



**UNIVERSITY OF ENVIRONMENT
AND SUSTAINABLE DEVELOPMENT**

SCHEDULE OF MEETINGS

2024/2025 ACADEMIC YEAR

SCHEDULE OF MEETINGS – 2024/2025 ACADEMIC YEAR

1. COUNCIL AND SUB-COMMITTEES

			2024/2025											
COMMITTEE/ BOARD	CHAIRMAN/ CHAIRPERSON	SEC/ REC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
COUNCIL	Chairman of Council	MAA/ MNS			20			19			18			11
SUB-COMMITTEE OF COUNCIL														
1. (B1) Standing Committee	Chairman of Council	MAA/ MNS			13				17				13	
2. (B2) Finance Committee	<i>To be appointed by Council</i>	MAA/ JP		12			28			13			27	
3. (B3) Development Committee	Prof. Eric Nyarko-Sampson	MAA/ FO			14				16				20	
4. (B4) University Tender Committee	Prof. Eric Nyarko-Sampson	RM/ GBT		19			23			11			7	
5. (B5) Honorary Degrees and Other Awards Committee	Prof. Eric Nyarko-Sampson	KNA/ JA						18						10
6. (B6) Audit Committee	Mr. Edward Longmatey	MAA/ BOA	22			7			11			22		
7. (B7) University Appeals Board	A retired Judge of superior courts/ lawyer to be appointed by the Council	TBD												
8. (B8) Board of Nominators	To be appointed by Council	VPD										1		
9. (B9) University Appointments and Promotions Board	Prof. Eric Nyarko-Sampson	MAA/ VDA/ RNF			28			9			17			3
10. (B10) Strategy Committee	Prof. Eric Nyarko-Sampson	EA												

Version Control

Version 1.0 – 24-03-2025 - Approval

Version 2.0 – 10-04-2025 – Schedule modified



2. ACADEMIC BOARD AND SUB-COMMITTEES

COMMITTEE/BOARD	CHAIRMAN/ CHAIRPERSON	SEC/ REC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
ACADEMIC BOARD	Prof. Eric Nyarko-Sampson	MAA/ KNA/ AAT/		13		17		5		7		16		
SUB-COMMITTEES OF ACADEMIC BOARD														
1. (C1) Business & Executive Committee	Prof. Eric Nyarko-Sampson	KNA/JA		5			7				24			10
2. (C2) Grants, Research and Conferences Committee	Prof. Eric Nyarko-Sampson	COA/KOT		10			30			15			5	
3. (C3) Scholarship and Staff Development Committee	Prof. Eric Nyarko-Sampson	RNF/FF	24				23					6		
4. (C4) Resource Mobilization and Allocation Committee	Prof. Eric Nyarko-Sampson	GAA/RAB	29		5				2			8		
5. (C5) Budgetary Committee	Prof. Eric Nyarko-Sampson	VDA/SOO	20			8			14				26	
6. (C6) Library Committee	Prof. Edward Wiafe Debrah	KNA/CA/ ENA		17				16					12	
7. (C7) Books and Publications Committee	Prof. Edward Wiafe Debrah	RAB/ KAK	10			4			23			3		
8. (C8) Information Technology Committee	Prof Edward Wiafe Debrah	AKT DAN		14			9			15			7	
9. (C9) Board of Trustees for Academic Prizes Fund	Prof Edward Wiafe Debrah	AB/PE	13			21				22			5	
10. (C10) Disciplinary Committee for Senior Members	Prof Edward Wiafe Debrah	MK/FO	22					30				17		
11. (C11) Disciplinary Committee for Senior/Junior Staff	Dr. Dominic Boye Boyetey	FO/JEA	30				27					28		
12. (C12) Disciplinary Board for Junior Members	Dr. Samuel Joe Acquah	IOB			20				24				26	
13. (C13) Board of School of Graduate Studies	Dean of Graduate Studies	SCHOOL OFFICER	17			18		18			22			
14. (C14) School Board SNES	Dr. Francis Shine Gbedemah	SCHOOL OFFICER	24					2			3			4
15. (C14) School Board SSD	Prof. Anthony Amoah	JP/EA			19			25				15		18
16. (C15) Board of the International Programmes Office	Dean of International Programmes	DP/FNG		28				23				29		
17. (C16) Academic Planning and Quality Assurance Committee	Director, DAPQA	AKT MSN		24			26				5			12
18. (C17) Research, Innovation & Consultancy Management Committee	Prof. Eric Nyarko-Sampson	COA	24						18			24		

COMMITTEE/BOARD	CHAIRMAN/ CHAIRPERSON	SEC/ REC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
19. (C18) Advisory Board of the Office of Dean of Students Affairs	Dr. Nuworza Kugbey	AB/LN	7		12				2				17	
20. (C19) Sports and Recreation Committee	Mr. Kwame Poku	IOB/PA	7			18				4				8
21. (C20) Advisory Committee of Counselling and Human Development Centre	Ms. Mavis Kissi	BY/ASZ	24			24			30				19	
22. (C21) Advisory Board of the Centre for Students with Special Needs	To be appointed by the Vice-Chancellor	AB/AA	17				12				22			03
23. (C22) Industrial Attachment Committee	Dr. Theodora Akweley Asiamah	DOM/MGK	31				14				12			12
24. (C23) Joint Admissions Committee	Prof Edward Wiafe Debrah	AAA/SOW	22				28				08		03	
25. (C25) Examinations Committee	Dr. Fatima Araba Eshun	JBAM/SV					27 28					07 08		

3. WELFARE SERVICES BOARD AND SUBCOMMITTEES

COMMITTEE/BOARD	CHAIRMAN/ CHAIRPERSON	SEC/ REC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1. (D) WELFARE SERVICES BOARD	Prof Edward Wiafe Debrah	DNT/JAY			26				24				26	
SUB-COMMITTEES OF WELFARE SERVICES BOARD														
2. (D1) Security and Safety Committee	Dr. Shine Francis Gbedemah	VDA/DFS		20			7			18			5	
3. (D2) Transport Committee	Dr. Christian Ayisi Larbi	BOA/LON						24				10		
4. (D3) Interfaith Committee	To be appointed by the Vice-Chancellor	JAA/EAS	15				19				26			
5. (D4) UESD Basic School Management Committee	Dr. Ama Mbeaba Quarshie				19				22				21	
6. (D5) Health and Sanitation Committee	Prof Edward Wiafe Debrah	SAA/ESA		10						22				
7. (D6) Housing, Estate and Residential Management Committee	Prof Edward Wiafe Debrah	SOO/DTK			18			20				17		
8. (D7) Halls/Hostels Management Committee	Prof Edward Wiafe Debrah	MY/BO		10			14				26			
9. (D8) Ghana Universities Staff Superannuation Scheme Management Board	To be appointed by the Vice-Chancellor	AMK/BTN		14										12



4. CONVOCAATION MEETINGS

COMMITTEE/BOARD	CHAIRMAN/ CHAIRPERSON	SEC/ REC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
(F) CONVOCAATION	Dr. Sam-Quarcoo Dotse				19			18		22			14	

5. APPOINTMENTS AND PROMOTIONS COMMITTEES

COMMITTEE/BOARD	CHAIRMAN/ CHAIRPERSON	SEC/ REC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
G. APPOINTMENTS AND PROMOTIONS COMMITTEE	Prof. Eric Nyarko-Sampson	RNF/DNT												
1. G1 (A) Senior Members (Academic)	Prof. Eric Nyarko-Sampson	RNF/PD				25			28				24	
2. G1 (B) Senior Members (Administration)	Prof. Eric Nyarko-Sampson	RNF/DNT	17			4			11				12	
3. G2 (A) School Appointments and Promotions Review Committee	Deans of Schools SSD SNES	SCHOOL OFFICERS			26			19			29			8
4. G2 (B) Registry Appointments and Promotions Review Committee	Mrs. Mary Abena Agyepong	RNF/ DNT			17			10			5			3
5. G3 Senior and Junior Staff Appointment and Promotions Committee	Prof Edward Wiafe Debrah	DNT/ FF			7			2			6			2

6. MANAGEMENT COMMITTEE MEETINGS

COMMITTEE/BOARD	CHAIRMAN/ CHAIRPERSON	SEC/ REC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1. SENIOR Management	PROF. ERIC NYARKO-SAMPSON	MB/GAA	16 14	4 18	11 25	8 22	6 20	10 24	8 22	12 19	9 23	14 28	11 25	16
2. MIDDLE MANAGEMENT	PROF. ERIC NYARKO-SAMPSON	PD/AAM			18	15	27	17	29	26	30	21	18	15



COMMITTEES, CHAIRPERSONS, SECRETARIES AND RECORDERS					
S/N	Schedule	Committees	Chairperson	Secretary	Recorder
1.	B1	Standing Committee	Chairman of Council	Mrs. Mary Abena Agyepong	Mr. Martin Nortey Sowah
2.	B2	Finance Committee	To be appointed by Council	Mrs. Mary Abena Agyepong	Mrs. Joan Poku
3.	B3	Development Committee	Prof. Eric Nyarko-Sampson	Mrs. Mary Abena Agyepong	Mr. Festus Otobil
4.	B4	University Tender Committee	Prof. Eric Nyarko-Sampson		Mrs. Gifty B. Teye
5.	B5	Honorary Degrees and Other Awards Committee	Prof. Eric Nyarko-Sampson	Mr. Kofi Nimo Amponsah	Ms. Juliet Asante
6.	B6	Audit Committee	Mr. Edward Longmatey	Mrs. Mary Abena Agyepong	Mr. Baffour Osei-Akoto
7.	B7	University Appeals Board	A retired Judge of superior courts/ lawyer to be appointed by the Council		Ms. Rosalita Patience Davies
8.	B8	Board Nominators	To be Appointed by Council		
9.	B9	University Appointment and Promotions Board (UAPB)	Prof. Eric Nyarko-Sampson	Mrs. Mary Abena Agyepong	Mrs. Vivian Degreat Aidoo
10.	B10	Strategy Committee	Prof. Eric Nyarko-Sampson		Mr. Ebenezer Abraham
1.	C1	Business & Executive	Prof. Eric Nyarko-Sampson	Mr. Kofi Nimo Amponsah	Ms. Justina Ane
2.	C2	Grants, Research & Conference	Prof. Eric Nyarko-Sampson	Ms. Cynthia Oduro Ameyaa	Mr. Kwesi Ohene Tuffour
3.	C3	Scholarship & Staff Development	Prof. Eric Nyarko-Sampson	Mrs. Rose Nandara Faanu	Ms. Faustina Frimpong
4.	C4	Resource Mobilization & Allocation	Prof. Eric Nyarko-Sampson	Ms. Grace Ampong	Ms. Rita Adwoa Boateng
5.	C5	Budgetary	Prof. Eric Nyarko-Sampson	Mrs. Vivian Degreat Aidoo	Mr. Samuel Obeng Osei
6.	C6	Library	Prof. Edward Wiafe Debrah	Mr. Kofi Nimo Amponsah	Ms. Catherine Adom Mr. Ebenezer Narteh Atter
7.	C7	Books & Publications	Prof. Edward Wiafe Debrah	Ms. Rita Adwoa Boateng	Mr. Kwame Appiah Kubi
8.	C8	Information Technology	Prof. Edward Wiafe Debrah	Dr. Andrews Kofi Taayeli	Ms. Linda K. Neequaye
9.	C9	Board of Trustees for Academic Prizes Fund	Prof. Edward Wiafe Debrah	Mr. Albert Bondzie	Ms. Philomena Ekpeh
10.	C10	Disciplinary Committee for Snr. Members	Prof. Edward Wiafe Debrah	Ms. Mavis Kissi	Mr. Festus Otobil
11.	C11	Disciplinary Committee for Snr. & Jnr. Staff	Dr. Dominic Buer Boyetey	Mr. Festus Otobil	Ms. Jennifer Esi Afful
12.	C12	Disciplinary Committee for Jnr. Members	Dr. Samuel Joe Arthur	Ms. Victoria Priscilla Naa-Darkuah Dodoo	Mr. Isaac Orleans Boham
13.	C13	Board of School Graduate Studies	Dean	TBD	TBD
14.	C14.1	School Board: SSD	Prof. Anthony Amoah	Mrs. Joan Poku	Mr. Eric Smart Anumah
15.	C14.2	School Board: SNES	Dr. Francis Shine Gbedemah	Mr. Patrice Dzontoh	Ms. Felicia Odame
16.	C15	Board of the International Programmes	Director	Ms. Mavis Kissi	Mr. Festus Ntim Gyakari
17.	C16	Academic, Planning & Quality Assurance	Director	Dr. Andrews Kofi Taayeli	Mr. Martin Sowah Nortey
18.	C17	Research, Innovation & Consultancy Mgt.	Prof. Eric Nyarko-Sampson	Ms. Cynthia Oduro Ameyaa	Mr. Kwesi Ohene Tuffour
19.	C18	Advisory Board of the Office of the Dean of Students Affairs	Dr. Nuworza Kugbey	Mr. Albert Bondize	Ms. Linda Neequaye
20.	C19	Sports & Recreation	Mr. Kwame Poku	Mr. Isaac Orleans Boham	Mr. Prince Anaafi
21.	C20	Advisory Committee of Counselling & Human Development Centre Composition	Ms. Mavis Kissi	Ms. Barbara Yakubu	Ms. Alimatu-Saadia Zakaria
22.	C21	Advisory Board of the Centre for Students with Special Needs Composition	Dr. Opuni Basoa	Mr. Albert Bondzie	Ms. Anastasia Asamoah
23.	C22	Industrial Attachment	Dr. Theodora Akweley Asiamah	Mr. Daniel Ofori-Mintah	Ms. Millicent Gbabu Khumalor
24.	C23	Joint Admissions	Prof. Edward Wiafe Debrah	Mr. Akwasi Afram Adjekum	Mr. Steve Oppong-Wireko
25.	C24	Scrutineers			
26.	C25	Examinations	Dr. Fatima Asaba Eshun	Ms. Justina Betty Arko Mayne	Mr. Shadrach Vondee
27.	D	Welfare Services Board	Prof. Edward Wiafe Debrah	Mr. Daniel Ntiamoah Tweneboah	Ms. Joyce Asantewaa Yeboah
28.	D1	Security and Safety	Dr. Francis Shine Gbedema	Mrs. Vivian Degreat Aidoo	Ms. Docia Frempomaa Sarpong
29.	D2	Transport	Dr. Christian Ayisi Larbi	Mr. Baffour Osei Akoto	Ms. Linda Ofori-Nyarko
30.	D3	Interfaith	Dr. Michael Odame	Ms. Joyce Adjei Adjekum	Mr. Emmanuel Ayew Sampson
31.	D4	UESD Basic School Management	Dr. Ama Mbeaba Quarshie		
32.	D5	Health & Sanitation	Prof. Edward Wiafe Debrah	Mr. Sampson Amponsah Atiakoh	Mr. Eric Smart Anumah
33.	D6	Housing, Estate, & Residential Management	Prof. Edward Wiafe Debrah	Mr. Samuel Obeng Osei	Mr. David Tekpertey Kwao
34.	D7	Halls/Hostels Management	Prof. Edward Wiafe Debrah	Mr. Mujaheed Yahaya	Ms. Bernice Okpatah
35.	D8	Ghana Universities Staff Superannuation Scheme Management Board	Yet to be appointed	Ms. Araba Mbrowa Korsah	Mr. Bright Tettey Nyarko
36.	G	Appointment & Promotion Committee	Prof. Eric Nyarko-Sampson	Mrs. Rose Nandara Faanu	Mr. Daniel Nriamoh Tweneboah
37.	G1A	Senior Members (Academic)	Prof. Eric Nyarko-Sampson	Mrs. Rose Nandara Faanu	Mr. Patrice Dzontoh
38.	G1B	Senior Members (Administration)	Prof. Eric Nyarko-Sampson	Mrs. Rose Nandara Faanu	Mr. Kwame Appiah Kubi
39.	G2A	School Appointments & Promotions Review	Dean of Schools	School Officer	
40.	G2B	Registry Appointments & Promotions Review	Mrs. Mary Abena Agyepong	Mrs. Rose Nandara Faanu	Mr. Daniel Ntiamoah Tweneboah
41.	G4	Senior & Junior Staff	Prof. Edward Wiafe Debrah	Mr. Daniel Ntiamoah Tweneboah	Ms. Faustina Frimpong



UNIVERSITY OF ENVIRONMENT AND SUSTAINABLE DEVELOPMENT

MEANING OF ABBREVIATIONS

S/N	ABBREVIATION	SECRETARY	RECORDER
1.	MAA/MNS	Mrs. Mary Abena Agyepong	Mr. Martin Nortey Sowah
2.	MAA/JP	Mrs. Mary Abena Agyepong	Mrs. Joan Poku
3.	MAA/FO	Mrs. Mary Abena Agyepong	Mr. Festus Otabil
4.	GBT/SEA	Mrs. Gifty B. Teye	Mrs. Sarah Ewurama Arthur
5.	MAA/BOA	Mrs. Mary Abena Agyepong	Mr. Baffour Osei-Akoto
6.	MAA/VDA/RNF	Mrs. Mary Abena Agyepong	Mrs. Vivian Degreat Aidoo
7.	MAA/HOK/AAT	Mrs. Mary Abena Agyepong	Mrs. Rose Nandara Faanu
8.	KNA/RNF	Mr. Kofi Nimo Amponsah	Ms. Justina Ane
9.	COA/KOT	Ms. Cynthia Oduro Ameyaa	Mr. Kwesi Ohene Tuffour
10.	RNF/FF	Mrs. Rose Nandara Faanu	Ms. Faustina Frimpong
11.	KNA/GDM	Mr. Kofi Nimo Amponsah	Ms. Gloria Dako Mamphey
12.	VDA/SOO	Mrs. Vivian Degreat Aidoo	Mr. Samuel Obeng Osei
12.	KNA/CA/ENA	Mr. Kofi Nimo Amponsah	Ms. Catherine Adom / Mr. Ebenezer Narteh Atter
14.	RAB/KAK	Ms. Rita Adwoa Boateng	Mr. Kwame Appiah Kubi
15.	KAK/DAN	Mr. Kwame Appiah Kubi	Linda K Neequaye
16.	AB/PE	Mr. Albert Bondzie	Ms. Philomena Ekpeh
17.	MK/FO	Ms. Mavis Kissi	Mr. Festus Otabil
18.	FO/JEA	Mr. Festus Otabil	Ms. Jennifer Esi Afful
19.	VPNDD/IOB	Ms. Victoria Priscilla Naa-Darkuah Dodoo	Mr. Isaac Orleans Boham
20.	JP/ESA	Mrs. Joan Poku	Mr. Eric Smart Anumah
21.	MK/FNG	Ms. Mavis Kissi	Mr. Festus Ntim Gyakari
22.	AKT/MSN	Dr. Andrews Kofi Taayeli	Mr. Martin Sowah Nortey
23.	COA/JA	Ms. Cynthia Oduro Ameyaa	Ms. Juliet Asante
24.	AB/LN	Mr. Albert Bondize	Ms. Linda Neequaye
25.	IOB/PA	Mr. Isaac Orleans Boham	Mr. Prince Anaafi
26.	BY/AZ	Ms. Barbara Yakubu	Ms. Alimatu-Saadia Zakaria
27.	AB/AZA	Mr. Albert Bondzie	Ms. Anastasia Asamoah
28.	DOM/MGK	Mr. Daniel Ofori-Mintah	Ms. Millicent Gbabu Khumalor
29.	AAA/SOW	Mr. Akwasi Afram Adjekum	Mr. Steve Oppong-Wireko
30.	JBAM/SV	Ms. Justina Betty Arko Mayne	Mr. Shadrach Vondee
31.	DNT/JAY	Mr. Daniel Ntiamoah Tweneboah	Ms. Joyce Asantewaa Yeboah
32.	VDA/DFS	Mrs. Vivian Degreat Aidoo	Mrs. Dokia Frempomaa Sarpong
33.	BOA/LON	Mr. Baffour Osei Akoto	Ms. Linda Ofori-Nyarko
34.	JAA/EAS	Ms. Joyce Adjei Adjekum	Mr. Emmanuel Ayew Sampson
35.	SAA/ESA	Mr. Sampson Amponsah Atiakoh	Mr. Eric Smart Anumah
36.	SOO/DTK	Mr. Samuel Obeng Osei	Mr. David Tekpertey Kwao
37.	EA/BO	Mr. Ebenezer Abraham	Ms. Bernice Okpatah
38.	AMK/BTN	Ms. Araba Mbrowa Korsah	Mr. Bright Tettey Nyarko
39.	RNF/DNT	Mrs. Rose Nandara Faanu	Mr. Daniel Ntiamoah Tweneboah
40.	RNF/PD	Mrs. Rose Nandara Faanu	Mr. Patrice Dzontoh
41.	RNF/FF	Mrs. Rose Nandara Faanu	Ms Faustina Frimpong
42.	RNF/DNT	Mrs. Rose Nandara Faanu	Mr. Daniel Ntiamoah Tweneboah
43.	DNT/FF	Mr. Daniel Ntiamoah Tweneboah	Ms. Faustina Frimpong
44.	MB/GAA	Mr. Michael Bosomtwi	Ms. Grace Ama Ampompong
45.	PD/AAM	Mr. Patrice Dzontoh	Mrs. Akosua Agyakoma Mireku
46.	RPD		Ms. Rosalita Patience Davies





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