



Instructions for Faculty / Upload of Course Plans

All faculty members are requested to upload their respective **Course Plans (PDF format)** through the **Course Plan Portal** using their **OCTA credentials**, as per the procedure outlined below:

1. Access the Course Plan Portal (available **within LAN only**) using the following URL: <https://cp.nitt.edu/>
2. Click on “**Upload Course Plan**” located at the top-right corner of the portal.
3. Log in using your **OCTA credentials**.
4. Select the appropriate details:
 - Program
 - Semester
 - Session
 - Department
 - Course Code
5. Upload the **Course Plan PDF** corresponding to the selected course.
6. Faculty members may **view or delete** the uploaded Course Plan.
Note: Deletion is permitted only to the faculty member who uploaded the document.
7. The **User Manual** for reference is available at:
<https://cp.nitt.edu/FacultyView.pdf>
8. As **B.Tech. Semester I and II** follow a **common curriculum across all departments**, faculty members may select **B.Tech. I Semester or II Semester of the respective department** while uploading the Course Plan for common courses.
9. Faculty members are requested to ensure that:
 - The **correct course code and session** are selected before uploading.
 - The uploaded Course Plan document is **accurate and final**.

Support and Assistance

- For any issues related to the **Course Plan Portal**, please email: courseplan@nitt.edu
- For issues related to **OCTA credentials**, faculty are advised to reset their password using: <https://reset.nitt.edu>
- If the issue persists, please contact: csgmaint@nitt.edu

COURSEPLAN PORTAL

Faculty View :

Upload Course Plan:

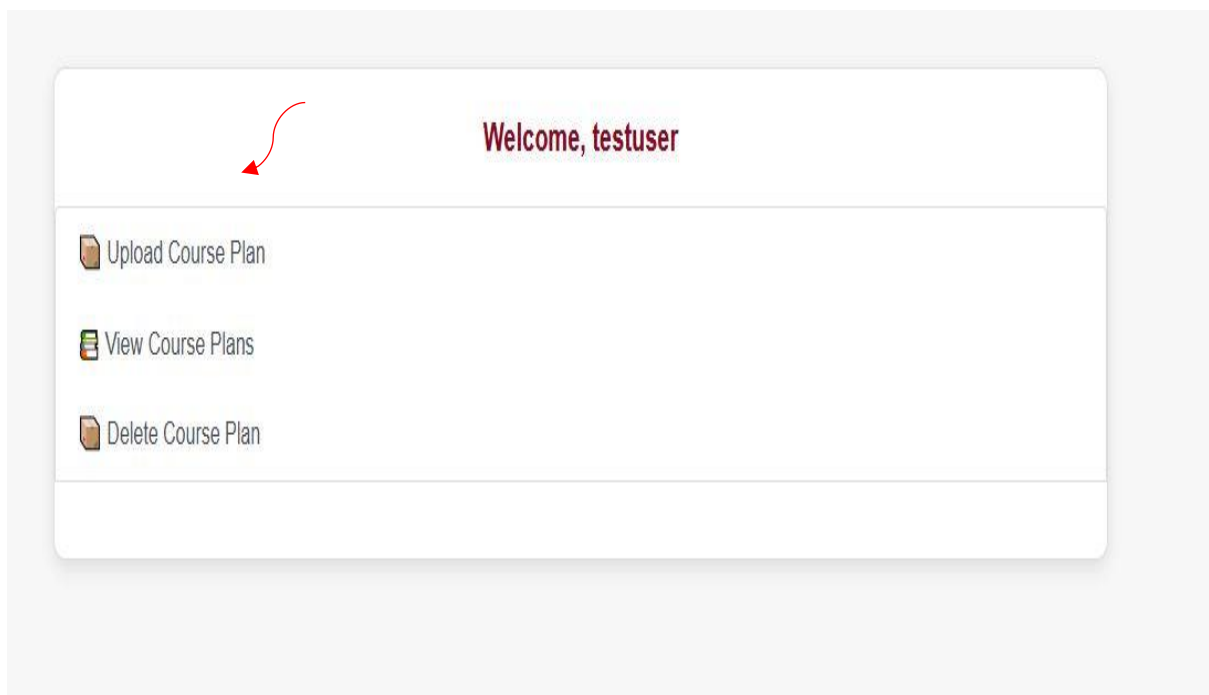
STEP 1: Open your browser and type the following URL,

<https://cp.nitt.edu/>

STEP 2: Click the **Upload Course Plan** button located at the top-right corner.

STEP 3 Faculty members can log in using their **OCTA credentials**.

STEP 4: Click the **Upload Course Plan** option to proceed.



For General Course Form:

STEP 5: Select **Program** → **Semester** → **Session** → **Department** → **Course Code** to upload the course plan for the respective course

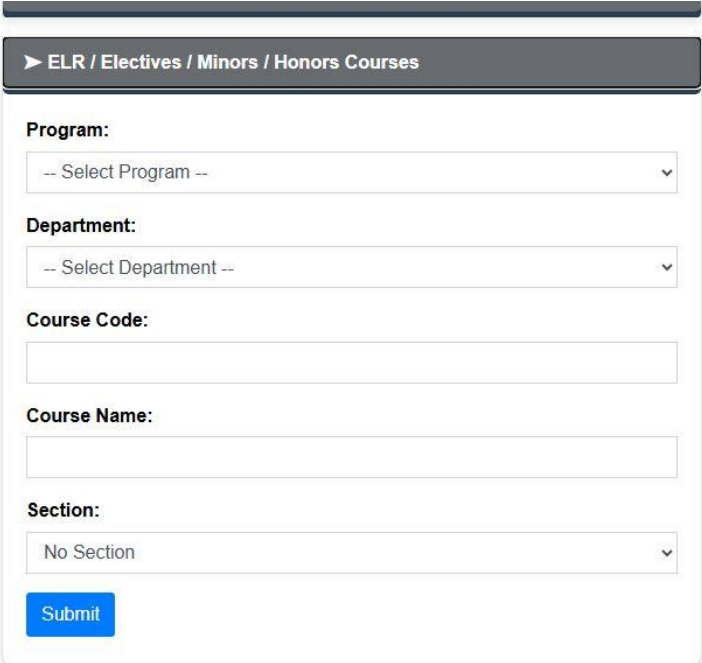
Note (B.Tech Semester 1 & 2):

B.Tech Semesters 1 and 2 follow a **common curriculum** across all departments. Since the **course codes are unique** (for example, *HSIR11* is common for Civil and Chemical Engineering), you may select **B.Tech and any one department** under Semester 1 or 2 to upload the common course plan.

For Electives/Honors/Minors Form:

STEP 6: Click **Electives / Minors / Honors** to upload the respective course plan.

STEP 7: Select **Program** → **Department** → **Course Code** to upload the course plan for the respective **Minors / Honors** course.

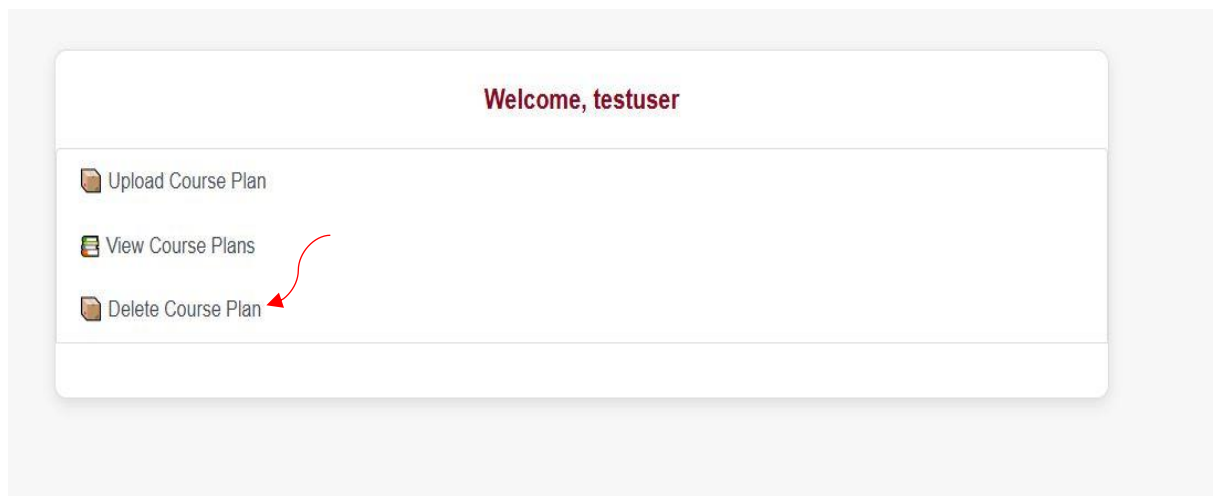


The screenshot shows a web form titled "ELR / Electives / Minors / Honors Courses". The form contains the following fields:

- Program:** A dropdown menu with the text "-- Select Program --".
- Department:** A dropdown menu with the text "-- Select Department --".
- Course Code:** A text input field.
- Course Name:** A text input field.
- Section:** A dropdown menu with the text "No Section".
- Submit:** A blue button labeled "Submit".

Delete Course Plan: ((Use this option if a PDF has been uploaded incorrectly by the faculty))

STEP 1: Click on **Delete Course Plan**.



STEP 2: Select **Program → Semester → Session → Department → Course Code** to delete the course plan for the respective course.

STEP 3: The delete action is **permitted only for the faculty member who uploaded the course plan**.

View Course Plan:

STEP 1: Select **Program → Semester → Session → Department → Course Code** to view the course plan for the respective course.