

Procedure for Course Addition and Assign Session in ERP as per Applicable Course Code Format

With reference to **Memo No. AdtU/DRA-II/2024-25/121 dated 23/06/2025** regarding the implementation of the revised course code format from the Academic Year 2025–26, this is to inform all concerned about the course addition and registration process to be followed in the ERP for different batches.

1. Batches enrolled from 2025 onwards – New 8-Digit Course Code Format

For students belonging to batches **2025 onwards**, where the revised **8-digit course code format** is applicable, the following process shall be followed:

- A course needs to be **added in the ERP only once**, when it is introduced for the first time.
- For subsequent academic years/semesters, the same course **need not be added again**, provided there is no change in the:
 - Course Name
 - Course Code
 - Credit
 - Evaluation/Assessment Parameters
 - Other relevant course components
- If the same course is offered to a subsequent batch, the existing course entry shall be **reused** by simply updating the applicable **Academic Session** in the ERP.
- Thereafter, the concerned course may be taken up for **course registration** for the respective batch/semester.
- A fresh course entry should be created only when there is a **substantive change in the course details**, such as course name, credits, evaluation parameters, or other approved academic components.

This process is intended to avoid unnecessary duplication of the same course in the ERP and to ensure consistency of academic records.

Example:

Suppose the course **BTCS1101 – Data Structures**, with **3 credits**, is introduced for the **2025 batch**. The course will be added in the ERP for the first time with the applicable Academic Session, e.g., **2025–29**.

If the same course is offered to the **2026 batch** without any change in the course name, credits, or evaluation parameters, the course **should not be added again**. The existing course entry should be retained, the **Academic Session should only be updated to 2026–30**, and the course should then be registered for the concerned batch.

Similarly, if the same course is offered to the **2027 batch** without any change, only the Academic Session should be updated to **2027–31**, followed by course registration.

2. Batches enrolled before 2025 – Previous 11-Digit Course Code Format

For students belonging to batches **enrolled prior to 2025**, who are continuing under the **previous 11-digit course code format**, the existing process shall continue to be followed.

Accordingly:

- Courses are required to be **added in the ERP at the beginning of each semester** as per the applicable curriculum and semester.
- The course addition shall continue to follow the **11-digit course code format** applicable to the respective batch.
- The procedure for course addition and subsequent course registration shall remain unchanged for these batches.

All **Deans, Programme Heads (PHs), Faculty Members, and other concerned stakeholders** are requested to strictly follow the above process while adding and registering courses in the ERP. The step-by-step process is detailed in the enclosed SOP.

Notes:

- 1. The “Assign Session” operation shall be performed only after the respective course has been successfully added to the system.**
- 2. The “Assign Session” operation shall be available and performed in both formats, as applicable to the respective course/session configuration.**
- 3. The detailed SOP for “Assign Session” in a particular course is attached herewith.**

SOP for “Assign Session” Process in Course Bucket 2022 Onwards

Step 1: Login in the academic portal (<https://academic.adtu.in>) and go to Course Bucket (2022 onwards) under LMS-Pran.

The screenshot shows the 'Academic Course Bucket 2022' interface. An orange arrow labeled 'Step 1' points to the 'Course Bucket' link in the left sidebar. The main dashboard displays summary statistics: TOTAL ACTIVE COURSES (8,562), VERIFIED COURSES (8,947), PENDING REVIEW (610), FACULTIES / COLLEGES (18), and TOTAL PROGRAMMES (100). Below these are filter options for FACULTY, PROGRAMME, SESSION, CATEGORY, and STATUS. The 'Course Bucket' table lists active NEP courses with columns for ERP_ID, STATUS, ACTION, FACULTY, PROGRAMME, SESSION, COURSE CODE, COURSE TITLE, CATEGORY, SUB CATEGORY, CLASSIFICATION, MARKS, and L, T, P. Two courses are visible: 11744 (Higher Secondary in Arts) and 11743 (B.Tech. in Computer Science and Engineering and Business Systems).

Step 2: Search for the existing course where the session needs to be assigned for the required academic session/batch and verify the ERP_ID along with Course details before proceeding further.

This screenshot shows the same 'Academic Course Bucket 2022' interface. An orange arrow labeled 'Step 2' points to the search bar in the 'Course Bucket' table. The table lists the same two courses as in the previous screenshot, with their respective details and actions.

Step 3: Click on the **Action** button associated with the required course and select the **Assign Sessions** option from the dropdown menu.

The screenshot shows the 'Academic Course Bucket 2022' interface. A table lists courses with columns: ERP_ID, STATUS, FACULTY, PROGRAMME, SESSION, COURSE CODE, COURSE TITLE, CATEGORY, SUB CATEGORY, CLASSIFICATION, MARKS, L, T, P, S, R. Two courses are visible: ERP_ID 8650 for 'HUMAN ANATOMY AND PHYSIOLOGY I' and ERP_ID 5232 for 'INTRODUCTION TO PUBLIC RELATIONS AND THE MEDIA SPECIALIZATION'. An orange arrow labeled 'Step 3' points to the 'Actions' button for the first course. The dropdown menu for 'Actions' is open, showing options: View Course, Edit Course Content, Assign Sessions, and Delete Course.

Step 4: Select the **Academic Session**

Select the appropriate session from the **Academic Session** dropdown for which the course needs to be re-used. For example, select **2026–29** if the course is required for the 2026–29 batch.

The screenshot shows the 'Assign Academic Session' interface. It displays course details for 'HUMAN ANATOMY AND PHYSIOLOGY I' (ERP_ID: 8650, BRIT1101, Semester 1, Credits: 6) with a course total mark of 200. Under 'Assigned Sessions', the session '2025-28' is listed with 4 faculty members. An orange arrow labeled 'Step 4' points to the 'Academic Session' dropdown menu in the 'Assign Academic Session' section, which currently shows '-- Select Session --'. Below this, the 'ASSESSMENT STRUCTURE' section shows input fields for 'Max Insem (Theory)', 'Max Endsem (Theory)', 'Max Insem (Practical)', and 'Max Endsem (Practical)', with values 40, 60, 0, and 100 respectively. The 'Total Marks' field is set to 200. At the bottom, there is a field for 'Assign Teaching Faculty Members' and a 'Save Session Assignment' button.

Step 5: Assign Faculty Members

Select the appropriate faculty member(s) from the **Assigned Faculty Members** dropdown for the selected academic session against the course.

ERP_ID: 8658 BRIT1101 Semester I Credits: 6

HUMAN ANATOMY AND PHYSIOLOGY I

Faculty of Paramedical Sciences | Bachelor of Radiography and Advanced Imaging Technology

COURSE TOTAL MARKS: 200

Assigned Sessions Click now to view details

2025-28 4 Faculty Members 28/08/2026

Assign Academic Session Select session and assign teaching faculties for this course

Academic Session * -- Select Session --

ASSESSMENT STRUCTURE

Max Insem (Theory)	Max Endsem (Theory)	Max Insem (Practical)	Max Endsem (Practical)
40	80	0	100

Total Marks: 200

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Step 5 **Step 6** **Save Session Assignment**

Step 6: Finally, click on the **Save Session Assignment** button to complete the process.

ERP_ID: 8658 BRIT1101 Semester I Credits: 6

HUMAN ANATOMY AND PHYSIOLOGY I

Faculty of Paramedical Sciences | Bachelor of Radiography and Advanced Imaging Technology

COURSE TOTAL MARKS: 200

Assigned Sessions Click now to view details

Session	Faculty Members	Date
2025-28	4 Faculty Members	28/08/2026
2026-29	2 Faculty Members	08/08/2026

Assign Academic Session Select session and assign teaching faculties for this course

Academic Session * -- Select Session --

ASSESSMENT STRUCTURE

Max Insem (Theory)	Max Endsem (Theory)	Max Insem (Practical)	Max Endsem (Practical)
40	80	0	100

Total Marks: 200

Assign Teaching Faculty Members * (Multi-select available faculties)

New Session **Save Session Assignment**