**GHANA COMMUNICATION
TECHNOLOGY UNIVERSITY**

GOVERNMENT OF GHANA

RIGHT TO INFORMATION MANUAL
(2025)

Government of Ghana

Right to Information Manual

**GHANA COMMUNICATION
TECHNOLOGYUNIVERSITY (GCTU)**

<2025 >

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1. Overview

This Right to Information (RTI) Manual is pursuant to the provisions of the recently passed Act, (Act 989) by Parliament and assented to by the President, Nana Addo Dankwa Akuffo-Addo. The Act gives substance to the constitutional right to information provided under Article 21 (1) (f) of the Constitution, enabling citizens access to official information held by government institutions, and the qualifications and conditions under which the access may be obtained**.** In accordance with Section 80, the Act applies to information which came into existence before, or which will come into existence after the commencement of the Act.

1.1 Purpose of Manual – To inform/assist the public on the organizational structure, responsibilities and activities of the <Ghana Communication Technology University (GCTU) and provide the types of information and classes of information available at GCTU, including the location and contact details of its Information Officers and units.

2.   Directorates and Departments under Ghana Communication and Technology University (GCTU)

This section describes the institution's vision and mission and lists the names of all Directorates and Departments under the institution, including the description of organizational structure, responsibilities, details of activities and classes and types of information accessible at a fee.

About GCTU

Overview

Ghana Communication Technology University (GCTU) is a technology-focused institution committed to providing an educational experience of the highest quality. GCTU was established in 2005, accredited in 2006, and granted full public university status in 2020.

Governance

- Governed by a University Council

- Led by the Vice-Chancellor, Pro Vice-Chancellor, Registrar, Deans, and staff

Partnerships

- Coventry University (UK)

- Anhalt University of Applied Sciences (Germany)

- Ramaiah University of Applied Sciences (India)

Focus

- Transnational education

- Emphasis on global collaboration and exchange

Campuses and Learning Centres:

Tesano (Main Campus), Abeka, Kumasi, Koforidua Learning Centre, Ho Learning Centre, Takoradi Learning Centre

Academic Programme

https://site.gctu.edu.gh/undergraduate-programmes

School of Graduate Studies and Research - GCTU

VISION

GCTU aspires to be a world class university promoting scholarship, innovative research, cutting edge technology, entrepreneurship and developing outstanding students and staff for national and global development

MISSION

GCTU is a center for academic excellence providing an enabling environment for quality teaching and learning, research, intellectual creativity, innovation and service to the community.

The university will promote relevant cutting-edge technology, leadership development and an enterprise culture to deliver value to Ghana and the world.

Directorates and Departments under GCTU

1) **Office of the Vice-Chancellor**
2) **Office of the Pro Vice-Chancellor**
3) **Finance Directorate**
4) **Office of the Registrar**
5) **University Library**
6) **Faculty of Computing & Information Systems**
   - i) Department of Mobile & Pervasive Computing
   - ii) Department of Information Systems
   - iii) Department of Computer Science
   - iv) Department of Information Technology
   - v) Department of General Studies
7) **Faculty of Engineering**
   - i) Department of Electrical and Electronics Engineering
   - ii) Department of Computer Engineering
   - iii) Department of Telecom Engineering
   - iv) Department of Mathematics and Statistics
8) **Business School**
   - i) Department of Procurement, Logistics and Supply Chain Mgt
   - ii) Department of Management Studies
   - iii) Department of Accounting, Banking and Finance
   - iv) Department of Marketing
   - v) Department of Economics
9) **School Graduate Studies and Research**
10) **Institute of Continuing & Distance Education**
11) **Directorate of Research, Innovation & Consultancy**
12) **Office of Dean Student Affairs**
    - i) Guidance & Counselling Unit
13) **Directorate of Internal Audit**
14) **Directorate of Works & Physical Development**
    - i) Department of Physical Development
    - ii) Department of Estates and Building
15) **Directorate of Quality Assurance & Promotion**
    - i) Planning, Data and Documentation
    - ii) Quality Assurance
16) **Directorate of Academic Affairs**
    - i) Department of Admissions
    - ii) Department of Teaching and Examinations
    - iii) Student Recruitment Unit
        - (1) Records Unit
17) **Directorate of University Relations**
    - i) Department of Public Relations and Communication
    - ii) Department of Alumni and Institutional Advancement
18) **Directorate of Human Resources and Organisational Development**
    - i) Department of Recruitment, Appointment & Promotion
    - ii) Department of Compensation, Welfare and Training
    - iii) Human Resources Information Systems Unit
19) **Finance Directorate**
    - i) Department of Payroll and Pensions

ii)   Department of Financial Accounting and Reporting
iii) Department of Budget and Budgetary Control

20) **Directorate of Information Communication Technology**
21) **Center for Strategic Business and Professional Development**
22) **Directorate of General Administration and Operations**
       i)   Department of General Administration
       ii) Department of Operations
23) **Procurement Unit**
24) **Department of Industrial Liaison**
25) **Sports Directorate**
26) **Centre for Innovation Skills, Entrepreneurship and Technology**
27) **Kumasi Learning Centre**
28) **Ho Learning Centre**
29) **Takoradi Learning Centre**
30) **Koforidua Learning Centre**

2.1 Description of Activities of each Directorate and Department

1) Office of the Vice-Chancellor (OVC)	Vice-Chancellor's Responsibilities: 1. Accountability: Reports to the Council. 2. Administration: Maintains order and ensures effective, efficient administration. 3. Leadership: Drives overall growth and development under Council direction. 4. Authority: Oversees academic, financial, and administrative matters. 5. Reporting: Submits annual reports on financial and human resource requirements to the Council
2) Office of the Pro Vice-Chancellor (OPVC)	The Pro Vice-Chancellor shall report to the Vice-Chancellor. 1. The Pro Vice-Chancellor shall perform such functions as may be assigned by the Vice-Chancellor or the University Council. 2. The Pro Vice-Chancellor has responsibility over the academic matters, quality assurance, students and research matters of the University. 3. The Pro Vice-Chancellor shall in the absence of the Vice-Chancellor perform the functions of the Vice-Chancellor
3) Finance Directorate	Director of Finance Responsibilities: 1. **Financial Administration**: Oversees financial administration of the University, ensuring compliance with regulatory frameworks and policies. 2. **Budget Preparation**: Prepares annual operating budget and presents it to the Finance Committee and Council for review and approval. 3. **Financial Reporting**: Submits periodic reports to the Finance Committee and Council on financial plans, projections, and status. 4. **Accounting System**: Ensures the University's accounting system is approved and managed efficiently. 5. **Financial Management**: Exercises oversight responsibility for accounting functions, prepares monthly and annual accounts, and ensures efficient use of appropriations. 6. **Financial Control**: Implements policies relating to accounting and financial control, ensures proper collection of government revenue, and makes payments for works, goods, and services.

	7. **Liaison**: Liaises with Ministries, Departments, and Agencies (MDAs) on financial matters affecting the University.
	8. **Asset Management**: Preserves and secures University property, assets, stocks, and valuables.
	9. **Audit and Compliance**: Answers questions from the Auditor-General, affords facilities for internal and external auditors, and appears before committees to explain annual accounts.
	10. **Advisory Role**: Advises the Vice-Chancellor and other officers on matters relating to University accounts and funds.
	These responsibilities ensure the Director of Finance plays a critical role in maintaining the University's financial health and integrity.
4) Office of the Registrar (OR)	The Registrar is the Chief Operating Officer of the University, responsible for day-to-day operations under the Vice-Chancellor and in accordance with Council policy directives. Key Responsibilities: 1. **Student Registration and Admission**: Prepares registration and admission materials, maintains records, and oversees the registration process. 2. **Academic Calendar and Scheduling**: Prepares the academic calendar, class schedules, time-tables, grade sheets, and distributes semester reports. 3. **Graduation and Awards**: Initiates final graduation plans, tabulates classes, and awards honors. 4. **Matriculation and Congregation**: Coordinates matriculation and congregation procedures and ceremonies. 5. **Student Records**: Maintains students' academic records on a permanent basis. 6. **University Seal**: Custodian of the University seal and ensures its proper use. 7. **Secretary to University Bodies**: Serves as secretary to the Chancellor, Council, Academic Board, and other committees, keeping records and conducting correspondence. 8. **Annual Reporting**: Prepares and presents an annual report to the Council and Academic Board on Registry operations.

		9. **Membership and Attendance**: Member of the Academic Board and has the right of audience in all University body meetings.
		Additional Responsibilities:
		10**. Delegation**: May delegate functions to senior members in writing.
		11. **Policy Publication**: Publishes quarterly policy decisions of Council and the Academic Board.
		12. **Support and Collaboration**: Collaborates with other units and offices to achieve University goals.
5)	**University Library**	1) Responsible for the management of all libraries and related information and communication materials and resources of the University in accordance with the rules and regulations approved by the Academic Board. 2) Implement decisions of the Library Board approved by the Academic Board
6)	**Faculty of Computing and Information Systems (FoCIS)**	The Faculty of Computing and Information Systems (FoCIS) aims to deliver exceptional education, research, and innovation in computing and informatics, fostering a diverse and interdisciplinary environment to equip students with the skills to solve real-world problems and become leaders in their field
7)	**Faculty of Engineering** (FoE)	The faculty introduces students to basic engineering principles, and trains engineers who are capable of making a career in teaching, research, commerce, and industry using state-of-the-art teaching methods The Faculty of Engineering, GCTU is made of FOUR departments namely: Telecommunications Engineering Department, Electrical and Electronics Engineering Department, Mathematics and Statistics Department and the Department of Computer Engineering.
8)	**Business School**	The Business School focus on developing cutting-edge technology-oriented business programs aimed at meeting global and national needs through teaching, research, and knowledge transfer. The head of the Business school is the Dean who is responsible for: - Providing leadership and maintaining faculty efficiency - Chairing the Faculty Board and heading the School - Overseeing postgraduate training and industry partnerships

		- Coordinating departmental work and common courses with other faculties
		- Consulting with Heads of Departments to execute duties
9)	**School Graduate Studies and Research (SGSR)**	The School of Graduate Studies and Research is responsible for managing post-graduate programs and research at the University. It is headed by a Dean of Professorial Status who reports to the Pro Vice-Chancellor. Key Responsibilities: 1. **Post-Graduate Program Management**: Oversees teaching and research in post-graduate programs. 2. **Research Management**: Coordinates research activities within the University. 3. Examination Management: Responsible for all matters related to examinations in the school. 4. **Code of Conduct and Discipline**: Determines code of conduct, professional dress code, and disciplinary processes. 5. **External Examiner Recommendations**: Recommends External Examiners to the Academic Board. 6. **Academic and Non-Academic Developments:** Submits proposals to the Academic Board on developments within the school. 7. **Reporting and Referral**: Reports on matters referred to it by the Academic Board and attends to other matters as referred. **School of Graduate Studies and Research Board**: 1. Composition: Comprises the Dean, Vice-Dean, Faculty/School Deans, and other senior academic and administrative staff. 2. Functions: Responsible for teaching, research, examinations, code of conduct, and disciplinary processes within the school. 3. Sub-Committees: May appoint sub-committees to discharge its functions.
10)	**Institute of Continuing and Distance Education (ICDE)**	The Institute of Continuing and Distance Education (ICDE) plays a crucial role in providing educational opportunities to students through distance learning. Here are the key roles and responsibilities of the ICDE: Leadership and Management - Director: The Director is the head of the ICDE and reports to the Pro Vice-Chancellor. The Director provides leadership and supervises academic and administrative activities. **Academic and Administrative Responsibilities** - **Admissions and Student Management:** Ensure only qualified students are admitted and remain in the Continuing and Distance Education program.

	- **Information Dissemination**: Provide accurate and timely information to prospective students, faculty, and administrators. - **Counseling and Support**: Counsel students with academic challenges and recommend approval for Continuing and Distance Education degrees. - **Program Development**: Develop and implement programs to enhance the quality of students' lives. **Collaboration and Liaison** - **Inter-University Collaboration**: Collaborate with other universities and institutions to promote distance education. - **Industry Partnerships**: Establish partnerships with industries to provide practical training and experience for students. **Other Responsibilities** - **Research and Publication**: Conduct research and publish in continuing education and distance learning. - **Community Engagement**: Engage with the community to promote the ICDE's programs and activities. Overall, the ICDE plays a vital role in providing educational opportunities to students through distance learning, and its leadership and staff are responsible for ensuring the quality and effectiveness of its programs.
11) Directorate Research, Innovation and Consultancy (DRIC)	**Leadership and Management** - Director: The Director is the head of the Office of Research and Innovations and reports to the Pro Vice-Chancellor. - Professorial Rank: The Director must be an academic of professorial rank. **Research and Innovation** - Research Policy: Develop and implement the University's research policy and guidelines. - Consultancy and Research: Guide consultancy/research teams and prepare detailed project reports. - Promotion and Facilitation: Promote, facilitate, and coordinate research activities in the University. **Ethics and Compliance** - Ethical Clearance: Establish operational systems for ethical clearance and monitor and evaluate their effectiveness. **Contract Research and Funding** - Contract Research Administration: Administer contract research and ensure effective distribution and efficient use of research funds. - Fundraising: Develop a fundraising strategy and raise funds for research.

	Intellectual Property and Partnerships - Intellectual Property: Register, protect, patent, and commercialize intellectual property. - Strategic Partnerships: Provide liaison between the University and funding agencies and broker strategic partnerships. **Other Responsibilities** - Dissemination of Research Output: Set standards and ensure effective dissemination of high-quality research output. - Faculty Capability Development: Promote the development of faculty capability and capacity to deliver high-quality research output. - Reporting and Representation: Represent the interests of the University in contractual applications and reporting.
12) Office of Dean Student Affairs	The Office of Students Affairs headed by the Dean is responsible for: - **Liaising and Collaboration**: Working with the Pro Vice-Chancellor, Registrar, Deans, and Student Representative Council to address student welfare. - **Student Support Services**: Providing counselling, placement, chaplaincy services, and conflict resolution. - **Student Life Enhancement**: Making recommendations to improve student life, maintaining cordial relations among student groups, and organizing students' activities. - **Leadership and Guidance:** Providing leadership to student organizations, such as the SRC, GRASAG, and Counselling Unit. Overall, the Dean's Office plays a vital role in promoting student well-being, academic success, and personal development
13) Directorate of Internal Audit	The Directorate of Internal Audit is responsible for: 1. Providing risk-based assurance, advice, and insight to enhance and protect the University's corporate value. 2. Supervising internal audit staff to ensure efficient and effective internal control systems. 3. Managing internal audit activities in accordance with relevant laws and standards. 4. Conducting internal audits of university accounts and financial transactions. Key activities include: - Reviewing and evaluating accounting, financial, and operational controls

	- Ensuring efficient internal financial control systems
	- Evaluating risk management and governance processes
	- Providing assurance on efficiency, effectiveness, and economy in university operations
	- Ensuring compliance with policies, plans, and procedures
	- Safeguarding University assets
	- Ensuring reliable accounting and data management
	- Submitting periodic audit reports to the Vice-Chancellor, Audit Committee, and Council.
14) Directorate of Works & Physical Development	The Director of Works and Physical Development plays a crucial role in maintaining and developing the physical infrastructure of the university. Here are the key roles and responsibilities: **Key Responsibilities** - Physical Infrastructure Development: Oversee the development and maintenance of physical infrastructure, including buildings, roads, utilities, and gardens. - Contract Management: Supervise works and contracts to ensure compliance with industry standards and university requirements. - Maintenance and Operations: Manage the maintenance of buildings, roads, and utilities, and oversee the operations of the Maintenance Unit. - Land Use and Housing: Manage land use, acquire and allocate housing for employees, and construct and maintain residential facilities for students. - Valuation and Disposal: Provide valuation services and manage the disposal of waste and other university assets. **Administrative Responsibilities** - Reporting: Report to the Vice-Chancellor and work closely with the Development Committee.
15) Directorate of Quality Assurance & Promotion	The Director of the Directorate of Quality Assurance and Promotion plays a vital role in ensuring the quality of academic programs at the university. Here are the key roles and responsibilities:

	- Leadership and Management**:** The Director heads the Directorate of Quality Assurance and Promotion and reports to the Pro Vice-Chancellor
	- Academic Program Oversight: Responsible for coordinating, planning, and monitoring academic programs to maintain high performance standards
	- Quality Assurance and Improvement: Develops and implements quality assurance processes and standards to ensure continuous improvement
	- **Strategic Planning**: Developing a comprehensive QA strategy aligned with the university's objectives.
	- **Team Leadership**: Leading and developing the QA team, fostering a culture of continuous improvement.
	- **Stakeholder Management**: Collaborating with academic departments, faculties, and external bodies to ensure quality assurance processes are in place.
16) Directorate of Academic Affairs	The Directorate of Academic Affairs is responsible for:
	1. Implementing academic policies and managing university programs.
	2. Supporting the Registrar in various tasks, including:
	- Scheduling teaching and exams
	- Processing admissions
	- Allocating lecture rooms and exam centers
	- Arranging academic functions
	- Maintaining academic facilities
	- Issuing exam results, transcripts, and certificates
	- Publishing academic materials
	- Collaborating with faculties and departments for student services
	Additionally, the Director of Academic Affairs coordinates the university's relationships with affiliated institutions
17) Directorate of University Relations	The Directorate of University Relations is responsible for:
	1. Building and maintaining the University's corporate image
	2. Managing events and communications with stakeholders
	Key responsibilities include:
	- Coordinating major events and ceremonies

	- Receiving guests and providing protocol services
	- Regulating notices, posters, and banners
	- Marketing, branding, and communications
	- Maintaining alumni relations
	- Disseminating information to stakeholders
	- Producing university publications
	Overall, the Directorate plays a crucial role in promoting the University's image and fostering relationships with its stakeholders.
18) Directorate of Human Resources and Organisational Development	The Directorate is responsible for strategically managing and developing the University's human capital, assisting the Registrar in: 1. Developing and implementing HR policies 2. Strategic planning for HR needs 3. Managing appointments, promotions, and recruitment 4. Maintaining staff records and providing support services 5. Planning staff orientation, career development, and training programs 6. Managing staff compensation, benefits, and performance evaluation 7. Collective bargaining, succession planning, and compliance with laws 8. Providing continuing education and in-service training Overall, the Directorate plays a critical role in supporting the University's staff and ensuring effective human resource management
19) Directorate of Information Communication Technology	Directorate of Information and Communication Technology (ICT) Key Responsibilities: 1. **Leadership and Strategy**: Develop and implement ICT strategies and plans. 2. **ICT Infrastructure and Services:** Manage and maintain ICT infrastructure and services. 3. **Security and Risk Management**: Ensure security and develop backup and disaster recovery procedures.

	4. **Training and Development**: Provide ICT training for staff and students.
	5. **Policy and Governance**: Develop and implement ICT policies and guidelines.
	Overall:
	The Directorate of ICT plays a crucial role in supporting the University's ICT needs, ensuring efficient and effective use of technology to achieve academic and administrative goals
20) Centre for Strategic Business & Professional Development	The Centre is responsible for managing the University's commercial activities, including:
	1. Revenue-generating units
	2. Hostel management
	3. Printing/Reprographic Unit
	4. Technical Education and Training Unit
	5. University bookshop
	6. Other commercial activities
	Key functions include:
	- Developing new business lines and adding value to existing services
	- Negotiating contracts
	- Promoting business enterprise and partnerships with industry
	- Ensuring high-quality service delivery and profitability
	- Engaging with customers and gathering feedback
	Overall, the Directorate aims to drive business growth, profitability, and strategic partnerships for the University
21) Directorate of General Administration & Operations	The Directorate of General Administration & Operations is responsible for managing the University's administrative and operational services, supporting the Registrar in:
	1. Coordinating meetings and events
	2. Maintaining leadership archives and committee records
	3. Providing logistics support
	4. Managing physical infrastructure and utilities
	5. Ensuring environmental cleanliness and safety

	6. Overseeing transport and security services
	7. Implementing safety and security measures
	8. Responding to emergencies
	9. Managing central services (security, estate, cleaning, catering, waste disposal)
	10. Maintaining inventory of buildings, equipment, and properties
	Overall, the Directorate plays a vital role in ensuring the smooth operation of the University's administrative and operational functions
22) Department of Industrial Liaison	We place a focus on the development of graduates for work after school. Assess whether they are industry-ready poised to make indelible contributions to society at large Roles: Roles 1. Graduate development 2. Industry partnership 3. Professional development opportunities Responsibilities: 1. Assessing graduates' industry-readiness 2. Establishing partnerships with relevant institutions 3. Seeking opportunities for student professional development 4. Enhancing students' contributions to society
23) Sports Directorate	The Sports Directorate is committed to promoting a culture of physical activity, sportsmanship, and excellence among students, staff, and the broader community. Our mission is to: - Provide opportunities for participation in a variety of sports and physical activities - Foster a spirit of teamwork, discipline, and fair play - Develop the physical, emotional, and social well-being of participants - Support the achievement of excellence in sports and physical activity

	- Promote inclusivity, diversity, and accessibility in all sports programs and activities
24) Centre for Innovation Skills, Entrepreneurship and Technology (CITSET)	1. **Foster Innovation**: Promote a culture of innovation and entrepreneurship among students, staff, and the broader community. 2. **Develop Skills**: Provide training and development programs to enhance innovation, entrepreneurship, and technology skills. 3. **Support Entrepreneurship:** Incubate and accelerate startup ideas, providing resources and mentorship to turn them into successful ventures. 4. **Technology Development:** Facilitate the development and application of new technologies, and promote technology transfer and commercialization. 5. **Collaboration and Partnerships:** Build partnerships with industry, government, and other stakeholders to support innovation, entrepreneurship, and technology development
25) Kumasi Learning Centre **26) Ho Learning Centre** **27) Takoradi Learning Centre** **28) Koforidua Learning Centre**	As a satellite campus of the Ghana Communication Technology University (GCTU), these Learning Centers operates as semi-autonomous branches, established by the Council to extend the University's reach and impact
29) Procurement Unit	**1. Ensure Transparent Procurement Processes**: Conduct procurement activities in a transparent, fair, and competitive manner, in accordance with relevant laws and regulations. 2. **Acquire Goods and Services**: Procure goods, services, and works required by the University, ensuring best value for money and meeting user needs. 3. **Comply with Regulations**: Adhere to procurement laws, regulations, and policies, including Public Procurement Act and GCTU's procurement policies. 4. **Manage Procurement Cycle**: Oversee the entire procurement cycle, from needs identification to contract management and disposal. 5. **Promote Efficiency and Effectiveness**: Ensure procurement processes are efficient, effective, and timely, supporting the University's operations and goals

2.2   GCTU's Organogram

GHANA COMMUNICATION TECHNOLOGY UNIVERSITY
ORGANIZATIONAL STRUCTURE

Council

Vice-Chancellor

Pro Vice-Chancellor

Dean, Faculty of Engineering

Dean, Graduate School

University Librarian

Director of Finance

Registrar

Director, Internal Audit

Dean, Faculty of Comp. Info. Sys.

Dean, Business School

Director, Academic Affairs

Director, Academic Affairs

Director, HR

Director, Distance Learning

Dean, Media & Comm. Systems

Director, W. & Phy. Dev't

Director, Univ. Relations

Dean of Students

Director, ORIC

Director, ICT

Director, General Admin.

Director, Quality Assurance

Heads of Unit, Fin. Directorate

Head, Liaison Unit

Heads of Unit, Internal Audit

Head, Procurement

Head, Legal Unit

Head, Bus. Dev't

February, 2022

2.3 Campuses under Ghana Communication Technology University

GCTU CAMPUSES	
LOCATION:	**CONTACT DETAILS:**
• **Main Campus, Tesano-Accra**	Digital Address: GA-167-2927 Email: info@gctu.edu.gh WhatsApp Hotline: 0501579732 Hotline: 0303940446 Admission checker: 0500872422
• **Abeka Campus**	Telephone: 0302252543
• **Kumasi Campus**	0501341932-University Relations Office 0501341931-Admissions Office 0202698348- School of Graduate Studies and Research Other lines 0205435952 0202625751
▪ **Koforidua Learning Centre**	Telephone: +233(0)342 094196 +233(0)207904107
• **Takoradi Learning Centre**	Telephone: +233(0)202625794/202625795

• **Ho Learning Centre**	Telephone: +233(0)505663496 +233(0)202625793 +233(0)558154766

2.4   Classes and Types of information

List of various classes of information in the custody of the institution:

1. **Office of the Vice-Chancellor (OVC)**
 	
   - VC's speeches and statements
 	
   - University policies and strategic plans
 	
   - Meeting minutes and decisions
 	
   - Correspondence with government agencies and other universities
 	
2**. Office of the Pro Vice-Chancellor (OPVC)**
 	
   - PVC's speeches and statements
 	
   - Academic policies and programs
 	
   - Faculty and departmental reports
 	
   - Research initiatives and collaborations
 	
3. **Finance Directorate**
 	
   - Financial reports and statements
 	
   - Budgeting and financial planning
 	
   - Accounting and auditing records
 	
   - Procurement and tender documents
 	
4. **Office of the Registrar (OR)**
 	
   - Student records and transcripts
 	
   - Academic calendars and timetables

- Examination results and schedules

- University statutes and regulations

- Council minutes and Reports

- Committee minutes and reports

- University Policies and Manuals

5. **University Library**

   - Library catalog and collections

   - Borrowing and lending policies

   - Research assistance and resources

   - Library events and workshops

6. **Faculty of Computing & Info Systems (FoCIS)**

   - Departmental reports and research output

   - Course outlines and syllabi

   - Faculty meeting minutes and decisions

   - Collaboration with industry partners

8. **Faculty of Engineering (FoE)**

   - Departmental reports and research output

   - Course outlines and syllabi

   - Faculty meeting minutes and decisions

   - Collaboration with industry partners

9. **Business School**

   - Departmental reports and research output

   - Course outlines and syllabi

   - Faculty meeting minutes and decisions

   - Collaboration with industry partners

10. **School Graduate Studies and Research (SGSR)**

    - Graduate program offerings and admission requirements

    - Research output and publications

    - Graduate student records and transcripts

    - Research funding and grants

11. **Institute of Continuing & Distance Education (ICDE)**

   - Continuing education program offerings and schedules

   - Distance learning platforms and resources

   - Student records and transcripts

   - Collaboration with industry partners

12. **Directorate Research, Innovation & Consultancy**

   - Research output and publications

   - Innovation and entrepreneurship initiatives

   - Consultancy services and projects

   - Research funding and grants

13. **Office of Dean Student Affairs**

   - Student welfare and support services

   - Student organizations and clubs

   - Student conduct and discipline

   - Student records and transcripts

14. **Directorate of Internal Audit**

   - Audit reports and findings

   - Internal control policies and procedures

   - Risk management and assurance

   - Compliance with regulations and laws

15. **Directorate of Works & Physical Development**

   - Campus development and infrastructure projects

   - Maintenance and repair of university facilities

   - Environmental sustainability initiatives

   - Space allocation and management

16. **Directorate of Quality Assurance & Promotion**

   - Quality assurance policies and procedures

   - Program accreditation and evaluation

   - Quality improvement initiatives

   - Institutional ranking and reputation

17. **Directorate of Academic Affairs**

   - Academic policies and procedures

   - Course and program development

   - Academic scheduling and timetabling

   - Academic support services

18. **Directorate of University Relations**

   - University branding and marketing

   - Media and public relations

   - Alumni relations and engagement

   - Community outreach and partnerships

19. **Directorate of Human Resources and Organisational Development**

   - HR policies and procedures

   - Recruitment and staffing

   - Employee relations and engagement

   - Training and development

20. **Directorate of Information Communication Technology**

   - ICT infrastructure and services

   - Network and cybersecurity

   - Software and hardware support

   - Digital transformation initiatives

22. **Centre for Strategic Business and Professional Development**

   - Strategic planning and business development

   - Professional development and training

   - Entrepreneurship and innovation initiatives

   - Industry partnerships and collaborations

23. **Directorate of General Administration and Operations**

   - Administrative policies and procedures

   - Operational support services

   - Procurement and supply chain management

   - Risk management and assurance

24. **Department of Industrial Liaison**

   - Industry partnerships and collaborations

   - Internship and job placement services

   - Career development and counseling

   - Industrial research and innovation

25. **Sports Directorate**

   - Sports programs and facilities

   - Athletic teams and competitions

   - Fitness and wellness initiatives

   - Sports management and administration

26. **Centre for Innovation Skills, Entrepreneurship and Technology (CITSET)**

   - Innovation and entrepreneurship initiatives

   - Program plans and reports

   - Innovation and entrepreneurship initiatives

   - Training and capacity building documents

   - Partnership agreements and reports

   - Intellectual property documents (patents, trademarks)

   - Event plans and reports

27**. Procurement Unit**

  - Procurement plans

  - Tender documents and bid submissions

  - Contract agreements and amendments

  - Procurement decisions (awards, debriefings)

  - Supplier information (registration, performance)

  - Purchase orders and invoices

  - Procurement reports (progress, performance)

  - Procurement committee meeting minutes and decisions

Types of Information Accessible at Fee

FEES AND CHARGES (MISCELLANEOUS PROVISIONS) ACT 2022 (ACT 1080)

REVENUE ITEM	APPROVED FEES AND CHARGES (GHS)
For every photocopy of an A4 size page or part thereof	0.27
For every printed copy of an A4 size page or part thereof held on a computer or in electronic or machine-readable form	0.38
For a copy in a computer readable form on an external storage device	0.29
For a transcription of visual images, for an A4 size page or part thereof	1.28
For a copy of visual images	3.50
For a transcription of an audio record, for an A4 size page or part thereof	0.70
For a copy of audio record	1.00

3.   Procedure in Applying and Processing Requests

Section 18 of the RTI Act provides specific guidelines for application for access to information kept by a public institution. It is thus important that request for information be made in accordance with provisions under this section. The Information Officer or a designated officer is responsible for dealing with applications made to GCTU. To requests for information under the RTI Act from GCTU applicants are to follow these basic procedures:

3.1   The Application Process

a. Application by any person or organization who seeks access to information in the custody of GCTU must be made in writing, using the standard RTI Application Form. (**See Appendix A for the Standard RTI Application Form**). A copy of the form can be downloaded or completed and submitted electronically on the GCTU's official website or the Ministry of Information website.

b. In making the request, the following information must be provided:

- Date of the Application.

- Name of the applicant or the person on whose behalf an application is being made.

- Name of the organization represented by the applicant.

- Available contact details of the applicant or address of the person/organization on whose behalf an application is being made (Telephone Number, Email, Postal Address, Fax).

- Brief description of information being sought. (Applicant are to specify the class and type of information including cover dates).

- Payment of relevant fee if applicable.

- Signature/ thumbprint.

c. Provision of identification

The applicant must present at least one (1) of the following valid identification cards (IDs) to serve as proof of identity:

- Driver's License.

- Passport.

- National ID.

- Voter's ID.

d. The applicant should state the format of information being requested and the mode of transmission. Example (do you need certified true copy, normal photocopy or

electronic copies. Would you want to receive it through a postal address, e-mail, courier services, fax etc.?)

e. Where an applicant cannot write due to illiteracy or a disability, he/she may make the request orally. However, oral request must conform to the following guidelines;

- The Information Officer must reduce the oral request into writing and give a copy of the written request as recorded for the applicant to authenticate. (s. 18) (3).

- The Information Officer shall clearly and correctly read and explain the written request to the understanding of the applicant.

- A witness must endorse the face of the request with the writing*; "the request was read to the applicant in the language the applicant understand and the applicant appeared to have understood the content of the request."*

- The applicant must then make a thumbprint or mark on the request.

3.2   Processing the Application

- Applications would be treated on a priority basis. The Information Officer is responsible for handling requests to ensure that statutory deadlines are met.
- He reviews and identify which part is exempt based on Section 5 to 16 of the RTI Act and determines which of the units in the institution have the records or is responsible for the subject matter of the request.

- Provision is made under section 20 for the transfer of an application within a period of not more than ten days of receipt where the public institution to which the application was initially made is unable to deal with the application. In such situations, applicants would be notified accordingly with the reasons and dates of transfer.

- For information readily available in official publications, the Information Officer shall direct the applicant to the institution having custody of that publication and notify the public institution of the request. (s.21).

- If a requested information is not readily accessible, the estimated time it will take to search for the information would be communicated to the applicant.

3.3   Response to Applicants

a.   The Information Officer is required under section 23 of the RTI Act to notify applicants within fourteen (14) days from the date of receipt. Applicant should however note that the time limit does not apply to applications transferred to another public institution or which has been refused due to failure to pay prescribed deposit or fee. (s.23) (6). The notice should state:

- Whether or not full access to the requested information will be granted or only a part can be given and the reason.

- The format and mode of the access.

- The expected publication or submission day of the information in the case of a deferred access.
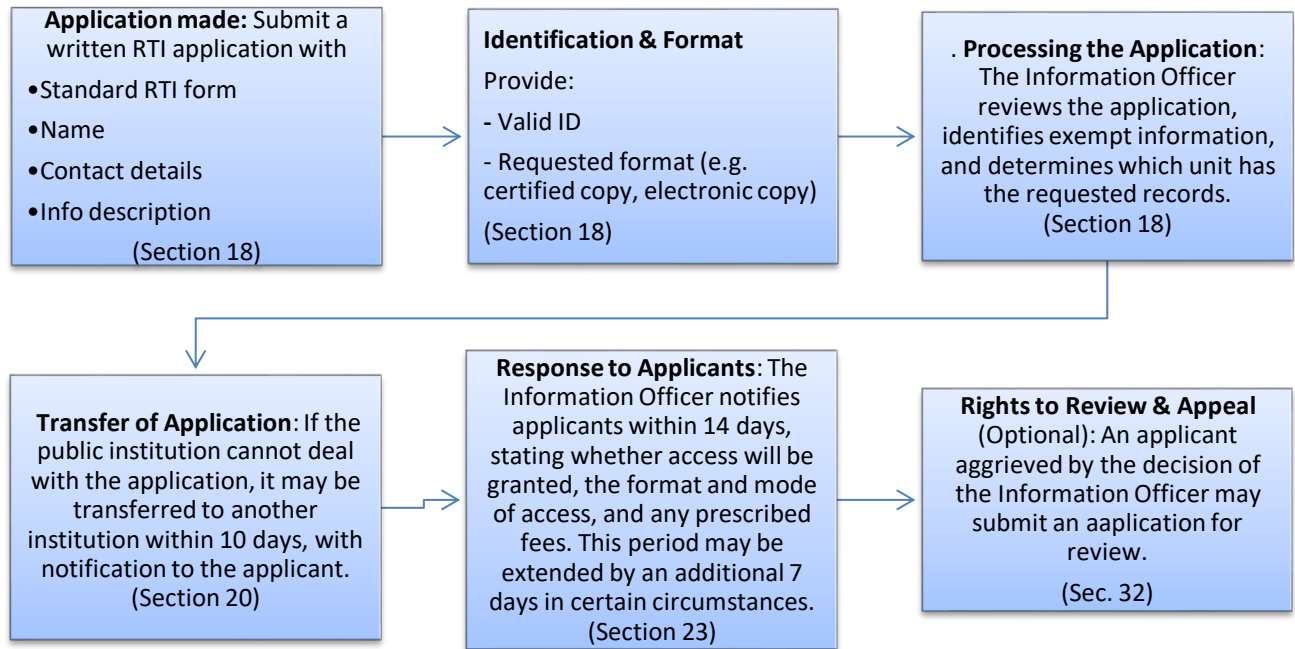
- The prescribed fee (s.24).

b. The Information Officer can request an extension to the deadline if:
- Information requested is voluminous.
- It is necessary to search through a large number of records.
- The information has to be gathered from more than one source.
- Consultation with someone outside the institution is required.

c. The Information Officer would in such situations notify applicants of an extension as well as the period and reason for the extension. An extension should not be more than seven days.

d. In giving applicants access to information, the applicant would be given the opportunity to inspect the information or receive a copy physically or any other form required such as electronic, magnetic, optical or otherwise, including a computer print-out, various computer storage devices and web portals.

- Where access cannot be given in the form specified by the applicant, access can be given in some other form. In such cases, the applicant shall be provided with a reason why access cannot be given in the specified form.

Application made: Submit a written RTI application with

• Standard RTI form

• Name

• Contact details

• Info description

(Section 18)

Identification & Format

Provide:

- Valid ID

- Requested format (e.g. certified copy, electronic copy)

(Section 18)

. **Processing the Application**: The Information Officer reviews the application, identifies exempt information, and determines which unit has the requested records. (Section 18)

Transfer of Application: If the public institution cannot deal with the application, it may be transferred to another institution within 10 days, with notification to the applicant. (Section 20)

Response to Applicants: The Information Officer notifies applicants within 14 days, stating whether access will be granted, the format and mode of access, and any prescribed fees. This period may be extended by an additional 7 days in certain circumstances. (Section 23)

Rights to Review & Appeal (Optional): An applicant aggrieved by the decision of the Information Officer may submit an aaplication for review. (Sec. 32)

4.   Amendment of Personal Record

A person given access to information contained in records of a public institution may apply for an amendment of the information if the information represents the personal records of that person and in the person's opinion, the information is incorrect, misleading, incomplete or out of date.

4.1   How to apply for an Amendment

    a. The application should be in writing indicating;
- Name and proof of identity.
- Particulars that will enable the records of the public institution identify the applicant.
- The incorrect, misleading, incomplete or the out-of-date information in the record.
- Signature of the applicant.

    b. For incomplete information claimed or out of date records, the application should be accompanied with the relevant information which the applicant considers necessary to complete the records.

    c. The address to which a notice shall be sent should be indicated.

    d. The application can then be submitted at the office of the public institution.

    e. A statutory declaration must be attached.

5.   Fees and Charges for Access to Information

The Act mandates Parliament in Section 75 to approve a fee that public institutions can charge. However, fees shall apply to only the three circumstances stated below:

- Request for information in a language other than the language in which the information is held. (s.75) (3).

- When request is made for a written transcript of the information, the information officer may request a reasonable transcription cost. (s.75) (4).

- Cost of media conversion or reformatting. (s.75) (5).

Under Section 75 (2), fees are not payable for:

- reproduction of personal information
- information in the public interest
- information that should be provided within stipulated time under the Act
- an applicant who is poor or has a disability
- time spent by the information officer to examine and ensure the information is not exempt

- preparing the information

6.   Appendix A: Standard RTI Request Form

[Reference No.: …………………………]

APPLICATION FOR ACCESS TO INFORMATION UNDER THE RIGHT TO INFORMATION ACT, 2019 (ACT 989)

1.	Name of Applicant:			
2.	Date:			
3.	Public Institution:			
4.	Date of Birth:	DD	MM	YYYY
5.	Type of Applicant:	Individual ☐	Organization/Institution ☐	
6.	Tax Identification Number			
7.	If Represented, Name of Person Being Represented:			
7 (a).	Capacity of Representative:			
8.	Type of Identification: ☐ National ID Card ☐ Passport ☐ Voter's ID ☐ Driver's License			
8 (a).	Id. No.:			
9.	Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests):			

10.	Manner of Access:	☐ Inspection of Information ☐ Copy of Information ☐ Viewing / Listen ☐ Written Transcript ☐ Translated (specify language) [ ]
10 (a).	Form of Access:	☐ Hard copy ☐ Electronic copy ☐ Braille
11.	Contact Details:	☐ Email Address_____ ☐ Postal Address_____ ☐ Tel: _____
12.	Applicant's signature/thumbprint:	
13.	Signature of Witness (where applicable) *"This request was read to the applicant in the language the applicant understands and the applicant appeared to have understood the content of the request."*	

7.   Appendix B: Contact Details of GCTU's Information Unit

Names of Information/Designated Officers:

Telephone/Mobile number of Information Unit:

Postal Address of the institution:

8.   Appendix C: Acronyms

Table 1 Acronyms

Acronym	Literal Translation
RTI	*Right to Information*
MDA	*Ministries, Departments and Agencies*
s.	*section*
MMDAs	*Metropolitan, Municipal and District Assemblies*
GCTU	*Ghana Communication Technology University*
<Acronym>	*<Literal Translation>*

9.   Appendix D: Glossary

This Glossary presents clear and concise definitions for terms used in this manual that may be unfamiliar to readers listed in alphabetical order. Definitions for terms are based on section 84 of the RTI Act.

Table 2 Glossary

Term	Definition
Access	*Right to Information*
Access to information	*Right to obtain information from public institutions*
Contact details	*Information by which an applicant and an Information Officer may be contacted*
Court	*A court of competent jurisdiction*
Designated officer	*An officer designated for the purposes of the Act who perform similar role as the Information Officer*
Exempt information	*Information which falls within any of the exemptions specified in sections 5 to 16 of the Act*
Function	*Powers and duties*
Government	*Any authority by which the executive authority of the Republic of Ghana is duly exercised*
Information	*Information according to the Act includes recorded matter or material regardless of form or medium in the possession or under the control or custody of a public institution whether or not it was created by the public institution, and in the case of a private body, relates to the performance of a public function.*
Information officer	*The Information Officer of a public institution or the officer designated to whom an application is made*
Public	*Used throughout this document to refer to a person who requires and/or has acquired access to information.*
Public institution	*Includes a private institution or organization that receives public resources or provides a public function*
Right to information	*The right assigned to access information*
Section	*Different parts of the RTI Act*