UNIVERSITY FOR DEVELOPMENT STUDIES
Directorate of Public Affairs

CIRCULAR
FORMAT FOR 2025 VC'S REPORT

Call for Submission: Inputs for the 2024/2025 Vice-Chancellor's Annual Report

Attention: All Deans, Directors, and Sectional Heads

As part of preparations for the 2025 Congregation, the Vice-Chancellor will present the University's Annual Report, which will reflect the institution's performance, achievements, and strategic impact over the past academic year. This report will be compiled by the Directorate of Public Affairs based on inputs from Office of the Vice-Chancellor, Office of the Registrar, Schools, Faculties, Institutes and Directorates.

Following recommendations from the Academic Board, you are kindly requested to submit your contributions in line with the revised structure and format outlined below:

For Faculties/Schools/Institutes/Centres:
- Name of Faculty/School
- Vision and Mission

Departments, Programmes and Graduation Rate

Faculty	Departments	Programmes	Graduation Rate (2020/2021)
Faculty of Integrated Development Studies	Development Studies	BA Int. Development Studies	96%
		BA Int. Community Development	99%
	Environment & Resource Management	BA Environmental Resources Management	95%
	Social and Development Adm.	BA Social & Development Administration	100%
	Economics & Entrepreneurship	BA Economics	97%

Staff strength by Departments and Gender

Department	Male					Female					Total
	Professors	Ass. Professors	Snr. Lecturers	Lecturers	Asst. Lecturers	Professors	Ass. Professors	Snr. Lecturers	Lecturers	Asst. Lecturers	
Horticulture	0	3	3	10	2	1	0	5	5	1	30
Animal Science											

Students' population by Departments and Gender

Programme	Gender	Level 100	Level 200	Level 300	Level 400	Level 500	Level 600	Total
BSc Animal Science	Male	26	22	30	12			197
	Female	30	35	24	18			
BSc Horticulture	Male							
	Female							

Publications by Departments

Department	Number of publications by indexing platfoms								Total
	SCOPUS	AJOL	EMBASE	DOAJ	CINAHL	WoS	PuBMed	Others	
Animal Science	3	4	2	1				1	11
Horticulture									

Citation Metrics Summary for Departments

Department	Google Scholar h-index	Total Citations (GS)	Scopus h-index	ResearchGate RG Score
Animal Science	10	4500	9	413
Horticulture				

Partnerships and Collaborations by Departments

Deparment	Partner Institution/Organisation	Country	Type of Partnership	Duration	Key Areas of Collaboration	Status
Animal Science	Wageningen University	Netherlands	Staff/Student Exchange	2020–2026	Joint research, PhD supervision	Active
Public Health	Ghana Health Service	Ghana	Technical Collaboration	2019–2025	Disease surveillance, community health programs	Near Completion
Computer Science	Huawei Technologies Ghana	Ghana	Industry-Academic Partnership	2023–date	Student internships, equipment support	Active

Patents and Intellectual Property by Staff

Staff Name	Department	Title of Patent / IP	Type of IP	Patent/IP Number	Year Granted / Filed	Collaborating Institutions	Status	Brief Description /
Dr. Somebody Male	Pharmacognosy	Herbal Antidiabetic Formulation	Patent	GH/PT/2023/00123	2023	CSIR, MoH	Granted	Polyherbal product for managing type 2 diabetes
Prof. Female Athlete	Computer Science	Blockchain-Based E-Voting System	Software Copyright	SWC/2021/05678	2021	Electoral Comm	Licensed	Secure digital platform for national elections

Grants and Awards by staff

Name	Department/Unit	Project Title	Funder/Donor	Grant Type	Amount (USD or GHS)	Duration	Project Status
Prof. Happy Member	Chemical Sciences	Green Synthesis of Antimalarials from Local Plants	National Research Fund (Ghana)	Competitive Research Grant	GHS 200,000	2023–2025	Ongoing
Dr. Male Member	Agronomy	Climate-Resilient Maize Farming Systems	USAID	Development Grant	USD 500,000	2022–2026	Active

Outreach and Community Service

Department	Project Title / Activity	Target Community / Beneficiaries	Key Focus Area	Date / Duration	Partner(s) Involved	Impact / Outcome
Irrigation and Water Supply	Sustainable Irrigation Training for Farmers	Smallholder Farmers – Navrongo Area	Agricultural Development	April–May 2024	Ministry of Food & Agriculture	120 farmers trained; increased crop yield
Medical Imaging	Free Medical Screening and Health Education	Kassena-Nankana District Communities	Health and Wellness	Sept 2023 (1 week)	Ghana Health Service	Over 800 residents screened and treated
Social Science Education	Literacy Support Programme for Basic Schools	Rural Schools in Northern Region	Education and Capacity Building	Jan–June 2024	Ghana Education Service	Improved reading skills in 10 schools

For the Graduate School:

- Vision and Mission

Staff strength

Staff Category	Total Number	Male	Female	Remarks
Dean & Vice Dean	2	1	1	
Administrative Staff	5	2	3	
Technical/Support Staff	8	6	2	
Total	15	9	6	

Academic and Research Summary by Degree Type

Degree Type	Total Enrolment (2023/24)	Theses/Projects Defended	Student Publications	Academic Events Organised
Postgraduate Diploma	60	55	34	Proposal defence training, writing clinics
Master of Arts (MA)	200	13	50	Research methodology workshops, colloquia
Master of Science (MSc)	120	24	10	Research methodology workshops, colloquia
Master of Philosophy (Mphil)	100	30	25	Graduate seminars, interdisciplinary conference
Doctor of Philosophy (PhD)	60	15	56	Graduate seminars, interdisciplinary conference
Total	540	137	175	

Strategic Partnerships Supporting Graduate Research

Partner Institution / Agency	Country	Nature of Collaboration	Scope	Status
DAAD	Germany	Research scholarships & training	MSc, PhD	Ongoing
CSIR-STEPRI	Ghana	Research internships	MSc/MPhil	New Partnership
University of Pretoria	South Africa	Joint PhD supervision	PhD (Public Health, Agric)	Active

On-Time Completion Rate by Degree Type (Cohorts Eligible for Graduation 2024/25)

Degree Type	Cohort Size	Expected Graduates	Graduated On Time	% On-Time Completion
Postgraduate Diploma	35	35	30	85.70
Master of Arts (MA)	50	50	40	80.00
Master of Science (MSc)	40	40	40	100.00
Master of Philosophy (Mphil)	80	80	50	62.500
Doctor of Philosophy (PhD)	20	20	14	70.00
Total	**225**	**225**	**174**	**73.33**

For Institutes/Centres of Excellence
- Name of Institute/Centre
- Vision and Mission

Staff Strength by Gender

Staff Category	Total Number	Male	Female	Remarks
Director & Deputy Director	2	1	1	
Heads of Departments	5	2	3	
Administrative Staff				
Technical/Support Staff	8	6	2	
Total	15	9	6	

- Key Performance Metrics
- Notable Challenges

Priorities for the Next Year

For Administrative Offices eg. VC, Registrar, Finance etc:

- Submit a consolidated summary report covering major highlights across departments as proposed below.

Office of the Registrar

The Office of the Registrar is responsible for the overall administration of the University. It manages human resources, academic affairs, institutional communications, and general administration. The directorates under the Registrar's supervision ensure efficient governance, smooth running of academic and administrative functions, and effective engagement with internal and external stakeholders.

The core directorates under the Office of the Registrar are: Human Resource, General Administration, Directorate Public Relations, and Academic Affairs.

Directorate of Human Resource
This Directorate oversees recruitment, promotions, training, staff welfare, and retention.

Staff Strength

Staff Category	Total Number	Male	Female	Remarks
Deputy Registrar	2	1	1	
Senior Assistant Registrar	5	2	3	
Assistant Registrar				
Administrative Assistants	8	6	2	
Total	15	9	6	

Total University Staff

Category	Male	Female	Total	Change from Last Year
Senior Members (Academic)	320	105	425	+10
Senior Members (Admin)	150	80	230	+3
Senior Staff	80	60	140	–5
Junior Staff	90	70	160	0

Recruitment and Promotion Highlights
- 20 new recruitments completed.
- 8 promotions approved (Indicate categories)
- 5 staff resigned and 12 retired.
- 8 training workshops conducted with 300 staff trained.

Challenges/Priorities
- High attrition among technical staff.
- Plan to roll out online performance appraisal system in 2025/26.

Directorate of General Administration
The Directorate provides administrative support, manages facilities, logistics, and records.

Staff Strength

Staff Category	Total Number	Male	Female	Remarks
Deputy Registrar	2	1	1	Director
Senior Assistant Registrar	5	2	3	
Assistant Registrar				
Administrative Assistants	8	6	2	
Total	15	9	6	

Infrastructure and Logistics

Activity	Quantity/Status
Office Renovations	3 completed
Furniture Procured	120 units
Vehicles Serviced/Replaced	15 serviced / 2 new
Records Digitised	40% of backlog

Infrastructure and Logistics Highlights
- Renovated the main administration block.
- Initiated electronic records management project.

Challenges/Priorities
- Funding gaps for logistics.
- Prioritise digitisation of all student and staff records by 2026.

Directorate of Public Affairs
The Directorate promotes institutional visibility, manages media relations, and coordinates events.

Staff Strength

Staff Category	Total Number	Male	Female	Remarks
Deputy Registrar	2	1	1	
Senior Assistant Registrar	5	2	3	
Assistant Registrar	2			
Administrative Assistants	8	6	2	
Total	15	9	6	

Media and Visibility

Indicator	Figure/Status
Press Releases Issued	45
Media Mentions	210 (local & int'l)
Social Media Growth	+15% (35,000 total)
Major Events Coordinated	6

Media and Visibility Highlights
- Successfully coordinated 2025 Congregation and 4 public lectures.
- Alumni newsletter circulation increased from bi-annual to quarterly.
- Social Media Growth
    i. Facebook: from 3K to 4.5K
    ii. X: from 2.5K to 3K
    iii. Instagram: from 1K to 4K

Challenges/Priorities
- Need for enhanced branding and modern multimedia equipment.
- Expand international media engagement in 2025/26.

Directorate of Academic Affairs

The Directorate manages admissions, examinations, graduation, and academic records.

Staff Strength

Staff Category	Total Number	Male	Female	Remarks
Deputy Registrar	2	1	1	
Senior Assistant Registrar	5	2	3	
Assistant Registrar	2			
Administration Assistants	8	6	2	
Total	15	9	6	

Student Enrolment and Graduation (2024/25)

Indicator	Male	Female	Total
New Admissions	3,200	2,800	6,000
Total Student Population	8,500	7,500	16,000
Graduates (2025)	2,200	1,800	4,000

Student Enrolment and Graduation Highlights
- 650 courses examined across all faculties.
- 100% results processed within timelines.
- 4,200 certificates and 1,500 transcripts issued.

Challenges/Priorities
- Examination logistics strained by large enrolment numbers.
- Plan to expand digital exam management systems.

Submission Guidelines
- All data should be presented in tabular or graphical formats as applicable.
- The report only covers information/data **from September 2024 to August 2025.**
- Reports should be concise, highlighting only significant achievements and metrics.
- Headings and subheadings should be in **bold print** with a **font size of 14pt and 12pt** respectively.
- **Fonts and Spacing:** The written text should be in **Times New Roman** with **font size 12pt** and spaced (i.e. line spacing**) one and half (1.5).**
- **Fonts in Tables:** The fonts inside tables should be in **Times New Roman** with **font size 10pt.**
- Submissions must be sent electronically to the Directorate of Public Affairs via prs@uds.edu.gh**.**
- Deadline for submission: **October 15, 2025**

Your timely and accurate input will ensure that the Annual Report reflects the University's collective progress and strategic direction. Kindly treat this request with urgency and diligence.

For further clarification, please contact the Directorate of Public Affairs through; **0244989666 or 0246767760**.

Registrar