

**GHANA COMMUNICATION TECHNOLOGY UNIVERSITY**



**SCHEDULE OF MEETINGS  
FOR  
SUB-COMMITTEES OF GOVERNING COUNCIL AND ACADEMIC BOARD  
FOR THE 2023/2024 ACADEMIC YEAR**

DEVELOPED BY THE DIRECTORATE OF GENERAL ADMINISTRATION AND OPERATIONS

IN CONSULTATION WITH

THE OFFICE OF THE REGISTRAR

# OFFICE OF THE REGISTRAR

## SCHEDULE OF MEETINGS

### JANUARY 2024

<b>Date</b>	<b>Day</b>	<b>Committee</b>
1	Monday	<i>New Year's Day</i>
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	
6	<i>Saturday</i>	
7	<i>Sunday</i>	<i>Constitution Day</i>
8	Monday	
9	Tuesday	Senior Management Meeting
10	Wednesday	Time Table Committee
11	Thursday	Business and Executive Committee
12	Friday	Admissions Committee
13	<i>Saturday</i>	
14	<i>Sunday</i>	
15	Monday	Matriculation and Congregation Committee
16	Tuesday	Student Affairs and Residence Committee
17	Wednesday	
18	Thursday	Registry Appointments and Promotions Committee
19	Friday	Institutional Advancement Committee
20	<i>Saturday</i>	
21	<i>Sunday</i>	
22	Monday	University Appointments and Promotions Committee
23	Tuesday	Planning and Resources Committee
24	Wednesday	<b>ACADEMIC BOARD MEETING</b>
25	Thursday	
26	Friday	Counselling and Placement Advisory Committee
27	<i>Saturday</i>	
28	<i>Sunday</i>	
29	Monday	Research, Grants and Consultancy
30		
31	Wednesday	Administration Committee

# OFFICE OF THE REGISTRAR

## SCHEDULE OF MEETINGS

### FEBRUARY 2024

<b>Date</b>	<b>Day</b>	<b>Committee</b>
1	Thursday	<b>Development Committee</b>
2	Friday	Disciplinary Committee-Senior Members
3	<i>Saturday</i>	
4	<i>Sunday</i>	
5	Monday	Time Table Committee
6	Tuesday	Senior Management Meeting
7	Wednesday	Student Affairs and Residence Committee
8	Thursday	<b>Finance Committee</b>
9	Friday	Student Affairs Committee
10	<i>Saturday</i>	
11	<i>Sunday</i>	
12	Monday	Disciplinary Committee -Senior Staff
13	Tuesday	Matriculation and Congregation Committee
14	Wednesday	<b>Audit Committee</b>
15	Thursday	Quality Assurance and Implementation Committee
16	Friday	Disciplinary Committee-Junior Staff
17	<i>Saturday</i>	
18	<i>Sunday</i>	
19	Monday	Estate Committee
20	Tuesday	
21	Wednesday	Senior Staff Appointments and Promotions Committee
22	Thursday	Registry Appointments and Promotions Committee
23	Friday	Disciplinary Committee –Junior Members
24	<i>Saturday matriculation</i>	<b>MATRICULATION CEREMONY</b>
25	<i>Sunday</i>	
26	Monday	<b>University Appointments and Promotions Committee</b>
27	Tuesday	
28	Wednesday	<b>Entity Tender Committee</b>
29	Thursday <b>*Leap Year</b>	

# OFFICE OF THE REGISTRAR

## SCHEDULE OF MEETINGS MARCH 2024

<b>Date</b>	<b>Day</b>	<b>Committee</b>
1	Friday	Transport Committee
2	<i>Saturday</i>	
3	<i>Sunday</i>	
4	Monday	Congregation and Matriculation Committee
5	Tuesday	Senior Management Meeting
6	Wednesday	<i>Independence Day</i>
7	Thursday	Library Board Committee
8	Friday	Institutional Advancement Committee
9	<i>Saturday</i>	
10	<i>Sunday</i>	
11	Monday	Technology Advancement Committee
12	Tuesday	Training and Development Committee
13	Wednesday	Health and Safety Committee
14	Thursday	
15	Friday	Research, Grants and Consultancy Committee
16	<i>Saturday</i>	
17	<i>Sunday</i>	
18	Monday	Quality Assurance and Implementation Committee
19	Tuesday	Examination Board
20	Wednesday	Junior Staff Appointments and Promotions Committee
21	Thursday	<b>GOVERNING COUNCIL MEETING</b>
22	Friday	Registry Appointments and Promotions Committee
23	<i>Saturday</i>	
24	<i>Sunday</i>	
25	Monday	University Appointments and Promotions Committee
26	Tuesday	Planning and Resources Committee
27	Wednesday	Matriculation and Congregation Committee
28	Thursday	Chaplaincy Board
29	Friday	<i>Good Friday</i>
30	<i>Saturday</i>	
31	<i>Sunday</i>	

# OFFICE OF THE REGISTRAR

## SCHEDULE OF MEETINGS APRIL 2024

<b>Date</b>	<b>Day</b>	<b>Committee</b>
1	Monday	<i>Easter Monday</i>
2	Tuesday	
3	Wednesday	Disciplinary Committee-Senior Members
4	Thursday	Senior Management Meeting
5	Friday	Examination Board
6	<i>Saturday</i>	
7	<i>Sunday</i>	
8	Monday	Academic Partnership Committee
9	Tuesday	Counselling and Placement Advisory Committee
10	Wednesday	<i>Id ul Fitr</i>
11	Thursday	Matriculation and Congregation Committee
12	Friday	Disciplinary Committee- Senior Staff
13	<i>Saturday</i>	
14	<i>Sunday</i>	
15	Monday	Time Table Committee
16	Tuesday	Staff Sponsorship and Scholarship Committee
17	Wednesday	Security Committee
18	Thursday	Registry Appointment and Promotions Committee
19	Friday	Disciplinary Committee-Junior Staff
20	<i>Saturday</i>	
21	<i>Sunday</i>	
22	Monday	<b>University Appointment and Promotions Committee</b>
23	Tuesday	Administration Committee
24	Wednesday	Senior Staff Appointment and Promotion
25	Thursday	Health and Safety Committee
26	Friday	Disciplinary Committee – Junior Members
27	<i>Saturday</i>	
28	<i>Sunday</i>	
29	Monday	
30	Tuesday	

# OFFICE OF THE REGISTRAR

## SCHEDULE OF MEETINGS MAY 2024

<b>Date</b>	<b>Day</b>	<b>Committee</b>
1	Wednesday	May Day
2	Thursday	<b>Finance Committee</b>
3	Friday	Student Affairs Committee
4	<i>Saturday</i>	
5	<i>Sunday</i>	
6	Monday	Senior Management Meeting
7	Tuesday	Counselling and Placement Advisory Committee
8	Wednesday	<b>Audit Committee</b>
9	Thursday	<b>Development Committee</b>
10	Friday	Staff Sponsorship and Scholarship Committee
11	<i>Saturday</i>	
12	<i>Sunday</i>	
13	Monday	Estate Committee
14	Tuesday	
15	Wednesday	
16	Thursday	Matriculation and Congregation Committee
17	Friday	
18	<i>Saturday</i>	
19	<i>Sunday</i>	
20	Monday	
21	Tuesday	<b>1. Entity Tender Committee</b> 2. Faculty Appointments and Promotions Board
22	Wednesday	Junior Staff Appointments and Promotions Committee
23	Thursday	Registry Appointments and Promotions Committee
24	Friday	Research, Grants and Consultancy Committee
25	<i>Saturday</i>	
26	<i>Sunday</i>	
27	Monday	University Appointment and Promotions Committee
28	Tuesday	Academic Audit and Review Committee
29	Wednesday	
30	Thursday	Chaplaincy Board
31	Friday	

## SCHEDULE OF MEETINGS JUNE 2024

## OFFICE OF THE REGISTRAR

Date	Day	Committee
1	<i>Saturday</i>	
2	<i>Sunday</i>	
3	Monday	Technology Advancement Committee
4	Tuesday	Senior Management Meeting
5	Wednesday	<b>ACADEMIC BOARD MEETING</b>
6	Thursday	Matriculation and Congregation Committee
7	Friday	
8	<i>Saturday</i>	<b>CONGREGATION CEREMONY</b>
9	<i>Sunday</i>	
10	Monday	
11	Tuesday	<b>Business and Executive Committee</b>
12	Wednesday	Audit Committee
13	Thursday	Registry Appointments and Promotions Committee
14	Friday	Academic Partnership Committee
15	<i>Saturday</i>	
16	<i>Sunday</i>	
17	Monday	<i>Id al- Adha</i>
18	Tuesday	Academic Audit and Review Committee
19	Wednesday	Security Committee
20	Thursday	<b>GOVERNING COUNCIL MEETING</b>
21	Friday	
22	<i>Saturday</i>	
23	<i>Sunday</i>	
24	Monday	<b>University Appointments and Promotions Committee</b>
25	Tuesday	Training and Development Committee
26	Wednesday	Library Board
27	Thursday	
28	Friday	
29	<i>Saturday</i>	
30	<i>Sunday</i>	

### SCHEDULE OF MEETINGS **JULY 2024**

Date	Day	Committee
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## OFFICE OF THE REGISTRAR

1	Monday	<i>Republic day</i>
2	Tuesday	<b>Business and Executive Committee</b>
3	Wednesday	Chaplaincy Board
4	Thursday	Quality Assurance and Implementation Committee
5	Friday	Transport Committee
6	<i>Saturday</i>	
7	<i>Sunday</i>	
8	Monday	Senior Management Meeting
9	Tuesday	Academic Partnership Committee
10	Wednesday	Examination Board
11	Thursday	Senior Staff Appointment and Promotion Committee
12	Friday	Students Affairs Committee
13	<i>Saturday</i>	
14	<i>Sunday</i>	
15	Monday	
16	Tuesday	Administration Committee
17	Wednesday	<b>ACADEMIC BOARD MEETING</b>
18	Thursday	Registry Appointment and Promotion Committee
19	Friday	Institutional Advancement Committee
20	<i>Saturday</i>	
21	<i>Sunday</i>	
22	Monday	<b>University Appointment and Promotion Committee</b>
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	
27	<i>Saturday</i>	
28	<i>Sunday</i>	
29	Monday	
30	Tuesday	Planning and Resources Committee
31	Wednesday	Health and Safety Committee

### SCHEDULE OF MEETINGS AUGUST 2024

<b>Date</b>	<b>Day</b>	<b>Committee</b>
1	Thursday	<b>Finance Committee</b>



## OFFICE OF THE REGISTRAR

2	Friday	
3	<i>Saturday</i>	
4	<i>Sunday</i>	
5	Monday	<i>Founders' Day</i>
6	Tuesday	Senior Management Meeting
7	Wednesday	Disciplinary Committee-Senior Members
8	Thursday	<b>Development Committee</b>
9	Friday	Disciplinary Committee- Senior Staff
10	<i>Saturday</i>	
11	<i>Sunday</i>	
12	Monday	Technology Advancement Committee
13	Tuesday	Examination Board
14	Wednesday	<b>Audit Committee</b>
15	Thursday	
16	Friday	Disciplinary Committee-Junior Staff
17	<i>Saturday</i>	
18	<i>Sunday</i>	
19	Monday	
20	Tuesday	Training and Development Committee
21	Wednesday	Junior Staff Appointments and Promotions Committee
22	Thursday	Registry Appointments and Promotions Committee
23	Friday	Disciplinary Committee-Junior Members
24	<i>Saturday</i>	
25	<i>Sunday</i>	
26	Monday	<b>University Appointments and Promotions Committee</b>
27	Tuesday	<b>Entity Tender Committee</b>
28	Wednesday	Security Committee
29	Thursday	Senior Staff Appointments and Promotions Committee Junior Staff Appointments and Promotions Committee
30	Friday	
31	<i>Saturday</i>	

### SCHEDULE OF MEETINGS **SEPTEMBER 2024**

<b>Date</b>	<b>Day</b>	<b>Committee</b>
1	<i>Sunday</i>	
2	Monday	

## OFFICE OF THE REGISTRAR

3	Tuesday	
4	Wednesday	Senior Management Meeting
5	Thursday	
6	Friday	Staff Sponsorship and Scholarship Committee
7	<i>Saturday</i>	
8	<i>Sunday</i>	
9	Monday	Admissions Committee
10	Tuesday	Administration Committee
11	Wednesday	Library Board
12	Thursday	<b>GOVERNING COUNCIL MEETING</b>
13	Friday	Research, Grants and Consultancy Committee
14	<i>Saturday</i>	
15	<i>Sunday</i>	
16	Monday	Estate Committee
17	Tuesday	
18	Wednesday	Registry Appointments and Promotions Committee
19	Thursday	
20	Friday	Institutional Advancement Committee
21	<i>Saturday</i>	
22	<i>Sunday</i>	
23	Monday	<i>Kwame Nkrumah Memorial Day</i>
24	Tuesday	1. Staff Sponsorship and Scholarship Committee 2. Faculty Appointment Board
25	Wednesday	Matriculation and Congregation Committee
26	Thursday	
27	Friday	
28	<i>Saturday</i>	
29	<i>Sunday</i>	
30	Monday	<b>University Appointments and Promotions Committee</b>

# OFFICE OF THE REGISTRAR

## SCHEDULE OF MEETINGS OCTOBER 2024

<b>Date</b>	<b>Day</b>	<b>Committee</b>
1	Tuesday	Academic Audit and Review Committee
2	Wednesday	Senior Management Meeting
3	Thursday	<b>Audit Committee</b>
4	Friday	Disciplinary Committee- Senior Members
5	<i>Saturday</i>	
6	<i>Sunday</i>	
7	Monday	Student Affairs and Residence Committee
8	Tuesday	Training and Development Committee
9	Wednesday	Security Committee
10	Thursday	Counseling and Placement Advisory Committee
11	Friday	Disciplinary Committee-Senior Staff
12	<i>Saturday</i>	
13	<i>Sunday</i>	
14	Monday	Technology Advancement Committee
15	Tuesday	Quality Assurance and Implementation Committee
16	Wednesday	Matriculation and Congregation Committee
17	Thursday	
18	Friday	Disciplinary Committee-Junior Staff
19	<i>Saturday</i>	
20	<i>Sunday</i>	
21	Monday	
22	Tuesday	Planning and Resources Committee
23	Wednesday	
24	Thursday	Registry Appointment and Promotions Committee
25	Friday	Disciplinary Committee- Junior Members
26	<i>Saturday</i>	
27	<i>Sunday</i>	
28	Monday	<b>University Appointment and Promotions Committee</b>
29	Tuesday	
30	Wednesday	
31	Thursday	

# OFFICE OF THE REGISTRAR

## SCHEDULE OF MEETINGS NOVEMBER 2024

<b>Date</b>	<b>Day</b>	<b>Committee</b>
1	Friday	Transport Committee
2	<i>Saturday</i>	
3	<i>Sunday</i>	
4	Monday	Senior Management Meeting
5	Tuesday	<b>Business and Executive Committee</b>
6	Wednesday	<b>ACADEMIC BOARD MEETING</b>
7	Thursday	<b>Development Committee</b>
8	Friday	
9	<i>Saturday</i>	CONGREGATION CEREMONY
10	<i>Sunday</i>	
11	Monday	Academic Audit and Review Committee
12	Tuesday	Student Affairs and Residence Committee
13	Wednesday	<b>Audit Committee</b>
14	Thursday	Academic Partnership Committee
15	Friday	
16	<i>Saturday</i>	
17	<i>Sunday</i>	
18	Monday	Admissions Committee
19	Tuesday	
20	Wednesday	Time Table Committee
21	Thursday	Registry Appointments and Promotions Committee
22	Friday	
23	<i>Saturday</i>	
24	<i>Sunday</i>	
25	Monday	<b>University Appointments and Promotions Committee</b>
26	Tuesday	<b>Entity Tender Committee</b>
27	Wednesday	
28	Thursday	<b>Finance Committee</b>
29	Friday	
30	<i>Saturday</i>	

# OFFICE OF THE REGISTRAR

## SCHEDULE OF MEETINGS DECEMBER 2024

<b>Date</b>	<b>Day</b>	<b>Committee</b>
1	<i>Sunday</i>	
2	Monday	<b>Admissions Committee</b>
3	Tuesday	Senior Management Meeting
4	Wednesday	Library Board
5	Thursday	<b>Audit Committee</b>
6	Friday	<i>Farmers' Day</i>
7	<i>Saturday</i>	
8	<i>Sunday</i>	
9	Monday	
10	Tuesday	Registry Appointments and Promotions Committee
11	Wednesday	<b>GOVERNING COUNCIL MEETING</b>
12	Thursday	
13	Friday	Transport Committee
14	<i>Saturday</i>	
15	<i>Sunday</i>	
16	Monday	Estate Committee
17	Tuesday	<b>University Appointments and Promotions Committee</b>
18	Wednesday	<b>Audit Committee</b>
19	Thursday	Chaplaincy Board
20	Friday	
21	<i>Saturday</i>	
22	<i>Sunday</i>	
23	Monday	
24	Tuesday	
25	Wednesday	<i>Christmas Day</i>
26	Thursday	<i>Boxing Day</i>
27	Friday	
28	<i>Saturday</i>	
29	<i>Sunday</i>	
30	Monday	
31	Tuesday	

### SUMMARY OF MEETING SCHEDULES FOR BOARDS OF COMMITTEES -2024

# OFFICE OF THE REGISTRAR

## Governing Council & Sub- Committees

<b>1. Council Meetings</b>	<b>2. Finance Committee</b>	<b>3. Entity Tender Committee</b>	<b>4. Development Committee</b>
Thurs 21 Mar	Thurs 8 Feb	Thurs 29 Feb	Thurs 1 Feb
Thurs 20 Jun	Thurs 2 May	Tues 21 May	Thurs 9 May
Thurs 12 Sept	Thurs 1 Aug	Tues 27 Aug	Thurs 8 Aug
Wed 11 Dec	Thurs 28 Nov	Tues 26 Nov	Thurs 7 Nov
<b>5. Audit Committee</b>	<b>6. University Appointments and Promotion Committee</b>		
Wed 14 Feb	Mon 22 Jan	Mon 22 Jul	
Wed 8 May	Mon 26 Feb	Mon 26 Aug	
Wed 12 Jun	Mon 25 Mar	Mon 30 Sept	
Thurs 3 Oct	Mon 22 Apr	Mon 28 Oct	
Wed 13 Nov	Mon 27 May	Mon 25 Nov	
Wed 18 Dec	Mon 24 Jun	Tues 17 Dec	

## Academic Board and & Sub- Committees

<b>1. Academic Board</b>	<b>2. Registry Appointments and Promotion Committee</b>	<b>3. Admissions Committee</b>	
Wed 24 Jan	Thurs 18 Jan	Thurs 18 Jul	Fri 12 Jan
Wed 5 Jun	Thurs 22 Feb	Thurs 22 Aug	Mon 9 Sept
Wed 17 Jul	Fri 22 Mar	Thurs 18 Sept	Mon 18 Nov
Wed 6 Nov	Thurs 18 Apr	Thurs 24 Oct	Mon 2 Dec
	Thurs 23 May	Thurs 21 Nov	
	Thurs 13 Jun	Thurs 10 Dec	
<b>4. Business &amp; Executive Committee</b>	<b>5. Matriculation and Congregation Committee</b>	<b>6. Students Affairs and Residence Committee</b>	
Thurs 11 Jan	Mon 15 Jan	Thurs 6 Jun	Tues 16 Jan
Tues 11 Jun	Tues 13 Feb	Wed 25 Sep	Wed 7 Feb
Tues 2 Jul	Wed 27 Mar	Wed 16 Oct	Mon 7 Oct
Tues 5 Nov	Thurs 11 Apr		Tue 12 Nov
	Thurs 16 May		
<b>7. Administration Committee</b>	<b>8. Time Table Committee</b>	<b>9. Planning &amp; Resources Committee</b>	<b>10. Counselling and Placement Advisory Committee</b>
Wed 31 Jan	Wed 10 Jan	Tues Jan 23	Fri 26 Jan
Tues 23 Apr	Mon 5 Feb	Tues 26 Mar	Tues 9 Apr
Tues 16 Jul	Mon 15 Apr	Tues 30 Jul	Tues 7 May
Tues 10 Sept	Wed 20 Nov	Tues 22 Oct	Tues 10 Sept
<b>11. Disciplinary Committee- Senior Member</b>	<b>12. Disciplinary Committee- Senior Staff</b>	<b>13. Disciplinary Committee- Junior Staff</b>	<b>14. Disciplinary Committee- Junior Members</b>
Fri 2 Feb	Mon 12 Feb	Fri 16 Feb	Fri 23 Feb
Wed 3 Apr	Fri 12 Apr	Fri 19 Apr	Fri 26 Apr
Wed 7 Aug	Fri 9 Aug	Fri 16 Aug	Fri 23 Aug
Fri 4 Oct	Fri 11 Oct	Fri 18 Oct	Fri 25 Oct

# OFFICE OF THE REGISTRAR

## SUMMARY OF MEETING SCHEDULES FOR BOARDS OF COMMITTEES -2024

<b>15. Estate Committee</b>	<b>16. Senior Staff Appointments and Promotions Committee</b>	<b>17. Junior Staff Appointments and Promotions Committee</b>	<b>18. Transport Committee</b>
Mon 19 Feb Mon 13 May Mon 16 Sept Mon 16 Dec	Wed 21 Feb Wed 24 Apr Thurs 11 Jul Thurs 29 Aug	Wed 20 Mar Wed 22 May Wed 21 Aug Thurs 29 Aug	Fri 1 Mar Fri 5 Jul Fri 1 Nov Fri 13 Dec
<b>19. Library Board</b>	<b>20. Training &amp; Development</b>	<b>21. Academic Audit &amp; Review Committee</b>	<b>22. Health &amp; Safety Committee</b>
Thurs 7 Mar Wed 26 Jun Wed 11 Sept Wed 4 Dec	Tues 12 Mar Tues 25 Jun Tues 20 Aug Tues 8 Oct	Tues 28 May Tues 18 June Tues 1 Oct	Wed 13 Mar Wed 25 Apr Wed 31 Jul Wed 6 Sep
<b>23. Academic Partnership Committee</b>	<b>24. Research, Grants &amp; Consultancy</b>	<b>25. Quality Assurance &amp; Implementation Committee</b>	<b>26. Examination Board</b>
Mon 8 Apr Fri 14 Jun Tues 9 Jul Thurs 14 Nov	Mon 29 Jan Fri 15 Mar Fri 24 May Fri 13 Sept	Thurs 15 Feb Mon 18 Mar Thurs 4 Jul Mon 11 Nov	Tues 19 Mar Fri 5 Apr Wed 10 Jul Tues 13 Aug
<b>27. Security Committee</b>	<b>28. Staff Sponsorship &amp; Scholarship Committee</b>	<b>29. Institutional Advancement Committee</b>	<b>30. Technology Advancement Committee</b>
Wed 17 Apr Wed 19 Jun Wed 28 Aug Wed 9 Oct	Tues 16 Apr Fri 6 Sept Fri 17 Nov Fri 10 May	Fri 19 Jan Fri 8 Mar Fri 19 Jul Fri 20 Sept	Mon 11 Mar Mon 3 June Mon 9 Aug Mon 14 Oct
<b>31. Faculty Appointment Boards</b>			
Tues 21 May Tues 24 Sept			

### Others Meetings

<b>1. Senior Management Meetings</b>	<b>2. Chaplaincy Board</b>	<b>3. Student Affairs Committee</b>
Tues 9 Jan Tues 6 Feb Tues 5 Mar Thurs 4 Apr Mon 6 May Tues 4 Jun	Mon 8 Jul Tues 6 Aug Wed 4 Sep Wed 2 Oct Mon 4 Nov Tues 3 Dec	Thursday 28 Mar Thurs 30 May Wed 3 Jul Thurs 19 Dec
		Fri 9 Feb Fri 3 May Fri 12 Jul Thurs 7 Dec