Security and Occupational Health Policy
- h) Staff Appraisal Policy
- i) Staff Reward and Recognition Policy
- j) Transport Policy

- k) Administrative Manual
- l) Health Policy

Strategic Plan (2020-2025)

Thematic Thrusts

The main development strategy of the UESD for achieving its vision and mission over the plan period is to focus its energy on ten (10) priority areas, which involve specific objectives under a systematic and coordinated set of actions to attain them. These ten (10) priority areas are in direct response to the key challenges identified earlier and in anticipation of future challenges and Opportunities. The strategy involves carefully planned and monitored sets of investments in key activities with the highest likelihood of generating the anticipated outcomes. The strategic priorities are as follows:

1. Academic and Non-Academic Programmes

The University will develop academic and non-academic programmes with national and international appeal within its mandate established by Act 898, 2015. The pivot of action within university education is the quality and relevant academic programmes offered. Academic programmes to be developed will be demand-driven and attractive to students and the industry.

2. Use of Technology

The Infrastructure, Systems, and Solutions shall be cost-effective, scalable, accommodate changing needs, secured, and maintained to provide access to reliable services to the University Community.

3. Finance

The University will ensure that its financial management systems are organised to enhance governance arrangements, mobilization, and management of resources at all Units to achieve greater effectiveness and efficiency.

Given these, the University will develop short-, medium-, and long-term financial plans to ensure that it can continue to apply resources to achieve its mandate under Act 898, 2015.

4. Linkages and Collaborative Research

Research plays an essential role in the effective structural transformation of any socio-economic environment. Many economies have been transformed by the application of new technologies drawn from evidence-based research. Innovative research will be key to the transformation process of the University and ultimately strengthen our international impact and visibility through the following:

- Collaboration with other institutions.
- Establishing and joining global research networks.
- Building capacity in grantsmanship
- Creating a greater focus on interdisciplinary research
- Establishing competitive research studentships.

Creating a vibrant intellectual environment helps to attract and retain high-quality faculty and students to drive this research agenda. Research in high-impact areas will take prominence in achieving both university and national goals. The University will build and support research and encourage the strategic use of research outputs and Research Centres to promote existing and emerging areas of research strength; enhance the University's national and international profile;

promote strategic linkages and external partnerships; assist in attracting both outstanding researchers and external research funding; foster renowned research teams, attract higher degree- by research students and boost high-quality research output.

5. University Faculty and Staff

The strength of every University depends on the competency of its human resources. Boosting the competencies of Faculty members and other staff through systematic and continuous training is, therefore, crucial for the growth of the institution. Plans to implement the strategy include:

1. Development and implementation of staff development policy,
2. Inspiring and supporting staff to build their capacities in their specified areas of specialization,
3. Institution of comprehensive and regular training programmes to retool staff,
4. Mentoring system and enhancement of staff ability to participate in professional meetings and conferences, and
5. Encouraging staff to progress in their professional career.
6. Internationalization

International Students have been a significant feature of tertiary education. The University will consciously develop students, faculty, and staff with international attraction within its mandate as established by Act 898, 2015. We will create a Community of students, staff, and faculty in which cross-cultural and international knowledge, attitudes, experiences, and actions are part of the university education.

7. Student Development

The University of Environment and Sustainable Development (UESD) is committed to students' active pursuit of knowledge as well as acquiring the requisite soft skills for life. Consistent with this purpose, UESD acknowledges its role in allowing every student to develop their potential. The University intends to integrate academic learning with personal improvement and individual growth. We are nurturing student skills and knowledge to meet the desires and aspirations of society and industry.

8. Security

The provision of human security is imperative in an organization. It is only in ensuring a highly secure environment that students and staff will be safe and willing to contribute their quota in building an academic Community that supports effective teaching and learning.

All students, staff, and visitors to the University have the responsibility to guarantee the security of properties and persons since it cannot be left solely to the Security personnel within the institution or the Police.

9. Institutional Awards and Motivation

The University presents up to two awards for institutional excellence. The awards recognize significant institutional achievements in innovation related to developments in environment and agro-business, and effective application of technology-enabled learning and open and distance learning methodologies, which reach students who may not have otherwise participated in the learning or training experience and maybe advent during an outbreak of pandemic or catastrophe.

Staff Awards represent the highest honour bestowed by the Council of UESD for the achievements of Exempt and Nonexempt Staff employees from institutions within the University system. The awards are presented to individual staff employees who have demonstrated excellence.

10. Infrastructure Development and Management

The University will embark on physical infrastructure and municipal services to enhance teaching, learning, and research activities within the University.





COMMUNITY ENGAGEMENT PROJECTS AND INNOVATIONS UNIT (CEPIU)

Overview

Community Engagement is the sixth (6th) pillar of the Short-Term Plan of the Vice-Chancellor's vision for the University of Environment and Sustainable Development (UESD), Somanya. The pillar seeks to "work collaboratively with and through groups of people affiliated to UESD by geographic proximity, special interest or similar situations to address issues affecting the well-being of these people. Community Engagement is a powerful vehicle for bringing out environmental and behavioral changes, and for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity".

Owing to this mandate, this report is intended to provide a summary of activities that the Community Engagement, Projects, and Innovations Unit undertook from the 2020/2021 Academic Year to the 2023/2024 Academic Year.

Staffing

S/N	Name	Designation
1.	Mr. Daniel Ofori-Mintah	Assistant Registrar
2.	Mrs. Millicent Aba Orhin	Junior Assistant Registrar
3.	Ms. Vivian Yayra Mensah	Principal Administrative Assistant
4.	Mr. Jedidiah Koomson	Senior Administrative Assistant
5.	Mr. Kofi Panyin Effraim	Senior Administrative Assistant

The University's Community Engagement activities with some stakeholders and the communities contributed positively to gradually meeting the Unit's vision over the year. The next two sub-

sections outline the University's interactions with the Community and some over the past four academic years.

Work Output for the 2020/2021 Academic Year

- i. Preparation of framework for the Community Engagement, Project, and Innovations Unit which was approved by Management.
- ii. Visited the Yilo and Lower Manya Krobo Paramountcy to introduce the Management of the University and to formally inform them of the commencement of the University.
- iii. Attended a stakeholders' meeting at the Lower Manya Krobo District on their Strategic Plan.
- iv. Organized a follow-up visit to the Yilo Krobo Paramountcy to discuss issues on the Community's expectations of the University and what the University expects from the Community.
- v. Received courtesy call by a delegation from Wichita – USA.
- vi. Met with the University of Kwazulu-Natal (UKZN) South Africa on collaborative work with the Unit.
- vii. Met with transport unions in Somanya.
- viii. Went on a Community support visit to Obewale.
- ix. Guest at the Yilo Krobo Celebration of World Menstrual Health Day.
- x. Facilitation with the Yilo Krobo Municipal Assembly to pass fibre optics cables through the communities to UESD campus.
- xi. Collaborated with the admissions office to embark on admission drive in Senior High Schools.
- xii. Held discussions with former Yio Krobo MCE, Hon. Andrew Sodah.
- xiii. Visitation from Sundail Solar Energy Ghana.
- xiv. Attended the Kloyosikplem Festival.

Work Output for the 2021/2022 Academic Year

- i. Facilitated a visit to the Manya Krobo Paramountcy by the University Council and Management.
- ii. Visited the GRATIS Foundation to inquire about the options for a bottle crusher to facilitate the process of beads making in the Municipality.
- iii. Hosted Dorothyjeanius STEAM Leadership Institute Boot Camp.
- iv. Participated in a climate Change Workshop.
- v. Visited the Environmental Protection Agency.
- vi. Workshop on Community Engagement, Strategies, and Proposal Writing.
- vii. Submission of working papers to JP Cann and Associates
- viii. Visited the Ministry of Fisheries and Aquaculture
- ix. The Vice-Chancellor and University Relations Office (URO) to visit neighboring Senior High Schools (SHS)
- x. Drafted and Submitted of the Standard Operating Procedure of the Unit to the Registrar's Office.

- xi. Visited Cedi Beads with the Vice-Chancellor
- xii. Published an overview of the Unit on the UESD website
- xiii. Organized the UESD Community Development Challenge- 2022 Edition
- xiv. Coordinated the University Community Based Experiential Learning Programme (CoBEL)

Work Output for the 2022/2023 Academic Year

- i. Held Courtesy meetings with the following stakeholders:
 - The Yilo Krobo Municipal Police Commander
 - The Yilo Krobo Municipal Chief Executive
 - The Paramount Chief, Yilo Krobo Traditional Area
 - The Paramount Chief, Akwamu Traditional Area
 - Former Minister for Energy, Hon. Boakye K. Agyarko
- ii. Collaboration with the Zoomlion Foundation to celebrate the World Water Day
- iii. Collaboration with GIZ Ghana for a health screening exercise.
- iv. UESD Community Development Challenge- 2023 Edition.
- v. Coordination of the 2023 Community-Based Experiential Learning (CoBEL) programme.

Work Output for the 2023/2024 Academic Year

- i. Signing of MoU with Environment 360
- ii. Celebration of World Environment Day with Sustainable Development Alliance (SusDa).
- iii. UESD Community Development Challenge- 2023 Edition
- iv. Coordination of the 2024 Community-Based Experiential Learning (CoBEL) programme.
- v. Publication of CEPIU Newsletter

Achievements

- i. Developed Community Engagement Framework
- ii. Approval and operationalization of the framework developed
- iii. Secured a scholarship for a student from the Yilo Krobo District
- iv. Resolve some staff accommodation challenges
- v. Visit the paramountcy on issues of Air pollution
- vi. Collaboration with the admission team to embark on a Regional secondary Schools Visitation
- vii. Facilitation with GIZ and Zoomlion to donate 2 tricycles, and a plastic crushing machine to UESD
- viii. Facilitation with GIZ and Zoomlion to donate 50 waste bins and Hand washing basins to 50 Basic schools in the Eastern Region

The Way Forward

Over the years, CEPIU has conducted its community engagement activities in a constructive manner that sells the University's brand to the communities, ensures accountability, and continuous and effective communication. The Unit will concentrate more on activities such as;

- i. Organizing training, briefings, and workshops. This will help build the capacity of team members;
- ii. Reaching out to the communities and stakeholders;
- iii. Sensitizing the Community on health-related issues; Covid 19, Diabetes, Blood Pressure, and other communicable diseases health through public amenities such as schools, lorry stations, churches, etc;
- iv. Engaged SME's and artisans within the Community. This helped improve the income levels of SMEs and eventually, the quality of life of the artisans and other skilled workers;
- v. Organize and lead a Road Safety Campaign before the festive seasons (Easter and Christmas).
- vi. This activity is to educate Drivers, Pedestrians and other road users to be more conscious on the road and;
- vii. Helping address or resolve concerns facing the University's Community to better or strengthen the University's relationship with the Community.

PROCUREMENT UNIT

Introduction

The Procurement Unit reports directly to the Vice-Chancellor, serving as the key Unit responsible for overseeing and managing all procurement activities within the university. Its mandate includes coordinating and executing detailed procurement processes to support the operations of the various Schools, Directorates, Departments/Divisions, Sections and also ensures that procurement functions are aligned with the University's core mission.

In pursuing its functions, the Division is mindful of:

- Value for money
- Time consciousness, transparency, and fairness
- Competition and
- Objective decision making

Staffing

The Unit has a total staff of seven (7) including the Head of Procurement, two (2) Procurement Officers, two (2) Assistant Procurement Officers, one (1) Senior Procurement Assistant and one (1) Senior Administrative Assistant.

S/N	Name	Designation
1.	Razak Mohammed- (MCIPS)	Senior Procurement Officer
2.	Gifty Blorkey Teye- (MCIPS, AGIPS)	Procurement Officer
3.	Charles Kwarteng-(MCIPS)	Procurement Officer
4.	Sarah Ewurama Arthur-(MCIPS)	Assistant Procurement Officer
5.	Michael Grant Owusu-Yeboah-(MCIPS)	Assistant Procurement Officer
6.	Ernest Mensah Martey-(MCIPS)	Senior Procurement Assistant
7.	Gloria Edem Akorli	Senior Administrative Assistant

Key Activities

The Procurement Unit has undertaken numerous procurement activities and has successfully met all user Unit needs. Most of the assets of the University were obtained through proper procurement processes. Below is the breakdown of procurement activities from the year 2021.

YEAR	TOTAL PROCUREMENT (GHS)
2021	1,531,649.34
2022	1,005,565.16
2023	2,436,534.95
2024	1,607,456.70

Achievements within the Period

1. The Unit processed over 80% of the requisitions received from user Units from 2021 to date.
2. The procurement Unit processes users' requests on time to ensure the timely delivery of orders without interrupting the academic calendar/programmes.
3. The Unit provides quarterly procurement reports to management to aid in decision-making.

4. The Unit has conducted a litigation-free Procurement Process over the few years despite our persistent financial challenges.
5. The Unit has maintained a healthy relationship with suppliers: despite agitations from suppliers over late payments.
6. The Unit has adhered to the Public Procurement Act 2003 (Act 663) as amended followed specified procurement methods and obtained necessary approvals for all its procurements.
7. The Unit identifies needs across all university departments through a comprehensive and regularly revised Procurement Plan aligned with the approved budget and also works on all procurement requests received promptly and efficiently.



INTERNATIONAL PROGRAMMES OFFICE

Introduction

The International Programmes Office (IPO) was established in line with the University's quest for internationalization as enshrined in the UESD Strategic Plan (Thematic Thrust Six). Thematic Thrust Six has a goal to establish a Directorate responsible for international staff and students' recruitment; all exchange programmes; collaborations and partnerships with International Universities and Research Institutions; and funding agencies.

Staffing

S/N	Name	Designation
1.	Ms. Mavis Kissi	Senior Assistant Registrar
2.	Mr. Festus Ntim Gyakari	Junior Asst. Registrar
3.	Mr. Philip Adamtey Agor	Senior Administrative Assistant
4.	Mrs. Linda Gold Kaye	Senior Administrative Assistant
5.	Mrs. Lydia B. Ayensu-Atenka	Senior Administrative Assistant

Key Activities

- i. All major documents including the policy, strategies, standard operating procedures (SOP), and many others have been completed and approved.
- ii. A draft MOA/MOU with Recruitment Agents or Facilitators has been approved by Management for implementation.

- iii. Attended a seminar during the international week celebration of the International Programmes Office of the University of Ghana on 23rd and 24th May, 2024.
- iv. Attended the Federation of International Surveyors conference for 2024 in Accra, Ghana from 21st to 22nd May, 2024 under the theme: Your world, our world: Resilient environment and sustainable resource management for all.
- v. Attended a seminar organized by the Department of Built Environment in collaboration with the Federation of International Surveyors under the themes: Accurate mapping and classification of plastic waste in Ghana on 17th May, 2024 at UESD campus, Somanya.
- vi. Attended a webinar which was under the theme: Incorporating engagement into institutional strategy and monitoring & evaluation System.

Key Achievements

- i. With the support of the Ag. Dean of SSD, IPO secured funding or sponsorship for the 1st International Student for his accommodation with an amount of Gh¢4110.00 (\$100.00).
- ii. Several contacts of institutions specifically foreign Universities were established for possible collaboration, student exchange programmes, and recruitment during the International Week Celebration of the International Programmes Office of University of Ghana and Canada fair.
- iii. IPO joined UESD to meet and interact with representatives of Grand Valley State University for possible student exchange programmes and collaborations.
- iv. Letters of Introduction of the UESD to various institutions have been circulated and it is receiving support for its internationalization agenda. Positive response has been received from the All Nigerian Communities in Ghana (ANC), and the Ghana Export Promotion Authority (GEPA).



PROF. EDWARD WIAFE DEBRAH
Ag. Pro Vice-Chancellor

OFFICE OF THE PRO VICE-CHANCELLOR

Introduction

The objectives of the Office of the Pro Vice-Chancellor are to discover and resolve current environmental issues and sustainable development concerns through the academic and research output of graduates of the University. The Pro Vice-Chancellor oversees specific areas such as academic affairs, research, internationalization, innovation, and consultancy. The Office of the Pro Vice-Chancellor supports the Pro Vice-Chancellor in carrying out his duties in the University. The secretariat helps in the coordination, organization, and communication of these activities. These activities may include but are not limited to Administrative Support, Strategic Planning and Policy Development, International Collaborations and Coordination of academic affairs.

Staffing

The Pro Vice-Chancellor's Secretariat is made up of the following staff:

S/N	Name	Designation
1.	Prof. Edward Wiafe Debrah	Ag. Pro Vice-Chancellor
2.	Ms. Mavis Kissi	Senior Assistant Registrar
3.	Ms. Juliet Yeboah Asante	Assistant Registrar
4.	Mr. Kenneth Sarfo	Senior Administrative Assistant
5.	Ms. Obadiah Baiden	Senior Administrative Assistant

Key Activities

The Office of the Pro Vice-Chancellor became fully operational on 1st June 2022 following the appointment of an Acting Pro Vice-Chancellor. It has been providing administrative support,

strategic planning, and policy development, working on international collaborations and coordinating academic affairs. Among its activities are:

- Preparation of Standard Operating Procedures (SOPs)
- Compilation of Field Trips
- Ensuring Course Outlines are timely allocated
- Coordinating strategies for developing and smooth running of academic programmes
- Ensuring the efficient utilization of academic facilities for teaching and learning
- Overseeing activities of the Academic Affairs Division of the University
- Oversight responsibility of activities of the Research, Innovation, and Consultancy Unit (RICU) in promoting, facilitating, and coordinating research activities in the University
- Offering expert advice to the Office of International Education regarding the setting up and the activities of the Office
- Spearheading the seeking of collaboration/partnerships with organisations and the preparation of MOAs and MOUs including conducting a background check on organisations proposed by staff of the University
- Communicating with outside partners to further the University's brand

Key Achievements

- Coordinated the organization of the IDACA Workshop, which commenced from 15th April 2024 to 19th April 2024 at the University premises.
- Memoranda of Understanding - Through the coordination of the Office of the Pro Vice-Chancellor, the University signed forty-two (42) Memoranda of Understanding; one other is being prepared for finalisation and signature.
- Records Management Training - the Pro Vice-Chancellor's Unit, in collaboration with the Library department, organized Records Management Training for various departments and staff categories.
- Collaborated with the Church of Pentecost in Organising World Environment Day on 12th June 2024.
- Formed a rapporteurs' team for the Sustainable Development Conference from 23rd to 24th July 2021 at the Volta Hotel in Akosombo.

RESEARCH, INNOVATION AND CONSULTANCY UNIT (RICU)

Introduction

The Research, Innovation, and Consultancy Unit is mandated to pursue research grants and disseminate research calls to the university Community, provide research support through the processing of letters of support, make available information on the UESD policies related to research, manage research grants and scholarships and organize research education seminars, workshops, and conferences. The Unit has circulated over (150) research grant applications, meetings, and other related calls to the University Community mainly through its official mailing system.

Objectives

The key objectives of RICU include:

- a. To promote, facilitate and coordinate research activities in the University by providing support to researchers and safeguarding the conduct of research and other sponsored activities at the University.
- b. To apply approved regulatory and statutory frameworks, as well as organizational knowledge in a timely and professional manner in order to balance the university's mission, the funder's objectives, and the investigator's intellectual pursuits.
- c. To foster and support the development of innovative solutions that address real-world challenges through research and collaboration.

Staffing

The Unit is headed by a Head of Unit and ably supported by an Assistant Registrar, a Junior Assistant Registrar and two Senior Administrative Assistants.

S/N	Name	Designation
1.	Mrs. Felicia Annin (PhD)	Senior Lecturer/Head of Unit
2.	Ms. Cynthia O. Ameyaa	Assistant Registrar
3.	Mr. Ohene Kwesi Tuffour	Assistant Registrar
4.	Mr. Kingsley Adomako	Senior Administrative Assistant
5.	Ms. Esther Osei	Senior Administrative Assistant

Key Activities Undertaken

The Unit has and continues to undertake the following activities at the university:

- a) Research Funding and Grant Management
 - i. Identify funding opportunities
 - ii. Support grant application
 - iii. Assist in budgeting and financial management
- b) Research Compliance and Ethics
 - i. Organise ethical review and approval
- c) Research Strategy and Policy Development
 - i. Draft the research policy for the university.

- d) Capacity Building and Training
 - i. Organize workshops on grant writing, and research ethics to enhance the research capacity of staff

Key Achievements

- a. Launch of the University Ethics Committee;
- b. Launch of the Journal of Environment and Sustainable Development;
- c. Development of Draft Ethics and Innovation Policy;
- d. Development of UESD Draft Research Policy;
- e. Hosting of two (2) Grantsmanship Workshops;
- f. Hosting of an Internationalization Seminar;
- g. Hosting a Publication Workshop for staff; and
- h. Management of over Two Hundred Dollars (\$200,000) grant funds on behalf of UESD researchers;
- i. Staff involvement in THINK Network (a network of Innovation and Entrepreneurship Hubs of Tertiary Institutions);
- j. Successfully enrolled close to twenty (20) staff of the university at the Doctoral School hosted by the Pan African Doctoral Academy (PADA);
- k. Secured funding from the Building Africa's Next Generation of Academics (BANGA) IV Project for five (5) staff to undertake their doctoral studies at the University of Ghana.

The Way Forward

- a. We request a dedicated budget allocation from university management to acquire the necessary equipment for efficient operations.
- b. We recommend the establishment of a rolling imprest or petty cash system to ensure continuous access to necessary supplies without delays.
- c. We request the university to set aside some funds specifically for professional development and capacity-building workshops for the staff of the Unit.

ACADEMIC PLANNING AND QUALITY ASSURANCE UNIT (APQAU)

Introduction

The Academic Planning and Quality Assurance Unit (APQAU) plays a pivotal role in upholding and improving the academic standards at the University of Environment and Sustainable Development (UESD). The Unit's primary responsibility is to ensure that the university adheres to national and international quality assurance guidelines, with a focus on improving the overall learning and teaching experience. The APQAU integrates the HOPE agenda (Honesty, Opportunity, Perseverance, Enterprising) into its practices, ensuring that the university fosters a supportive environment for students and staff alike. Since its establishment, the Unit has actively collaborated with academic departments and external stakeholders to streamline academic processes and maintain a high level of educational quality.

The Unit is tasked with evaluating various aspects of academic delivery, conducting accreditation processes, and ensuring that curriculum reviews are in alignment with the needs of both students and the job market. By implementing robust policies and procedures, the APQAU has significantly contributed to the development of a culture of continuous improvement within the university. As a result, UESD is better positioned to deliver education that not only meets regulatory standards but also prepares students to be innovative and resilient in a fast-changing global environment.

Staffing

The success of the Academic Planning and Quality Assurance Unit is largely due to the commitment and expertise of its staff. Each member brings a wealth of experience and specialized knowledge to the Unit, enabling it to function efficiently in fulfilling its mandate. Below is a detailed overview of the staffing structure:

S/N	Name	Rank/Position
1.	Dr. Richard Amfo-Otu	Senior Lecturer/Head of Unit
2.	Dr. Andrews Kofi Taayeli	Senior Assistant Registrar/Head of Planning Division
3.	Mr. Martin Sowah Nortey	Assistant Registrar
4.	Ms. Angela Adofoa Twumasi	Assistant Registrar
5.	Mr. Daniel Tetteh Terkperterey	Senior Administrative Assistant

Each staff member plays a distinct role in supporting the Unit's operations. The head of the Unit provides strategic direction, ensuring that the Unit's objectives align with the broader goals of the university. Staff members with extensive academic backgrounds contribute significantly by offering a deep understanding of educational planning and policy formulation. Their efforts have been instrumental in developing effective evaluation tools and organizing workshops for both staff and students.

In addition, administrative support plays a key role in ensuring the smooth functioning of the Unit. This involves document preparation, event coordination, and communication with internal and external stakeholders. The collective efforts of the team ensure that quality assurance processes are implemented efficiently, maintaining the university's commitment to academic excellence.

Key Activities

Since 2020, the APQAU has spearheaded a wide range of activities to enhance the quality of academic programmes and institutional operations. These activities have been instrumental

in ensuring that UESD remains compliant with regulatory requirements while also fostering an environment of continuous improvement. Below are the key activities undertaken by the Unit.

Development of Academic Quality Assurance Tools

One of the Unit's major achievements has been the development of several academic quality assurance tools. These include:

- **Course Syllabus Structure:** A standardized structure for course syllabi was introduced to ensure consistency across all departments. This structure outlines clear learning objectives, assessment methods, and grading criteria.
- **Examination Moderation Guidelines:** To enhance the integrity of the examination process, the APQAU developed guidelines for moderating exams. This ensures that exams are fair, comprehensive, and in line with the course content.
- **Evaluation Templates:** Templates for evaluating teaching effectiveness and course delivery were developed. These tools enable the Unit to systematically collect feedback from students, which is then used to improve the quality of teaching.
- **Field Trip Policy and Tools:** Recognizing the importance of experiential learning, the Unit developed an Educational Field Trip Policy, along with request forms and assessment tools for both staff and students.
- **Accreditation of Academic Programmes:** The accreditation of academic programmes is a core function of the APQAU. Since 2020, the Unit played a key role in the development and submission of Twenty-Four (24) academic programme justifications to the Ghana Tertiary Education Commission (GTEC). All Twenty (24) programmes received administrative approval, including Bachelor of Science degrees in areas such as Environmental and Sustainability Science, Geography and Earth Science, and Energy and Resource Economics. The accreditation process ensures that UESD's programmes meet both national and international standards, making graduates highly competitive in the global job market.
- **Evaluation of Teaching and Learning:** The Unit conducted comprehensive evaluations of teaching and learning activities. This included administering student evaluations of both lecturers and courses. These evaluations provided valuable insights into the strengths and weaknesses of the academic programmes. Based on the feedback, workshops were organized to help faculty members improve their teaching methods and course content.
- **Workshops and Seminars:** To build the capacity of academic and administrative staff, the APQAU organized a series of workshops and seminars. Notably, a seminar on curriculum development was held for Heads of Departments (HoDs), during which participants were trained on how to develop curricula that align with both national standards and the university's HOPE agenda. Additionally, workshops on quality assurance issues were organized for academic staff, covering topics such as syllabus preparation, evaluation processes, and examination moderation.
- **Partnerships and Collaborations:** The Unit has collaborated with multiple departments within UESD, including the Academic Affairs Unit, the Examination Unit, and the E-learning Unit. These partnerships have been essential for the successful implementation of academic programmes and quality assurance initiatives. Externally, the APQAU has worked with GTEC and other higher education institutions to align its policies with national guidelines and best practices.

Key Achievements

The APQAU has recorded several notable achievements since 2020. These include:

- **Successful Accreditation of Academic Programmes:** The Unit successfully coordinated the accreditation of Twenty-Four (24) academic programmes by GTEC. These programmes are now fully recognized, ensuring that UESD graduates have qualifications that are competitive both nationally and internationally. This achievement has positioned UESD as a reputable institution for environmental and sustainable development education.
- **Development of Key University Policies:** The APQAU contributed significantly to the drafting and approval of several important university policies. These include the Students' Handbook, which provides students with guidelines on academic and behavioural expectations; the Examination Policy, which ensures the integrity of the examination process; and the Sexual Harassment Policy, which promotes a safe and respectful learning environment for all students and staff.
- **Enhanced Academic Quality Through Continuous Evaluation:** The Unit's evaluations of teaching, courses, and examinations have led to significant improvements in academic quality. Faculty members have been provided with constructive feedback, enabling them to refine their teaching methods and course content. This has resulted in a more engaging and effective learning experience for students.
- **Capacity Building Through Workshops and Seminars:** The workshops and seminars organized by the APQAU have had a lasting impact on the professional development of UESD staff. Faculty members are now better equipped to design and deliver high-quality academic programmes, while administrative staff have improved their ability to manage and evaluate academic processes.

The Way Forward

Based on the challenges and achievements outlined above, the following recommendations are proposed:

- **Continued Support from University Management:** University Management must continue to provide the APQAU with the resources and support necessary to carry out its mandate. This includes financial support for workshops, staffing needs, and technology upgrades.
- **Further Sensitization of Students:** While student participation in evaluations has improved, more efforts are needed to ensure that all students recognize the importance of these assessments. The Unit should continue to engage students through orientation sessions and workshops.
- **Timely Approval of Key Policies:** The interim Academic Board should prioritize the approval of key policies such as the Students' Handbook, Examination Policy, and Code of Conduct for Staff. These documents are essential for the smooth functioning of the university and the effective implementation of quality assurance processes.



MRS. MARY ABENA AGYEPONG
Registrar

OFFICE OF THE REGISTRAR

Introduction

The Registrar's Office is the coordinating administrative arm of the University and is headed by the Registrar, who is the Chief Administrative Officer of the University. The function of the Registrar is categorised as secretarial, managerial and advisory leading in the operationalization of leadership and the efficient utilization of resources to achieve the pre-determined goals of UESD.

The Registrar is the Chief Administrative Officer and the Chief Operations Officer of the university under the Vice-Chancellor. As the Chief operating officer, the responsibilities of the Registrar include the management and administration of the programmes and activities of the university, ensuring that the institution operates efficiently and aligns with its strategic objectives. The role involves overseeing various departments and functions, such as academic, administration, student services, human resources, and records management. The Registrar also collaborates closely with the University's leadership, faculty, staff, and external stakeholders to promote and implement policies and strategies that support the institution's vision and mission.

The Registrar is also the Secretary to the Council, the Academic Board and their subcommittees and all adhoc committees.

In discharging the functions of the Office, the Registrar is assisted by other Administrative Units which provide a wide of professional and administrative services to the University Community, the adjoining communities and other areas. The Registrar is assisted by a Deputy Registrar, Senior Assistant Registrars and other seasoned administrative professionals. The following administrative divisions support the work of the Registrar:

- i. Administration – this has the following units- General Administration and Archives; University Relations, Legal and Policy; and Events and Protocol
- ii. Academic Affairs - Comprises the Examinations, Admissions and Student Records units. This division also has supervisory authority over the functions of the School Officers
- iii. Human Resource Division, responsible for recruitment, training, staff development and ethical de:

- iv. Services: The Services Division houses a conglomerate of units namely Counselling, Health, Transport and Security services.

Staffing

S/N	Name	Designation
1.	Mrs. Mary Abena Agyepong	Registrar
2.	Mr. Michael Bosomtwe	Assistant Registrar
3.	Mrs. Akosua Agyakomah Mireku	Assistant Registrar
4.	Ms. Gloria Dako-Mamphey	Junior Assistant Registrar
5.	Mrs. Belinda Kusi -Asare	Senior Administrative Assistant
6.	Mr. Kingsford Amanor Otu	Administrative Assistant

Key Activities / Key Achievements

The Office of the Registrar has played and continues to play a vital role in supporting the smooth functioning of various schools, departments and administrative tasks. Since the foundation of the University in 2020 the Office has worked assiduously to ensure the full functionality of all divisions, departments and units:

Recruitment, Placement and Staff issues

After the initial advertisement was made in the National Dailies in July 2020 for qualified persons to apply for the vacancies advertised, the Governing Council constituted Interview Panels of distinguished personalities both in Academia and Industry. At the end of the recruitment exercise, the first Three Hundred (300) staff members of the University were employed. All the 300 and subsequent employees have been properly placed in their respective Schools , departments, units and sections. Issues of Staff are reported under the Human Resource Division.

Secretarial Support:

The Office of the Registrar houses the Council Secretariat and has provided essential secretarial and administrative support to the University Council, Academic Board, and their respective sub-committees, as well as other Adhoc Committee. This includes scheduling meetings, preparing agenda and minutes, and ensuring that all necessary documentation and reports are available.

Research and Analysis:

The Secretariat conducts research and analysis to support the Registrar in her duties. This involves gathering information, preparing reports, and providing recommendations on various matters related to the University's operations.

University Relations: The Secretariat acts as the first point of contact for visitors to the University and serves as a liaison between the University, the community and the general public. The office has in collaboration with other units built and maintained partnerships with stakeholders, external business and community groups; and promoted the UESD brand and reputation.

Communication: The Registrar plays a key role and it's the lynchpin in the communication and dissemination of information and decisions to the University Community as well as the external public. Together with the university leadership, from 2020 we have developed communication strategies that align with the university's mission and values. This includes sending out notices, announcements, and updates through various channels such as email, bulletin boards, the University's website and social media handles.

Legal and Policy Issues

The Office of the Registrar has facilitated the process of the approval and promulgation of important documents including the University's Statutes, and the approval of the 5-Year Strategic Plan (2020 – 2025), UESD Student Handbook, and SRC Constitution among others. Currently, there are over a dozen policies and procedures at various levels of consideration and approval.

Since the Promulgation of the UESD Statutes, the office in consultation with the Vice-Chancellor has ensured the constitution of all sub-committees to ensure the proper operations and drive the development of the university, thereby

The Office continues to liaise with the Office of the Attorney General and Ministry of Justice (Eastern Region) in tackling the Legal Issues confronting the university.

Team Building

From the inception of the University, the Registrar has through the scheduled Meetings and interactions with the Heads of Divisions, Units and Sections, continuously built the capacity of the team of committed and relevant administrators to adequately support the work of the University.

Records management and digitalization

Cognizant of the role proper records management plays in modern organizations, a draft institution-wide records management policy has been completed and awaiting approval. The staff have been trained in the creation, maintenance and use of the records. The next steps will be the complete digitalization of the records and administrative process to mirror the manual records.

The Way Forward

The Office of the Registrar will continue to promote good governance, teamwork of the Management team and support in the efforts of all and sundry to attain the values of UESD and create the best learning experience for our students.

DEPUTY REGISTRAR

Introduction

The Deputy Registrar was appointed in April 2023 and has a team which is made up of two Assistant Registrars and a Senior Administrative Assistant. Operating under the supervision of the Registrar, the team's primary role is to support the Registrar in ensuring efficient and effective management of the Registry. In addition to its core duties, the Deputy Registrar exercises oversight responsibility over other divisions, including the Human Resource Division, General Administration Division, and Services Division. The team aligns the operations of the administrative division with the University's Strategic Goals to ensure administrative excellence.

Staffing

The Deputy Registrar's team is made up of the following:

S/N	Name	Designation
1.	Hammond Oppong Kwarteng (Ph.D.)	Deputy Registrar
2.	Mr. Sampson Atiako Amponsah	Assistant Registrar
3.	Ms. Linda Ofori-Nyarko	Assistant Registrar
4.	Mr. Percy Abeeku De-graft Hayfron	Senior Administrative Assistant

Key Activities

Since its establishment, the team has been involved in several activities, including:

Approval of Staff Leave

The Deputy Registrar is responsible for approving various types of leave, such as annual, casual, study, maternity, and paternity leave, for all staff except Management.

Compilation of Statutory Committee Reports

The Deputy Registrar compiles reports for all statutory committees, except that of the Council, and submits them to the Registrar within ten working days after each meeting.

The team advises and supports all schools and departments on formulating, implementing and reviewing Strategic and Operational plans of the University.

Key Achievements

- The Deputy Registrar and his team have successfully streamlined procedures for obtaining and compiling reports from statutory committees, ensuring a more efficient submission process to the Registrar's Secretariat.
- The team plays lead roles in the development of key policies of the University and takes custody of same on behalf of the Registrar.
- The team led a group of administrators to prepare a schedule of meetings and coordinated the compilation of reports to the Office of the Registrar.
- The team compiled the initial three (3) Annual Reports of the University.
- The team played a key role in the drafting of the history of the University under the guidance of the Council.

- The team has developed its Standard Operation Procedure (SoP) to guide its operational activities.

The Way Forward

To address the challenges faced by the Office, the following recommendations are proposed:

i. Procurement of Computers

The team should be provided with desktop computers to facilitate efficient and timely work.

ii. Provision of Ergonomic Chairs

At least three comfortable swivel chairs should be procured to ensure the well-being of staff.

iii. Allocation of Operational Funds

The team should be granted petty cash for the smooth execution of its daily tasks.



ADMINISTRATION DIVISION

Introduction

The Administration Division comprises the General Administration Unit, Legal and Policy Unit and the University Relations Office and a Secretariat Section. The Division is headed by a Senior Assistant Registrar. Each Unit is also headed by an Assistant Registrar supported by Assistant Registrars and Administrative staff and other staff categories

The Secretariat section of the Administration Division focuses on managing internal and external communications, handling feedback, and following up on inter-unit and university wide correspondence. It oversees smooth communication between the university community as well as the different units in the division, ensuring that feedback is collected and acted upon, and tracking the progress of follow-ups to ensure issues are resolved or tasks completed in a timely manner.

This report details the activities of the secretariat since 2020. It also indicates the key achievements since 2020, the challenges faced and suggested recommendations to improve the effectiveness of the Division.

Objectives

The Division is mandated to perform administrative and secretarial functions in the University. Our goal is to ensure the use of appropriate administrative processes and procedures to effectively integrate manpower with resources and fully utilize the limited resources and facilities of the University to organize and implement tasks regarding administration, general affairs, information dissemination and management.

Staffing

The Division has a staff strength of three (3); two Senior Members and a Senior Staff.

S/N	Name	Designation
1.	Vivian Degreat Aidoo (Mrs.)	Senior Assistant Registrar
2.	Araba Mbrowa Amissah-Koomson (Mrs.)	Assistant Registrar
3.	Frederick Ansah Brookman	Senior Administrative Assistant

Key Activities

The main activities undertaken by the Division which are categorized under routine activities and other activities for the period under review are as follows;

Routine Activities

This involves the management of Inter-Unit/Departmental Correspondence, Feedback and Follow Ups.

Management of Inter Unit/Departmental Correspondence

- **Receiving and filing letters and memos**

Letters and memos from other Departments, Directorates, Schools, Units, external Organizations and Individuals to the Division were received, worked on and filed appropriately for easy recall. These were done on daily basis. In all, a total of Two Thousand Seven Hundred and Fifteen (2,715).

- **Dispatching letters and memos**

Letters, circulars and memos from the Division and incoming correspondence worked on by the Head of the Division were dispatched to the appropriate quarters. A total of Five Thousand and Forty-Seven (5,047) letters, circulars and memos were dispatched. The recipient Departments and offices included the University Community, Registrar's office, Human Resource Division, all Directorates, Schools, Divisions, Units, Heads of the various Unions of the University as well as external Organizations

- **Writing memos and letters**

Memos were written and communicated to the respective recipients accordingly. Communiques to the University Community of funeral announcements, weddings, statutory holidays, trainings/workshops etc. were sent accordingly.

- **Feedbacks and Follow Ups**

Letters and memos sent to the Division from other offices, Organizations or Institutions were attended to and follow ups were made on delayed responses to letters by some offices.

Other Activities

- Developed a database for newly recruited staff of UESD
- Developed training programmes for all administrative staff of the University.
- The Secretariat worked on job sheets for staff, outlining qualifications needed, the responsibilities/duties as well as the knowledge, skills, and abilities required to be successful in the role.

- Administration and management of the shift system implemented during the COVID-19 era.
- Facilitated and coordinated various programmes run by Units in the Division and other Directorates of the University. Examples of such programmes include: a) Sim re-registration: The Secretariat collaborated with the Services Unit, Office of the Pro-Vice-Chancellor and the General Administration Unit.
- Eye Screening: Working closely with the Health Services Sector of the Services Unit and the General Administration Unit, the Secretariat facilitated an Eye-Screening exercise by Blessed Optical Services, Somanya.
- Created a database of staff enrolled in professional and academic programmes
- National Service Personnel needs analysis done annually as well as facilitating the onboarding of Service Personnel.
- Facilitated the University Staff Occupational Pension Scheme (USOPS) Educational Tour: Educational Committee of the Board of Trustees for the Universities.
- Organised and facilitated presentations by various external Service Providers - UG Credit Union, Banks, Insurance Companies etc.
- Collaborated with Directorate of Information Technology and Systems Operations (DITSO) to develop a draft UESD PowerPoint template, an excel template for checking staff attendance and a draft Departmental Organogram.
- Developed Standard Operating Procedures (SOP) for the Secretariat and compiled the SOPs for all Units of the Division.
- Serve on various Committees in different capacities
- Hosted two-hundred children, twenty teachers, two priest and a catechist of the Children's Service of the Presbyterian Church of Ghana, Somanya District.
- Instrumental in the organization of the Nine Lessons and Carol Services.

Key Achievements

Below are some of the achievements of the Administration Division since its inception:

- Developed the first draft of job descriptions for staff of the University of Environment and Sustainable Development.
- Developed a system to successfully track attendance that revealed lateness and absenteeism for immediate remediation.
- Developed a database for staff undertaken further professional or academic studies.
- Developed crisis management Communication Plan for the University.
- Orientation of new employees into the UESD system.
- Streamlined processes: implemented efficient administrative processes to reduce operational cost and improve productivity.
- Staff development: provided training and professional development opportunities for administrative and academic staff
- Sustainability initiatives: implemented eco-friendly practices and promoted sustainability on campus

- Played supportive role in the organisation of university programmes such as Matriculation, Investiture, Commencement Lecture and Carol Service etc.

The Way Forward

Based on the challenges, the following recommendations are proposed;

1. Computers should be procured and assigned to staff for easy and timely delivery of work.
2. The Division should be provided with 3 executive swivel chairs for use by staff.
3. It is again recommended that official cell phone and airtime should be made available to the Division for official calls.

GENERAL ADMINISTRATION

Introduction

The General Administration Unit is a Subsection of the Administration Division under the Registry. The Unit operations are as follows:

- Managing correspondence, and processing incoming and outgoing documents and letters.
- Welcoming and guiding visitors to the right offices and responding to inquiries.
- Records and archiving official documents and correspondence.
- Organizing and Servicing University official programmes and activities.
- Managing the domestic activities at the principal's residence.
- Ensures smooth administrative duties at the University hostel.

The Unit consists of three (3) Administrative areas:

- Hospitality and Events Management
- Records and Archives Section
- General Registry

Staffing

The Unit has twenty (20) staff and one (1) Service Personnel. They include:

S/N	Name	Designation
1	Mr. Samuel Obeng-Osei	Assistant Registrar/Head
2.	Mr. Mujaheed Yahaya	Assistant Registrar
3.	Ms. Anastasia Asamoah	Assistant Registrar
4.	Ms. Docia Freempomaa	Assistant Registrar
5.	Ms. Susana Koiba Offei Opoku	Principal Administrative Assistant
6.	Mr. Peter Baffour Awuah	Senior Administrative Assistant
7.	Ms. Olivia Nawa	Senior Administrative Assistant
8.	Mr. Ishmael Tetteh	Senior Administrative Assistant
9.	Sitsofe Kponor	Senior Administrative Assistant
10.	Abena Akoto Dampare	Administrative Assistant
11.	Christopher Tettey Ayernor	Assistant Porter II
12	Eunice Buabeng	Senior Domestic Assistant
13.	Mary Acheampong	Domestic Assistant
14.	Isaac Wilson Baidoo	Domestic Assistant
15.	Esther Sakoe	Senior Steward
16.	Elizabeth Yeboah	Senior Steward
17.	Beauty Gborgblor	Steward
18.	Henrietta Ansah	Steward
19.	Richard Padi	Messenger

Key Activities

Management of the Main Reception

The University received one thousand nine hundred and thirty-eight (393) visitors as detailed below:

YEAR	NUMBER OF VISITORS
2020	
2021	200
2022	599
2023	831
2024	508
TOTAL	2138

Correspondence Management

One thousand, two hundred and one (1,201) documents were processed as detailed below:

Year	Internal received	External received	Internal dispatch	External dispatch
2021	1,468	462		
2022	291	428	760	671
2023	194	326	520	390
2024	94	361	475	210
SUB TOTAL	2,047	1,577	1,755	1,271
GRAND TOTAL			6,650	

Photocopying of Documents

The Messenger and other staff of the General Administration assist employees from the various Departments of the University to make photocopies/ printing and scanning of documents at the General Administrative Office. The table below indicates A4 usage within the years under review.

YEAR	A4 USAGE
2020	0
2021	20 Boxes
2022	54 Boxes
2023	70 Boxes
2024	37 Boxes
TOTAL	181 Boxes

Servicing of Meetings and Programmes

The Unit provided refreshment services for all university activities/events from January 2021 to August 2024.

Providing Support at Committee Meeting

The Assistant Registrars and two other Senior Staff have been serving as Secretaries/Recorders and representatives to the following:

- Hostel Management Committee

- Planning Committee for Carols Service
- Planting for Food and Jobs Phase II Committee
- Scholarship Committee
- Budgetary Committee
- Disciplinary Committee
- Security Committee
- Investiture and Induction Committee
- Records Management Team

Liaising with the Procurement Unit

The General Administration Unit liaises with the Procurement Unit on the procurement needs of the University.

The following activities took place:

S/N	Item/Activity	Date	Comments
1	UESD Cloth	6th July, 2022	The clothes met the specifications of the University.
2	Stationery	13th July, 2022	The Stationery met the specification of the University.
3	NTC Evaluation of computers and accessories (Laptop computers, Lot 1)	2nd February, 2022	No supplier was awarded the contract as they were non-responsive and non-competitive in their quotation.
4	Evaluation of Canon Toners	10th March, 2022	Oman Fofor was proposed because of its known quality services.
5	Evaluation of Security Accoutrement	29th March, 2022	Only F. Ayim Ventures Ltd. Provided samples. The Unit was to write to the rest to provide samples.
6	Tender Opening of Nurses, Drivers and Stewards Uniforms	29th March, 2022	Loverealm Ltd. Did not have Company Registration
7	Re-Evaluation of Security Accoutrement	13th April, 2022	Upon submission of samples, the panel constituted again to re-evaluate the tenders.
8	Evaluation of Canon Toners	17th May, 2022	The panel proposed Centrios for the award of the contract.
9	Tender Evaluation Toners and Cartridges	13th July, 2022	4 tenders were evaluated.

Records and Archives Section

The Records and Archive Section undertook the following activities:

2021

- Transfer of employees' documents to the Human Resource Division.
- Inventory of Application documents including application forms, shortlisted and late applicants' forms, interviews and appointment letters for applicants who were successful at the selection interview.

2022

- Generation of filing index/key for archived documents
- Organization of a training workshop for a cross-section of administrative staff from each Department/Unit of the University.

2023

- Working Visit to the Public Records and Archives Administration Department (PRAAD).
- Development of Standard Operating Procedure which outlines the day-to-day procedures/practices of the Unit.
- Records inventory and file indexing training to enhance staff skills on proper filing and storage as well as easy retrieval of documents.

2024

- Development of a Strategic Plan (SP) and Action Plan (AP) for the Academic Planning and Quality Assurance Unit for 2024.
- Development of filing keys for marked examination scripts, question papers, attendance, and moderations of 2022 second semester and 2023 first and second semesters for regular, sandwich, Resit, and Supplementary for archival purposes.

Key Achievements

Registry Section

- Postage of letters/documents were done on time;
- Monthly Reports were submitted on time;
- Proposal on Waste Segregation;
- Proposal on Waste Paper generated by the Unit;
- Initiated general cleaning within and around the Hostel on Saturdays; and
- Initiated a fitness programme where students engage in other sporting activities on Saturdays.

Hospitality Section

- Daily duties well accomplished;
- Successful organization of various meeting venues and programmes such as orientation, matriculation, thanksgiving service, Investiture of Vice-Chancellor and Induction of the Registrar, breast cancer awareness etc.;
- Events of the University were well planned and organized;
- Proposal on the establishment of Hospitality Kitchen;

Archives Section

- A member of the Unit who is part of the officers of the Records Management Team went round the various Directorates, Departments, Schools and Units to help in training designated Staff on Records Inventory and File Index. This exercise was to help keep files properly for easy retrieval and storage. However, the exercise is yet to be completed at the University.

- The team was called by the SARs to present a proposal on the adaptation of a specific format, content and style for writing letters and memos in the University.
- The Unit was part of a training program organized for staff in the University on the theme “Communication Systems within the University Community” which was facilitated by Dr. Okyere Boateng.
- The Unit has successfully submitted its proposed File Index or Keys to the Registrar for approval.
- The staff of the Unit participated in a training workshop on the theme “Stress Management” which was facilitated by Mrs. Lorraine Gyan, Deputy Registrar at the UPSA.
- **Records Management and Retention Schedules:** Representatives from both the General Administration Unit and Archives and Records Unit were assigned to the Records Management and Retention Committee, who were tasked to draft the Retention Schedules for all relevant documents of the University, both internal and external.
- However, the draft Records Management and Retention Schedule is yet to be approved and implemented as a working document.
- **Drafting of Filing Keys:** The Unit contributed to the drafting of filing keys for the University.

The Way Forward

The following are recommended:

- Adequate Accountable Imprest to speed postage, and other essentials.
- The Office requires additional desktop computers;
- Prompt payment service providers (restaurants who serve food and snacks) for their services.
- Full implementation of the Correspondence Management software;
- The provision of Records and Archive Management software;
- Provision of logistics for the Hospitality Team;
- The Store at the Hostel must be operationalized and commercialized to generate revenue for the University;
- The Laundry at the Hostel should also be commercialized to generate revenue for the University;
- Frequent weeding and fumigation of the hostel environment to deal with insects, army ants, snakes and other wild animals;
- Regular maintenance of the hostel facility;
- Staff should be informed to route all official incoming and outgoing mail (hard copies of letters posted) through the General Administration Office for recording.
- It is recommended that the General Administration Unit be involved in the planning and organization of events/programmes at the University to have the services of the Hospitality staff.
- Logistics such as (cabinets, archival boxes, and office space) among others are needed for the Archive Section to function effectively.
- Implementation of the Record Management Manual and Retention Schedule for the University.

- Management should consider registering the University's Archives to join Local and International Archival Associations for networking and other advantages that may be beneficial to the University.
- Periodic training on Record Management for all Administrative Staff to be abreast with current trends and acceptable ways of classification of documents.
- Marked examination scripts should be audited by the Academic Planning and Quality Assurance Unit before handing them over for archiving.



HUMAN RESOURCES DIVISION

Introduction

Human resources are the most valuable assets of every institution as far as success is concerned. In 2020 when the UESD was given financial clearance to recruit Three Hundred (300) people to officially start academic business, the Registrar together with volunteers from the National Council for Tertiary Education now Ghana Tertiary Education Commission spearheaded the process with the approval of the Interim Council.

Interviews were conducted for shortlisted applicants and the successful ones were issued with Appointment Letters dated 17th November, 2020.

Persons who were not in any employment before UESD reported to the University and assumed duty on 1st December 2020. Whereas, the majority of the newly appointed reported on 4th January, 2020.

The presence of staff paved the way for Units to be established to help the Registrar in her mandate as the Chief Administrative Officer under the Vice-Chancellor. The Human Resource Unit started in January, 2021 and was headed by Mr. Mohammed Saani.

With input from the Ghana Tertiary Education Commission, the Human Resource Unit was upgraded to a Division in January, 2023. The Division is headed by a Senior Assistant Registrar. The Division has two Units namely Recruitment, Separation and Promotion Unit and Training and Development Unit.

The Human Resource Division operates under the Office of the Registrar as a strategic partner to assist Management in efficiently handling matters relating to the most essential resources of the University, its human resources.

Guiding Principles

The HRD's principles are guided by Teamwork, Respect, Integrity, Commitment, and Empowerment (TRICE).

Objectives of the Division

- a. To facilitate the selection and recruitment process, promotion, transfer, or reposting of staff;
- b. To maintain and update personnel records of all staff;
- c. To facilitate compensation, salary, retirements, and other benefits administration in conjunction with the Finance Directorate;
- d. To conduct staff needs assessment annually and use the results to propose training for staff development;
- e. To implement HR policies, regulations, and practices in the University; and
- f. To provide technical support to Departments/Divisions/Units on the interpretation of Public Service Standing orders, HR Policy, staff regulations, and other relevant human resource issues.

Staffing

S/N	Name	Designation
1.	Mrs. Rose Nandara Faanu	Senior Assistant Registrar
2.	Mr. Mohammed-Saani Yakubu	Assistant Registrar
3.	Mr. Daniel Ntiamoah Tweneboah	Assistant Registrar
4.	Mr. Kwame Appiah-Kubi	Assistant Registrar
5.	Ms. Faustina Frimpong	Assistant Registrar
6.	Ms. Maame Akua Bentsiwa Forson	Assistant Registrar
7.	Ms. Christiana Adjei	Senior Administrative Assistant
8.	Ms. Bless Efe Kwamuar	National Service Personnel

Key Activities

Orientation

Orientation was organized for the newly appointed staff to familiarize themselves with the mandate of the UESD, amidst administrative procedures. Dr. Paul Effah, former Executive Secretary of the National Council for Tertiary Education and President of Radford University College and Prof. Alfred Oteng-Yeboah, Professor at the Department of Plant and Environmental Botany, University of Ghana were the first resource persons on 16th and 17th December, 2020.

Training and Development

Training is a way to equip staff with the requisite knowledge and skills to enhance their performance. Since 2020, the UESD has organized a series of training programmes for the various categories of staff.

TRAINING PROGRAMMES SINCE 2020

S/N	TOPIC	RESOURCE PERSON	CATEGORY OF STAFF	DATE
1.	Role of Administrators in Higher Education Institutions	Mr. Emmanuel Baidoo (College Secretary, CBAS, UG)	All Staff	17th March, 2021
2.	Leadership and Governance and Administrative Procedures	Mr. Emmanuel Baidoo (College Secretary, CBAS, UG)	All Staff	24th March, 2021
3.	Office Management and the Role of the Faculty Administrator	Mr. Emmanuel Baidoo (College Secretary, CBAS, UG)	Non-Teaching Staff	30th March, 2021
4.	The Committee System	Mr. Emmanuel Baidoo (College Secretary, CBAS, UG)	All Deans, Directors, HoDs and Heads of Units	30th March, 2021
5.	Grading Systems in UESD/ Roles and Regulations	Dr. Richard Amfo Otu, (Lecturer, Quality Assurance Unit, UESD)	Academic Staff	21st April, 2021
6.	Professionalism	Prof. Eric Nyarko-Sampson, (Vice-Chancellor, UESD)	Academic Staff	29th April, 2021
7.	Effective Communication	Mrs. Mary Abena Agyepong, (Registrar, UESD)	Academic Staff	4th May, 2021
8.	Grantsmanship	Prof. Doodoo	Senior Members	

2022

1.	Effective Office Management'	Ms. Mavis Kissi, (SAR)	Assistant Registrars and Junior Assistant Registrars	28th April, 2022
2.	Leadership	Dr. Hammond Oppong Kwarteng (SAR)	All Administrative Staff	10th May, 2022
3.	Archiving	Mrs. Judith Opoku-Boateng, (UG)	Staff of the Archives Unit and a member each from Directorates/ Departments/Units/ Sections	23rd May, 2022
5.	Team building for Administrators'	Dr. Pardikor Madjitey (SAR)	Senior Members (Non-Teaching)	26th May, 2022
6.	Team building for Administrators'	Dr. Pardikor Madjitey (SAR)	Senior Staff	8th June, 2022
7.	Work Ethics	Mrs. Lorraine Gyan (Deputy Registrar, UPSA)	Senior and Junior Staff	14th June, 2022
8.	Time and Stress Management	Mrs. Lorraine Gyan (Deputy Registrar, UPSA)	All Staff	29th June, 2022
9.	Team building and communication channels in the workplace	Dr. Pardikor Madjitey (SAR)	Junior Staff	7th July, 2022
10.	Teaching in Higher Education, Assessment and Evaluation	Dr. Kenneth Asamoah Gyimah /Dr. Baafi Frimpong of UCC.	All Academic Staff	12th – 13th July, 2022

S/N	TOPIC	RESOURCE PERSON	CATEGORY OF STAFF	DATE
11.	Functions of Academic Planning and Quality Assurance in Higher Education	Prof. Kofi Awusabo Asare	All Senior Members (Teaching and Non-Teaching)	2nd – 3rd August, 2022
12.	Effective Cleaning Practices	Mr Frank Adofo of (Tiksnow Cleaning Company)	Supervisors and Cleaners	15th August, 2022
13.	Communication Systems within the University Hierarchy	Dr. Stephen Okyere Boateng	Senior Staff	13th September, 2022
2023				
1.	Training on Records Management	Records Management Team, UESD	Examinations Unit	22 nd – 24 th February, 2023
2.	Providing Leadership in Physical Security Environment	Dr Hammond Oppong Kwarteng/Capt. Abalansah Richard B. Lansah	Security Guards	31 st March, 2023
3.	Capacity Building Workshop for Academic Advisors	Prof Eric Nyarko-Sampson	Academic Advisors	25 th May, 2023
4.	Training on ROPAT HR System	Mr. Erasmus Lamptey Mills	Staff of HRD	1 st June, 2023
5.	IT Training for Staff Recruited in December, 2023	Mr Eric Kofi Asiedu	Newly Recruited Staff	14 th June, 2023
6.	Training on Labour Act, 2003 (Act 651)	Mr. Austin Gamey	Heads of Unit	13 th – 14 th September, 2023
7.	Training for Staff on Strategic Plan 2020 – 2025	Prof Anthony Amoah /	All Staff	17 th – 18 th October, 2023
8.	Training on Personal Staff Portal and ROPAT HR System	Mr. Erasmus Lamptey Mills	All Staff	6 th November, 2023
2024				
1	Payroll Training Workshop for Schedule Officers of the Tertiary Sector on the IPPD2 Payroll System	GTEC, CAGD	Mrs. Agyepong, Registrar Mr. Kwabi, DoF Mrs. Faanu, Head, HR Mr. Osei-Owusu, Payroll Officer Mr. Gadeka-Gborglah, Internal Auditor Mr. Saani, Head, Training and Development Unit	6th - 8th February, 2024
2	The Role of the Administrator in the Promotion Process, SoPs and Servicing of Committees	Mrs. Movies Otoo-Ayeh Mr. Ransford Yeboah-Budu	Senior Members (Administration)	27th - 28th February, 2024

S/N	TOPIC	RESOURCE PERSON	CATEGORY OF STAFF	DATE
3	On the Job Training	Registrar Ag. Pro VC Head, HR HoD, Academic Planning and Quality Assurance	Faculty Officers	15th April, 2024
4	Workshop on Budget Preparation	GTEC, CAGD, FWSC and Ministry of Finance	Head, HR Head, Recruitment Unit Head, Payroll Budget Officer	15th July, 2024
5	Workshop on University Ceremonies	Dr. Paul Effah	Congregation Committee, Heads of Departments/Division/ Units	14th August, 2024

Confirmation of Staff

Staff at the various levels who have served their probationary period were assessed by their Heads of Department/Division. With a successful recommendation from the Heads after the assessment, such staff were confirmed as substantive staff of the UESD.

The total staff strength of the UESD is Three Hundred and Eighty-Two (382).

S/N	CATEGORY	NUMBER
1.	Senior Member (Academic)	102
2.	Senior Member (Administration)	105
3.	Senior Staff	100
4.	Junior Staff	75
5.	Total Staff	382

Upgrade of Staff

Junior Assistant Registrars and Analogous grades who have served their two (2) years probationary period were upgraded to Assistant Registrars and Analogous grades as stated in the Criteria for Appointments and Promotions of the UESD.

Staff Welfare

Staff welfare is of paramount care to the HR Division, as such, staff who were in distress were supported by the University Management. These welfare-related matters included medical care and funerals.

Annual Leave

Rest is essential for the well-being of staff, hence, after working continuously, staff are entitled to an annual leave.

Key Achievements

The HR Division has successfully worked on eighteen (18) HR Forms which have been approved. Last but not least, the HR Division has made a presentation to Management on a draft HR Manual

to serve as a policy document for the administration of staff-related matters. The document has been issued to the Unions to study and make input for the final draft to be presented to Management, Academic Board and Council.

The Way Forward

The HR Division wishes to make the following recommendations:

1. Management appeals to the government for the completion of the stalled projects to enable staff to get office space to work.
2. Provision of computers and laptop
3. Drawer cabinets are required for easy retrieval of documents.
4. Security cabinet for confidential documents.
5. Orthopaedic Chairs



ACADEMIC AFFAIRS

Introduction

The Academic Affairs Division is the office that oversees the various UESD programmes at the school's level. The division is responsible for supporting student learning and experiences in a conducive learning environment, program initiatives, and faculty support. It also provides professional development resources for Schools, and develops, revises, and implements policies and procedures when needed.

Objectives

- a. To improve the quality of existing academic programmes liaising with APQA Unit
- b. To promote leadership in designing and implementing of relevant academic programmes to produce highly competent and quality graduates.
- c. To ensure that all students experience high-impact learning activities.
- d. To provide facilities (e.g. libraries, classrooms, laboratories, and workshops) supportive of a highly engaged academic endeavor.
- e. To strengthen faculty competencies through scholarships, training, assistance, and fellowships.

Staffing

The Academic Affairs Division currently has two (2) Units under the Division. This is made up of the Admissions and Student Records Unit and Examination Unit.

S/N	Name	Designation
1.	Mr. Kofi Nimo Amponsah	Senior Assistant Registrar
2.	Ms. Philomena Ekpeh	Junior Assistant Registrar
3.	Mr. Prince Adu Anaafi	Junior Assistant Registrar

Key Activities Undertaken Since 2020

The following are the activities undertaken by the Division:

- a. Preparation of Academic Calendar
- b. Admissions for 2020/2021, 2022/2023 and currently 2023/2024 is in progress
- c. Embarking on SHS Visitations and Educational Fairs
- d. Ensured students registration of all courses including referred courses
- e. Supervises the Schools
- f. Ensure the implementation of the university policies
- g. Preparation and implementation of teaching and examination
- h. Receiving and processing of completed admission application forms for applicants
- i. Allocation of lecture rooms and examination centres as well as other logistical matters relating academic agenda of the University.
- j. Working closely with Schools to organize matriculation ceremonies for freshmen and women
- k. Maintenance of students' academic records permanently.
- l. Preparation and publication of academic materials, including the Handbook of Regulations for courses of study for junior members.
- m. Making physical arrangements for all academic functions of the University.
- n. Liaising with the Director of Finance on issues relating to the payment of fees.
- o. Communicating decisions on disciplinary actions for junior members
- p. Collaborating with departments to provide effective student services in the performance of any other assignments that the Registrar shall deem necessary.
- q. Issuing and replacement of student's identity cards for freshmen and women and continuous students respectively
- r. Vetting and compiling a list of students for the congregation after approval of results by the Academic Board.
- s. Processing of academic transcripts, letters of attestation, and introductory letters for students on request.
- t. Preparation and issuance of a statement of examination results, transcripts, and certificates.
- u. Ensuring that all examination materials are supplied to the schools

The Way Forward

- a. The Division should be provided with a security safe to store sensitive documents.
- b. Schools should be funded to aid in the Senior High Schools Visitation



ADMISSIONS AND STUDENTS RECORDS UNIT

Introduction

The mandate of the admissions and student records Unit is to:

- i. Create and operate an efficient admissions platform to receive students' application forms for each academic year.
- ii. Apply agreed criteria to vet and admit applicants into a portfolio of programmes that have been advertised in any academic year.
- iii. Create an effective student records management system that acts as a repository of the admission records of all students.

Staffing

The Unit is currently made up of the following five (5) members:

S/N	Name	Rank/Position
1.	Akwasi Afram Adjekum	Assistant Registrar (Head)
2.	Justina Ane	Assistant Registrar
3.	Steve Oppong-Wireko	Junior Assistant Registrar
4.	Albert Tettey Nyavor	Senior Administrative Assistant
5.	Louis Yaw Akakposu	Senior Administrative Assistant

Objectives of the Unit

- i. To put out on time for upload and advertisement on the admissions portal, all UESD programmes are to be rolled out in a particular academic year.
- ii. To put out for advertisement, a concise and clear entry requirement of the various programmes for applicants to make their choices
- iii. To ensure that only qualified applicants are selected for a portfolio of programmes in the university.
- iv. To ensure that the entry results of all applicants go through WAEC verification.
- v. To ensure that admission letters are issued to qualified applicants immediately after the completion of the verification process.
- vi. To ensure that admitted applicants provide all the necessary information and documentation (result slips, transcripts, acceptance letter, birth/Ghana Card) demanded of them by UESD standards.
- vii. To ensure that students' vital records are kept and filed in soft and hard copies.
- viii. To ensure that students' vital records can be retrieved within the shortest possible time upon demand.

Summary of Admissions from 2020 to 2024

Gender Distribution of Students in each School across the Academic Years

S/N	School	Male	Female	Total
2020/2021 Academic Year				
1	SSD	17	17	34
2	SNES	34	10	44
	Total	51	27	78
2021/2022 Academic Year				
1	SSD	55	30	85
2	SNES	62	45	107
	Total	117	75	192
2022/2023 Academic Year				
1	SSD	81	73	154
2	SNES	88	102	190
	Total	169	175	344
2023/2024 Academic Year				
1	SSD	75	45	120
2	SNES	93	119	212
	Total	168	164	332
Overall Total		505	441	946
Percentage		53.38%	46.62%	100%

Acceptance Rate Trend Analysis

Academic Year	Admission letters issued	Reported students	Acceptance rate (%)
2020/2021	125	78	62.4
2021/2022	282	192	68.09
2022/2023	484	344	71.07
2023/2024	469	332	70.79

Year-on-Year Change in Enrolment Percentage

S/N	Academic Year	Reported Students	Percentage (%) Change
1	2020/2021	78	-
2	2021/2022	192	146%
3	2022/2023	344	79%
4	2023/2024	332	-3.5%

Number of Students in each Programme by Levels

S/N	PROGRAMME	100	200	300	400	TOTAL
1	Bsc. Chemistry and Biological Sciences	24	23	20	11	79
2	Bsc. Biological and Mathematical Sciences	6	3	1	1	11
3	Bsc. Geography and Earth Sciences	17	30	21	16	84
4	Bsc. Mathematics	2	1	4	4	11
5	Bsc. Environment and Public Health	134	121	47	9	311
6	BSc. Environmental Management	3	3	2	0	8
7	BSc. Environmental and Sustainability Science	12	5	10	2	29
8	BSc. Nature Conservation and Management	7	1	2	0	10
9	BSc. Chemistry and Physics	2	1	0	0	3
10	BSc. Physics and Biological Sciences	3	1	0	0	4
11	BSc. Physics and Mathematical Sciences	2	1	0	0	3
12	BSc. Sustainable Development	42	65	37	22	166
13	BSc. Energy Sustainability	9	18	7	9	43
14	BSc. Water Resources Development	4	3	8	4	19
15	BSc. Aquaculture Management	7	3	2	0	12
16	BSc. Energy and Resource Economics	21	41	28	0	90
17	BSc. Environmental Economics and Policy	9	14	3	0	26
18	BSc. Water, Sanitation and Hygiene	11	10	0	0	21
19	BSc. Urban Planning and Design	14	0	0	0	14
20	BSc. Sustainable Construction and Design	3	0	0	0	3
TOTAL		332	344	192	78	946

Gender of Students in each Programme

S/N	PROGRAMME	MALE	FEMALE	TOTAL
1	Bsc. Chemistry and Biological Sciences	48	30	79
2	Bsc. Biological and Mathematical Sciences	8	3	11
3	Bsc. Geography and Earth Sciences	65	19	84
4	Bsc. Mathematics	9	2	11
5	Bsc. Environment and Public Health	108	203	311
6	BSc. Environmental Management	6	2	8
7	BSc. Environmental and Sustainability Science	20	9	29
8	BSc. Nature Conservation and Management	6	4	10
9	BSc. Chemistry and Physics	2	1	3
10	BSc. Physics and Biological Sciences	2	1	3
11	BSc. Physics and Mathematical Sciences	2	1	3
12	BSc. Sustainable Development	80	86	166
13	BSc. Energy Sustainability	31	12	43
14	BSc. Water Resources Development	10	9	19
15	BSc. Aquaculture Management	8	4	12
16	BSc. Energy and Resource Economics	63	27	90
17	BSc. Environmental Economics and Policy	11	15	26
18	BSc. Water, Sanitation and Hygiene	10	11	21
19	BSc. Urban Planning and Design	12	2	14
20	BSc. Sustainable Construction and Design	3	0	3
TOTAL		504	442	946

Key Activities

- i. The Unit has coded and uploaded twenty-four (24) undergraduate programmes for selection by prospective applicants onto the admission portal.
- ii. The Unit has received thousand six hundred and sixty-four (1,664) applications since 2020.
- iii. The Unit since 2020 has undergone the selection and verification of applicants and has issued admission letters to thousand three hundred and sixty (1,360) applicants into various programmes.
- iv. The Unit has admitted nine hundred and forty-six (946) students who have reported studying various programmes in UESD since 2020.
- v. The Unit has kept and managed a good record inventory and classification system of all the admission records of students.
- vi. The Unit acts as a repository of all the vital records of reported students in both hard and soft copies.
- vii. The Unit has developed a good records storage and conversion system where over one thousand six hundred student files are stored in cabinets.
- viii. The Unit fully participates and ensures that the measures and strategies that are put in place each year to enhance enrolment numbers are delivered.
- ix. The Unit has participated in the yearly Educational Fair being organized by I-Texon in collaboration with the Ghana Educational Service and the Ministry of Education.

- x. The Unit also participates in visitations to schools, churches, mosques, and other places every academic year.

Key Achievements

- i. The Unit has produced a Standard Operation Procedure (SOP) for the Admissions & Students Records Unit.
- ii. The Unit has finalized the compilation of a 2024 admission brochure for UESD.
- iii. The Unit has moved from the manual verification of WAEC results to the automatic verification of results.
- iv. The Unit has also migrated from the manual generation of students' index numbers to the automatic generation of index numbers.

The Way Forward

- i. UESD would enhance its visibility using Billboards and Banners at vantage locations throughout the country.
- ii. Banners would be mounted at special locations such as the District Assemblies, lorry stations, and church premises in our catchment area to advertise our programmes.
- iii. Conscious and deliberate effort would be used to advertise some of our programmes, especially within the Eastern Region of Ghana.
- iv. To resolve the issue of an intermediary in our admissions process, DITSO should be encouraged to expedite the process of putting up a comprehensive admissions portal to take care of all UESD admission-related issues.



EXAMINATIONS UNIT

Introduction

The Examinations Unit is under the umbrella of Academic Affairs Division. The Examinations Unit is responsible for planning, organizing, and supervising the conduct of examinations at all times. The Unit ensures that all examinations conducted in the university are credible and conform to the set rules and regulations including the Honour Code.

The Unit has also adopted some core values that add up to its guiding principles, these include Honesty, Perseverance, Industrious, Diligence, Trust, and Commitment.

Staffing

S/N	Name	Designation
1.	Ms. Justina Betty Arko Mayne	Assistant Registrar
2.	Mr. Shadrach Vondee	Assistant Registrar
3.	Mr. Ebenezer Abraham	Assistant Registrar

Key Activities

The following are some of the activities of the Unit since 2020:

- a. Communicates the various dates for all university examinations to the departments and schools and all stakeholders as approved by the academic board.
- b. Follows the laydown procedure to secure all the logistics needed for the smooth conduct of examinations.

- c. Liaises with the timetable committee and academic affairs for timetables preparation and ensure the release of the timetable.
- d. Works in collaboration with the Directorate of Physical Development Estate Management to ensure that the venues for examinations are secured, arranged, and kept for the smooth conduct of examinations.
- e. Works in collaboration with services to ensure that the examination venue is provided with the needed security.
- f. Assists departments and Schools' Examination Officers to print all examination-related materials.
- g. Ensures that all examination-related materials are kept under lock and key in the strong room till the day of writing of the examination.
- h. Puts in requisition for the materials needed and takes inventory.
- i. Ensures that all items needed on the day of writing of any paper are timely supplied.
- j. Plans and organizes the orientation programme for the 1st year students, invigilators, and examination officials
- k. Plans and supports the following examinations:
 - Mid-semester
 - End of semester
 - Re-sit
 - Mature Entrance
- l. Developed a plan of activities for examinations.
- m. Designs, prints, and packages the following examination papers:
 - Mid-Semester
 - End of Semester
 - Mature Entrance Exams

Generally, the Unit sees to the smooth conduct of all examinations in the university.

Key Achievements

- i. The Unit has successfully conducted eight (8) semester exams making a full complete programme.
- ii. The Unit has beefed up the exam's strong room with extra security and secured all examination documents with no leakages.
- iii. The Unit has further conducted six (6) Mature Entrance Examinations and three (3) re-sit-supplementary examinations successfully.
- iv. The Unit developed the examinations policy and standard operating procedures for the university which is in use.
- v. The Unit has organized four (4) successful workshops (orientation) for both students and invigilators on the policy and procedures for the conduct of examinations.
- vi. The Unit in collaboration with the timetable committee has prepared a timetable for examinations and teaching for eight semesters.
- vii. The Unit developed a transcript template which is in use.

The Way Forward

- a. Additional office space
- b. Needs inventory assessment and prioritize the most critical tools needed.
- c. Contact the machine manufacturer or service provider for repairs.
- d. Candidates need comfortable tables and chairs for writing exams.
- e. Conduct a thorough assessment of health risks in the workplace or exposure to harmful substances.

UNIVERSITY RELATIONS/MARKETING UNIT

Introduction

The University Relations Office (URO) of the University of Environment and Sustainable Development (UESD) is one of the Units under the Registry. It is the main communications office of the University and it is primarily responsible for image building and handling corporate strategic communications, planning programmes, and activities to enhance the flow of information between the University and the public or stakeholders. The Unit also plays a key role in promoting the University's image, building relationships, and communicating its mission and achievements to various stakeholders

Role: The URO undertakes Publicity, Media Relations, UESD notices, Documentation, Publications, Management of the University's website in collaboration with DITSO, Management of the University's front desk, Protocols and Events Management /Ticketing/Passages.

Vision: To promote, publicise and protect the image of the University and make the UESD brand a household name within the shortest possible time.

Integrity, Respect, and Hard work

Staffing

It has a staff strength of five (5). Two Assistant Registrars (AR), a Principal Administrative Assistant, (PAA), and two Senior Administrative Assistants, (SAA). It is headed by an Assistant Registrar (AR) who reports to the Registrar, through the Senior Assistant Registrar (SAR), Administration Division, and Deputy Registrar.

S/N	Name	Designation
1	Barbara Mary Yakubu	Assistant Registrar (Head of Unit)
2	Rita Adwoa Boateng	Assistant Registrar (Head of Protocol Unit)
3	Edward Twumasi Akraasi	Principal Admin. Assistant
4	Andrew Smith	Senior Admin Assistant
5	Agnes Birago Adu Sarpong	Senior admin. Assistant

Activities (2021 to 2024)

Publicity: The University Relations Office since its operations has undertaken key publicity campaign initiatives to increase the awareness and visibility of the university within the Eastern Region and across the country. The URO has covered the activities of the University and brought them to the attention of the public and stakeholders, through print, online, and electronic media.

Media Relations: Managing media interactions, press releases, and statements, having a cordial relationship with media houses in the Eastern Region enclave and beyond

Photography and Video: Capturing UESD events, campus life, maintaining historical records, documents, etc.

Public Affairs: Building relationships with government, stakeholders, and Community through engagements in and outside of campus

Brand Management: Maintaining University branding, logos, and visual identity

Social media/News reports: Managing official social media accounts, content creation and engagement. More two hundred News reports on UESD activities have been published on its website,

Website Management: Maintaining the University website, content updates, and accessibility

Events and Protocol: In collaboration with Committees organise conferences, ceremonies, and official events, managing visits of dignitaries as well as supporting institutional events, campaigns, and promotions

Institutional Advancement: Highlighting UESD Research, achievements, innovations, and supporting fundraising activities.

Coverage of activities of UESD: The Unit has covered calendar events, such as Commencement Lectures, the HOPE Roadshow activities, Matriculation, Thanksgiving Service, the Sustainable Development Stakeholders Conference, Community Development Challenge(CDC) Award, the International Sustainable Development Conferences, the Investiture and Induction Ceremony for the Vice-Chancellor and Registrar in 2022, Management Consultative Meeting, SRC Week and activities, Union Elections, Community Based Experiential Learning(CoBEL), and Festival of Nine Lessons and Carol programme. National Commemorations such as World Environment Day, National Green Ghana Day, and Breast Cancer Awareness Month.

It has also covered seminars, workshops and visits by academics and institutions that made presentations at the University for staff, faculty, and students. The Unit has also witnessed the signings of more than forty (40) Memoranda of Understanding (MoU) with its partners.

Publicity

Admission Drive

In collaborations with the Publicity Admissions Committee including the Admissions office has embarked on awareness creation among Senior High Schools (SHS) in across the country particularly the Eastern Region. It deploys teams from the various Units and divisions including lecturers on its admissions drive. The teams also visit Churches and places where there are gatherings. Individual staff members as well as students also partake in the drive in their ways. also engage in the Mosque on its admission drive project. The staff from UESD were put into groups of three or four to embark on this exercise. The team also uses the following mediums:

- a. Traditional media- Print, Electronic (Radio & TV), online,
- b. Social media Facebook, Twitter, Instagram, LinkedIn,
- c. Visitation to schools, churches, gatherings, etc. undertaken through the use of flyers, stickers, posters, short videos, and skits.

Video/Skit Production

The URO has since 2022 been producing skits/short videos on admissions with key messages to promote its drive. It features students from the various Levels and management members including the Vice-Chancellor, the Registrar, Deans of School of Sustainable Development (SSD), School of Natural and Environmental Sciences (SNES) and the Dean of Students.

Jingle Production

A jingle on admissions was produced in the 2020/21 academic year when the University started operations.

Advertisement

The URO advertises the University's admissions in the national dailies (Daily Graphic and Ghanaian Times) and some Radio stations particularly, Rite FM, a community radio station (a partner) in the Somanya township

Promotional materials: Flyers, Stickers, Posters, Banners, Pull-ups

The URO in collaboration with DITSO, designed flyers, stickers, and posters printed in A3, and A5 sizes for distribution to individuals and schools visited. The content is revised every year to include newly approved programmes. The information on the materials includes short codes to enable potential students and clients to have easy access to the University admission portal and banking processes. It also has a QR code on the flyer that contains information about the University.

Banners, and Pull-ups are designed to showcase the programmes on offer at UESD. These are used by teams that go out on publicity activities.

Website Management

In 2022, a website review committee (including the head of Unit) was formed to streamline the content on the website. The terms of reference were: to edit the content of the website to reflect the core values; Honesty, Opportunity, Perseverance and Enterprising; make recommendations for timely updates on the website and recommend how to enhance the capacity of URO to play the role of regular content provision for the website. The committee completed its work in October 2023. It among other things recommended that there should be sensitisation sessions for offices identified as sources/ generation of information to furnish the URO with any changes to update the website regularly; faculty members should update the URO on their publications through their departments and schools; the University Community is encouraged to visit the website frequently to build traffic and make recommendations to URO should they notice issues of concern and resource the URO with working tools particularly, two professional long lenses, two additional cameras, laptops, desktop, professional photographer, additional staff members with writing and editing skills, etc.

Social Media

The URO manages the University's social media handles: Facebook, X, Instagram, Twitter, TikTok account, and Office of the Vice-Chancellor's page. It pastes captions with accompanying pictures of activities and it is circulated on the various handles.

Relationship with Media

The URO has built a positive relationship with its media outlets. It secures media coverage for university activities. As part of its move to forge relationships with institutions and establishments, the Vice-Chancellor, Prof. Eric Nyarko-Sampson in 2021 led delegations towards this drive including the Ghana Broadcasting Corporation, GBC Graphic Communications Group Limited, New Times Corporation, Ghana News Agency, and Citi TV /Citi FM. The visits were to discuss possible collaborations/partnerships and sponsorships with these institutions. The University has since received support from these media institutions when called upon to cover or feature our story or advertisements.

Key Achievements

- Through its publicity activities, admissions into the University have seen an increase over the period.
- The University has gained visibility considerably and was ranked 20th out of eighty-eight (88) Universities in the 2023 webometrics in terms of impact
- UESD was adjudged the Public University of the Year 2022/23 in Ghana at the Ghana Education Awards by the National Union of Ghana Students (NUGS),
- Vibrant social media platforms where activities of the University are posted,
- The URO has supported students in creating SRC Facebook and TikTok accounts as well as a media team,
- URO produces a Pilot Radio Talk show on Rite FM, (Mondays 9:00 am to 10:00 am) that discusses Sustainability and Environment issues. Resource persons are from the faculty. This was as a result of an MoU it signed with the radio station in 2023,
- The Unit has expanded with the creation of the Protocols and Events Management section in August 2024

The Way Forward

Going forward, the URO would be resourced with working tools. The most pressing needs are two laptop computers and desktops, a camera flash with a long lens to enhance the quality of pictures for social media activities, picture editing tools, audio recording devices, speed lights, and a good Laptop with higher specification.



SERVICES DIVISION

Introduction

The Services Division, previously the Services Unit, has operated at its full capacity in the provision of key services to the University Community and the facilitation of the day-to-day activities under the auspices of the Registrar.

The Services Division comprises four critical Units that provide essential services to the University. These are;

- Transport Unit
- Health Unit
- Security Unit
- Counselling Unit

The operations of this Division are coordinated by the Secretariat under the Head of Division.

Operational Objectives

Operationally the Division, through its various Units, seeks;

- To facilitate the movement of staff from the various Directorate, Schools, Department, and Units from one place to another.
- To improve the health and well-being of the University Community.
- To protect staff and students as well as assets of the University against threats and vulnerabilities.

- Help students with adjustment issues.
- Educate students on the general challenges that confront them, which could have adverse effects on their stay on campus, and how to handle them.
- Equip students with study skills.
- Train and equip students with basic counselling skills to enable them to help their peers with issues relating to academic, emotional, social and personal challenges.

Staffing

The Division has a total number of forty-two (42) staff with Baffour Osei-Akoto, a Senior Assistant Registrar, as the Head of Division.

NAME	DESIGNATION
Mr. Baffour Osei-Akoto	Head, Services Division/ Senior Assistant Registrar
Miss Rejoice Obleki Angmor	Junior Assistant Registrar
Mr Ebenezer Akonor	Senior Administrative Assistant

Key Activities of the Division

Transport

Over the last few years, the Unit assisted in both external and internal trips (within and outside the enclave of Somanya) for all the various arms of the University including the Directorates, Schools, Departments, and Units.

Staffing

NAME	DESIGNATION
Mr. Martin Boakye Tawiah	Assistant Transport Officer
Mr. Timothy Kwame Datsa	Senior Driver
Mr. Isaac Amponsah	Senior Driver
Mr. Samuel Rebecson Ashley	Senior Driver
Mr. Japhet Kwasi Azim	Senior Driver
Mr. Banabas Ansafo Ofori	Senior Driver

These include visitation of students on internship programmes within Somanya and its environment, Community engagement activities, letter distribution (dispatch), purchasing of items, and bank escorts.

Key events and activities supported by the Transport Unit include;

- Commencement Lectures /Thanksgiving Services
- Matriculation Ceremonies
- World Environment Day (Tree Planting Exercise)
- Breast Cancer Awareness.
- Sustainable Development Conference
- University Student Admission Drives.

Gratefully, the Transport Unit through the Head of Services Division has taken possession of two new pickup trucks acquired by Management for general transport use.

Challenges in transport operations have included inadequate operational vehicles which have recently been ameliorated, delays in payment to service providers for vehicle servicing and maintenance, and delays in drivers' claim payment among others.

Health Services

The Health Unit runs a sickbay and has been staffed by two Senior Nursing Officers.

The Unit has successfully managed minor cases such as malaria, diarrhea, respiratory tract infection, and minor injuries at the sick bay and promptly refers complicated cases to the Yilo Krobo Municipal Hospital or other hospitals for further management.

Significantly, in collaboration with the Students Affairs Unit, the Health Unit took all students through the COVID-19 protocols during the arrival and registration process for the very first batch of students.

Staffing

NAME	DESIGNATION
Miss Veronica Abena Abena Gyebuah	Senior Nursing Officer
Miss Elsie Akpene Amegbe	Senior Nursing Assistant

Other activities undertaken or supported by the Health Unit includes;

- Health checks and first aid for all University events including Commencement Lectures, Matriculation, Conferences and Examinations.
- Administration of COVID-19 vaccines under the auspices of the Municipal Health Directorate.
- Organization of an eye screening exercise with Blessed Assurance Optical Centre where a total number of one hundred and fourteen (114) were screened.
- Health talks for both staff and students on subjects like Breast and Cervical Cancer, and Sexual and Reproductive Health organized in collaboration with the Ladies Club and Student Representative Council.

Health services provision in the University has been challenged by payment costs incurred by the student and staff at the hospital during emergency referral cases, inadequate staffing makes it difficult to run a 24-hour service daily, unavailability of a dedicated cleaner trained in Infection Prevention and Control measures at the Section, unavailability of a dedicated computer and patient information software at the Sickbay for data entry is a challenge in keeping accurate data and insufficient space and beds at the sickbay.

Security Unit

The Security Unit of the Services Division has been responsible for advising management on safety, security, and discipline on campus; providing safety and security education to staff, security personnel, students, and other members of the University Community; performing security risk assessments; planning security measures for all University events; and maintaining physical security by monitoring building access controls and surveillance systems.

Staffing

NAME	DESIGNATION
Mr. Baffour Osei-Akoto	Head, Services Division/ Senior Assistant Registrar
Miss Rejoice Obleki Angmor	Junior Assistant Registrar

Mr Ebenezer Akonor	Senior Administrative Assistant
Mr. Richard Bukari Lansah Abalansah	Junior Assistant Registrar
Mr. Clement Kpaal	Senior Security Guard
Mr. Joseph Ofori Tetteh	Senior Security Guard
Miss Charity Emefa Agbedutor	Campus Guard I
Miss Cynthia Tang	Campus Guard I
Mr. Adama Abu	Campus Guard I
Mr. Akwasi Agyei Frimpong	Campus Guard I
Mr. Benjamin Tetteh Aperkor	Campus Guard I
Mr. Ebenezer Osom Azu	Campus Guard I
Mr. Emmanuel Morgan	Campus Guard I
Mr. Enock Tettey Batsa (Deceased)	Campus Guard I
Mr. Eric Nartey	Campus Guard I
Mr. Francis Nanor Agamah	Campus Guard I
Mr. Gilbert Richadson Awotwe Annobil	Campus Guard I
Mr. Isaac Kakra Baidoo	Campus Guard I
Mr. John Kennedy Afeadi	Campus Guard I
Mr. Joseph Tetteh Narh	Campus Guard I
Mr. Michael Adjei Doku	Campus Guard I
Mr. Michael Tetteh Odonkor	Campus Guard I
Mr. Michael Tettey Dongotey	Campus Guard I
Mr. Noah Awatey	Campus Guard I
Mr. Samuel Dautey Appiasah	Campus Guard I
Mr. Samuel Osae	Campus Guard I
Mr. Stephen Arku Awatey	Campus Guard I
Mr. Stephen Kweku Darkey	Campus Guard I
Mr. Samuel Aryee	Campus Guard I

These have been done by collaborating with state security agencies, especially, the Ghana Police Service.

The Security Unit has undertaken or supported various events in pursuit of its mandate. These include;

- Commencement Lectures/Thanksgiving Services
- Matriculation Ceremonies
- Examinations
- Training Workshops and Seminars
- World Environment Day (Tree Planting Exercise)
- Health Emergencies during out-of-hours

The Security Unit provides frequent security training for guards and regular security awareness briefings for staff and students.

The operations of the Security Unit have been challenged by generally poor illumination on campus; inadequate tooling of the security team, absence of gatehouses at the main school

entrances, inadequate number of security guards, and a lack of traffic control equipment and parking demarcations.

Counselling Service

The Counselling Unit, under the Services Division, was established to address the emotional, psychological, behavioral, social, and academic well-being of the University of Sustainable Development (UESD) students and staff.

Staffing

The Unit is made up of the following staff members:

NAME	DESIGNATION
Miss Rosalita Patience Davies, Esq.	Head, Counselling Unit, Assistant Registrar
Miss Alimatu-Saadia Zakaria	Assistant Registrar
Mr. Emmanuel Ayew-Sampson	Junior Assistant Registrar
Miss Sharon Pinkrah	Senior Administrative Assistant

These have involved helping students adjust to university life, equipping students with effective study skills, and helping students manage the use of their time to get the best out of their stay in the university and beyond.

The Unit has been working closely with the Dean of Students Office and the Student Affairs Unit on the modalities and processes for providing student counselling by organizing student fora and seminars. This has resulted in many students accessing counselling services provided by the counselling professionals in the Division.

Staff and student counselees have presented varying issues including anxiety, stress, academic and cognitive challenges, low self-confidence, and relationship issues.

At all times, the Counselling team has provided confidential and professional support to address the various issues presented by counselees. Each counselee's needs were considered in developing appropriate strategies and interventions to assist them effectively. These have led to the Counselling Service recording a high level of recognition among students and staff resulting in peer referrals, referrals by lecturers and by staff.

Lack of a dedicated counselling phone line, and of confidential document storage constitutes a major setback in the operations of the Unit. The Counselling Unit office sharing with several other Units has significantly hindered both staff and counsellors. This discourages counselees from seeking counselling and reduces their willingness to discuss sensitive matters openly.



MR. GEORGE CLIFFORD YAMSON
Asistant Librarian

UNIVERSITY LIBRARY

Introduction

This report provides an overview of the activities, achievements, and developments of the University Library from December 2020 to September 2024. This period has been marked by significant growth and transformation within the library, reflecting our commitment to enhancing academic support, fostering a culture of learning and research, and adapting to the evolving needs of our diverse user Community.

Throughout these four years, the library has undertaken numerous initiatives to expand its collections, improve access to digital resources, and create an inclusive and welcoming environment for all users. Key accomplishments include the successful integration of new technologies, the expansion of our digital and physical collections, and the organization of various workshops, training sessions, and outreach programmes aimed at promoting information literacy and lifelong learning.

This report highlights the strategic priorities that have guided our work, the challenges faced and overcome, and the collaborative efforts with faculty, students, and staff that have driven our success. It also outlines the library's contributions to supporting the university's mission of academic excellence and Community engagement.

As we reflect on the achievements of the past four years, we remain dedicated to continuously improving our services, embracing innovation, and ensuring that the library remains a vital resource and hub of knowledge for the university Community.

Staffing

At the beginning of the reporting period in December 2020, the library's staffing structure included six staff members: one professional librarian, two paraprofessional staff, and three administrative personnel. This composition brought together a diverse range of competencies and specialized knowledge, ensuring the library's effective management of collections, robust

support for academic initiatives, and delivery of essential services to meet the needs of the University Community.

By September 2024, the library's staffing structure had been reduced to four members. Despite this decrease, the library has successfully maintained its core services and support functions by adapting to the evolving needs of our users through effective resource management and innovative approaches.

S/N	Name	Designation
1.	Mr. George Clifford Yamson	Assistant Librarian
2.	Ms. Catherine Adom	Junior Assistant Librarian
3.	Mr. Alex Kuupine	Senior Library Assistant
4.	Ms. Saraphina Afful	Administrative Assistant

Key Activities From 2021-2024

Acquisitions of Equipment and Furniture

On September 1st, 2021, the library completed the setup of its physical facilities and furniture. This included acquiring and installing essential equipment and furniture to enhance the library's functionality and provide a more comfortable and conducive environment for users.

Equipment and Furniture

SN	Name of Item	Description	Quantity
1	Workstation	4-in-1	9
2	Cabinet	Full glass	1
3	Chairs for student use	Hard leather	70
4	Circulation Desks	Circulation Desks	1

• **CARLIGH Presentation**

The library facilitated a presentation to the university's management committee, led by Dr. MacAnthony Cobblah, the University Librarian at the University of Cape Coast and Chairman of CARLIGH's Management Committee. Additionally, the university library paid the one-off and membership fees to CARLIGH, with the receipt of payment submitted to the Treasury of the Finance Directorate.

• **E-Resources**

The library completed its registration for access to Research4Life, expanding its collection of e-resources. Furthermore, the Assistant Librarian attended the CARLIGH Governing Council (GC) meeting held at the Balme Library on October 20th, 2021.

• **Book Donation**

The university library received a donation of 67 books, significantly enhancing its collection to support the academic needs of the Community. Additionally, on November 9th, 2021, the library acquired 11 reference materials, further enriching its scholarly resources.

Additionally, the library received a generous donation of 120 books from Dr. Fatima Eshun, a lecturer at the School of Natural and Environmental Sciences (SNES). These books were intended for use by students, enriching the library's collection and supporting their academic pursuits.

List of Donation

Name of Donor	Title of Book	Date Received	Quantity
Dr. Tracy Keith Fleming	African in Contemporary Perspective: A Textbook for Undergraduate Students	January 12, 2022	1
Prof. Alexander Nii Moi Pappoe	Photo Guide for the Forest of Ghana by Hawthorne W.D. & Ntim Gyakari	June 15, 2022	1
Mr. George Clifford Yamson	Microeconomics: An Introductory Textbook	July 20, 2022	1
Mr. George Clifford Yamson	Information Literacy: Basic Guide for Undergraduates	July 20, 2022	5
Mr. George Clifford Yamson	Analysis, Synthesis, and Design of Chemical Processes	July 20, 2022	1
Mr. George Clifford Yamson	Research Methods	July 20, 2022	5
Mr. George Clifford Yamson	Introductory Handbooks: Student Long Essay	July 20, 2022	5
Mr. George Clifford Yamson	The Cell: A Molecular Approach, 4th Edition	-	1
Mr. George Clifford Yamson	Organic Chemistry	-	1
Dr. Fatima Eshun	Assorted Books		120

• Walk-in Training

The university library organized a walk-in training session for faculty, staff, and students from January 16th to January 20th, 2023. This training, held in the library, aimed to enhance users' skills and knowledge in utilizing library resources effectively.

• Electronic Resources

The library has subscribed to and made available a range of e-resources, including Academic Database and ProQuest E-Books, ensuring that all users have access to valuable digital content for their research and academic needs.

• Teaching Information Literacy

The university library introduced the SSD Level 300 students to the subscribed databases, providing them with essential training on how to effectively access and utilize these resources for their studies.

• Information Literacy Week

The university library hosted an Information Literacy Week from March 24th to 25th, 2024, aimed at introducing Level 100 students to basic search techniques and guidelines for accessing the ProQuest E-Books and databases subscribed to by the university.

The Way Forward

• Enhance Budget Allocation

Advocate for increased budget allocation to address the funding shortfall. Engage with university administration to highlight the library's critical role in supporting academic success and the need for adequate financial resources.

- **Strengthen Advocacy and Awareness**

Increase advocacy efforts to raise awareness about the library's needs and contributions. Engage with stakeholders, including faculty, students, and the broader university Community, to build support for library funding and resources.

- **Optimize Resource Procurement**

Review and optimize the procurement process for books and non-book resources to ensure cost-effectiveness. Consider negotiating bulk purchase discounts, exploring open-access resources, and collaborating with other libraries for resource sharing.



DR. SHINE FRANCIS GBEDEMAH
Ag. Dean, SNES

SCHOOL OF NATURAL AND ENVIRONMENTAL SCIENCES

Introduction

The School of Natural and Environmental Sciences is one of the two Schools established at the University of Environment and Sustainable Development (UESD). The school is made up of five (5) Academic Departments with four (4) Departments having programmes and students. The Department of General Studies provides liberal courses to all school students. The university-required courses are as follows:

1. French for Beginners
2. Basic Mathematics
3. Critical Thinking, and Analytical Reasoning
4. Psychology, Ethics and Emotional Intelligence
5. English and Communication Skills
6. Introduction to Ghanaian and African Studies
7. Information and Communication Technology
8. Environment and Health Education

The other four (4) departments have their programmes which have been accredited by the Ghana Tertiary Education Commission (GTEC).

The table below shows the programmes run by the various departments in the school.

S/N	Name of Department	Programmes
1.	Department of Biological Sciences	<ul style="list-style-type: none"> · BSc. Chemistry and Biological · BSc. Biological and Mathematics · BSc. Physics and Biological Sciences
2.	Department of Physical and Mathematical Sciences	<ul style="list-style-type: none"> · BSc. Mathematics · BSc. Physics and Mathematical Sciences · BSc. Chemistry and Mathematics · BSc. Chemistry and Physics
3.	Department of Geography and Earth Sciences	<ul style="list-style-type: none"> · BSc. Geography and Earth Science · BSc. Geoscience
4.	Department of Environment and Public Health	<ul style="list-style-type: none"> · BSc. Environment and Public Health · BSc. Sustainability Sciences · BSc. Nature Conservation & Management · BSc. Environmental Management

This report provides information on all academic and administrative staff of the departments, areas of research, key activities within the departments, achievements, challenges, and recommendations.

Staffing

The tables below detail the names of lecturers, administrative staff, their designations, and qualifications in the various departments in the school:

Administrative Staff at the Dean's Office

S/N	Name	Designation
1.	Dr. Shine Francis Gbedemah	Ag. Dean
2.	Mr. Patrice Dzontoh	Assistant Registrar
3.	Ms. Felicia Odame	Senior Administrative Staff
4.	Ms. Ilhaam Babangida	National Service Personnel

Administrative Staff at the Departments

S/N	Name	Designation
Department of Environment and Public Health		
1.	Ms. Victoria P.N Dodoo	Assistant Registrar
2.	Ms. Afua Besema Sam	Senior Administrative Staff
3.	Mr. Chrispin Dzigbordi Anyewdja	National Service Personnel
Department of Physical and Mathematical Science		
1.	Bright Tetteh Nyarko	Junior Assistant Registrar
2.	Ms. Rose Daniels	Senior Administrative Staff
3.	Mr. Asare Desmond Boakye	National Service Personnel
Department of Geography and Earth Sciences		
1.	Ms. Bernice Okpatah	Junior Assistant Registrar
2.	Mrs. Paulina Okine	Senior Administrative Staff

Department of Biological Sciences		
1.	Mr. Ebenezer Narteh Atter	Assistant Registrar
2.	Mrs. Charlotte Abeka	Senior Administrative Staff
Department of General Studies		
1.	Mrs. Alberta Ablometi	Assistant Registrar
2.	Ms. Betty Nyamekye	Senior Administrative Staff

Academic Staff of the School

S/N	Name	Designation
Department of Environment and Public Health (DEPH)		
1.	Prof. Edward Wiafe Debrah	Associate Professor
2.	Prof. Kofi Mensah Nyarko	Associate Professor
3.	Prof. Alex Nii Moi Pappoe	Associate Professor
4.	Dr. Richard Amfo-Otu	Senior Lecturer
5.	Dr. Nuworza Kugbey	Senior Lecturer
6.	Dr. Kwabena Opoku-Mensah	Lecturer
7.	Dr. Frank Kyei Arthur	Lecturer
8.	Dr. Gifty Kumi Amoah	Lecturer
9.	Dr. Ishmael Lente	Lecturer
10.	Dr. Lloyd Larbi	Lecturer
11.	Dr. Margaret Appiah	Lecturer
12.	Dr. Grace Afrifa Anane	Lecturer
13.	Dr. Mrs. Ama Mbeaba Quarshie	Lecturer
14.	Mr. Ernest Akyereko	Assistant Lecturer
15.	Mr. Daniel Agyei	Assistant Lecturer
16.	Ms. Joyce Amfo	Assistant Lecturer
17.	Ms. Safiatu- Abdulai	Assistant Lecturer
18.	Ms. Sylvia Baidoo	Assistant Lecturer
Department of Geography and Earth Sciences (DGES)		
19.	Dr. Shine Francis Gbedemah	Senior Lecturer
20.	Dr. Fatima Eshun	Lecturer
21.	Dr. Louis Kusi Frimpong	Lecturer
22.	Dr. Maximillian Robert Selorm Doku	Lecturer
23.	Mr. Salaam Adams Jansbaka	Assistant Lecturer
24.	Mr. Kingsley Kwaah Tandoh	Assistant Lecturer
Department of Biological Sciences (DBS)		
25.	Dr. Nathaniel Nii Djan Annorbah	Lecturer
26.	Dr. Kodwo Dadzie Ninsin	Senior Lecturer
27.	Dr. Aboagye Kwarteng Dofuor	Lecturer
28.	Dr. Owusu Fordjour Aidoo	Lecturer
29.	Dr. William Kobla Heve	Lecturer
30.	Dr. Maxwell Opoku	Lecturer

31.	Dr. Rahmat Quaigrane Duker	Lecturer
32.	Dr. David Sawordor Gaikpa	Lecturer
33.	Dr. John Opata	Lecturer
Department of Physical and Mathematical Sciences (DPMS)		
34.	Dr. Solomon Sarpong	Senior Lecturer
35.	Dr. Jonathan Osei- Owusu	Lecturer
36.	Dr. George Edusei	Lecturer
37.	Dr. K. A. Awuah- Mensah	Lecturer
38.	Dr. S. Opuni- Basoa	Lecturer
39.	Ms. Bernice Otoo	Lecturer
40.	Mr. Francis Bruce	Assistant Lecturer
41.	Mr. Justice Amenu	Assistant Lecturer
Department of General Studies (DGS)		
42.	Dr. Jilly Philippa Joel Premkumar	Senior Lecturer
43.	Dr. Tracy Keith Flemming	Senior Lecturer
44.	Dr. Felicia Annin	Senior Lecturer
45.	Dr. Cephas Delalorm	Lecturer
46.	Dr. Rosemary Anderson Akolaa	Lecturer
47.	Mrs. Veronica DeSouza	Assistant Lecturer
48.	Mr. Dennis Boamah-Boateng	Assistant Lecturer
49.	Ms. Patience A.K. Awuah-Boateng	Assistant Lecturer
50.	Mr. Micheal K. Okyere Asante	Assistant Lecturer
51.	Mr. Daniel Adom-Fynn	Assistant Lecturer
52.	Mr. Godfred Teye Mensah Akuffo	Assistant Lecturer

Key Achievements

- a. Successful harmonization of some courses in the school;
- b. Formation of SNES Students Association (SNESSA);
- c. Some departments purchased projectors for their use. This gesture relieved the high pressure on the projectors of the institution;
- d. Four (4) faculty members won UESD Maiden Faculty Excellence Awards in the area of research;
- e. A lot of staff are undertaking high-quality research and publication.



UNIVERSITY LABORATORY

Introduction

The University Laboratory consists of six standard teaching laboratories with attached apparatus rooms where laboratory equipment is stored, two store rooms, and washrooms. Another room is designated as a Special Laboratory purported for postgraduate research work.

Staffing

The laboratory facility was handed over in December 2020 to the under listed technical staff namely;

S/N	Name	Designation
1.	Mr. Joseph Ampah	Assistant Lecturer
2.	Mrs. Esther Korlekie Odoi-Darko	Tutor
3.	Mr. Titus William Monney	Senior Laboratory Technician
4.	Miss. Christiana Nyarkoa	Senior Administrative Assistant

The Laboratory facility is under the management of the UESD Central Laboratory Management Committee Chaired by Dr. Sam-Quarcoo Dotse.

Achievements

- Laboratory rules and regulations that guide the facility's usage were successfully drafted with the help of the Central Laboratory Management Committee.
- The Laboratory General Guidelines were also drafted by the Central Laboratory Management Committee chaired by Dr. Jonathan Osei-Owusu.
- The Central Laboratory Management Committee including the Laboratory staff facilitated the MES Equipment Limited to install Laboratory basic equipment such as pH meters, spectrophotometers, microscopes, incubators, centrifuges, freezers, etc

- The Laboratory Management has facilitated the embossment of the laboratory tools and equipment.
- The Central Laboratory Management Committee has facilitated the printing and pasting of 66 laminated laboratory safety signs and symbols, and 24 laminated laboratory rules and regulations in all the six laboratories.
- Standard Operating Procedures (SOPs) for most pieces of equipment were developed and documented to ensure easy usage.
- With the help of UESD management and the Central Laboratory Committee, chemicals and consumables have been procured to help students with practical and research work
- A collaborative effort of Kirk House, Centre for Scientific and Industrial Research (CSIR)-Cocoa Research, Department of Biological Sciences, school management, and the UESD Laboratory Unit helped organize a molecular technique, such as DNA extraction from plant and bacterial cells and polymerase chain reactions (PCR) for levels 100-400 students offering courses in the natural sciences.

Experiments

Several practical experiments were run for students from the School of Natural Environmental Sciences (SNES) and the School of Sustainable Development (SSD). These practical sessions include mechanics, electricity and magnetism, optics, titration, plant extracts for active compounds, qualitative analysis of chemicals, soil analysis, microbial analysis, biochemical analysis, enzymatic reactions, and plant and animal anatomy.

In total, the Central Laboratory Unit has successfully organized about 320 practical sessions for students and about 46 successful End of Semester Practical Examinations

Students Project

The laboratory unit provided adequate resources for most level 400 students' research work including water quality analysis, microbial analysis, and plant and soil analysis in partial fulfillment of their dissertation.

Recent Development

In January 2024, the Vice-Chancellor appointed Dr. Samuel Joe Acquah to lead the installation, calibration, and training of essential analytical and precision equipment. These include High-performance Liquid Chromatography (HPLC), Atomic Absorption Spectrophotometer (AAS), a flame photometer, a nitrogen distillation unit, a Leco CHNS analyzer, a water purification unit, and a Fourier-Transform Infrared Spectrophotometers (FTIR), among others. These significant advancements position the laboratory for rigorous research and new opportunities to provide commercial services to research institutes and neighboring institutions in alignment with the UESD's HOPE agenda. These milestones have been achieved under the guidance of Dr Sam-Quarcoo Dotse, Chairman of the Central Laboratory Management Committee, and his dedicated team.



PROF. ANTHONY AMOAH
Ag. Dean, SSD

SCHOOL OF SUSTAINABLE DEVELOPMENT

Introduction

The School of Sustainable Development was established in 2021 with a mission to address global sustainability challenges through interdisciplinary education and research. Initially comprising two departments — the Department of Water Resources and Sustainable Development, and the Department of Sustainable Energy and Resources, the school began its journey with a modest student population of 35.

In response to the growing demand for expertise in sustainability, a restructuring of academic departments in January 2023 expanded the school's offerings. The number of departments increased to five, now encompassing the Department of Sustainable Development and Policy (DSDP), the Department of Sustainable Energy and Resources (DSER), the Department of Water Resources and Aquaculture Management (DWRAM), the Department of Applied Economics (DAE), and the Department of Built Environment (DBE).

This growth has been accompanied by a significant rise in student enrollment, which now stands at 378, supported by an academic staff of 46 and 13 support staff members. The school continues to evolve, fostering innovation and leadership in sustainable development.

Vision

The School of Sustainable Development envisions becoming a pioneering hub of expertise dedicated to advancing sustainable practices and fostering environmental stewardship, driving positive change for the betterment of the world.

Mission

The mission of the School of Sustainable Development is to train students with the modern knowledge and skills necessary to become effective catalysts for positive change in the fields of environment and sustainable development.

Objectives

1. **Educational Excellence:** Provide high-quality education and training programmes that equip students with the latest knowledge and skills in sustainable development.
2. **Research Innovation:** Foster a culture of research and innovation to address environmental and sustainability challenges.
3. **Global Impact:** Foster a global perspective through partnerships and projects for positive global impact.
4. **Environmental Stewardship:** Promote and practice environmental stewardship within the school and encourage sustainable practices among students and staff.
5. **Interdisciplinary Approach:** Encourage an interdisciplinary approach to problem-solving, drawing on diverse fields to find holistic solutions to sustainability challenges.
6. **Internationalisation:** Cultivate a diverse and inclusive environment for local and international students to engage in holistic learning.

List of Departments and Programmes

S/N	DEPARTMENT	PROGRAMME
1.	Sustainable Energy and Resources (DSER)	BSc. Energy Sustainability BSc. Energy and Resource Economics
2.	Sustainable Development and Policy (DSDP)	BSc. Sustainable Development
3.	Water Resources and Aquaculture Management (DWRAM)	BSc Water Resources Development BSc. Aquaculture Management BSc. Water Sanitation and Hygiene
4.	Applied Economics (DAE)	BSc. Environmental Economics and Policy BSc. Development Economics
5.	Built Environment (DBE)	BSc. Urban Planning and Development BSc. Sustainable Construction Management and Technology BSc. Architecture and Sustainable Design

Staffing

Below are the details of the Academic and Administrative Staff in the School:

S/N	Name	Designation
Department Of Sustainable Energy and Resources (DSER)		
1.	Prof. Anthony Amoah	Associate Professor
2.	Dr. Sam-Quarcoo Dotse	Senior Lecturer
3.	Dr. Dominic Buer Boyetey	Senior Lecturer
4.	Dr. Michael Appiah Karikari	Lecturer
5.	Dr. Rexford K. Asiamah	Lecturer
6.	Mr. Kwame Asante	Assistant Lecturer
Department of Sustainable Development and Policy		
7.	Dr. Michael Tuffuor	Senior Lecturer
8.	Dr. Emmanuel Nartey Angmor	Senior Lecturer

9.	Dr. Daniella Delali Sedegah	Senior Lecturer
10.	Dr. Prize F.Y. McApreko	Senior Lecturer
11.	Dr. Michael Larbi Odame	Lecturer
12.	Dr. Theodora Akweley Asiamah	Lecturer
13.	Dr. Felix Danso	Lecturer
14.	Dr. Angela Kyerewaa Ayisi-Addo	Lecturer
15.	Dr. Peter Asare-Nuamah	Lecturer
16.	Dr. Evans Sakyi Boadu	Lecturer
17.	Dr. Jacob Kwamina Doodoo	Lecturer

Department of Applied Economics (DAE)

18.	Dr. Kwaku Adu	Lecturer
19.	Dr. Isaac Abekah Koomson	Lecturer
20.	Dr. Kwame Adjei-Mantey	Lecturer
21.	Dr. Eunice Stella Nyarko	Lecturer

Department of Water Resources and Aquaculture Management (DWRAM)

22.	Dr. George Lutterodt	Senior Lecturer
23.	Dr. Abass Gibrilla	Senior Lecturer
24.	Dr. Isaac Larbi	Lecturer
25.	Dr. Christian Larbi Ayisi	Lecturer
26.	Dr. Andrew Limantol	Lecturer
27.	Dr. Abdul-Rauf Malimanga Alhassan	Lecturer
28.	Dr. Samuel Joe Acquah	Lecturer
29.	Dr. Grace Afumwaa Boamah	Lecturer
30.	Dr. Eric Amenyoogbe	Lecturer
31.	Dr. Eric Kwabena Droepenu	Lecturer
32.	Mrs. Mawufemor Afi Danyo	Asst. Lecturer

Department of Built Environment (DBE)

33.	Dr. Collins Gameli Hodoli	Lecturer
34.	Dr. Braimah Kassum	Lecturer
35.	Dr. Matthew Nkoom	Lecturer
36.	Dr. Solomon Otoo Lomotey	Lecturer
37.	Ms. Amanda Owusu	Asst. Lecturer
38.	Mr. Matthias Napar Neina	Asst. Lecturer
39.	Ms. Cynthia Naa Adoley Acquaye	Asst. Lecturer
40.	Mr. Seyram Kofi Loh	Asst. Lecturer
41.	Mrs. Mawutor Humphrey-Ackumey Korda	Asst. Lecturer
42.	Mr. Kennedy Appiadu-Boakye	Asst. Lecturer
43.	Mr. Stanley Owuotey Bonney	Asst. Lecturer
44.	Ms. Henrietta Ngmentoma Nabiebakye	Asst. Lecturer
45.	Mr. Robert Kwame Senu	Asst. Lecturer
46.	Dr. Adwoa Oforiwaa Antwi	Lecturer

List of Administrative Staff in the School

47.	Joan Poku	Assistant Registrar
48.	Elsie Nana Aba Abbiw Hayfron	Assistant Registrar
49.	Joyce Yeboah	Assistant Registrar
50.	Evans Borkor	Assistant Registrar
51.	Eric Smart Anumah	Junior Assistant Registrar
52.	Millicent Boatsi	Junior Assistant Registrar
53.	Stephen Adjei	Junior Assistant Registrar
54.	Shafatu Mansuru	Senior Administrative Assistant
55.	Daniel Larbi	Senior Administrative Assistant
56.	Gloria Fiawornu	Senior Administrative Assistant
57.	Emelia Ewusi – Brookman	Senior Administrative Assistant
58.	Bismark K. Anderson	Senior Administrative Assistant
59.	Elorm Kpodo	Administrative Assistant
60.	Margaret Amankwa	Messenger

Key Activities and Achievements

S/N	ACTIVITIES	ACHIEVEMENTS
1.	SSD seminar	Thirty-five (35) SSD Seminars Series were organized and all faculty members in the school participated (2020-2024)
2.	International Virtual Seminar	9 UESD International Virtual Seminar Series from 2020-2024)
3.	Memorandum of Understanding (MOU)	20- Memoranda of Understanding (MoU) were signed from 2020 to 2024
4.	Programme Accreditation	Nine (9) programmes were accredited and Six (6) are pending from 2020 to 2024 (see appendix for details)
5.	SuDSA	<ul style="list-style-type: none"> Sustainable Development Students Association (SUDSA) was formed (2023) Sustainable Development Students Association (SUDSA) Elections were held (2023)
6.	Dean`s Academic Excellence Award	Two (2) Dean's Academic Excellence Awards were held and twenty-four (24) students were honoured (2023 and 2024)
7.	Leadership, Inspirational and Mentorship Series (LIMS)	Five (5) Leadership, Inspirational and Mentorship (LIMS) Series were organized (2021-2022). LIMS has since 2023 been handed over to the Office of the Dean of Students.
8.	Energy Series and Club	<ul style="list-style-type: none"> The Energy Club was launched (2024) Energy Series I was launched (2024)
9.	Sponsorships	<ul style="list-style-type: none"> DSDP initiated scholarship schemes to help financially handicapped students in their department (2022)
10.	Restructuring	<ul style="list-style-type: none"> DWRSD and DSER were restructured into four departments. They are; Sustainable Development and Policy, Water Resources and Aquaculture Management, Sustainable Energy and Resources, and Applied Economics (2023) The Department of Built Environment was also created (2023)
11.	Training/Workshops	<ul style="list-style-type: none"> The Office of the Dean organized Research Visibility Training for faculty members (2022) The Office of the Dean (SNES, SSD) collaborated with the Office of the Vice-Chancellor to organise a day's training workshop for Academic Advisors (2022) A virtual training on Mendeley Reference Manager was organized for students (2024) Lecturers and students participated in conferences and workshops

12.	Grants	<ul style="list-style-type: none"> • The Erasmus+ Impressions Project – The department of WRSD won an EU grant worth 110,000.00 Euros for the University. The aim of the grant is to Improve study programmes in Ghana by introducing green solutions sustainability modules and digital transformation. • Environmental Sanitation Research Fund – a grant worth GHS 98,433.5 was won for the purpose of Design and Performance Evaluation of Small-Scale Waste Energy Technology for Sustainable Waste to waste-to-energy generation. • Africa Economic Research Consortium (AERC) Grant for Climate Change and Economic Development in Africa – A grant worth US\$ 15,000 for Research on Climate Change's Impact on Meteorological Hazards in the Volta River Basin. • African-German Network of Excellence in Science (AGNES) Mobility Grant 2021 under Programme Advocating Women in Science (PAWS) • International Foundation for Science – Water Security under Different Climate Change Scenarios: Modeling Salt Water Intrusion in the Coast Aquifer of the Densu River Basin in Ghana • International Foundation for Science – Modeling the response of Hydrological Extremes (high and low flows) to the scenarios of Climate Change at the White Volta Basin, Ghana • Future Africa Research Fellowship (FAR-Leaf) Program – Environmental Consciousness, Energy Poverty and Social Origin: An Empirical Analysis • Korean SHE Foundation (Global Seed Grant) – Promoting Environmental education and justice through religious diversity in Ghana • Ministry of Environment, Science, Technology and Innovation (MESTI) Grant
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The Way Forward

To ensure continued growth, the School of Sustainable Development must address key challenges by investing in faculty and staff development, expanding infrastructure, and fostering stronger partnerships with industry and government. Enhancing real-world exposure through internships, securing external funding for research, and diversifying the curriculum to reflect emerging sustainability trends are essential. Strengthening student support services and expanding global engagement through exchange programmes will further enhance the school's reputation and impact.

Looking ahead, the school is committed to practicing sustainability on campus while advancing its mission of educating future leaders in sustainable development. By addressing these strategic priorities, the school will continue to lead in sustainable innovation and contribute to a more equitable and environmentally conscious future.



DR. MRS. DANIELLA DELALI SEDEGAH
 Ag. Dean of Students Affairs

STUDENT AFFAIRS

Introduction

The Office of Dean of Students Affairs provides welfare support services for students during their stay at UESD. The office assists students to appreciate the university system and its procedures at both the social and academic levels. The office also encourages and provides leadership and entrepreneurial opportunities for students to develop and enhance their career skills. Students are emboldened to be part of decision-making processes, advocacy and conflict resolution. The Office together with other offices and divisions provides welfare and information services.

This report details the staffing, key activities and achievements since 2020, challenges, and recommendations. There are five (5) main service divisions operating within the Office. These are:

1. Students Affairs Secretariat Services
2. Financial Aid Services
3. Academic Advising Services
4. Technological Supporting Services
5. Student Counselling Services

Staffing

The office is made up of six (6) members headed by the Ag. Dean of Students Affairs, Mrs. Daniella Delali Sedegah (PhD).

S/N	Name	Designation
1.	Mrs. Daniella Delali Sedegah (PhD)	Ag. Dean of Students Affairs
2.	Mr. Albert Bondzie	Assistant Registrar
3.	Mr. Isaac Orleans Boham	Assistant Registrar
4.	Ms. Linda Neequaye	Junior Assistant Registrar

5.	Mr Emmanuel Gaison	Junior Assistant Registrar
6.	Ms. Belinda Mawutor Dagba	Senior Administrative Assistant

Key Activities

Preparation of draft Students' Handbook/SRC Constitution

A key initiative undertaken by the Office of the Dean of Student Affairs was the development of a draft Students' Handbook and SRC Constitution. The office successfully prepared these to serve as a comprehensive resource for students.

Receiving and Orientation of Fresh Students

The Office of the Dean of Students Affairs receives new students during their first week at the University, assisting them with hostel and bed allocations. This is carried out in collaboration with other departments and directorates, including the Finance Directorate, the Academic Affairs Division, and the Services Unit, each office fulfilling its specific responsibilities.

During this period, the fresh students participate in an orientation programme covering various topics essential for their academic and social integration. This orientation equips them with the knowledge and resources they need to navigate university life effectively. Since the 2020/2021 academic year, the Unit has organized four (4) orientation programs for newly admitted regular students and two (2) for sandwich students.

The orientation programme culminates with a tea party held at the Vice-Chancellor's residence; an opportunity for students to engage and interact with the university's leadership and staff.

Matriculation Ceremony

The Office of the Dean of Student Affairs ensures that students are informed of the date for the Matriculation Ceremony and provides details about the rehearsal schedule. Students are notified to collect their academic gowns from the Office of the Dean of Student Affairs secretariat and are reminded to return them in good condition. The Office also coordinates the distribution of academic gowns to Management and Convocation members and ensures their return after the ceremony. Once all gowns are collected, they are counted and sent for washing/laundrying.

Medical Examinations

The Office of the Dean of Student Affairs ensures that all newly admitted students undergo medical examinations at the Atua Government Hospital and recently, the Yilo Krobo District Hospital. Students are organized into batches and informed of their scheduled dates to visit the hospital. Upon completion, students submit their medical reports to the Office, which then forwards them to the Admissions and Records Unit. Since the 2020/2021 academic year, the Unit has overseen the medical examinations of four (4) cohorts of newly admitted students enrolled across all academic years.

Training of the SRC/JCR Executives

Newly elected SRC and JCR Executives receive training on various topics from internal resource persons representing different offices. This training is designed to equip them with the leadership and organizational skills needed to operate effectively and better serve the student body. Details of the topics and the designations of resource persons are provided in the table below:

Designation	Topic
Finance Directorate	Public Fund Sector Financial Management/Risk Management Payment Voucher (imprest) Preparation of Budget, Cashbook and Bank Reconciliation Statement

DPDEM	Daily Checks and Inspection (JCR) Assets Management Practices in UESD Use of Facilities in UESD
Procurement Unit	Preparation of a Procurement Plan and the Procurement Process for Contracts and Channels of Communication
Directorate of Internal Audit	The Role of Internal Audit in the University Setup
Office of the Dean of Students Affairs	Student Governance in the SRC/Hall/Hostel – Collective Accountability Issues

Nomination and Election of SRC/JCR Executives

From the 2020/2021 to the 2022/2023 academic years, the Office of the Dean of Student Affairs oversaw the nomination and election of SRC and JCR executives. During this period, elections were conducted manually through balloting. However, in the 2023/2024 and 2024/2025 academic years, an electoral committee was constituted to oversee the nomination and election of the executives, and the elections were conducted electronically.

Handing Over and Swearing-in of SRC/JCR Executives

The Office of the Dean of Student Affairs organized Handing Over and Swearing-in Ceremonies for the SRC and JCR executives, ensuring a smooth transition of administration.

Debate on Environment and Sustainability Issues

The Office of the Dean of Student Affairs has organized two debates between students from the two schools, the School of Sustainable Development (SSD) and the School of Natural and Environmental Sciences (SNES), on environmental and sustainability issues. The inaugural debate, on the topic “Economic Sustainability Leads to Environmental Sustainability; Therefore, Economic Sustainability Should Be a National Priority,” was won by the School of Sustainable Development. The second debate, on the topic “Is the Transition to Clean Energy Feasible Without Compromising Economic Growth?” was won by the School of Natural and Environmental Sciences.

Hostel Arrangement for off-campus students: The Office has scouted for private hostel accommodation in collaboration with the Hostel Management Committee. Three (3) hostels were identified.

Destiny Hostel: has a capacity of thirty-three (33) rooms and is located behind the current UESD administration block. It can house one hundred and thirty-two (132) students.

Divine View Hostel: The hostel is situated at Trayonya Akorle, a five (5) minute drive from the University on the Somanya – Dodowa road. The hostel has twenty-three (23) rooms with only fifteen (15) rooms available for students. The fifteen rooms will house sixty (60) students (both local and international students).

Feo Eyo Hills Hostel: The facility is a two-story building located in Agormanya with a capacity of twenty-two (22) rooms. It will house ninety (90) students.

Appkon Hostel: This is a two-storey building situated at Brigade behind, Farmer’s Plaza. It has eighteen (18) rooms with a capacity to accommodate thirty-six (36) students, though it can currently house twenty-four (24) students as only the ground and first floors are fully complete. The hostel is also equipped to host international students.

Career Guidance and Counselling Programme

Since the 2020/2021 academic year, the Office of the Dean of Student Affairs has collaborated with both internal and external resource persons to organize Career Guidance and Counselling Programmes for students. These collaborations include partnerships with GIZ/SNES (DPBM), and the Counselling Unit to cover various topics such as: Planning Your Career, Discovering Yourself:

Strengths & Weaknesses, Understanding Work and the World of Work, Building Your Career Brand, Marketing Yourself for Work, CV and Cover Letter Writing Tips, and Examination Anxiety and Preparedness.

Management-Student Consultative Meeting

The Office of the Dean of Student Affairs is responsible for organizing Management-Students Consultative Meetings. During these meetings, students engage with University Management, fostering an environment conducive to open dialogue. This platform facilitates discussions on student-related matters and welfare concerns. The Management-Student Consultative Meeting is held twice during the academic year, once each semester. The Unit has organized six (6) Management-Students Consultative Meetings.

Leadership and Mentorship Series (LIMS)

The Office of the Dean of Student Affairs organizes leadership and mentorship seminars known as the Leadership and Mentorship Series (LIMS). The LIMS is designed to inspire students in the areas of business leadership and entrepreneurship, covering various thematic areas. The Office has collaborated with the Office of the Registrar, the Department of Sustainable Development and Policy, and some external organizations to organize the Leadership and Mentorship Series (LIMS) for students.

Financial Aid Services

The Office of the Dean of Student Affairs aims to assist brilliant but needy students by seeking scholarship opportunities and other financial aid, such as student loans. This would reduce the financial burden on students and parents, provide access to students from low-income backgrounds, help avoid substantial student loan debt, increase enrolment, and allow students to focus on their studies.

Scholarship Opportunities- The Office of the Dean of Student Affairs seeks out scholarship opportunities and communicates them to students, encouraging them to apply. Some of these scholarships include J&E Quansah Foundation, Ghana Gas, GETFund, VRA, Newmont, and the Latter-day Saints.

Students Loan Trust Fund (SLTF) – Students facing financial constraints are encouraged to apply for the student loan. The Office of the Dean of Student Affairs communicates the application requirements to students to help them benefit from the Student Loan Trust Fund. Students are also assisted with the preregistration process.

Academic Advising Services

The Office of the Dean of Student Affairs liaises with Heads of Department for various programs to obtain Academic Advisors' reports. These reports are forwarded to the Vice-Chancellor, and students identified as needing assistance are referred to the Counselling Unit.

Technology Supporting Services

Students facing technological and IT-related challenges or issues are directed to the Office of the Dean of Student Affairs to fill out a form for the Directorate of Information Technology, Systems, and Operations (DITSO) to resolve their issues. The reported issues include ID card replacement, access to email, student portal/online registration (password resetting), e-learning accounts, and internet access. Two hundred and twenty-three (223) issues reported to the Office of the Dean of Student Affairs have been resolved by the Directorate of Information Technology, Systems, and Operations.

Counselling Services: Students seeking counselling visit the Office of the Dean of Student Affairs to fill out a counselling request form for referral to the Counselling Unit. The counselling services

requested include social/emotional concerns, individual planning, academic concerns, transcript errors, addictions, and other personal issues. The Counselling Unit also accepts walk-ins.

Key Achievements

Drafting of Students Handbook: The drafting of the Students' Handbook and the SRC Constitution were completed and submitted within a stipulated timeline.

SRC/JCR Nominations and Election: The Office of the Dean of Students successfully facilitated the nomination and election of all the SRC and JCR elections and ensured a smooth transition of administration.

Students Accommodation and Allocation: The team was able to scout for three (3) private hostels to accommodate 232 Students. The Office has developed a Google Worksheet for efficiently allocating students to hostels. The sheet includes accommodations like the University Hostel, OJ Hostel, EL Hostel, and Destiny Hostel.

Financial Aid Service (External Scholarship and Students Loan Trust Fund) – The Unit assisted 23 students in applying for the J&E Quansah Foundation Scholarship and two (2) students received the scholarship. Students were also notified and encouraged to apply for some scholarship opportunities. Ten (10) students received scholarships from GETFund, one (1) from Ghana Gas, four (4) from VRA, (two) 2 from Newmont and two (2) from Latter Day Saints.

The Unit also identified scholarship opportunities for students, such as those offered by PENZA International Professional Development Programme, Tullow Oil Ghana, the National Youth Employment Fund, and the Ghana National Petroleum Corporation

Students Loan: Some students were assisted in obtaining loans from the Students Loan Trust Fund. One hundred and fourteen (114) loans have been disbursed since 2021.

Seminars for Students and Student Leadership: Through the intensive training and seminars students and the student leaderships have been equipped with the requisite skills to lead and be enterprising.

Proposals: The office defended the following proposals

1. Proposal on Academic Advisors
2. Proposal on Disability Parking and Accessibility for Students and Staff
3. Proposal on Reporting Day for Freshers and Change in Orientation Day
4. Proposal on Dean of Students Financial Aid
5. Proposal for implementing Dignity Advisory System for Staff and Students of UESD – Sexual Harassment and Discrimination Policy.

The Way Forward

- First year students would be informed to report to school with all relevant documents such as active NHIS Cards to facilitate health care delivery.
- Seminars on how to deal with overthinking would be organised for Students because it can lead to depression. Students must be encouraged to visit the counselling unit frequently during each semester.



MR. BAFFOUR AWUAH-KWABI
Director of Finance

DIRECTORATE OF FINANCE

Introduction

The Finance Directorate is the section within the University responsible for managing the finances of the University. In doing this, it prepares the annual budget and ensures strict adherence to Public Financial Management Act (2016) and Financial Management Regulations (2019) in order to achieve financial prudence. Again, Financial statements are also prepared for various stakeholders of the University.

This report sets out to give a highlight of some key activities, achievements, and challenges within the Finance Directorate for the period under review. It goes further to conclude with some recommendations that would enhance its work in achieving the vision of the University.

Staffing

S/N	Name	Designation
1.	Mr. Baffour Awuah Kwabi	Director of Finance
2.	Joyce Adjei Adjekum	Assistant Registrar
3.	Michael A. Mensah	Senior Administrative Assistant
4.	Deborah Zakli	Administrative Assistant
5.	Michael Osei-Owusu	Accountant
6.	Ebenezer Arthur	Chief Accounting Assistant
7.	Lydia Obenewaa	Accounting Assistant
8.	Isaac Fenyi	Accountant
9.	Samuel Awakey Lawson	Senior Accounting Assistant
10.	Samuel Anobah Gyampoh	Senior Accounting Assistant
11.	Nketia Opoku Nimfour	Senior Accounting Assistant
12.	Abraham Tettey	Senior Accounting Assistant

13.	Dorcas Adu-Ampako	Accountant
14.	Michaela O. Okae	Senior Accounting Assistant
15.	Obed Mensah	Senior Accounting Assistant
16.	Daniel Attah-Gyamfi	Assistant Accountant
17.	Adwoa A. Boateng	Assistant Accountant
18.	Steve Essilfie Nyanful	Senior Accounting Assistant
19.	Eric A. Owusu	Senior Accounting Assistant
20.	Haruna Abu	Stores Superintendent
21.	Julius O. Akuamoah	Assistant Accountant
22.	Esther Asiedu	Senior Accounting Assistant

Key Activities

Since the inception of the University, the Finance Directorate has undertaken some key activities which include the following:

- a. **Setting up of the Financial Architecture of the University:** As a new University, there was no structure on how the work of finance was going to be carried out. The organogram and the respective sections within the Directorate were therefore put in place.
- b. **Setting up of the University's Banking System:** Currently, the University has bank accounts with the Bank of Ghana, Ghana Commercial Bank, Zenith Bank, Prudential Bank, and Consolidated Bank of Ghana. With these banks, the University can receive funds/money from students, debtors, government, and others.
- c. **Setting up the Student Fees Management System:** To ensure that the University generates revenue to carry out its mandate, the Student Fee Structure was developed in 2020 and presented it for the approval of Management and Council. After the Council's approval, fees were then submitted to the government for approval (conforming to the Fees and Charges Act) after which it was communicated to prospective students.
- d. **Staff of the Directorate have taken part in the following trainings during the period:**
 - Introduction to ESPV System and Validation
 - Budget Orientation
 - Training on UGUSSS
 - Training for 2022/2025 NTR projection and workshop
 - PPS set up- ESPV and IPPD 2 training
 - ROPAT Training
 - Internal Audit Process and Procedures
 - Utilization of Value Books
 - Incorporating HOPE in work ethics
 - Leadership by Example- Exhibiting HOPE
 - Archiving
 - Work Ethics
 - Time and Stress Management
 - Quality Assurance in University Management

- e. **Staff Engagement Programme:** To enable staff of the University, understand the work of the Directorate, this activity was held in collaboration with the Internal Audit Directorate to engage both faculty and administrators on the procedures relating to the use of funds of the University.
- f. **Provision of Reports:** For proper financial management of the University, various reports such as the Weekly Cash Position Report of the University are submitted to the Vice-Chancellor to aid with decision-making. Half year reports on the Performance of the Budget of the University are also submitted to guide Management to ensure that expenditures are made within budget lines and conform to the budget approved by the University Council and Government.

Key Achievements

The Finance Directorate has achieved a lot of successes with the limited resources available, among them are:

i. **Worked with GTEC to provide Financial and Material support for the University**

At the start of the University, the Director of Finance collaborated with GTEC's Finance Directorate on how to access funds and resources to start the operations of the University. He provided support in getting operational expenses incurred by the University paid on time. Examples are printing and stationery, advertisements, Council sitting allowances and allowances paid to various committees set up to review job applications and interviews of prospective administrators and academic staff, and fuel expenses just to mention a few. In addition, he also engaged the Procurement Unit of GTEC to ensure that resources required to support University work were purchased and made available. Examples of capital expenditure incurred were motor vehicles, printers and photocopiers.

ii. **Setting up the Payroll System**

The Directorate worked on placing staff on the government mechanised payroll system, Integrated Personnel and Payroll Database 2 (IPPD2) by representing the University in discussions with the Ministry of Finance (MOF), Controller and Accountant Generals' Department (CAGD), and GTEC to ensure that all staff duly appointed and reported were properly compensated. Again, the Directorate collaborated with CAGD, GTEC and MOF to ensure that approval letters were issued from MOF to enable CAGD to process payroll. Staff of MOF and CAGD were brought in to organise biometric registration and to set up, train and explain the payroll system to all members of staff.

iii. **Implementation of Ghana Integrated Financial Management Information System (GIFMIS)**

In collaboration with CAGD, the University was able to comply with MOF's directive which requires all subvented organisations to process their financial transactions on the GIFMIS platform. This was achieved with the rollout of the 2023 Budget as staff responsible for budget preparation and implementation took part in various training programmes. As a result, all transactions incurred in 2023 and were duly captured in the system against the approved budget.

iv. **Preparation and Presentation of Annual Financial Statements**

To attract more funding for research and comply with PFM Act and Regulations, the Directorate has successfully prepared and presented draft financial statements to Management and Audit Committee for their scrutiny. In compliance with government directives, the University's Financial Statements have been prepared based on International

Public Sector Accounting Standards (IPSAS). The following financial statements have been prepared and are awaiting the appointment of external auditors by the Ghana Audit Service;

- Draft 18-month Financial Statements ending 31st December 2021
- Draft Financial Statements for the year ending 31st December 2022
- Draft Financial Statements for the year ending 31st December 2023

v. Pension Administration

Staff welfare and what happens to their pension contributions are very important to the work of the Directorate. Knowing fully well the developments and discussions going on between VCG and the government, a proposal was submitted to both Council and Management not to set up a new pension scheme but rather join the Unified Pension Scheme set up by VCG which was accepted. The University is now part of the Unified Ghana Universities Staff Superannuation Scheme (UGUSSS).

The Directorate has also ensured that staff pension contributions to Social Security and National Insurance Trust (SSNIT) are paid by CAGD. There is a collaboration with the Universities Staff Occupational Pension Scheme (USOPS) for Tier 2 contributions to be paid to the fund managers.

vi. Development of Financial Regulations and Procedures Manual

To assist the University in complying with rules and regulations regarding the use of public funds and its reporting standards, the process that led to the development of the University's Financial Regulations and Procedures Manual was initiated. This document has been approved by Management after consultations with other stakeholders of the University pending the approval of the Council. It must be noted that this document has been reviewed by the Finance and General Purposes Committee.

The Way Forward

Regarding the challenges listed above, the Directorate would recommend the following:

- a. The Directorate should be provided with all the requisite equipment and tools needed to enhance its work
- b. Enough office space should be allocated for staff of the Directorate
- c. Staff who have exited should be replaced to take the pressure off existing staff



SURV. ISAAC ABBAM

Director, DPDEM

DIRECTORATE OF PHYSICAL DEVELOPMENT AND ESTATE MANAGEMENT (DPDEM)

Introduction

The Directorate of Physical Development and Estate Management (DPDEM), seeks to become an environmentally friendly model of excellence for all its activities. The Directorate provides professional leadership, and develops, modernize, and maintains the buildings and infrastructure of the University in accordance with relevant operations and standards.

The Directorate comprises four (4) main Divisions namely, Physical Development, Estate Management, Surveying and Contract Management, and Maintenance and Safety Divisions with nine (9) functioning Units. There exists a Secretariat that provides administrative and clerical support to the Directorate.

Objectives

1. The Directorate's main objective is to provide high-quality physical development and environmental support services in aid of the academic and administrative activities of the University.
2. Liaise with external developers on behalf of the University on issues related to physical development.
3. Perform various construction activities with good environmental practices that are economically viable throughout the project life cycle on behalf of the University.
4. Contribute to environmental sustainability by efficiently developing and managing buildings, spaces, and equipment.
5. Create a clean and attractive environment that promotes academic and administrative work.

Staffing

Senior Members-Technical

S/N	Name	Designation
1.	Surv. Isaac Abbam	Director
2.	Arc. Kwame Poku	Senior Architect
3.	Ing. John Awotwi	Senior Engineer
4.	Surv. Edmund Abeiku Nyenku	Quantity Surveyor
5.	Surv. Eunice Achina Agyemang	Quantity Surveyor
6.	Ing. George Akyen Pobee	Engineer
7.	Ing. Richard Mensah	Engineer

Senior Staff-Technical

S/N	Name	Designation
1.	Daniel Kofi Temeng Marfo	Clerk of Works
2.	Ransford Amponsah Lartey	Principal Quantity Surveying Assistant
3.	Michael Offei Koranteng	Senior Draughtsman
4.	Richard Danso	Senior Assistant Clerk of Works
5.	Noah Tetteh	Senior Technician
6.	Otu-Darko Prince	Senior Technician
7.	Daniel Roosevelt Cobbinah	Technician
8.	Anthony Tetteh	Technician
9.	Solomon Tetteh Kudah	Estate Assistant

Junior Staff-Technical

S/N	Name	Designation
1.	Joseph Riverson Quansah	Artisan (Plumber)
2.	Silas Kwesi Armah	Artisan (Plumber)
3.	Daniel Kwasi Tawiah	Artisan (Mason)
4.	Emmanuel Tettey Tawiah	Artisan (Carpenter)
5.	Eric Nartey	Artisan (Carpenter)
4.	Paul Ansah	Artisan (Carpenter)
5.	Douglas Insaidoo	Artisan (Carpenter)
6.	Anastacia Korkor Kpodji	Cleaner/Messenger
7.	Bernice Tetteh Ayerkuor	Cleaner/Messenger
8.	Faustina Forson	Cleaner/Messenger
9.	Hawa Abdulai	Cleaner/Messenger
10.	Janet Obuobi Ntow	Cleaner/Messenger
11.	Jennifer Adjodede Adom	Cleaner/Messenger
12.	Jennifer Dankwaa	Cleaner/Messenger
13.	Leticia Ansah	Cleaner/Messenger
14.	Mabel Teiko Lawer	Cleaner/Messenger

15.	Margaret Kutufom	Cleaner/Messenger
16.	Ophelia Lawer	Cleaner/Messenger
17.	Patience Nartey	Cleaner/Messenger
18.	Patricia Out Martey	Cleaner/Messenger
19.	Rejoice Eyram Ahiaku	Cleaner/Messenger
20.	Rita Etsa Gyadu	Cleaner/Messenger
21.	Sophia Asafuah Thompson	Cleaner/Messenger
22.	Victoria Batsa	Cleaner/Messenger
23.	Abraham Kwadwo Batsa	Chainsaw/Mower Operator I
25.	Moses Awuku	Chainsaw/Mower Operator I
26.	Paul Nartey	Chainsaw/Mower Operator I
27.	Adolf Asomani Asante	Labourer

Administrative Staff

S/N	Name	Designation
1.	Aaron Baatimah	Assistant Registrar/Head of Secretariat
2.	David Tekpertey Kwao	Assistant Registrar
3.	Jennifer Esi Afful	Assistant Registrar
4.	Fati Braimah	Principal Administrative Assistant
5.	Dora Darkie Appertey	Senior Administrative Assistant
6.	David Okra Lawer	Messenger

Key Activities and Achievements

S/N	ACTIVITIES	ACHIEVEMENTS
1.	Allocation of office spaces and furniture, embossment of university assets and properties.	<ul style="list-style-type: none"> a. All established offices within the university have been allocated space and furniture. b. Almost all university assets have been labeled.
2.	Design and development of a master plan	The University council approved the plan
3.	The annual planting of trees on the University campus	Over two thousand trees have been planted along the university boundaries, main roads, and within strategic areas of the university campus and residences.

4.	a. Supervision of the 3No. GETFund Projects (Auditorium Block, 2-Story Administration Block, Lecture Hall, ICT and Libray Block)	Collaboration with PPMC in reviewing the 3No. GETFund projects and getting GTEC, GETFund, and Central Tender Review Committee approval
	b. Participated/collaborated in the supervision of the completed GWCL pipeline extension to the University campus from the Akosombo-Kpong-Tema main pipe lines.	The project has been completed, and the University now has a constant supply of water from GWCL.
	c. Collaborating/Participating in the supervision of all Phase II projects	The construction of the 2 nd phase progressed up to 28.88% complete when the projects were suspended due to lack of funds.
	d. Participated in the supervision of the on-going 440-bed capacity Hostel for UESD Campus	<ul style="list-style-type: none"> a. Sub-structure works completed b. Rising columns and the suspended reinforced slab of the ground floor have been completed c. Rising columns of the first floor is 70% complete d. The Directorate continues to vet the Contractor's payment certificates for onward submission to GETFund through GTEC and participate in site meetings and monitor the on-going works at the project site.
5.	Preparation of a schedule of defects and collaboration with Messrs Avangarde Design Services to supervise Messrs Contracta Costruzioni Italia SRL to rectify those defects in Phases I	<ul style="list-style-type: none"> a. Re-roofing of the administration block, which was leaking seriously. b. Partitioning of six (6) apparatus rooms and a special laboratory room.
6.	Collaborated/participated in the supervision of 30m high Telecom Infrastructure (Mast) on the University campus	a. The project has been completed, and the network within the university and part of Somanya Township has been improved.
7.	Under the leadership of the University management in collaboration with the Eastern Regional Minister (Hon. Seth Kwame Acheampong), the University took custody of One (1) Mile Square (640 acres) at Donkorkrom in the Afram Plains (Kwahu North District) in the Eastern Region.	a. The University is taking steps in collaboration with the Eastern Regional Lands Commission to prepare the necessary title documents for the parcel of land.
8.	Preparation of land information system (some documents on the University Land)	a. The Director, DPDEM has been able to prepare some documentation on the University Land whilst collaborating with Management and Lands Commission to secure lease documents and title certificate for UESD Land to consolidate our ownership and security of tenure.
9.	Provision of facilities to improve/enhance teaching and learning	<ul style="list-style-type: none"> a. Design and partitioning of 2No. Lecture Halls to accommodate students b. Collaborated with the DITSO to install projectors in lecture rooms c. Installation of additional air conditioners and ceiling fans at the Lecture Block d. Messrs Zapproze (Gh) Limited released their uncompleted facility under GETFund for lectures.
10.	Casting of reinforced precast concrete "dog-leg" posts and its erection along the UESD boundary	<ul style="list-style-type: none"> a. A total of 245 reinforced precast "dog-leg" posts have been constructed b. Surveying and setting out of UESD boundary c. Erection of 245 reinforced precast "dog-leg" posts along the University boundary

11.	Management of University facilities and mango farm to generate revenue for the University	a. The Directorate manages the University facilities and mango farm to generate revenue
12.	Design, construction, and supervision of aquaculture pond on campus	a. Foundation for the aquaculture is completed and block work for the construction of two (2) ponds out of six (6) is nearing completion.
13.	Architectural Sketch Designs of some proposed Infrastructure	<p>a. Sketch Designs of 1200, 1000, 750, 500 & 250 Bed Hall of residence for UESD;</p> <p>b. Sketch Design of 2-storey Central Laboratory;</p> <p>c. Design of a 3-storey Commercial Facility;</p> <p>d. Design of students, Social and Relaxation Center;</p> <p>e. Design of a 2-Storey Basic School Block;</p> <p>f. Design of ATM Facility;</p> <p>g. Design of Centre for Environmental Sustainability and Development (800 No. Capacity Conference Facility, 2No. 100No. Capacity Break out Rooms & Offices);</p> <p>h. Design of Lecture Halls, Offices, Laboratories and Workshops for the Department of Built Environment;</p> <p>i. Design of Offices, Lecture Halls, Meeting Rooms and Laboratories for Centre for Renewal Energy Studies;</p> <p>j. Construction and Stocking of an ICT Laboratory with 500 No. Capacity Computers;</p> <p>k. Design of Recreational/Rest Shelter for 100 No. Early Childhood Centre (Baby Sitters) and 150 No. Students;</p> <p>l. Sketch Design of the New Aquaculture Block (6 No. Lecture Halls, Library, Lecturers Common Room, 18 No. Lecturers Office, Hatchery, Algae Production Room, Head of Department's Office & Secretariat, Manager's/Caretakers Office & Accommodation, Kitchen & Restaurant.</p>

The Way Forward

1. There is a need to draw the attention of the Ministers of Finance and Education on the impact of the suspension of the 2nd Phase of the EPC projects on the University.
2. The need for additional offices, lecture halls, office furniture, and equipment for staff and students to enhance efficiency and productivity as well as academic work.
3. The University Management through the Ministries of Education and Finance, must do well to conclude with value-for-money negotiations to firm up the actual scope of work.



VACANT

Director of Internal Audit

DIRECTORATE OF INTERNAL AUDIT

Introduction

The Directorate of Internal Audit provides independent assurance, objective assessments, and consulting services to support the University's operational activities. It is categorized into five Units to effectively support the University's governance by reviewing accounting and internal control systems, examining financial and operational information, identifying significant risks, conducting special investigations into suspected fraud, and reviewing the economy, efficiency, and effectiveness of operations. Additionally, the Directorate ensures compliance with laws and other external regulations. This report briefly reviews the Directorate's key activities, achievements, challenges, and recommendations since the University's inception.

Staffing

The Directorate comprises Thirteen (13) staff members, consisting of twelve (12) core audit staff and one administrative staff member. The team is organized as follows:

Name	Designation
Risk and Operational Division	
Mr. Andrews Amankwaa	Internal Auditor / Head of Unit
Ms. Elizabeth Takyiwaa Osei	Chief Auditing Assistant
Mr. Bright Adamtey	Senior Auditing Assistant
Financial Audit Division	
Mr. Alex Ekow Quainoo	Internal Auditor /Head of Unit
Mr. David Kwame Nkrumah	Assistant Internal Auditor
Compliance and IT Audit Unit	

Name	Designation
Mr. Raymond Seth Kojo Akusaki	Assistant Internal Auditor Acting Head of Unit
Mr. Emmanuel Joejo Sam	Chief Auditing Assistant
Ms. Nobela Nana Adwoa Yiriyelleh	Senior Auditing Assistant
Performance, Investigation, and Examination Unit	
Mr. Jerry Maxwell Kwasi Gadeka-Gborglah	Internal Auditor / Head of Unit
Ms. Margaret Ofori	Assistant Internal Auditor
Ms. Eunice Asem	Senior Auditing Assistant
Mr. Paul Lawer Angmorter	Auditing Assistant
Secretariat	
Ms. Deborah Amoako	Principal Administrative Assistant

Key Activities Undertaken by the Directorate since the University's Inception.

The Directorate has carried out numerous audits, advisory, and consulting activities in accordance with its Risk-based Strategic, and Annual Work Plans, as well as relevant laws, to strengthen the University's operations. These include:

Planned Audit Activities / Audit Assessments.

Routine audits were conducted by the Directorate's Risk-based Strategic and Annual Work Plans, including:

- a. Audit of the University's Financial Statements
- b. Physical Security Review
- c. Privacy Review
- d. Stores Management Audit
- e. General Transport Review
- f. Revenue, Expenditure and Cash Management Audit
- g. Fixed Asset Management Audit
- h. Environmental Audit
- i. Payroll Review
- j. Exclusive Laboratories Audit
- k. Admissions Review
- l. Sickbay (Clinic) Audit
- m. Contract and Procurement Management Review
- n. Schools, and Student Affairs Review
- o. Annual Stock Takings
- p. Headcount and ESPV Verification Exercises
- q. Withholding Tax Reviews

Consulting Services

As per the Public Financial Management (PFM) Act 2016 and Regulation 2019, the Directorate rendered the following consulting services:

- Developed a business plan for the proposed UESD hospitality business, including descriptive, financial, and internal control plans.
- Developed investment analysis for proposed hostel facilities and other models for potential investors.
- Developed a draft University Enterprise Risk Management Policy, Framework, and Charter.
- Reviewed several draft University policy documents, including the University's Statutes and Strategic Plans.

Key Achievements since Inception.

a. Directorate's Impact on the University.

The Directorate has made tremendous achievements since 2020, this is showcased through its impact assessment over the period. The impact of audit activities in the University can be greatly assessed by its recommendations and the rate of implementation of such recommendations by Management. Evaluation of the implementation status of recommendations showed the Directorate significantly impacted the University's financial, administrative operations, and governance activities by 93.18% within the 2023 fiscal year. The categorization is represented in the tabular below.

Category of Findings/ Observation	Total Number of Findings	Fully Implemented	Partially Implemented	Not Implemented	% Rate of Implementations
Administrative process improvement	16	5	9	2	87.5%
Risk Process	4		3	1	75%
Contract Irregularities	2	1	1		100%
Cash Irregularities Management/ Inaccurate Financial Reporting	3	3			100%
Payroll Irregularities	4	3	1		100%
Assets Management	8	3	5		100%
Stores Regulations and Management	4	4			100%
Compliance Irregularities	3	3			100%
Total	44	22	19	3	93.18%

b. Timely Submission of Reports

The Directorate met all scheduled timelines for submission of audit reports to the Internal Audit Agency, averting possible penalties and sanctions for non-compliance with the report submission requirement of the PFM Act, 2016 (Act 921), sections 96-98.

c. Risk-based Strategic Plans, and Annual Work Plans

The Directorate again met all scheduled timelines for submission of Risk-based Internal Audit Strategic Plans and Annual Work Plans to the Internal Audit Agency in compliance with the PFM Act, 2016 (Act 921), sections 83(4) and (6b).

d. Completion of Thrust Areas in the Annual Work Plans

The Directorate has consistently complied with the projected assurance activities by completing majority (90%) of all thrust areas indicated in our yearly Risk-based Audit Work Plans.

e. Consulting Services

The Directorate has since 2020 delivered first-class consulting services to the University. This is evident in the development of business plans for intended businesses, undertaking investment analysis, designing policy frameworks, and reviewing some of the draft university-wide policy documents.

The Way Forward

- a) **Improve the Timeliness of Responses to Audit Observations:** University management should strictly implement adherence to response deadlines as enshrined in the Internal Audit Agency Regulation 16 for responsible officers to respond to audit observations and reports. This will ensure timely resolution of issues, promote accountability, and enhance the overall audit process.
- b) **Enhance Communication Between Audit and Other Departments:** There should be continuous communication and collaboration between the Internal Audit Directorate and other university departments. Regular meetings, workshops, and training sessions can help foster a better understanding of audit requirements and improve cooperation in responding to audit findings.
- c) **Address Equipment Deficiencies:** The University should prioritize the procurement of essential office equipment such as computers, a shredder, scanner, safe for confidential documents, photocopier, a coloured printer, and projector to enable the Directorate to operate efficiently. Adequate resources will ensure timely delivery of audit functions and improve productivity.
- d) **Increase Staffing to Meet Growing Audit Demands:** As the University grows and its operations become more complex, there may be a need to increase the number of audit staff in certain Units to keep pace with demand. Additional personnel would enhance the Directorate's ability to undertake more comprehensive audits and meet its strategic objectives.
- e) **Implement Continuous Professional Development:** To ensure the Directorate remains at the forefront of best practices, continuous professional development (CPD) programmes should be provided for audit staff. Regular training on the latest audit techniques, internal controls, and relevant laws will improve staff competence and effectiveness.
- f) **Strengthen Internal Control Systems:** The University should strengthen its internal control mechanisms by implementing the recommendations from audit reports promptly. This will help mitigate risks, enhance operational efficiency, and ensure compliance with statutory requirements.
- g) **Leverage Technology for Audit Processes:** The Directorate should explore the use of audit management software and other technological tools to streamline audit activities, improve data accuracy, and enhance the effectiveness of the audit process. Digitizing audit workflows will also reduce the time and effort spent on manual tasks.



DR. EMMANUEL KITCHER
Director, DITSO

DIRECTORATE OF INFORMATION TECHNOLOGY SYSTEMS AND OPERATION (DITSO)

Introduction

I am pleased to present this report on the significant activities and achievements of the Directorate of IT Systems and Operations (DITSO) since 2020. These initiatives have been critical to the operational efficiency and academic advancement of the University of Environment and Sustainable Development (UESD). By prioritizing the key systems, infrastructure, and services, we are in the process of establishing a robust IT environment that supports the University’s core mission of education and research.

Staffing

S/N	NAME	Designation
1	Dr Emmanuel Kitcher	Director, Chief Information Officer
2	Mrs. Josephine Abakah Agyemang	IT Manager, Network Engineer
3	Mr. Eric Kofi Asiedu	IT Manager, Software Engineer
4	Mr. Ebenezer Ababio Tetteh	IT Manager, Network Engineer
5	Derick Tawiah Amofa	Senior Admin. Assistant
6	Samuel Nyarko	Senior IT Staff Support
7	John Twasam	Senior IT Staff Support
8	Solomon Honutse	Senior IT Staff Support
9	Emmanuel Otoo	Senior IT Staff Support
10	Gad Godsway Odei	Senior IT Staff Support
11	Ernest B. Akuamoah	Senior IT Staff Support

12	Derrick Owoahene Acheampong	Senior IT Staff Support
13	Gideon Duodu Anom	Senior ICT Clerk
14	Ishmael Nana Kodjo Bonsu Mills	Senior ICT Clerk
15	Stanley Ofori Kudjordjie	ICT Clerk 1
16	Dennis Sackitey Amanor	ICT Clerk 1

Key Achievements

Network Infrastructure

The University initially operated with two wireless Turbo-net devices from MTN, each providing a maximum internet speed of just 1.7 kbps, to serve its entire Community for over a year. This was followed by an upgrade when the University secured a fiber network through Vodafone, starting with a speed of 45 Mbps and later increasing to 90 Mbps. In April 2024, the University achieved a significant milestone by connecting to the Ghanaian Academic Research Network (GARNET), thanks to World Bank sponsorship. This connection not only offers more reliable and affordable internet but also significantly enhances the University's digital capabilities with high-speed connectivity currently at 1STM (155mbps).

WiFi Network Expansion

Providing extensive internet coverage across campus has been one of the top priorities. Phase 1 of the WiFi network expansion was completed, with 13 access points (APs) installed and 2 data points provided to Lecture Theatre (LT2), significantly improving internet connectivity for both academic and administrative functions. Phase 2 of the project is planned for further extension.

VoIP Network Expansion

The expansion of the VoIP network has significantly improved internal communication across the University. Seven IP phones have been configured and installed in key offices, including the Library and the School of Natural and Environmental Sciences (SNES) Secretariat, enhancing the efficiency of operations. With plans for further installations as the network expands, this initiative will continue to support the growing communication needs of the University.

Setup of LMS, E-Learning, and Training of Staff and Students

The successful implementation of the Learning Management System (LMS) has transformed the University's ability to deliver online Teaching and Learning. With 141-course shells created and 1008 user accounts set up, students and faculty have been empowered with the necessary tools for e-learning, an essential capability in today's educational environment.

Koha Library Management System and D-Space Configuration

To enhance resource accessibility and library management, the University implemented the Koha Library Management System and the D-Space repository. These systems have been configured to allow effective cataloging and management of scholarly content, supporting research and academic activities.

Student Registration and Preparation of Attendance Sheets

The Directorate played a pivotal role in utilizing the ROPAT system, which the University procured as its enterprise resource planning (ERP) solution for managing records. Through the effective use of this system, the Directorate ensured the accurate enrollment and registration of all students.

Additionally, attendance sheets for examinations were generated seamlessly, contributing to the smooth execution of academic operations.

Staff and Students ID Cards

The Directorate successfully managed the printing and distribution of ID cards for all staff and students from Levels 100 to 400. This initiative has been vital in facilitating secure access to university facilities and services. Additionally, the Directorate handled the issuance of replacement ID cards when necessary, ensuring continuous access for all members of the University Community.

Antivirus Installation

The ongoing installation of antivirus software, with 150 licenses deployed out of 250, has bolstered the University's IT security. Although some challenges remain due to older machines, this initiative is crucial for protecting the institution's digital assets.

CCTV Expansion

The CCTV expansion project involved installing seven additional cameras in the science labs and the exams Unit, with another 5 awaiting installation. This upgrade strengthens campus security and safety for both staff and students.

Maintenance and Servicing of Printers

The Directorate undertook comprehensive service and repair of university printers, ensuring that all printers and copiers function optimally. Parts were replaced where necessary, and printers were reassigned to better serve key offices.

General Support Services

The Directorate provided essential support for seminars, workshops, and university events, including the design of flyers and live streaming for key events like matriculations and conferences. This ensured effective communication and broader outreach.

Software Development Project

The architectural design for the software development project was completed, along with the development of project implementation documents. This project is a strategic effort to enhance the University's digital capabilities in the long term.

ICT Policy Document (Draft)

The Directorate developed a draft ICT policy to guide future IT processes, procedures, and governance. This document is intended to provide the foundation for aligning IT operations with university strategy as it evolves.

The Way Forward

It is recommended that Management allocate resources for procuring essential tools and equipment for the Directorate, as the current lack is hindering software development and impacting productivity across Units. Additionally, appointing a dedicated E-Learning Coordinator is necessary to ensure effective management of e-learning activities following the reassignment of the previous coordinator. Finally, Management should provide additional office space for the Units to accommodate its growing staff and workload, thereby enhancing collaboration, productivity, and job satisfaction.

CHALLENGES

As a new Institution, the university is saddled with a plethora of challenges. Key among these are the following;

1. Logistics and Equipment

- Insufficient computers (desktops and laptops) across multiple units.
- Inadequate printers, scanners, photocopiers, and cameras.
- Lack of ergonomic chairs and other office furniture.
- Limited storage solutions like secure and adequate office cabinets.
- Inadequate office tools for daily operations, including extension boards, UPS systems, and other essentials.
- Limited or unreliable high-speed internet access.

2. Financial Constraints

- Insufficient funding to cover operational costs, including petty cash (imprest).
- Financial challenges affecting the timely payment of suppliers and general office expenses.
- Inadequate budget for training programmes, workshops, and seminars for professional development.
- Funding shortages limiting logistical support for recruitment campaigns, events, and community engagement activities.
- Unavailability of an Enterprise Resource Planning (ERP) system, causing manual work and reducing productivity.

3. Space and Infrastructure

- Inadequate office space across divisions, affecting work environment and operational efficiency.
- Lack of dedicated spaces like strong rooms, archives, and a hall for international events.

4. Communication

- Limited airtime and official phones for communication, leading staff to use personal devices without reimbursement.
- Low response and engagement in outreach activities, evaluations, and policy orientations.
- Issues with intermediary systems (e.g., admission portal management) causing delays in decision-making.
- Limited access to vehicles for community engagement and transportation for emergencies, particularly for hostel or on-campus assignments.
- Lack of fast, reliable internet connection, especially off-campus.

5. Human Resources and Support

- Insufficient staff to meet workload demands.
- Lack of compensation for overtime or off-hour work.
- Insufficient funding for professional development and training programmes for staff.

6. Health and Safety Concerns

- Health risks due to non-ergonomic furniture and lack of basic workplace safety equipment.
- Risks related to using personal devices for official work without adequate security measures.

7. Document and Information Management

- Inconsistent document presentation and delays in paperwork submission.
- Challenges in record management due to reliance on personal devices.

8. Specific Operational Needs

- Need for professional camerawork and editing resources for public relations.
- Requirement of additional tools like projectors, tables, high-quality stationery, and appropriate packaging for examination materials.

9. Student and Programme-Specific Challenges

- Issues with hostel logistics, including distant accommodation options and a malfunctioning hostel management system.
- Low student participation in evaluation processes.
- Lack of recognition of certain programmes by external entities (e.g., student loans).

CONCLUSION

The University of Environment and Sustainable Development (UESD) has made commendable progress across various divisions, overcoming numerous challenges to uphold its commitment to academic excellence and sustainable growth.

With the continuous support of the University Management, UESD is well-positioned to achieve its vision through dedicated efforts and strategic initiatives across its units. These initiatives strengthen its reputation as a leader in Sustainable Development and higher education, aligning with its mission to produce graduates who embody the values of Honesty, Opportunity, Perseverance, and Enterprise (HOPE).

APPENDICES

APPENDIX A: KEY PUBLICATIONS OF THE SCHOOL OF NATURAL AND ENVIRONMENTAL SCIENCES

Prof. Edward Wiafe Debrah

- Wiafe, E. D.** (2023). An inventory of birds and extent of damage to rice farms at the Kpong Irrigation Dam in the Lower Volta Basin, Ghana. *Ghana Journal of Agricultural Sciences* 58 (1), 1-11.
- Wiafe, E. D.**, Akuaku, K. K., Sarkodie, I., & Boakye, M. K. (2023). Current populations of *Colobus vellerosus* (Geoffroy, 1834) & *Cercopithecus lowei* (Thomas, 1923) and land-use, land cover changes in Boabeng-Fiema Monkey Sanctuary, Ghana. *Journal of Threatened Taxa*, Vol. 15(5), 23200-23209. DOI: <https://doi.org/10.11609/jott.8297.15.5.23200-23209>.
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APPENDIX B: KEY PUBLICATIONS OF THE SCHOOL OF SUSTAINABLE DEVELOPMENT

Prof. Anthony Amoah

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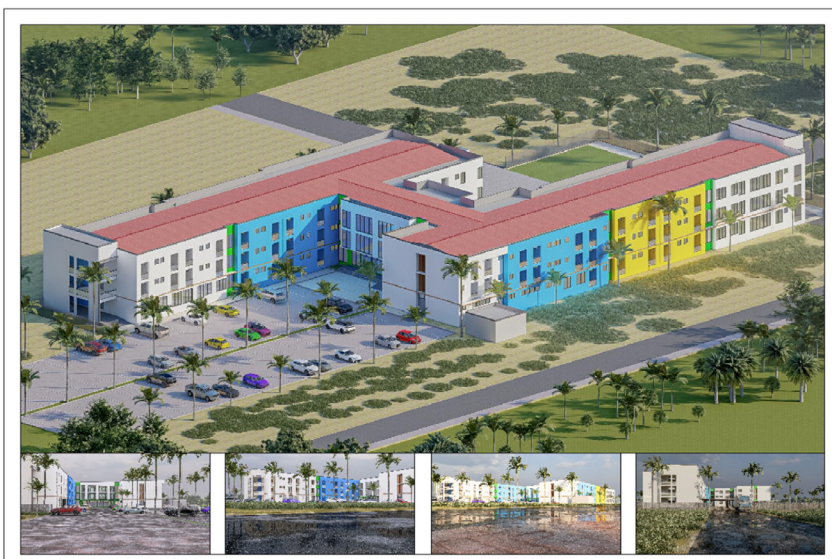
APPENDIX C: ARCHITECTURAL IMPRESSIONS AND DESIGNS OF SOME OF THE PROPOSED PROJECTS



1000 Capacity Hall of Residence



750 Capacity Hall of Residence



500 Capacity Hall of Residence



250 Capacity Hall of Residence



2-Storey Central Laboratory



3-Storey Commercial Facility



Students Social and Relaxation Center



ATM Facility



ICT Laboratory



Aquaculture Farm

APPENDIX D: PHYSICAL PROJECTS ON CAMPUS AS AT OCTOBER 2024

I. Current state of Getfund projects started in 2016



GETFund Project: Library and Laboratory Block



GETFund Project: Auditorium



GETFund Project: Administration Block

II. Current state of uesd phase II projects started in 2022 by Contracta



Phase II Project: Laboratory Block



Phase II Project: Lecture Block



Phase II Project: Staff Residence



Phase II Project: Sports Complex

III. Current state of Getfund project started in 2024

3-Storey, 440-Bed Capacity Hostel



GETFund Project: 3-Storey, 440-Bed Capacity Hostel



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