

The Planning Department, although located in the Vice-Chancellor's office, cuts across other key university administrative units such as the office of Deputy Vice-Chancellor (Finance, Planning and Development) and that of Deputy Vice-Chancellor (Academic Affairs) among others. It boasts of taking a leading role in the enhancement of university's visibility in community functions and the promotion of its image both locally and internationally through publicity in various publications.

In conjunction with other departments/units, the department plays a pivotal role in ensuring successful preparations of graduation ceremonies, exhibitions, trade fairs and open days. The department provides logistical and technical support to all units whenever they host public events. The department is responsible for printing of university academic calendar and the almanac annually. The department collates and analyses pertinent data and serves as a repository unit in the provision of some key information on the history of the university.

The Planning Department provides secretariat services to the Development, Planning and Establishment and Building Committees.