OD PORTAL

STUDENT– USER GUIDE
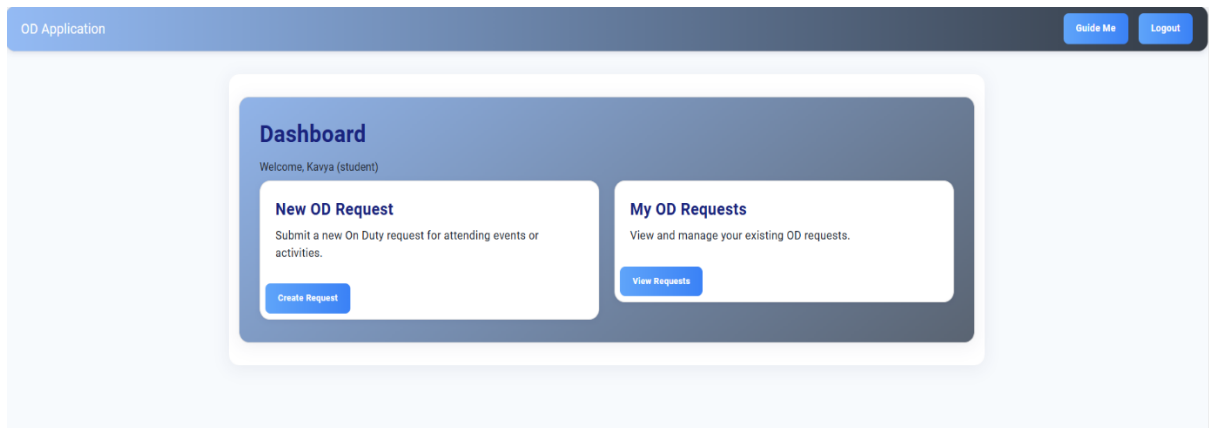
Login & Dashboard

After logging into the OD Portal, the student can see the **Dashboard** with two main options:

1. New OD Request

Used to submit a new OD request for an event or activity.

2. My OD Requests

Used to view the status of all previously submitted OD requests, submit proof, and download OD documents.

How to Submit a New OD Request

Follow these steps carefully:

Step 1: Click "Create Request"

From the dashboard, click the **Create Request** button under *New OD Request*.

Step 2: Fill the OD Request Form

You must enter the following details:

- **Event Name** – Name of the event/activity
- **Event Type** – Select from the dropdown (symposium, sports, placement, etc.)
- **Event Date** – Date on which event takes place
- **Start Date** – OD start date
- **End Date** – OD end date
- **Time Selection**
  - *Full Day* or
  - *Particular Hours*
- **Reason** – Explain why OD is needed

Step 3: Upload Event Brochure

- Upload the event brochure in **PDF format**
- File size must be **less than 1 MB**
- Brochure upload is **mandatory**

Step 4: Submit the Request

Click **Submit Request**.
A confirmation message will appear.

Your OD request will now be sent to:

1. **Class Advisor (Faculty)**
2. **HOD**
   for verification and approval.

For requesting the admin to add a new event type,
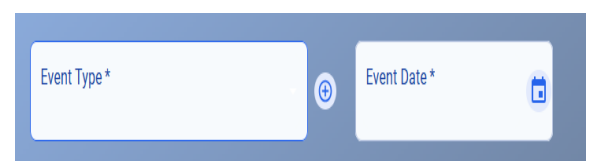
Click the + icon next to event type

Enter Event name and then **Submit Request**
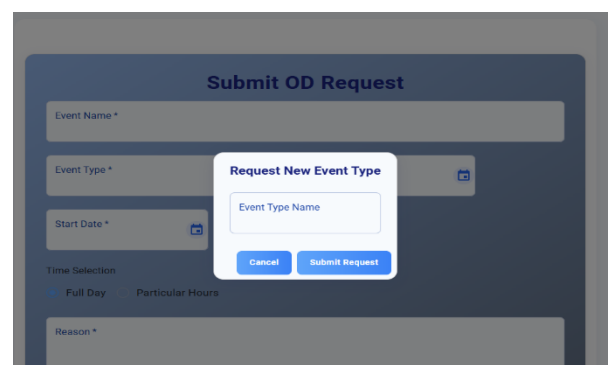
On Admin's approval it will be added to event type list

How to Check OD Status

Go to **My OD Requests**.

You will see a table containing every OD request with:

- **Start Date / End Date**
- **Class Advisor Name**
- **Status**
  - forwarded_to_admin
  - forwarded_to_hod
  - approved_by_hod
  - rejected
- **Proof Verification Status**
  - NOT SUBMITTED
  - SUBMITTED
  - VERIFIED
- **Brochure** – View the uploaded brochure
- **Actions** (Download PDF / Submit Proof / View Proof)

This page helps you track whether your OD is:

- Pending with Faculty
- Pending with HOD
- Approved
- Rejected

Downloading OD Approval Document

In **My OD Requests**, each approved OD will have a **Download PDF** button.

Clicking this allows you to download:

- The OD Request Approval Document (official format)

You can use this PDF for:

- Attendance updates

- Submission to department

- Personal record

Submitting Proof (After HOD Approval)

Once your OD is approved by the HOD, the status becomes:

✓ approved_by_hod

Now the **Submit Proof** button will appear in that OD entry.

Student must upload:

- Event participation proof / certificate

- Format: **PDF only**

- Size: **Less than 1 MB**

After uploading, the status changes to:

SUBMITTED

Later, your faculty/admin will verify the proof.
If accepted, status becomes:

✓ VERIFIED

Only after this stage email notification will be sent to all class handling staffs with od approval letter and proof.