



ACCRA
TECHNICAL
UNIVERSITY

VICE-CHANCELLOR'S Report

22nd CONGREGATION

FEBRUARY, 2023



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CONTENTS

07	PROFILE OF THE UNIVERSITY
08	PROGRAMMES
11	ADMINISTRATION OF THE UNIVERSITY
11	PRINCIPAL OFFICERS
12	KEY OFFICERS
13	OTHER OFFICERS
14	DEAN OF FACULTIES
15	DIRECTORS
17	FACULTY OF ENGINEERING
25	FACULTY OF BUILT ENVIRONMENT
31	FACULTY OF APPLIED SCIENCES
38	FACULTY OF APPLIED ARTS
45	FACULTY OF BUSINESS
53	OFFICE OF THE DEAN OF STUDENTS
59	DIPIC
63	DRIPTT
67	QAAP
75	LIBRARY
80	REGISTRAR
84	HRODD
91	DIRECTORATE OF PUBLIC AFFAIRS



**DR. WILFRED KWABENA
ANIM-ODAME**

CHAIRMAN OF GOVERNING COUNCIL,
ACCRA TECHNICAL UNIVERSITY



PROF. SAMUEL NII ODAI

BEng, MSc, PhD, FGhIE, FloD, FGA

VICE-CHANCELLOR,
ACCRA TECHNICAL UNIVERSITY



Profile of the University

Accra Technical University, initially established as a Technical School in 1949, was commissioned as Accra Technical Institute, in 1957. In 1963, the institute was renamed Accra Polytechnic; it was elevated to a tertiary status in 1992 by the promulgation of the Polytechnic Law, 1992 (PNDCL 321).

The Polytechnic Act 2007 (Act 745) which repealed the Polytechnic Law, 1992 (PNDCL 321) granted the Polytechnic the autonomy to award Higher National Diplomas (HNDs), Diplomas and other Certificates accredited by the National Accreditation Board (NAB), and award Degrees subject to the conditions that the Council of the Polytechnic may determine.

The Polytechnic was eventually elevated to a technical university by virtue of the Technical Universities Act 2016 (Act 922) as amended (2017). The University is governed by a Council established under the Technical Universities Act.

Accra Technical University currently occupies about 22.6 acres land located in the Central Business District of Accra, with well-developed facilities such as Lecture Halls and Classrooms, Laboratories, Workshops, Hostels, Staff Residences, Roads and Grounds, Staff Offices and a Clinic.

The institution also has a hundred and thirty (130) acre land currently under development into a second campus at Mpehuasem near Samsam.

VISION

To be recognised as the top Technical University in Ghana, with strong regional influence.

MISSION

To advance technical knowledge by creating conducive environment for applied research, quality teaching and competency-based training, with high impact on industry and business creation.

Programmes

We offer a wide range of programmes on Morning, Evening and Weekend sessions. They include Bachelor of Technology (BTech), Higher National Diploma (HND) and Non Tertiary and other certificate programmes. The University currently runs the following programmes under five faculties:

BACHELOR OF TECHNOLOGY (BTECH) PROGRAMMES

(A) BACHELOR OF TECHNOLOGY PROGRAMMES (4-YEAR DEGREE)

1. Bachelor of Technology (BTech) Degree in Public Relations With Digital Communication (Morning) (NEW)
2. Bachelor of Technology (BTech) Degree in Marketing (Morning) (NEW)
3. Bachelor of Technology (BTech) Degree in Applied Statistic (Morning) (NEW)
4. Bachelor of Technology (BTech) Degree in Medical Imaging Technology (Morning) (NEW)
5. Bachelor of Technology (BTech) Degree in Civil Engineering (Morning) (NEW)
6. Bachelor of Technology (BTech) Degree in Logistics and Transport Management (Morning) (NEW)
7. Bachelor of Technology (BTech) Degree in Electrical and Electronic Engineering (Morning)
8. Bachelor of Technology (BTech) Degree in Water and Sanitation Engineering (Morning)
9. Bachelor of Technology (BTech) Degree in Cyber Security (Morning)
10. Bachelor of Technology (BTech) Degree in Interior Design and Technology (Morning)
11. Bachelor of Technology (BTech) Degree in Accounting & Finance Analytics (Morning)
12. Bachelor of Technology (BTech) Degree in Medical Laboratory Science (Morning/Evening)

(B) BACHELOR OF TECHNOLOGY PROGRAMMES (2-YEAR TOP-UP)

1. Bachelor of Technology — Science Laboratory Technology (Evening/Weekend)
 - a. Bachelor of Technology, Analytical Chemistry Option
 - b. Bachelor of Technology, Environmental Technology Option
 - c. Bachelor of Technology, Industrial Biochemistry Option
 - d. Bachelor of Technology, Food Analysis Option
2. Bachelor of Technology — Medical Laboratory Science (Top-Up at Level 200 or 300)
3. Bachelor of Technology — Statistics (Weekend)
4. Bachelor of Technology— Computer Science (Weekend)
5. Bachelor of Technology— Mechanical Engineering (Weekend)
6. Bachelor of Technology — Automobile Engineering (Weekend)
7. Bachelor of Technology— Building Technology (Evening/ Weekend)
8. Bachelor of Technology — Interior Design & Technology (Evening)
9. Bachelor of Technology— Civil Engineering (Evening / Weekend)
10. Bachelor of Technology — Electrical/Electronic Engineering (Evening/Weekend)
 - a. Bachelor of Technology, Power and Automation Engineering option
 - b. Bachelor of Technology , Telecommunications Engineering option
11. Bachelor of Technology — Fashion Design & Textiles (Evening / Weekend)
12. Bachelor of Technology — Hospitality Management (Evening / Weekend)
13. Bachelor of Technology — Procurement & Supply Chain Management (Evening/Weekend)
14. Bachelor of Technology — Accounting (Evening/Weekend)
15. Bachelor of Technology — Banking and Finance (Evening/Weekend)
16. Bachelor of Technology — Secretaryship and Management Studies (Evening/Weekend)
17. Bachelor of Technology— Marketing (Evening/Weekend)

(C) HIGHER NATIONAL DIPLOMA (HND) PROGRAMMES

SCIENCE AND TECHNOLOGY PROGRAMMES

1. HND Mechanical Engineering (Morning/Evening)
2. HND Electrical/ Electronic Engineering (Morning/Evening)
3. HND Building Technology (Morning/Evening)
4. HND Civil Engineering (Morning/Evening)
5. HND Interior Design and Technology (Morning/Evening)
6. HND Furniture Design and Production (Morning)
7. HND Science Laboratory Technology (SLT) (Morning/Evening)
8. HND Statistics (Morning/Evening)
9. HND Computer Science (Morning/Evening)
10. HND Hotel Catering and Institutional Management (HCIM) (Morning/Evening)

BUSINESS AND ARTS PROGRAMMES

1. HND Accountancy (Morning/Evening)
2. HND Marketing (Morning/Evening)
3. HND Purchasing and Supply (Morning/Evening)
4. HND Secretaryship and Management Studies (Morning/Evening)
5. HND Bilingual Secretaryship and Management Studies (Morning)
6. HND Fashion Design and Textiles (Morning/Evening)

(D) DIPLOMA AND PROFESSIONAL PROGRAMMES

DIPLOMA PROGRAMMES

1. Diploma in Business Administration (DBA)
2. Diploma in Computerized Accounting
3. Diploma in Banking Technology & Accounting
4. Diploma in Public Relations
5. Diploma in Electronic Marketing

PROFESSIONAL PROGRAMMES

1. International Certificate in Logistics & Transport (CILT)
2. International Diploma in Logistics & Transport (DILT)
3. International Advanced Diploma in Logistics & Transport (ADILT)
4. Biomedical Equipment Maintenance Technician Programme.
5. Basic Drone Pilot Certificate
6. Basic Drone Assembly and Programming Certificate
7. Therapeutic Catering

(E) NON-TERTIARY PROGRAMMES

1. Construction Technician Course (Part I & II)
2. Mechanical Engineering Technician Part I
3. Motor Vehicle Technician Part I
4. Electrical Engineering Technician (Part I & II)
5. Refrigeration Technician Part II
6. Diploma in Business Studies in the following options:
 - *Accounting*, • *Secretarial*, • *Management*, • *Purchasing & Supply*, • *Marketing*,
• *Statistics*, • *Entrepreneurship and ICT*
7. Advanced Fashion
8. Science Laboratory Technician Part I

(F) SHORT COURSES IN LANGUAGE PROFICIENCY

1. English
2. French
3. Spanish
4. German
5. Chinese

(G) UPCOMING 4-YEAR BTECH PROGRAMMES

1. Bachelor of Technology — Civil Engineering
2. Bachelor of Technology — Biomedical Equipment Technology
3. Bachelor of Technology — Public Relations & Digital Communication
4. Bachelor of Technology — Management Information Systems
5. Bachelor of Technology — Medical Imaging Technology

Administration of The University

Principal Officers



Chairman, University Council

Dr. Wilfred Kwabena Anim-Odame



Vice-Chancellor

Prof. Samuel Nii Odai

BEng, Msc, PhD, FGhIE, FLoD, FGA

Key Officers



Vice-Chancellor

Prof. Samuel Nii Odai (PhD)



Pro Vice-Chancellor

Prof. Amevi Acakpovi (PhD)



Registrar

Mrs. Sylvia Beatrice
Oppong-Mensah



Director, Finance

Mr. Frank Owusu Boateng

Other Officers



University Librarian
Dr. Florence Dedzoe-
Dzokotoe Plockey



Director, Internal Audit
Mr. Godsway Oyiadzo



**Director, Works & Physical
Development**
Ing. Mubarak Kataali Abubakari

Deans of Faculty

Faculty of Engineering

Prof. Felix Y.H. Kutsanedzie (PhD)

Faculty of Built Environment

Mr. Seth E. A. Allotey (MSc., MGIOC)

Faculty of Applied Sciences

Prof. Alice Constance Mensah (PhD)

Faculty of Applied Arts

Dr. Vivian Biney-Aidoo

Faculty of Business

Dr. Shani Bashiru

Other Deans

Dean of Student Affairs

Mr. Martin Owusu Amoamah (MPhil., MSc)

Dean, International Programmes and Institutional Cooperation

Prof. Ernest Christian Winful (PhD)

Directors

Quality Assurance and Academic Planning

Dr. Henry Kwadwo Hackman

Research, Innovation, Publication and Technology Transfer (DRIPTT)

Dr. Nana Yaw Asabere

Human Resource and Organisational Development

Mrs. Linda Tormeti

Academic Affairs

Ms. Roseline Abotsi

Public Affairs

Ms. Fausta Kilian Ganaa, APR

General Services

Mr. Daniel Larbi

Legal Affairs

Ms. Esaa Elorm Acolatse

Directors

Information Communication Technology

Dr. Sylvester Hatsu

Procurement

Dr. Isaac Kofi Yornu

Guidance, Counselling and Career Development

Dr. Evelyn Ekua Bentil

Industrial Liaison

Mr. Prosper Agumey

Business Development

Mr. Adu-Adjei Mensah



Faculty of **Engineering**

1.0. Introduction of the Faculty

The Faculty of Engineering (FOE) is one of the five foremost faculties within Accra Technical University empowered by the University Statutes to engage in the hands-on or competency-based training of students in the area of engineering. The faculty also seeks to drive the developmental agenda of the country as well as provide the manpower needs to propel industrial growth and expansion.

Students from the faculty are equipped with hands-on training cut-out for the industry as well as facilitate the developmental agenda in the areas of automobile and machines servicing, fault diagnosis, repairs, and maintenance; civil works design and construction, water and sanitation management systems design and construction; electrical systems design, installation, fault diagnosis, troubleshooting, repairs, and maintenance; as well as applications in other allied engineering fields.

The faculty is composed of three main departments, namely:

- i. Electrical/ Electronic Engineering Department*
- ii. Mechanical Engineering Department*
- iii. Civil Engineering Department*

2.0. Departments/Academic Programmes

The three departments under the faculty have on offer several accredited programmes for students training provided in the table below:

Department	Programme
Electrical/ Electronics Engineering	4-year Bachelor of Technology Degree in Electrical /Electronic Engineering
	2-year Top-up in Bachelor of Technology Degree in Electrical/ Electronic Engineering (Power and Automation, Telecom Options)
	3-year Higher National Diploma in Electrical/Electronic Engineering (Control, Power, Telecom Options)
	Electrical Engineering Technician I
	Electrical Engineering Technician II
Mechanical Engineering	2-year Top-up Bachelor of Technology Degree in Automobile Engineering
	2-year Top-up Bachelor of Technology Degree in Mechanical Engineering
	3-year Higher National Diploma in Mechanical Engineering (Refrigeration, Automobile, Plant and Production Options)
	Mechanical Engineering Technician I
	Motor Vehicle Technician I
Civil Engineering	4-year Bachelor of Technology Degree in Water and Sanitation Engineering
	4-Year Bachelor of Technology in Civil Engineering
	2-year Top-up in Bachelor of Technology Degree in Civil Engineering
	3-year Higher National Diploma in Civil Engineering

Expected Programmes

The various departments under the faculty are assiduously working to secure accreditation for the following programmes which are presently at various appreciable stages in the accreditation process.

Department	Programme
Electrical/ Electronics Engineering	4-year Bachelor of Technology Biomedical Equipment Technology
Mechanical Engineering	4-year Bachelor of Technology Degree in Automobile Engineering
	4-year Bachelor of Technology Degree in Mechanical Engineering

3.0. Staff Strength in the Faculty of Engineering

The staff strength of the faculty stands at about ninety-four (94) now, made up of both full and part-time faculty members and research fellows. The departmental rank distribution of the academics and administrators is tabled below:

Category	Rank	DEPARTMENTS		
		Civil Engineering	Mechanical Engineering	Electrical/ Electronic Engineering
Academics	Full/Assoc. Prof	1	1	1
	Senior Lecturers	4	5	2
	Lecturers	10	15	8
	Assistant Lecturers	6	0	6
	Technicians	2	19	7
Administrative	Snr. Assistant Registrars	1	0	0
	Assistant Registrars	1	1	1
	Junior Assistant Registrars	0	0	0
	Senior Staff	1	1	1
	Junior Staff	0	0	0
TOTAL		26	42	26
OVERALL TOTAL= 94				

4.0. Presentation of Graduands Statistics

The Graduands statistics for Bachelor of Technology (BTech) and Higher National Diploma programmes for the year 2022 are shown below:

A) BTECH

FACULTY	DEPARTMENT	PROGRAMMES	BTECH GRADUATION DATA 2022						
			1st C	2nd CU	2nd CL	Pass	Tt Aw	Tt Not Aw	Total
FACULTY OF ENGINEERING	ELECTRICAL/ELECTRONIC ENGINEERING	BTech Power and Automation Engineering	1	35	24	0	60	7	67
		Telecommunications Engineering	2	6	4	0	12	1	13
	MECHANICAL ENGINEERING	BTech Mechanical Engineering	6	19	10	1	36	0	36
		BTech Automobile Engineering	3	11	6	0	20	2	22
	CIVIL ENGINEERING	BTech Civil Engineering (Top-Up)	3	19	19	0	41	5	46
	TOTAL		15	90	63	1	169	15	184

B) HND

FACULTY	DEPART- MENT	PROGRAMMES	HND GRADUATION DATA 2022						
			1st C	2nd CU	2nd CL	Pass	Tt Aw	Tt Not Aw	To- tal
FACULTY OF ENGINEERING	ELECTRICAL/ ELECTRONIC ENGINEERING	Power Engineering Option	3	54	42	0	99	89	188
		Control Engineering Option	2	63	31	0	96	73	169
		Tele- communications Engineering option	0	12	13	0	25	36	61
	MECHANICAL ENGINEERING	Plant Engineering	11	21	29	9	70	10	80
		Production Engineering	3	8	3	0	14	1	15
		Automobile Engineering	3	23	37	4	67	14	81
		Refrigeration and air-condition	1	2	2	0	5	1	6
	CIVIL ENGINEERING	Civil Engineering	5	41	28	0	74	32	106
	TOTAL		28	224	185	13	450	256	706

5.0. Faculty of Engineering Achievements / Activities for 2021 - 2022

- A student from the Electrical/ Electronics Engineering Department represented the Country in the WorldSkills Africa Competition held in Swakopmund, Namibia, and picked up a Silver medal in the Electrical Installations category.
- A staff of the Mechanical Engineering Department participated in the 2022 West African Vehicle Academy (WAVA) skills competition and took the 1st runner-up position.
- Students from the faculty participated in National WorldSkills Competition 2022 organised by the Commission for Technical and Vocational Education and Training (CTVET) at Accra Technical Training Centre (ATTC) and won gold and silver medals respectively in the Electrical Installations and Mechatronics categories.
- A member of staff won the second (2nd) position prize for the Product Exhibition Category at the National Technical University Research Conference hosted at Accra Technical University in 2022.
- A faculty member received the second (2nd) position for the best poster presentation at the National Technical University Research Conference hosted at Accra Technical University in 2022
- Four (4) individuals (two staff and two students) from the Electrical/ Electronics and Mechanical Engineering Departments successfully participated in the Erasmus Exchange Programme in Renewable Energy systems in Germany hosted by the University of Köln.
- Faculty members have received appointments and provided technical services on the Council and Sub-Council Committees of the Institute of Engineering and Technology, Ghana (IET-GH), Ghana Institution of Surveyors, as well as various Technical Committees of the Engineering Council of Ghana.
- The faculty successfully implemented the Sustainable Energy Services Centre under the auspices of the Energy Commission, MiDA, and the Faculty of Engineering
- Various faculty members continue to render their technical services on Professional Engineering Council Boards; developing curriculum for National Commissions for Tertiary and Vocational Education Training (C-TVET); providing consultancy for Food and Drug Authority; Electrical installations and construction; Automobile Industry; and Scientific and Technical expertise on Editorial boards for renowned publishing houses.
- Members are involved and provide professional/ consultancy services in areas of structural engineering and surveying in the current lecture complex

under construction.

- Two new 4-year Bachelor of Technology Programmes – Electrical and Electronics Engineering and Civil Engineering have been approved and are running; a third one – Biomedical Equipment Technology is at the final stage of approval from GTEC.
- Two Master Programmes have been developed and are currently under consideration for approval.
- Accreditation has been given for two Competency Based Training Programmes in Electronics, and Electrical Installation by CTVET for the Proficiency 1 and 2 Levels.

6.0. Staff Publications in the Faculty of Engineering

The faculty members in the year 2022 undertook a total of twenty-three (23) research publications in various respective areas of Engineering. Kindly refer to the University Research Report for details.

7.0. Grants / Accepted Proposals

- Resources mobilized and grants applied for by the faculty for infrastructure and capacity development include:
- Proposal Concept note titled “Empowering automobile mechanics with skills in programming and diagnosing modern vehicles” developed for the Ghana Skill Development Fund (GSDF) which has a ceiling of One Million Ghana Cedis (GHS1,000,000.00) has been accepted.
- Proposal for grants has been submitted in partnership with a roofing company to the Ghana Skills Development Fund (GSDF) for the training of the company’s staff. The Grant amount for training by ATU is GH¢171,000 out of the total grant amount of GH¢ 800,000.00.
- Five (5) faculty members have been awarded the Accra Technical University Research Grants of GH¢20,000 each as seed money for their research.
- The faculty constituted a group that has developed a proposal for the Skills Initiative Programme for Africa (SIFA) Grants under the Theme: Digital Tools and Skills – Supporting enhanced delivery of TVET via digital technologies with a grants ceiling amount of 400,000.00 Euros.
- The Arms Company International has agreed to set up and equip a state-of-art electronic Laboratory for the Electrical Electronics Engineering Department for training in programmable logic control systems, microcomputers, and many others through the resource mobilization effort of the Department in conjunction with the Dean of Faculty and Management.



Faculty of **Built Environment**

Faculty of **Built Environment**

1.0. Introduction of the Faculty

The Faculty of Built Environment's creation heralds the dawn of a new era that firmly anchors the faculty at the forefront of Built Environment education and research. The faculty offers its students outstanding practical programmes in the areas of Building Technology, Interior Design and Technology, and Furniture Design and Production.

The faculty is made up of two departments, namely.

- i. Building Technology*
- ii. Interior Design and Upholstery Technology (IDUT)*

2.0. Academic Programmes Offered in the Faculty of Built Environment

The faculty undertakes several programmes run by the departments. These are indicated in the table below.

Department	Programme	Remark
Interior Design and Upholstery Technology (IDUT)	4-year BTech Interior Design and Technology	Running
	2-Year BTech Interior Design and Technology	Running
	3-Year HND Interior Design and Technology	Running
	3-Year HND Furniture Design and Production	Running
Building Technology	2-Year BTech (Top-Up) Building Technology	Running
	3-Year HND Building Technology	Running
	2-Year Construction Technician Course (C.T.C. I & II)	Running

Expected Programmes

The departments under the faculty are tirelessly working to secure accreditation for some programmes, which are presently at various appreciable stages in the accreditation process.

Department	Programme
Building Technology	4-year BTech Construction Engineering Management
	4-year Building Control Surveying
	4-year Building Technology
	4-Year Architectural Technology
	4-Year BTech Real Estate and Facilities Management
	2-Year MTech Construction Management and Technology
Interior Design and Upholstery Technology (IDUT)	2-Year MTech Interior Design Technology

3.0. Staff Strength in the Faculty of Built Environment

The total number of staff in the faculty is forty-nine (49). This is captured in the table below.

Category	Rank	DEPARTMENTS		
		Building Tech.	IDUT	Faculty Office
Academics	Professors	-	-	-
	Associate Professors	-	-	-
	Senior Lecturers	8	4	1
	Lecturers	9	3	0
	Assistant Lecturers	6	3	0
	Technicians	3	7	0
Administrators	Senior Assistant Registrars			1
	Assistant Registrars	1	1	0
	Junior Assistant Registrars			
	Senior Staff	1		1
	Junior Staff			
TOTAL		28	19	2
OVERALL TOTAL = 49				

4.0. Presentation of 2022 Graduands Statistics in the Faculty of Built Environment

Graduands statistics for Bachelor of Technology (BTech) and Higher National Diploma programmes for the year 2022 are shown below:

A) BTECH

FACULTY	DEPARTMENT	PROGRAMMES	BTECH GRADUATION DATA 2022						
			1st C	2nd CU	2nd CL	Pass	Tt Aw	Tt Not Aw	Total
FACULTY OF BUILT ENVIRONMENT	BUILDING & TECHNOLOGY	BTech Building Technology	8	26	3	0	37	3	40
	SUB-TOTAL		8	26	3	0	37	3	40

B) HND

FACULTY	DEPARTMENT	PROGRAMMES	HND GRADUATION DATA 2022						
			1st C	2nd CU	2nd CL	Pass	Tt Aw	Tt Not Aw	Total
FACULTY OF BUILT ENVIRONMENT	BUILDING & TECHNOLOGY	HND Building Technology	4	54	36	3	97	88	185
	INTERIOR DESIGN & UPHOLSTERY	HND Furniture Design and Production	0	7	0	0	7	2	9
	SUB-TOTAL		4	61	36	3	104	90	194

5.0. Achievements/Activities of the Faculty of Built Environment for 2021-2022

- The faculty has seen a significant increase in student enrollment as well as refurbishment of the laboratory and workshop.
- Practical training, innovation, and skills improvement remain the strongest characteristics of the Built Environment academic programmes.
- The development of our staff remains key to the quality delivery of our students. Several workshops were organised by both the University and the faculty for staff to meet the changing technological trends and industry demands.

6.0. Staff Publications in the Faculty of Built Environment for 2021-2022

The faculty members in the year under review had a few publications, totaling three (3) research publications in various respective areas of the Built Environment. Kindly refer to the University's Research Report for details.



Faculty of **Applied Sciences**

Faculty of Applied Sciences

1.0. Introduction of the Faculty

The Faculty of Applied Sciences aims at shaping tomorrow's innovative leaders in Science and Medical Laboratory Technology, Computer Science, and Statistics. In addition, to be Innovative in Teaching and Learning; enhance the employability of graduates, and be a Centre of Excellence in the institution for community and resource development. The faculty offers challenging areas of study, complemented by unique learning experiences to foster a spirit of innovation and entrepreneurship, professional growth, and leadership ability. Applied Sciences prepares talented students with knowledge, skills, and the right attitudes to face the challenges in the wider world of work. The faculty is the best place for budding scientists to tread on new grounds. It is a place where science, research, and innovation blend to provide a rewarding academic experience to students.

The faculty has four academic departments, namely.

- i. *Applied Mathematics and Statistics (MS)*
- ii. *Science laboratory Technology (SLT)*
- iii. *Computer Science (CS)*
- iv. *Medical Laboratory Technology (MLT)*

2.0. Academic Programmes Offered by the Faculty of Applied Sciences

The four departments in the faculty offer several accredited programmes captured in the table below:

Department	Programme	Remark
Medical Laboratory Technology	4-Year BTech Medical Laboratory Science	Running
	4-Year BTech Medical Imaging Technology	Running
Computer Science	4-Year BTech Cyber Security	Running
	2-Year BTech Top-up Computer Science	Running
	3-Year HND Computer Science	Running
Science Laboratory Technology	2-Year Bachelor of Technology (top-up) Science Laboratory Technology in (Options) i. Environmental Technology ii. Industrial Biochemistry iii. Analytical Chemistry Laboratory iv. Food Analysis	Running
	3-Year HND Science Laboratory Technology	Running
	2-Year Non-HND Science Laboratory Technology	Running
	1-Year Biomedical Equipment Maintenance Technician Course	Running
Applied Maths & Statistics	4-Year BTech Statistics	Running
	2-Year Bachelor of Technology Statistics	Running
	3-Year HND Statistics	Running

Expected Programmes

The departments under the faculty are currently working hard to secure accreditation for new programmes, which are presently at various appreciable stages in the accreditation process.

Department	Programme
MLT	BSc Veterinary Laboratory Science
SLT	4-year BTech Science Laboratory Technology
	4-year BTech Food Manufacturing Technology

3.0. Staff Strength of the Faculty of Applied Sciences

Currently, the staff strength of the faculty is ninety-nine (99) which includes both full and part-time faculty members and research fellows. The departmental distribution of the academic and administrative staff based on their ranks is summarized below:

CATEGORY	RANK	DEPARTMENTS				
		MLT	SLT	Com-puter Science	Maths /Stats	Total
Academics	Full/Assoc. Prof	-	2		1	3
	Senior Lecturers	3	9	2	6	20
	Lecturers	5	12	4	1	22
	Assistant Lecturers	3	11	8	7	29
	Technicians	4	10	6	-	20
Administrative	Snr. Assistant Registrar			1	-	1
	Assistant Registrar		1		-	1
	Junior Assistant Registrar				1	1
	Senior Staff	1			1	2
	Junior Staff					
TOTAL		16	45	21	17	99
OVERALL TOTAL = 99						

4.0. Presentation of Graduands Statistics

The graduands statistics in Bachelor of Technology (BTech) and Higher National Diploma programmes for the year 2022 are shown below:

A) BTECH

FACULTY	DEPARTMENT	PROGRAMMES	BTECH GRADUATION DATA 2022						
			1st C	2nd CU	2nd CL	Pass	Tt Aw	Tt Not Aw	Total
FACULTY OF APPLIED SCIENCES	MEDICAL LABORATORY TECHNOLOGY	BTech Medical Laboratory Science	12	183	115	0	310	29	339
	SCIENCE LABORATORY TECHNOLOGY	BTech Science Laboratory Technology	16	113	37	0	166	9	175
	COMPUTER SCIENCE	BTech Computer Science	14	27	3	0	44	13	57
	APPLIED MATHEMATICS AND STATISTICS	BTech Statistics	7	7	4	0	18	0	18
	TOTAL		49	330	159	0	538	51	589

B) HND

FACULTY	DEPARTMENT	PROGRAMMES	HND GRADUATION DATA 2022						
			1st C	2nd CU	2nd CL	Pass	Tt Aw	Tt Not Aw	Total
FACULTY OF APPLIED SCIENCES	MEDICAL LABORATORY TECHNOLOGY		N/A						
	SCIENCE LABORATORY TECHNOLOGY	HND Science Laboratory Technology	3	94	42	2	141	155	296
	COMPUTER SCIENCE	HND Computer Science	1	14	3	0	18	38	56
	APPLIED MATHEMATICS AND STATISTICS	HND Statistics	4	14	2	0	20	2	22
	TOTAL		8	122	47	2	179	195	374

5.0. Achievements/Activities of the Faculty of Applied Sciences /for 2021-2022

- The faculty organises quarterly lecture series. Two faculty research series were organised in February and August 2022, under the themes, 'Creating Impact Oriented Research and Innovations, and 'Quality academic writing and publications' respectively.
- Organised Competency Based Training (CBT) Implementation Workshop for faculty members, in June 2022.
- The Faculty of Applied Sciences' first poster exhibition and mini-Conference was held on 31st May and 1st June 2022.
- The department of Science Laboratory Technology was 1st runner-up for the 'Most Innovative Food Business start-up award category, 2022' in the Innovation Challenge Award organised at the University of Ghana, Legon.
- Approval and award of four (4) ARIF grants for 2021/2022.
- 4-year BTech. Food Manufacturing Technology has received administrative approval from GTEC.
- The Science Laboratory Technology department developed and Implemented Key Performance Indicators from the institution's Strategic Plan for the period under review.
- The departments of Science Laboratory Technology and Applied Mathematics and Statistics, organised an outreach programme at Lapaz Senior High School, Kwabenya SHS, and Ideal College
- The faculty Participated in the 2nd Technical University Applied Research Conference in July 2022.
- The Applied Mathematics and Statistics department availed itself to other departments in the provision of the following services: data capture, data analysis, and information dissemination, where the both academic and non-teaching staff of the department have benefitted.
- The Department of Medical Laboratory Technology (MLT) signed an MOU with the Ghana Infectious Disease Centre (GIDC), Kwabenya, Accra. Ten (10) students are currently on attachment at the Centre for training.
- As the Faculty continues to enrich its programmes in response to developments in the field of higher education and industry needs, presently, the faculty has received accreditation to run two 4-year programmes, namely BTech Medical Imaging Technology and BTech Applied Statistics to commence in 2022/2023 academic year.
- The student association (MELSA) at the MLT department organised breast screening exercises in Agbogbloshie and Tema stations in July and October, respectively.

- The faculty is in constant collaboration with other faculties on campus and local industry partners. These collaborations open a wide range of academic, research, cultural, and workplace opportunities for both our students and our faculty members.

6.0. Staff Publications

The faculty members published a total of twelve (12) research works in related areas of Applied Sciences. Kindly confer from the University's Research Report for details.

7.0. Grants / Accepted Proposals

Resources mobilized and grants applied for by the faculty for infrastructure and capacity development include:

1. ARIF Grant for five (5) faculty, worth GH¢20,000.00 each.
2. Four (4) faculty members applied for the RISA fund in collaboration with Stramed Innovations, worth \$228,753.00. The proposal was accepted and in the first round of engagement. Research and Innovation Systems for Africa (RISA) is a programme funded by the UK Foreign, Commonwealth & Development Office (FCDO) that aims to strengthen research and innovation ecosystems in Africa.



Faculty of **Applied Arts**

Faculty of Applied Arts

1.0. Introduction of the Faculty

The Faculty of Applied Arts is one of five faculties of the university, with the mandate of delivering training in Applied Arts and related disciplines. The faculty prepares students for leadership and entrepreneurship careers in Hospitality, Fashion Design & Textiles, Creative Arts, and Public Relations. The

Faculty of Applied Arts is made up of three Departments:

1. *Fashion Design and Textiles (FDT)*
2. *Hotel Catering and Institutional Management (HCIM)*
3. *Liberal Studies and Communications Technology (LSCT)*

2.0. Academic Programmes Offered by the Faculty of Applied Arts

The three departments in the faculty offer various programmes as presented in the table below.

Department	Programme	Remark
Fashion Design and Textiles (FDT)	2-Year Top-up in BTech Fashion Design & Textiles	Running
	3-Year HND Fashion Design & Textiles Technology	Running
	2-Year Advanced Fashion	Running
Hotel Catering & Institutional Management (HCIM)	2-Year BTech Top-up Hospitality Management	Running
	3-Year HND in Hotel Catering and Institutional Management	Running
Liberal Studies and Communications Technology (LSCT)	4-Year BTech in Public Relations with Communication Technology	Running
	2-year Diploma in Public Relations and Communication	Running

Expected Programmes

The departments are assiduously working to secure accreditation for the following new programmes, presently at various appreciable stages in the accreditation process.

Department	Programme
Fashion Design & Textiles Technology	4-Year BTech in Fashion Design & Textiles Technology

3.0. Staff Strength of the Faculty of Applied Arts

The faculty has a staff capacity of eighty-four (84), with the details as follows:

CATEGORY	RANK	DEPARTMENTS			
		Faculty Office	FDT	HCIM	LSCT
Academics	Full/Assoc. Prof		-	-	-
	Senior Lecturers		4	3	2
	Lecturers		4	5	6
	Assistant Lecturers		8	8	8
	Technicians		5	2	1
Administrative	Snr. Assistant Registrar	1			
	Assistant Registrar			2	
	Junior Assistant Registrar		1		1
	Senior Staff	1	1	1	1
	Junior Staff			13	
TOTAL		2	23	34	19
OVERALL TOTAL = 78					

4.0. Presentation of Graduands Statistics

The graduands statistics for Bachelor of Technology (BTech), Higher National Diploma (HND), and Diploma programmes for the year 2022 are as follows.

A) BTECH

FACULTY	DEPARTMENT	PROGRAMMES	BTECH GRADUATION DATA 2022						
			1st C	2nd CU	2nd CL	Pass	Tt Aw	Tt Not Aw	Total
FACULTY OF APPLIED ARTS	FDT	BTech Fashion Design & Textiles	9	24	2	0	35	11	46
	HCIM	BTech Hospitality Management	9	24	2	0	35	11	46
	TOTAL		20	56	22	0	98	17	115

A) HND

FACULTY	DEPARTMENT	PROGRAMMES	HND GRADUATION DATA 2022						
			1st C	2nd CU	2nd CL	Pass	Tt Aw	Tt Not Aw	Total
FACULTY OF APPLIED ARTS	HOTEL CATERING & INSTITUTIONAL MANAGEMENT (HCIM)	HND Hotel Catering & Institutional Management. (HCIM)	10	81	103	11	205	111	316
	FASHION DESIGN AND TEXTILES TECHNOLOGY	HND Fashion Design & Textiles	149	100	0	0	249	26	275
	TOTAL		159	181	103	11	454	137	591

C) DIPLOMA

FACULTY	DEPARTMENT	PROGRAMMES	DIPLOMA GRADUATION DATA 2022						
			1st C	2nd CU	2nd CL	Pass	Tt Aw	Tt Not Aw	To-tal
FACULTY OF APPLIED ARTS	LIBERAL STUDIES & TELECOMMUNICATIONS	Diploma in Public Relations	3	53	29	4	89	28	117
	TOTAL		3	53	29	4	89	28	117

5.0. Achievements/Activities of the Faculty of Applied Arts for 2021-2022

- Faculty Exhibition**

The faculty organised an Exhibition on the 16th and 17th of June, 2022 at the University's main Auditorium. The theme is "Sustaining the Ghanaian Economy through Technological Innovation and Entrepreneurship". Thus, the sub-theme 'Wear Ghana, Eat Ghana and Speak Ghana'. More than 50 students exhibited their products and were successful in selling them to make a profit.

- Representation at the 2nd VCTU Applied Research Conference**

The faculty submitted and presented seven (7) papers and one (1) poster at the second Applied Research Conference of Technical Universities, Ghana, which took place from 7th to 8th July 2022, in Accra Technical University. One of the research papers from the faculty won the second overall best paper presentation with the lead author being Dr. William K. Senayah.

- Graduation Functions in HCIM**

The 2022 HCIM final year functions took place from the 8th to the 25th of August 2022 at the Accra Technical University auditorium. The exhibition featured locally brewed beverages with the themes:

- Living a healthy lifestyle through beverages
- Dishes with livestock and plant protein with the theme
- Our choice, our health, our concerns,
- Food service styles used in the hospitality sector (family service, plated service, and silver service),
- Information about the role of food tourism in the development of the nation.

- **Graduation Fashion Show 2022**

A final year Graduation Fashion Show was held on Friday, 16th September 2022 at the National Theatre of Ghana after a long break due to COVID-19. The theme for the Fashion show was "Sustainability, Creativity and Technology Transfer "Contribution of Fashion Design and Textiles Students". A total of two hundred and seventy (270) students showcased their final year collections.

- **TV Studio and Media Lab for LSCT Students**

With the approval from the Vice Chancellor, the Department of LSCT in collaboration with the Directorate of Works and Physical Development set up a TV Studio and Media Laboratory for students' practical training. The facilities are yet to be commissioned.

- **Participation at World Folklore Day**

Two (2) staff and eighteen (18) students of the Fashion Design and Textiles department participated in a multinational summit to celebrate World Folklore Day, 2022 under the theme "Igniting the Interest of African Youth in Folklore for Sustainable Development".

6.0. Research Publications for 2020-2021

The faculty members in the year 2022 published a total of four (4) research works in respective areas of Applied Arts. Kindly refer to the University's Research Report for detail.



Faculty of **Business**

1.0. Introduction of the Faculty

The Faculty of Business is one of the faculties in the University, empowered to engage in hands-on or competency-based training of students in the area of Business and Management, to drive the developmental agenda of the country as well as to provide needed manpower to propel industrial growth and expansion. The faculty has four departments, namely:

- i. Accounting and Finance*
- ii. Management and Public Administration*
- iii. Marketing*
- iv. Procurement and Supply Chain*

2.0 Academic Programmes Offered by the Faculty of Business

The four departments in the faculty of Business offer several accredited programmes which are captured in the table below.

DEPARTMENT	PROGRAMME
ACCOUNTING AND FINANCE	4-Year BTech in Accounting and Finance Analytics
	2-Year BTech in Banking and Finance (Top-up)
	2-Year BTech in Accounting (Top-up)
	3-Year HND in Accountancy
	2-Year Diploma in Computerized Accounting
MARKETING	4-Year BTech in Marketing (Hons)
	2-Year BTech in Marketing (Top-up)
	3-Year HND in Marketing
PROCUREMENT AND SUPPLY CHAIN MANAGEMENT	4-Year BTech in Logistics and Transport Management
	2-Year BTech in Procurement and Supply Chain Mgt. (Top-up)
	3-Year HND in Procurement and Supply Chain Mgt.
	Diploma in Business Studies (Purchasing Option)
MANAGEMENT AND PUBLIC ADMINISTRATION	2-Year BTech in Secretaryship and Mgt. Studies (Top-up)
	3-Year HND Secretaryship and Management Studies
	2-Year Diploma in Business Administration (DBA)
	2-Year Diploma in Business Studies
	i. Management (Option) ii. Secretarial (Option)

3.0. Staff Strength of the Faculty of Business

Currently, the staff strength of the faculty is about 84 which includes both full-time and part-time faculty members. The departmental distribution of the academic and administrative staff based on their ranks is provided in the table below:

CATEGORY	RANK	DEPARTMENTS				
		Faculty Office	Accounting and Finance	Market-ing	Procurement and Supply Chain Management	Manage-ment and Public Administration
Academics	Full/Assoc. Prof		1	0	1	0
	Senior Lecturers		8	5	3	2
	Lecturers		9	9	7	15
	Assistant Lectur-ers		2	4	6	1
	Technicians		0	0	0	1
Administra-tive	Snr. Assistant Registrars	1	0	0	0	0
	Assistant Regis-trars		1	1	1	1
	Junior Assistant Registrars		0	0	1	0
	Senior Staff	1	1	1	0	1
	Junior Staff					
TOTAL		2	22	20	19	21
OVERALL TOTAL = 84						

4.0. Presentation of Graduands Statistics

Graduands statistics for Bachelor of Technology (BTech) and Higher National Diploma programmes for the year 2022 are presented in the table below:

A) BTECH

FACULTY	DEPARTMENT	PROGRAMMES	BTECH GRADUATION DATA 2022						
			1st C	2nd CU	2nd CL	Pass	Tt Aw	Tt Not Aw	Total
FACULTY OF BUSINESS	ACCOUNTING AND FINANCE	B.Tech Accounting and Finance	39	109	13	0	161	10	171
		B.Tech Banking and Finance	4	5	0	0	9	0	9
	MANAGEMENT AND PUBLIC ADMINISTRATION	B.Tech Secretaryship	22	39	4	0	1	0	66
	MARKETING	B.Tech Marketing	12	103	5	0	120	12	132
	PROCUREMENT AND SUPPLY CHAIN MGT.	B.Tech Procurement and Supply Chain Management	0	64	92	3	159	0	159
	TOTAL		77	320	114	3	450	22	539

B) HND

FACULTY	DEPARTMENT	PROGRAMMES	HND GRADUATION DATA 2022						
			1st C	2nd CU	2nd CL	Pass	Tt Aw	Tt Not Aw	Total
FACULTY OF BUSINESS	ACCOUNTING AND FINANCE	HND Accountancy	12	117	113	10	252	279	531
	PROCUREMENT AND SUPPLY CHAIN MGT.	HND Purchasing and Supply	3	214	217	3	437	0	437
	MANAGEMENT AND PUBLIC ADMINISTRATION	Diploma in Public Administration	1	17	48	1	9	0	96
		HND Bilingual Secretaryship	6	19	13	6	7	0	45
		HND Secretaryship and Management Studies	5	139	238	2	80	0	318
	MARKETING	HND Marketing	25	147	74	2	248	104	352
	TOTAL		52	653	703	24	1,033	383	1,779

5.0. Achievements/Activities of the Faculty of Applied Arts for 2021-2022

- **M.O.U:** The Faculty has advanced plans to sign an MOU with Korle Klottey Municipal Assembly on Local Economic Development.
- **Faculty Research Seminar:** The Faculty held its maiden research seminar. Seven (7) Lecturers presented papers.
- **Dean's Time with Final Year Students:** The Dean met with all final students within the faculty to listen to the issues they encounter during their stay on campus and to encourage them to continue their education in BTech/ MTech, etc. in the University.
- **Dean's Time with Faculty Members:** The Dean met with all Faculty members to discuss enhancing Teaching and Learning, Research and Publication, and Community Engagement.
- **Outreach Programmes:** The Faculty has engaged in outreach programmes to attract SHS students to enroll in the University programmes.
- The Department of Marketing's research output has been promising by recognized peer review journals.
- The Department of Marketing has signed an MOU with CIMG which recognizes them as a study centre to run their Marketing Professional Qualification courses.
- The department of marketing Accreditation for a 4-Year Bachelor of Technology in Marketing was obtained by the Marketing Department.
- The Lecturer/Student ratio has improved because three (3) more part-time lecturers have been recruited to augment the existing staff strength.
- The department of Procurement and Supply Chain Management obtained accreditation for 4-Year Bachelor of Technology in Logistics and Transport Management
- There was an increase in the Lecturer to Students Ratio in the Department of Procurement and Supply Chain Management in 2021/2022.
- Seven (7) staff from the department of Procurement and Supply Chain Management were recommended for further studies.

6.0 Research Publications

The faculty members in the year under review were successful with a total of thirteen (13) publications, in various respective areas of Business. Kindly refer to the University's Research Report for details.

7.0. Grants / Accepted proposals

Resources mobilized and grants applied for by the faculty for infrastructure and capacity development include:

1. Dr. Elikem C. Ocloo and Mr. Frank Opuni were part of the Accra Technical University Team that won the British Council Grant for Innovation in Africa. The total amount was £120,000.00.



OFFICE OF THE DEAN OF STUDENT AFFAIRS (DOSA)



Office of the Dean of Student Affairs

1.0. Introduction

The Office of the Dean of Students' Affairs is responsible for planning, coordinating, and implementing a spectrum of initiatives and services that enable students to excel in their academic endeavours and personal life. By partnering with all essential offices to provide top-notch services, and acting in loco parentis, the dean's office ensures the welfare of each student.

2.0. Organisation of the Dean's Office

- Main Office
- Guidance, Counselling, and Career Development Directorate
- University Clinic
- Sports, Recreation, and Leisure Unit
- University Hostel
- SRC Affairs

3.0. The Dean's Office Staff Strength

The current staff strength of the office is seven (7), constituted by the following.

Categories Of Staff	Number Of Staff
Senior Members	
The Dean	1
The Vice-Dean	1
Assistant Registrars	2
Total	4
Senior Staff	
Senior Administrative Assistant	1
Administrative Assistant	1
Total	2

4.0. Activities/ Achievements for 2020/2021 Academic Year

The Office of the Dean of Students' Affairs held notable programmes as listed below.

- Orientation for the Fresh students admitted in the 2021/2022 academic year.
- Orientation for the 2022/2023 batch of prospective National Service Personnel in the University.
- Maiden debate championship dubbed the Dean's Cup.
- Mid-term review session to assess the performance of both elected and appointed SRC executive members.
- Conduction of free, fair, and transparent SRC elections.
- Leadership training series held to orient the 2022/2023 academic year newly elected SRC executives.
- SRC handing-over ceremony was held to ensure a smooth transition of leadership mandates from the outgoing executives to the incoming executives.

5.0 Relationship with Outside Bodies, Students' Leadership Affairs

- **GNUTS**

The Ghana National Union of Technical Students is the official mouthpiece for all the Technical University and Polytechnic students in Ghana seeking to promote the positive interest of students, defend their rights and ensure students' challenges are addressed amicably. The Union also ensures discipline among students and fosters solidarity and fraternity amongst other sister institutions and organisations.

6.0 International Students Affairs

As has been the vision of the University to have a strong regional influence, it has a considerable number of international students from across the length and breadth of the continent of Africa. The well-being of these students is largely overseen by the Office of the Dean of International Programmes and Institutional Collaboration and the International Students' Association.

7.0 Students' Housing and Residential Life

The University's main campus has on wever, there are several private hostels in the environs of the University providing a wide range of accommodation preferences. The Office is eager to have stakeholder engagements with landlords and landladies of all private hostels around the University to ensure the overall well-being of students who reside there.

8.0 Students' Conduct and Discipline

The provisions of the University's Statutes on disciplining junior members, the students' handbook, and the hostel tenancy agreement govern the strategic monitoring of all students' conduct and discipline at the University. Students who flout the provisions therein are made to face the dictates of the rules and regulations.

9.0 Student Affairs/Students Financial Services

The Office of Student Affairs is devoted to making sure that every student is completely happy and healthy. As a result, students receive the finest possible student experience while on campus. To accomplish its mission of providing financial assistance to all eligible students, the Students' Financial Support Services is getting ready to start disbursements in the 2022–2023 academic year for these categories of students.

- Brilliant but needy students
- Female students in Science, Technology, Engineering, and Mathematics (STEM)
- Students from less endowed schools
- Students with special talents

10. Chaplaincy Activities

The Accra Technical University Students' Chaplaincy Board comprises nineteen (19) recognized denominations (ATUCB). After re-registering with the Office of the Dean of Students' Affairs within two (2) weeks of the opening of both semesters of the academic year, they were duly acknowledged and provided with the necessary support. The University's Chaplaincy Board, in collaboration with the Students' Chaplaincy Board, organised staff and students' joint services once a month to build a bond between staff and students.

11. Departmental Associations and Club Activities

The Office of the Dean of Students' Affairs acknowledged the activities of twelve (12) departmental associations and six (6) social clubs. Some of the activities held were council meetings, socialization events, week celebrations, and elections among others.

12. Clubs Established Under the Auspices

The Office of the Dean has duly established three clubs that are gaining national visibility for participating in several activities detailed below. The second semester of the 2021/2022 academic year also witnessed the commemoration of the anniversaries of all three clubs.

A. Debate and Public Speaking Society

Achievements

1. The maiden debate and public speaking competition held under the auspices of the Dean of Students' Affairs dubbed the Dean's Cup was held on the 2nd, 5th, and 9th of August 2022.
2. The society participated in the 2022 Accra Open Debate Championship held at the University of Ghana.
3. The Accra Technical University Debate and Public Speaking society emerged as the winner of the maiden Inter-University Debate Championship at Heritage Christian College, Amasaman on Saturday, September 24, 2022.
4. The 8th Edition of the Ghana Universities Debate Championship, the biggest Debate and Public Speaking Competition for tertiary students in the country. This championship dubbed "w) bg3 j3k3", was held from October 10th – 17th, 2022 on the University of Ghana Campus, Legon under the theme "Thinking Global, Acting Local – Celebrating Excellence while Shaping the Future. ATU's Debate and Public Speaking society became the first Technical University in the country to ever represent at the national showdown, and the first ever new participating institution to break (qualify) from the preliminary rounds into the qualification knockout stages with 50 percent adjudicators break and 45 percent teams' break. The University also won big on the night with Ms. Rachael Otiko Tettey winning the medal for Best New Judge and Mr. Nathaniel Kwebi Antwi winning Best Institutional Speaker from ATU. All through, judges from ATU chaired major rounds and panelled top rooms in preliminary rounds. Ms. Rachael Otiko Tettey panelled the novice final and quarter-final and panelled the semi-final round for the open debate category, of the tournament. Mr. Nana Yaw Sekyere panelled the open final round and novice semi-final round of the tournament. These point to the excellent display of wit by the entire team.
5. The society also participated in the maiden IACG/GIZ National insurance debate held as part of the Think Future, Think Insurance campaign. The debate was held on the 4th and 5th of November 2022 in the SMS Auditorium at the University of Cape Coast, Cape Coast. They made headways into the sector finals though luck eluded them from making it to the national finals.
6. The society has also scheduled among other activities the maiden National Public Speaking Seminar 2022 to be held Saturday, December 10, 2022, at 6:00 pm.
7. In the coming year, the society is optimistic to participate in the Genesis debate open championship from 3rd to 8th January 2023 and the Pan-African Debate Championship scheduled to be held in Togo.

B. Act-On Sky Drama and Choreography Troupe

During all staff and students' joint services, the troupe is seen exhibiting their

creative skills in sketches centred on academics, and salvation among others.

C. University Choir

The University Choir participated in a musical concert held by Valley View University's SRC in April 2022.



DIRECTORATE OF INTERNATIONAL PROGRAMMES AND INSTITUTIONAL COOPERATION (DIPIC)

Directorate of International Programmes and Institutional Cooperation (DIPC)

1.0. Introduction

The Directorate of International Programmes and Institutional Co-operations is a Directorate established in Accra Technical University Statues, 2018 to handle all matters relating to academic collaborations with external institutions.

2.0. Staff Strength

The staff strength of the Directorate of International Programmes and Institutional Co-operation is three (3). (Refer to the table below for the breakdown).

Categories of Staff	Number of Staff
Senior Members	
The Dean	1
Assistant Registrar	1
Senior Staff	
Senior Administrative Assistant	1
Total	3

3.0 Achievements/Activities of the Directorate for 2021-2022

- Digital Capacity Development**

ATU has collaborated with AFOS Foundation on Digital Capacity Development. The purpose of the collaboration is to give both students and faculty members digital capacity and position ATU to be able to offer digital capacity training to the general public. The collaboration would also offer carrier services to ATU students on campus.

The 1st Cohort of students and staff on AFOS DigiCap training programmes have successfully completed the first three levels of the programme.

The 2nd level of the 1st Cohort of students for the AFOS Digicap training programme have as well started.

The collaborations with AFOS Foundation have yielded the University with furnished Flex Lab powered by Microsoft (2022).

- **Career/ Entrepreneurship Service**

The Career Centre at Accra Technical University is one of the numerous critical employability structures that was necessitated after the introduction of the System Change Programme – Employability (SCP-E) under the Education Collaborative. The SCP-E was initiated at ATU in June 2022 through the institution's partnership with the AFOS Foundation.

The purpose of the SCP-E is to provide Higher Education Institutions with the needed resources to review, build and remodel critical employability systems and structures to help improve their graduates' employability. The programme began with a thorough gap analysis of the employability structures and systems of ATU of which the non-existence of a Career Centre for the University was identified as a core gap.

It, therefore, has become pertinent that a Centre that will coordinate all career and employability activities for students of ATU is established as soon as possible. Currently, a space has been identified that needs to be closed into an office and furnished for a career and skills development centre.

Also, programme leads and mentors of the SCP-E have outlined key activities that will tackle some of the gaps that were identified in the institution's gap analysis. These activities are going to be piloted with some selected students, carefully monitored, and evaluated to ascertain whether or not the newly identifies systems will work for the institution.

It is envisaged that by the end of the year 2028, about 50% of ATU students would have had access to career activities and services offered by the Career Centre and have become highly employable.

The Vice-Chancellor has identified a space located within the ICT block for the centre and the plan is to get commissioned by the first quarter next year 2023.

- **Activity Three: Staff and Students Exchange**

1. Two students and two faculty members benefited from the Erasmus+ Mobility programme on Renewable Energy. This programme took them to Koln University of Applied Sciences, Germany. The student went for six months and the faculty members one month.
2. Under the ERASMUS mobility programme between ATU and The Hague University of Applied Sciences (THUAS), three (3) lecturers from each university benefited from an exchange programme. Also, two students from ATU will benefit from the programme.

3. ATU received three (3) Visiting Professors. One (1) from the University of Bolton and two (2) from the University of Huddersfield all from the United Kingdom.
4. A student from The Hague University of Applied Science came on an internship at the Department of Interior Design and Upholstery, the Department of Procurement and Supply Chain Department and the Department of Mechanical Engineering of Accra Technology University for three (3) months (October 2022 to January 2023).

- **Maastricht School Management (MSM) Nuffic Funded Tailor-Made Training program.**

ATU and MSN won a grant for developing ATU staff competencies to design a commercial agri-business course targeted at female entrepreneurs. The training of the trainers came to an end third quarter of 2022. Marketing materials are being developed to start the training of the first cohort in the first quarter of next year 2023.

- **Signed MOUs**

ATU has signed in the 2021-2022 academic year, five (5) MOUs in addition to its existing MOUs.

S/N	NAME OF INSTITUTION	DATE SIGNED	PERIOD	Remark	
1	MoU between Accra Technical University and University of Johannesburg	August 13, 2021	Three (3) years	COLLABORATION	Active
2	MoU between Accra Technical University and HOHAU University	June 2022		COLLABORATION	Active
3	MOU between Accra Technical University and University of Huddersfield	No-vember, 2021	One (1) year	COLLABORATION	Active
4	MOU between ATU and Lovely Professional University, Phagwara, India	June, 2022	Five (5) years	COLLABORATION	Active
5	MOU between ATU and DigiCAP/AFOS	March. 2022		PARTNERSHIP	Active

The background of the page is a close-up, artistic photograph of a microscope. The image is heavily stylized with a blue and white color palette, featuring a soft, ethereal glow. Overlaid on this background are several geometric shapes: a large, light blue triangle on the left side, a smaller dark blue triangle at the bottom center, and a horizontal orange line. A thin, light blue line runs across the top of the page, and a thin, light blue line runs across the bottom, just above the footer.

DIRECTORATE OF RESEARCH, INNOVATION, PUBLICATION, AND TECHNOLOGY TRANSFER (DRIPTT)

Directorate of Research, Innovation, **Publication, and Technology Transfer (DRIPTT)**

1.0. Introduction

Over the years, the Directorate of Research, Innovation, Publication and Technology Transfer (DRIPTT) has aided ATU staff to engage in cutting-edge applied research in the fields of engineering, applied sciences, applied arts business, and technology to tackle environmental and other socio-economic challenges in the country. Academic Staff members in ATU have conducted innovative research and published their findings in high-impact journals. Additionally, some ATU academic staff are also cited in Google Scholar, and highly reputable research visibility databases/networks such as Web of Science and Scopus. It is the current mandate of DRIPTT to put in measures that will improve the research visibility, research impact, and national and international university rankings of ATU.

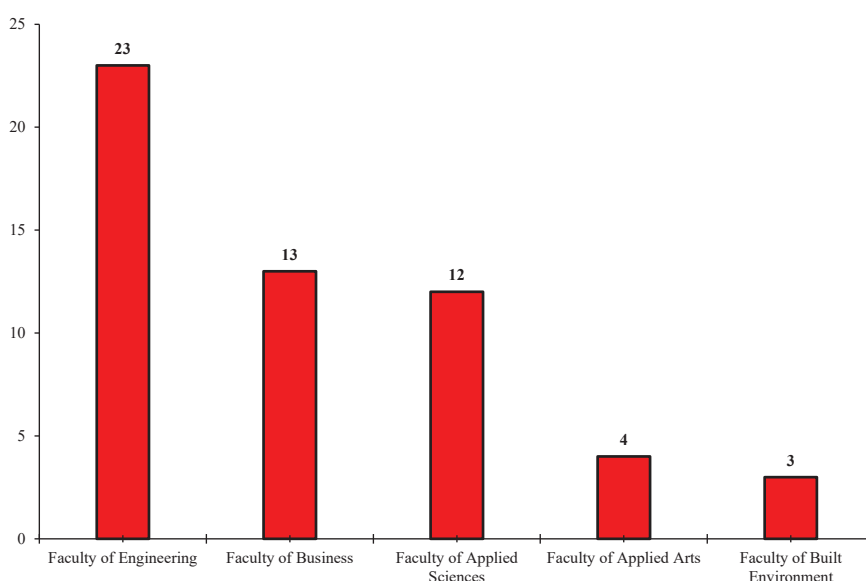
DRIPTT produced the first edition ATU Research Report (2016-2021) in the 2021/2022 academic year. The first edition of ATU Research Report (2016-2021) features announcements on research grants/funds attracted i.e., ATU Research and Innovation Fund (ARIF) and external grants, research activities, research awards and achievements, research visibility and a summary of high-impact publications (Web of Science and Scopus) of academic staff in diverse disciplines relating to all Faculties in ATU, namely: Engineering, Applied Sciences, Applied Arts, Built Environment and Business.

Furthermore, in the same academic year, DRIPTT produced the Research Publications Bulletin Volume 2 for the calendar year 2022 which focuses only on publications by academic staff indexed in Web of Science and Scopus. This research publications bulletin 2022 outlines quality and top publications of academic staff in each respective Department and Faculty. A summarized statistics of the publications listed in the bulletin is illustrated below.

As shown below, respective faculties published the following numbers in Journals and conference proceedings indexed by Web of Science and Scopus: Faculty of Engineering (23), Faculty of Business (15), Faculty of Applied Sciences

(11), Faculty of Applied Arts (4) and Faculty of Built Environment (3), which represents a total of 54 for 2022 calendar year, which is an increment from 50 in the 2021 calendar year. Further details of publications in the university for the 2022 calendar year and a compressive report of research activities in the university from 2016- 2021 can respectively be found and referenced from the Research Publications Bulletin Volume 2 and the ATU Research Report (2016-2021).

Overall Publication Performance of Faculties in 2022



DRIPPT also embarked on some research activities in the 2021/2022 academic year, which are summarized below.

S/N	ACTIVITY	DATE	WORKSHOPS AND RESEARCH PRESENTATIONS
1.	DRIPPT –University Library - Faculty of Applied Sciences, 4th Research Webinar Series - Project Work Formatting Guidelines for Final Year Students, and Some Important Tips and Guidelines in a Publication Process.	Wednesday February 2, 2022 10:00 AM	Dr. Nana Yaw Asabere, Mr. Joseph Eyam Dzata, Mr. Isaac Ofori Asare, Mr. Gare Lawson, and Mr. Donus Worlanyo Buadi.

S/N	ACTIVITY	DATE	WORKSHOPS AND RESEARCH PRESENTATIONS
2.	DRIPTT –University Library - Faculty of Business, 5th Research Webinar Series - Project Work Formatting Guidelines for Final Year Students, and Some Important Tips and Guidelines in a Publication Process.	Tuesday February 8, 2022 10:00 AM	Dr. Nana Yaw Asabere, Prof. Ernest Winful, Dr. Elikem Chosniel Ocloo, Mr. Frank Frimpong Opuni, and Mr. Donus Worlanyo Buadi.
3.	DRIPTT –University Library - Faculty of Engineering, 6th Research Webinar Series Project Work Formatting Guidelines for Final Year Students, and Some Important Tips and Guidelines in a Publication Process.	Tuesday February 15, 2022 10:00 AM	Dr. Nana Yaw Asabere, Prof. Felix Kutsanedzie, Dr. Glenn Gyimah, Dr. Sarah Fanny Hackman Duncan, and Mr. Donus Worlanyo Buadi.
4.	DRIPTT –University Library - Faculties of Applied Arts and Built Environment, 7th Research Webinar Series - Project Work Formatting Guidelines for Final Year Students, and Some Important Tips and Guidelines in a Publication Process.	Wednesday March 30, 2022 10:00 AM	Dr. Nana Yaw Asabere, Ms. Barbara Gyebi, Dr (Mrs). Adelaide Mensah Kufuor, Mr. Donus Worlanyo Buadi, and Mr. Kenneth Fiati.
5.	DRIPTT–Students Research Seminar – Department of Marketing	Friday February 25, 2022 10:00 AM	Dr. Elikem Chosniel Ocloo, Dr. Victoria Mann, and Dr. Nana Yaw Asabere.
6.	DRIPTT–Students Research Seminar – Department of Management and Public Administration	Friday August 12, 2022 10:00 AM	Dr. Nana Yaw Asabere, Dr. Glenn Gyimah, and Dr. (Mrs.) Emelia Ohene Afriyie.
7.	DRIPTT–Students Research Seminar – Faculty of Built Environment	Tuesday June 21, 2022 12:00 PM	Dr. Nana Yaw Asabere, and Mr. Isaac Aidoo.
8.	DRIPTT – Faculty of Applied Sciences Research Seminar – Quality Academic Writing and Publications in the Faculty of Applied Sciences, ATU.	Wednesday August 16, 2022 10:00 AM	Dr. Nana Yaw Asabere, and Prof. Alice Mensah.
9.	DRIPTT - Faculties of Applied Arts and Built Environment, Research Seminar – Research and Publications Towards Career and Faculty Growth.	Wednesday August 24, 2022	Dr. Nana Yaw Asabere, Prof. Richard Acquaye and Dr. (Mrs.) Vivian Bin-ey-Aidoo
10.	DRIPTT–Students Research Seminar – Department of Science Laboratory Technology	Friday August 26, 2022 2:00 PM	Dr. Nana Yaw Asabere, and Dr. (Mrs.) Phyllis Otu.



DIRECTORATE OF QUALITY ASSURANCE AND ACADEMIC PLANNING (QAAP)

Directorate of Quality Assurance and Academic Planning

1.0. Introduction

The Quality Assurance and Academic Planning Directorate works to ensure quality as it relates to the trifocal functions of a university (teaching, research, service) and the attendant support infrastructure in order to serve the students and other stakeholders in expected quality standards. The directorate ensures proper management of statistical data on students, staff and physical facilities of the institution and submits regular data to the regulators (Ghana Tertiary Education Commission - GTEC and Commission of Technical Vocational Education and Training - CTVET). It also monitors and evaluates the activities in the strategic plan and coordinates the accreditation of programmes and institutional review. The Directorate is made up of three Departments, namely:

- i. *Department of Quality Assurance*
- ii. *Department of Planning*
- iii. *Department of Accreditation*

2.0. Staff Strength

Categories of Staff	Number of Staff
Senior Members	
The Director	1
Heads of Departments	3
Head of Unit	1
Assistant Planning Officer	1
Senior Staff	
Chief Planning Assistant	1
Principal Administrative Assistant	1
Administrative Assistant	1

The Directorate carried out the following major activities:

- **Training and Capacity Building:**

1. Participated in the orientation of fresh students on Institutional level as well as on Faculty bases by educating the freshers on the role of Quality Assurance and Academic Planning directorate in the University.
2. Participated in the sensitization talk and launching of branded attire/hand band for COVID -19 preventive marshals.
3. Three (3)-day workshop was organised for all teaching staff at the ATU Auditorium from Tuesday, 7th June to Thursday, 9th June, 2022. The sessions were well attended, and the impact was encouraging. A detailed report was submitted to management on 15th June, 2022.

- **Vetting and Examination Quality Audit**

1. The Quality Assurance Department vetted the HND 3 and BTech first semester marked examination scripts and submitted reports.
2. The Quality Assurance Department vetted the HND 3 and BTech second semester marked examination scripts and submitted reports.
3. Vetting of Ordinance Examination scripts was conducted on 29th August, 2022.
4. Coordinated the verification of second semester HND and Diploma final

year marked scripts by C-TVET.

5. The Department was tasked to investigate the 25% trailing of students and submitted a report.
6. The Department met with the Pro Vice chancellor and lecturers involved to further deliberate on how best to resolve the rate of failure among students on 30th August, 2022.
7. The Department conducted the moderation of questions for B'TECH examination for second semester 2021/2022 Academic year.
8. The Quality Assurance Department participated in the Departmental Examination Board Meetings in the various faculties.

- **Quality Audit of Academic Departments**

1. The Quality Assurance Department organised a Quality Audit of all academic activities in the various Academic Departments.
2. The Department undertook a vetting exercise for the School of Ordinance

- **Monitoring of Online Teaching and Learning Activities**

The Quality Assurance and Academic Planning Directorate in collaboration with the Academic Deans' and HODs are monitoring the Online Teaching and Learning Activities.

- **Monitoring of In-person Teaching and Learning Activities**

The Quality Assurance and Academic Planning Directorate in collaboration with the Academic Deans' and HODs are monitoring the In-person Teaching and Learning Activities.

- **Report on the Usage of Learning Management System (LMS)**

The Quality Assurance and Academic Planning Directorate monitored and presented a comprehensive report on the usage of the LMS platform by the teaching staff.

- **Evaluation of Lecturers and Courses by Students**

The Directorate conducted the online evaluation of lecturers and courses by students for the first and second semesters of the 2021/2022 academic year. A comprehensive report was submitted to the University Management, Deans and Academic Heads of Department. Individual reports were printed and given to all lecturers.

- **Monitoring of Students' Medical Examination and Comprehensive Medical Examination for Staff**

1. Quality Assurance Department also monitored the medical screening of fresh students for the 2021/2022 Academic year. The medical examination took place from 21st February to 19th March, 2022. A mop-up exercise also took place from 4th April to 8th April, 2022. A report on the monitoring is available.
2. Quality Assurance Department also monitored the maiden comprehensive medical examination for staff of Accra Technical University which took place from 12th July to 2nd August, 2022 at the University Clinic and ATU Lodge.

- **Quality Audit of the Environment and Sanitation Department**

A quality audit was carried out on the Environment and Sanitation Department to ensure its readiness in creating a conducive environment for teaching and learning.

- **Physical Inspection of the Old Hostel and Canteen**

Inspection of the Old Hostel facility of the main campus and the canteen was undertaken to ensure conducive conditions, safety and good hygiene practices.

Planning Department

- **Strategic Plan Implementation Monitoring and Evaluation Report (June 2022)**

The Directorate coordinated the monitoring and evaluation of the implementation of ATU strategic plan (2021 – 2025). The report was presented to management, General Purpose Committee and the Governing Council of Accra Technical University.

- **Five-year Cyclical Institutional Review by Ghana Tertiary Education Commission.**

The Directorate coordinated the five-year cyclical institutional review in ATU. The processes commenced with the submission of Institutional Self Evaluation Report by ATU in March 2022 to GTEC. This was followed by the Institutional Review Visit from Monday, 25th to Thursday, 28th July, 2022. The GTEC Institutional Visit ended with an exit conference and GTEC submitted a final report on the institutional review to Accra Technical University.

- **Preparation of Lecture Timetable for Blended Learning for the 2021/2022 Academic Year**

In order to decongest the campus, a blended learning with a double track

model was adopted by the University. The students' population was grouped into two 'TRACK A and TRACK B' where they alternate in-person lectures and Online lectures on weekly basis. A lecture timetable was prepared for both the in-person and online lectures.

- **Mounting of Courses for both First and Second Semesters of 2021/2022 Academic Year.**

The planning department requested for course allocation from all the academic departments. Upon the receipt of the allocation, a meeting was organised for the courses to be mounted by the HODs.

- **Proposal for Admissions/Enrollment Quota for 2022/2023 Academic Years.**

Though the quota was exceeded the double track lecture timetable augmented the spillover. Admitted students had their lectures successfully and wrote their examinations in the first semester and second semester is running according to the scheduled lecture timetable.

- **Generation of Congregation and Matriculation Statistics**

The Department generated Graduation Statistics for all graduands according to Faculties, Departments, Classes and Gender for 2021 virtual congregation. It also generated Admissions Statistics for Matriculation for 2021/2022 according to Faculties, Departments and gender for the academic year. The reports were published in the Congregation and Matriculation brochures respectively.

- **Provision of Statistics to Education Regulatory Bodies**

The Department provided the following statistics to Ghana Tertiary Education Commission (GTEC) and Commission of Technical Vocational Education and Training (CTVET) upon request through the Registrar:

1. Mean and Modal Ages of graduates in the past three years. (2017/2018, 2018/2019 and 2019/2020 academic years).
2. Annual Report on activities of the University
3. Annual statistical reports on Accreditation Status, Accreditation information, Student Data, Staff Data, Graduate Output, Research Publication, Conferences and Library for 2021/2022 academic year.

Accreditation Department

In order to obtain accreditation with Ghana Tertiary Education Commission (GTEC), application documents must go through three main stages as follows:

- Administrative Approval
- Assessment by Accreditation Team
- Certification / Final Approval

2.3.1 Accreditation Status of BTech, HND, Diploma Programmes

The following accreditation and reaccreditation activities were undertaken:

- **Accreditation Activities:**

S/N	Category	Frequency
1	Four-Year BTech Programmes with Full Accreditation	10
2	Four-Year BTech Programmes at Final Approval Stage	8
3	Four-Year BTech Programme(s) with Administrative Approval yet to be Assessed by GTEC Accreditation Team	6

S/N	Category	Frequency
4	Four-Year BTech Programmes Awaiting GTEC Administrative Approval	3
5	BTech Top-Up Programmes Currently Running	19
6	HND Programmes Currently Running	18
7	Diploma Programmes at Final Approval Stage	2
8	Diploma Programmes Assessed by GTEC Accreditation Team but Responses to Queries are yet to be Submitted	3
9	Diploma Programmes yet to be Assessed by GTEC Accreditation Team	2
	TOTAL	71

• Master's Programmes

All departments are currently in the process of developing Master of Technology programmes which are in various stages of development. Three of these master's programmes have been submitted to the vice-chancellor and assessed by the Planning and Resource Committee. These programmes are:

1. Master of Technology in Integrated Infrastructure Systems.
2. Master of Technology in Fashion Production Management
3. Master of Technology in Food and Bioprocess Engineering

The Master of Technology in Integrated Infrastructure Systems programme has been submitted to GTEC for clearance and it is currently being considered.

LIBRARY



Library

1.0. Introduction

The Accra Technical University Library's primary objective is to provide up-to-date, relevant, and cutting-edge information resources and services in the most appropriate formats to support the University's core mandate of teaching, learning, research, and community services. Currently, the University Library provides the University community with a wide range of information services to facilitate teaching, learning, and research for faculty, students, and staff.

The University has three main Libraries, namely:

- i. Applied Science and Engineering Library*
- ii. Business and Management Studies Library*
- iii. Hotel Catering and Institutional Management Library*

2.0. Staff Strength

The staff strength of the University Library is 18. Out of this, six (6) are senior members, ten (10) are senior staff and two (2) are junior staff.

Categories of staff	Number of Staff
Senior Members	
University Librarian	1
Assistant Librarian	2
Junior Assistant Librarian	3
Senior Staff	
Chief Library Assistant	1
Principal Library Assistant	5
Senior Administrative Assistant	2
Senior IT Assistant	1
Senior Library Assistant	1
Junior Staff	
Junior Library Assistant	
Total	16

3.0. Activities/ Achievements

- **Improve and increase the physical space available for library services**

Management of the university has refurbished the Business and Management library and also identify a location for E-Resources and research commons. The e-resource library is furnished with computers with full access to internet facilities. Students, lecturers, and administrative staff do access the facility for their research works.

- **Establishing an Institutional Repository**

The Institutional Repository Unit collects, preserves (archives), and disseminates the intellectual output of the ATU Community (faculty, staff, students, and any person who has affiliation with the community). This will increase the rank of the university on webometrics or the ranking of world universities.

On the 9th of August, 2022, ATUSpace (IP Address: 197.253.124.237) was integrated onto the university website where the system went 'live' to make room for the submission of items. The ATUSpace can be accessed using the link – www.atuspace.edu.gh

- **Increasing E-library Subscriptions and Support Services**

IGI Global has been added to the collection of the library. The library has added to its collection Research 4 Life databases including Hinari, AGORA, OARE, ARDI, and GOALI.

The library serves more than 3,000 patrons online through its social media handles. The library publishes academic tutorials and webinars among others on all its social media handles including YouTube, Facebook, and Instagram. In addition, the library, in collaboration with the Directorate of Research, Innovation, Publication, and Technology Transfer organises Workshops for all faculties on research.

1. *YouTube – 1891 subscribers*
2. *Facebook – 1198 followers*
3. *Instagram – 276 subscribers*

- **Information Literacy Training**

In collaboration with the various departments, final-year students are being trained on specific topics relating to their research work. This is done on regular (morning), evening, and weekend groups in separate sessions.

- **Establishing Partnerships with more Resourced Libraries**

The University Library has organised ten (10) webinars and two (2) mentorship programmes so far. This has sustained and increased ATUs visibility.

- **Establishing Partnerships with Tech Companies for Tech Events**

The library partners and organises Tech Events with Microsoft Most Valuable Professionals (MVPs) in Ghana, Accra, and leads of the Accra Google Developer Group. The ATU Library hosted the 2022 edition of the Google Developers Festival, Accra on the ATU campus.



OFFICE OF THE **REGISTRAR**

Office of the Registrar

1.0. Introduction

The Office of the Registrar is a top and strategic arm of the University. As prescribed by the Law and Statutes of the University, the Registrar is the Secretary to the University Council and the Academic Board. The Registrar operates under the Vice-Chancellor, managing the administrative wing and providing the appropriate support for policy implementation whilst keeping well-informed administrative trends to improve services.

In addition, the Registrar is a member of the Management team of the University and is responsible for the daily operations of the University, per the policy directives of the Governing Council, the Academic Board, and its subcommittees. The Registrar is supported by a crop of administrators and professionals, comprising Deputy Registrars, Senior Assistant Registrars, Assistant Registrars, and Junior Assistant Registrars, to assist the Registrar in discharging the duties.

Major Decisions of the University Governing Council

The University Council, after the launch of the five-year strategic plan of the university in 2021, has keenly monitored its implementation.

Promotion of Senior Members

<i>Associate Professor to Professor</i>	-	1
<i>Lecturer-to-Lecturer Ph.D.</i>	-	5
<i>Senior Assistant Registrar to Deputy Registrar</i>	-	1
<i>Internal Auditor to Senior Internal Auditor</i>	-	2

Appointment of Deans and Directors

The following appointments were made during the period under review.

- Seven (7) Deans; five (5) Faculty Deans, one (1) Dean of Students, and one (1) Dean of International Programmes and Institutional Cooperation.
- Two (2) Academic Directors
- Twenty-five Heads of Departments (academic and administrative) were appointed and/or had their appointments renewed.
- Eighty-eight (88) Post-Retirement and Part-Time teaching appointments were made.

Below is the summary of the appointments based on faculty:

S/N	Type Of Contract	Faculty	No. Appointed
1.	Post Retirement	Engineering	4
		Applied Sciences	3
		Applied Arts	3
	Total		10
2.	New Part-Time Appointment	Applied Sciences	8
		Applied Arts	2
		Business	5
	Total		15
3.	Renewal of P/T Appointment	Engineering	14
		Built Environment	4
		Applied Sciences	24
		Applied Arts	9
		Business	12
	Total		63
	OVERALL TOTAL		88

Approved Policies /Development Projects

To ensure good governance, the University Council approved twenty-four (24) policies on various areas of the university.

In addition, several projects received approval from the council for implementation.

Legal Issues

During the year under review, the University Council managed and solved many legal issues confronting the University.

Directorates under the Office of the Registrar

The Directorates under the Registrar are committed to finding advanced ways to support and enhance both administrative and academic initiatives to deliver on its strategic mandate. These directorates include:

- Directorate of Human Resource and Organisational Development (DHROD)
- Directorate of Academic Affairs (DAA)
- Directorate of Public Affairs (DPA)
- Directorate of Legal Affairs (DLA)
- Directorate of General Services (DGS)



HUMAN RESOURCE AND **ORGANISATIONAL DEVELOPMENT DIRECTORATE**

Human Resource and Organisational Development

1.0. Introduction

The Human Resource and Organisational Development Directorate (HRODD) is primarily responsible for the human resources-related activities of the University. To maintain quality and motivated human resources and effective governance (as indicated in the 6th Strategic Pillar of the University Strategic Plan), the Directorate ensures efficiency and consistency in the Human Resource operations and functioning of the University at the faculties, directorates, departments, units, and the central administration to provide the needed support and administrative services.

Sections under the Directorate:

There are three (3) sections under the HRODD namely:

- i. Staff Development, Training, and Performance Appraisal Department
- ii. Recruitment, Promotion, Separation, and Staff Records Management Department
- iii. Employee Relations, Compensation, and Rewards Department

Staff Strength of HRODD

The Directorate has nine (9) permanent staff and one (1)-service personnel as detailed below:

Categories of staff	Number of Staff
Deputy Registrar	1
Assistant Registrars	3
Junior Assistant Registrar	1
Principal Administrative Assistant	1
Senior Administrative Assistant	1
Administrative Assistants	2
Service Personnel	1
TOTAL	10

Staff Strength of the University

As of the end of November 2022, the University's staff strength stands at seven hundred and sixty-five (765). Of this number, seven hundred and nineteen (719) are permanent staff, while the remaining forty-six (46) are contract staff. Sixty-three are on a part-time contract.

Summary of Activities Undertaken in the Year under Review

Staff Development Activities

Staff development activities include regulating, monitoring, and following up on all staff development activities, such as intentions for further studies,

sponsorships, conferences, the submission of progress reports, workshops, and training.

- During the period under review, fifty-one (51) members of staff (academic) were sponsored by the University to pursue various programmes. The breakdown is as follows:

Faculty	No. of Sponsored Staff
Business	24
Engineering	6
Applied Arts	7
Applied Science	11
Built Environment	3
TOTAL	51

- The Directorate assisted in reviewing the Staff Development Policy Document which has subsequently been approved by Council for implementation.
- The directorate also organised workshops/educational talks for members of staff. These include:
 - » Effective Records Management
 - » Educational Talk on Retirement/Financial Planning
 - » Training on Administrative Write-ups
 - » Seminar on Income Generation Activities

Additionally, the directorate facilitated the participation of staff in other training programmes organised externally and internally.

i. Appointments and Promotions

The Directorate facilitated and compiled applications for appointments and promotions for all categories of staff on behalf of the Appointments and Promotions Board for placement.

- Thirty-one (31) members of staff from various categories were promoted during the year 2022. The table below gives the summary of Staff Promotions that took place in the year 2022.

Categories of staff	Number of Staff
Professor	1
Senior Lecturer	1
Lecturer PhD	7
Deputy Registrar	1
Senior Internal Auditor	1
Senior Accountant	1
Senior Security Officer	2
Principal Administrative Assistant	2
Chief Technician	3
Principal Technician	1
Senior Technician	1
Technician	1
Chief Accounting Assistant	1
Chief Auditing Assistant	1
Chief Procurement Officer	1
Senior Procurement Officer	1
Procurement Assistant	1
Senior Library Assistant	1
Transport Assistant	1
Catering Assistant	2
TOTAL	31

- Nine (9) lecturers were upgraded as follows:

Previous Rank	New Rank	No. Of Staff
Lecturer	Professor	1
Lecturer	Senior Lecturer (Ph.D.)	1
Lecturer	Lecturer (Ph.D.)	7
TOTAL		9

ii. Leave Management

All forms of Leave (Annual Leave, Maternity Leave, Casual Leave, and Excuse Duty) were managed by monitoring, regulating, and scheduling. This is to prevent unnecessary deferment/accumulation of annual leave while still ensuring that the right human resources are always available for effective continuity of work.

Below are the statistics on Leave administration for the various forms of Leave as of November 2022. Some of these members of staff have resumed and are currently at the post.

Type Of Leave	Number Of Staff (Yr. 2022)
Annual Leave	534
Maternity Leave	12
Excuse Duty	28
Casual Leave	29
Examination Leave	5
Sabbatical Leave	6
TOTAL	614

iii. Welfare Activities

The Welfare section of the Directorate facilitates the:

- Management of staff approaching retirement by assisting them with the procedures involved with accessing their benefits.

- Payment of Welfare benefits – Sixty-six (66) bereaved members of staff were paid the benefits due to them.
- The burial and funeral of deceased staff or relatives of bereaved staff through the arrangement of transport, request of donations, and funeral grants.
- Attending to staff concerns/complaints.
- Processing Long Service Awards for deserving members of staff.

iv. Monitoring of Attendance

The Directorate randomly monitors the attendance of administrative/technician staff of the University. This helps to ensure that staff members are punctual and regular at work.

v. Salaries and Compensation

Validations are done monthly for both permanent and temporary/contract staff to ensure prompt payment of salaries and allowances. In instances where errors are detected, the Finance Directorate is informed for further action.

vi. Staff Records Management

Staff records are regularly updated, both electronically and manually. This is done by filing and numbering files/documents, arranging staff files for easy reference, and handling correspondence.

Letters and memoranda received or generated from the Directorate are recorded and filed accordingly.

Conclusion

The Directorate continues to work hard to achieve its set tasks outlined in the 2022 Action Plan.



DIRECTORATE OF **PUBLIC AFFAIRS**



Directorate of Public Affairs

1.0. Introduction

The Public Affairs Directorate is responsible for, among other things, ensuring official and effective communications, coordinating all ceremonial events and protocol activities, as well as leading the charge that upholds and preserves the University's brand image and reputation. The Directorate's job performance is distributed into the following sessions:

- i. *Public Relations & Marketing/Protocol*
- ii. *News & Information/Documentation*
- iii. *Alumni Relations*
- iv. *Front Desk Services*

2.0. Staff Strength

During the year under review, the directorate has 11 members of staff, comprising the following:

Categories of staff	Number of Staff
Deputy Registrar	1
Junior Assistant Registrars	3
Principal Technician	1
Senior Technician	1
Senior Administrative Assistants	2
PR Assistants	2 (contract staff)
Service Personnel	1
TOTAL	11

Programmes and Activities

The Directorate of Public Affairs has within the year under review, performed its core functions as stipulated by the University Statutes (2018). The Directorate specifically assisted the Governing Council, Management, various academic faculties, and departments as well as administrative offices in the performance of their duties.

• Coordination of University Activities

The Directorate coordinated thirteen main events of the University. Whilst the office planned and organised all official ceremonies, it also supported faculties and other offices in organising their programmes and activities. These include, but are not limited to, the following:

- Matriculation held from 22nd to 26th February 2023
- 21st Congregation Ceremonies for BTech and HND held on March 19 and April 23, 2022, respectively.
- Governing Council's Familiarisation Visit on February 15, 2022
- 2nd Annual Applied Research Conference held from 7th to 8th July, 2022
- Launch of Three Sustainable Energy Service Centres held on Tuesday, July 26, 2022.

- Digital Training and Learning series held from 23rd to 24 August 2022
- Convocation General Assembly meeting September 07, 2022

• **Publicity & Advertisements**

The University through the directorate placed advertisements on various activities including opening of tender, admissions into various programmes of study, resit examination, and graduation in the Daily Graphic and Ghanaian Times.

The directorate engaged in many accomplishments for the 2022/2023 academic year admission process, which included newspaper and social media advertisements, design and circulation of e-flyers on all online media, deployment of staff to assist with physical encounters at the Front Desks and vantage areas on campus, answering enquiries from phone calls, emails, social media, etc.

• **News, Information & Documentation**

» **Information Flow**

The Directorate was adept at disseminating essential information to faculties, staff, students, and the public through WhatsApp, notice boards, emails, bulk SMS, traditional and online media outlets, inbound and outbound postal documents, etc.

Alongside, the Office strategically designed and produced new versions of its existing promotional and marketing bulletins for information consumption: ATU Teller quarterly newsletters (Vol. 5, Issue 3) and This Week (a weekly online bulletin (with 7 separate versions). These covered all news stories, graphics, and pictorial documentation produced within the period.

» **Media Relations/Activities**

The Directorate was able to market the University on television, radio, newspaper, and online news portal, significantly increasing the University's visibility.

In addition, the directorate honoured several invitations for internal media coverage.

In total, about seventy-nine (79) news stories were generated and featured on both the website and social media.

• **Marketing/ Publicity Activities**

To effectively market and deepen the University's visibility within the national and international communities, and translate into an increase in student enrollments, the Directorate effectively undertook several activities.

- » Successfully organised education outreach to about fifty (50) second-cycle institutions in the Greater Accra, Eastern, and Volta regions.
- » Visited the ministry's agencies and departments in Accra and created awareness among their staff of the vast opportunities of programmes at Accra Technical University.
- » Developed and presented a comprehensive action plan that is being implemented to boost the recruitment of international students.
- » Coordinated all protocols and offered an orientation to selected officers who embarked on the outreach to Nigeria (17th -18th, Cote D'Ivoire (23rd to 27th October 2022), The Gambia (9th – 13th October 2022), Togo and Benin (26th September to 1st October 2022).
- » As far as feedback from all the teams that went on the international outreach, the Management objectives, deriving from the University's vision of regional influence was accomplished.
- » The response from prospective students was remarkable; The University has received proposals for collaborations from some of the visited institutions and organisations.
- » Organised a successful interactive Virtual Open Day programme (Zoom and Facebook), on December 15, 2022, which attracted over 100 applicants.

• **Collaboration with Faculties**

- » Collaborated and provided publicity and visibility for all five faculties to organise research.
- » Exhibition fairs/conferences to showcase their innovations.
- » Collaborated with the Department of Science Laboratory Technology to organise an awareness and laboratory tour session for basic school students; promoted the University's participation in the World Skills Competition and through webinars and seminars organised by University Library and faculties.

• **Effective Online Engagements**

- » **Website** - The Office provided regular updates on the web pages of departments with programmes, staff profiles, and other activities on the university website.
- » **Website Analytics** - the analytics pointers are that the university is driving traffic and 62.81% of this traffic is from users who type the URL (<https://www.atu.edu.gh>) to access the website; a positive indicator that a good number of users are familiar with the website. In addition, this suggests that 'Accra Technical University' is becoming a household keyword and, that the Polytechnic tag is steadily fading away with our online users.
- » **Social Media Platforms** - The efforts of the office's work yielded a 10% increase in the University's corporate visibility across the University's social media platforms –Facebook (ATU Xpress) Instagram (ATU Verified), Twitter (ATU Ghana) and WhatsApp (0543264917). This included the posting of various high-quality audio-visual content on various activities and sectors of the University, swift response to enquiries, etc.
- » **Facebook** -Followers - 18,874 (3rd quarter)
 - Reach - 43,929 (4th quarter)
 - Engagement - 5,957 (4th quarter)
 - Links - 1,540 (4th quarter)
- » **Instagram** -Followers - 5,841 (4th quarter)
- » **Twitter** -Followers - 3,250 (4th quarter)
 - Impressions - 32,545 (4th quarter)
 - Page visits - 9,844 (4th quarter)

Production of Statutory University Publications

The Directorate was able to publish several documents including statutory and other reference publications for the University community. These include:

- 21st Congregation Brochure
- Vice-Chancellor's Report to 21st Congregation
- Research Bulletin
- Annual Report

- University Recorders

Fostering ATU Alumni Relations

The Directorate, among other activities, facilitated the institution and publication of the ATU School of Ordnance Alumni. It also mobilized the ATU-Gambia Alumni Chapter and facilitated its executives' inauguration and swearing-in; it created an expansive subdomain on the University website to document alumni activities for both local and international alumni associations of the University.

Recommendations

- » The Directorate is in dire need of the services of a full-time technician journalist and a photographer to complement the work of staff. This is to satisfy the increasing demand for media coverage of events by the university community.
- » The office generates large volumes of information (videos, photos, audio recording) and hence needs robust computers, external hard drives, and a dedicated server to store the information.
- » In addition, the Directorate is need of the latest software for graphic design and editing for productions.
- » Regular capacity building programme for staff.

Conclusion

The directorate successfully carried out its duties during the 2021/2022 Academic year.

