SOHAIL UNIVERSITY

Policies & Procedures

SOHAIL UNIVERSITY

SOP Title: COURSE CODE ASSIGNMENT, REVISION, AND MANAGEMENT	
Revision Date (if any):	
SOP No.: SU-SOP-QEC-2026-001-R0	
Version: 01	
Approved by:	**24th Academic Council - June 3rd,2026**
Effective Date: June 3rd, 2026	
To be implemented by: **Quality Enhancement Cell and other departments of Sohail University**	
Total pages: 10	

	Designation	**Date**
Prepared by: Muhammad Raza	Data Analyst, QEC	11/6/26
Reviewed by: Syed Najeeb Haider Jafri **Sign:**	Director QEC	01/6/26
Approved by: Prof. Dr. Saeed Quraishy **Sign:**	Vice Chancellor	11/6/2026

CamScanner

1. Purpose

This SOP provides a standardized procedure for the creation, allocation, revision, approval, implementation, and maintenance of course codes at Sohail University.

The SOP ensures consistency, prevents duplication, facilitates curriculum management, and supports accreditation and quality assurance requirements.

2. Scope

This SOP applies to:

- All Faculties
- Academic Departments
- Board of Studies (BoS)
- Dean Offices
- Registrar Office
- QEC (IQC)
- Academic Council

3. Definitions

New Course

A course being introduced into a curriculum for the first time.

Revised Course

An existing course undergoing substantial modification in title, content, learning outcomes, credit hours, or academic level.

Course Code

A unique alphanumeric identifier assigned according to the University's Course Coding Policy.

Central Course Code Registry

The official repository maintained by the Registrar Office containing all approved course codes.

4. Responsibilities

Office/Body	Responsibility

CamScanner

Department	Propose course code and supporting justification
Board of Studies	Review academic suitability
Dean	Verify faculty compliance
QEC (IQC)	Verify standardization and duplication
Registrar Office	Maintain central registry
Academic Council	Final approval authority
IT Department	Update ERP, LMS, and related systems

5. Procedure

Step 1: Identification of Need

A department may propose:

- A new course
- A revised course
- Curriculum restructuring
- Program revision

Action By:

Department / Program Coordinator

Step 2: Determine Course Classification

The department shall determine whether the course is:

A. Common University Course

Examples:

- Functional English
- Islamic Studies
- Pakistan Studies
- ICT Fundamentals

B. Shared Health Sciences Course

Examples:

- Anatomy
- Physiology

CamScanner

- Biochemistry
- Pathology

C. Program-Specific Course

Examples:

- Data Structures
- Exercise Therapy
- Financial Accounting

Action By:

Department

Step 3: Assign Appropriate Prefix

The department shall assign the appropriate prefix according to the Course Coding Policy.

Examples:

Course Type	Example Code
Program-Specific Course	CSC-221
Program-Specific Course	DPT-361
Program-Specific Course	BBA-241
Common University Course	ENG-101
Common University Course	ISL-101
Shared Health Sciences Course	ANA-101
Shared Health Sciences Course	PHYS-101

Interpretation of Examples

Code	Meaning
CSC-221	Computer Science, Second-Year, Core Course, Sequence 1
DPT-361	DPT, Third-Year, Clinical Course, Sequence 1
BBA-241	BBA, Second-Year, Elective Course, Sequence 1

CamScanner

ENG-101	English, First-Year, Common University Course, Sequence 1
ANA-101	Anatomy, First-Year, Common Shared Course, Sequence 1

Action By:

Department

Step 4: Assign Course Number

The department shall assign the academic level, category, and sequence number according to the following structure:

PREFIX-XYZ

Component	Meaning
X	Academic Level
Y	Course Category
Z	Sequence Number

Academic Level

X	Level
1	First Year
2	Second Year
3	Third Year
4	Fourth Year
5	Fifth Year
6	Master's
7	MS/MPhil

CamScanner

8	PhD

Course Category

Y	Category
0	Common University Course
1	Foundation Course
2	Core Course
3	Major Course
4	Elective Course
5	Laboratory Course
6	Clinical / Field Work
7	Seminar
8	Internship
9	Project / Thesis / FYP

Reserved Numbers

Pattern	Purpose
x88	Internship
x99	Project / Thesis / FYP

Examples

Code	Interpretation
CSC-221	Second-Year Core Course
CSC-351	Third-Year Laboratory Course
DPT-361	Third-Year Clinical Course
CSC-488	Internship
CSC-499	Final Year Project

Action By:

Department

CamScanner

Step 5: Record Course Category

The department shall record the course category separately in the curriculum database.

Examples:

- Common University Course
- Foundation Course
- Core Course
- Major Course
- Elective Course
- Laboratory Course
- Clinical Course
- Internship
- Final Year Project

Course category shall not be embedded in the course code.

Action By:

Department

Step 6: Board of Studies Review

The proposed course and code shall be reviewed for:

- Academic relevance
- Curriculum alignment
- Duplication within the department
- Compliance with policy

Action By:

Board of Studies (BoS)

Output:

BoS Recommendation

Step 7: Faculty Verification

The Dean shall verify:

- Compliance with faculty curriculum
- Consistency with program structure
- Alignment with approved schemes of study

CamScanner

Action By:

Dean

Output:

Dean's Endorsement

Step 8: Standardization Review

QEC (IQC) shall verify:

- Compliance with Course Coding Policy
- Standardization across departments
- Prevention of duplicate codes
- Proper classification

Action By:

QEC (IQC)

Output:

QEC Compliance Verification

Step 9: Registry Verification

The Registrar Office and Examination Department shall:

- Check code availability
- Verify uniqueness
- Update the master registry upon approval

Action By:

Registrar Office and Examination Department

Output:

Registry Verification Report

Step 10: Academic Council Approval

All new or revised course codes shall be submitted to Academic Council for approval.

CamScanner

Action By:

Academic Council

Output:

Approved Course Code

Step 11: Implementation

Upon approval:

- Registrar Office/ Examination Department shall update the Central Course Code Registry.
- IT Department shall update ERP, LMS, Transcript, and Timetable systems.
- Department shall implement the approved course code in curriculum documents.

Action By:

Registrar Office/ Examination Department
IT Department
Concerned Department

6. Course Code Revision

A course code may be revised when:

- The course title changes significantly.
- The course is merged or split.
- Academic level changes.
- Curriculum restructuring necessitates revision.

All revisions shall follow the same approval process described in this SOP.

7. Record Keeping

The Registrar Office and Examination Department shall maintain:

- Central Course Code Registry
- Approved Course Code Lists
- Historical Course Code Records
- Revision Logs

CamScanner

Records shall be retained permanently.

8. Exceptions

Any exception to this SOP shall require approval of the Academic Council upon recommendation of the Dean, Registrar Office, and QEC (IQC).

9. Related Documents

- Course Coding Policy
- Curriculum Development Policy
- Board of Studies Terms of Reference
- Academic Council Regulations
- Registrar Office Academic Records Procedures

10. Effective Date

This SOP shall become effective upon approval by the Academic Council and shall remain in force until revised or superseded.

CamScanner

SOP Flowchart: Course Code Assignment, Revision, and Management

