

OD PORTAL

STUDENT– USER GUIDE

Login & Dashboard

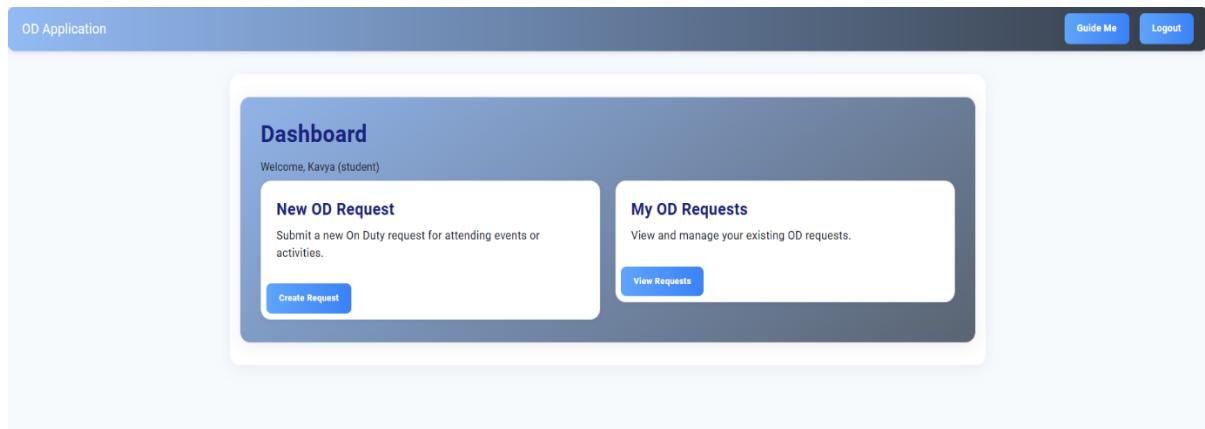
After logging into the OD Portal, the student can see the **Dashboard** with two main options:

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*.

A screenshot of the "Submit OD Request" form. The form has a white background with a dark blue header bar at the top. The title "Submit OD Request" is centered at the top. Below the title are several input fields: "Event Name *", "Event Type *", "Event Date *", "Start Date *", and "End Date *". There is also a "Reason *" text area. Under "Time Selection", there are two radio buttons: "Full Day" (selected) and "Particular Hours". Below these are sections for "Upload Event Brochure (PDF, max 1MB)" (with a "Choose File" button and a message "No file chosen") and an "Emergency (Directly forward to Admin)" checkbox. At the bottom is a large blue "Submit Request" button.

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
- **Emergency** – In case of emergency instead of forwarding to faculty advisor, student can directly forward it to admin which can then be forwarded to HOD by admin itself.

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**.

The image contains two screenshots of a web-based form titled "Submit OD Request".
The top screenshot shows two input fields: "Event Type*" and "Event Date*".
The bottom screenshot shows a more detailed form with the following fields:

- Event Name*
- Event Type*
- Start Date*
- Time Selection
 - Full Day
 - Particular Hours
- Reason*
- A button labeled "Request New Event Type" with a small input field next to it.
- Buttons for "Cancel" and "Submit Request".

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

The screenshot shows a web-based application interface titled "My OD Requests". At the top, there are navigation buttons for "Guide Me" and "Dashboard". The main content area displays a table titled "My OD Requests" with the following columns: Start Date, End Date, Class Advisor, Status, Proof Verification Status, Brochure, and Actions.

Start Date	End Date	Class Advisor	Status	Proof Verification Status	Brochure	Actions
2/12/2025	2/12/2025	fac1	approved_by_hod	VERIFIED	View Brochure	Download PDF View Proof
2/12/2025	2/12/2025	fac1	rejected	NOT SUBMITTED	View Brochure	
2/12/2025	2/12/2025	fac1	rejected	NOT SUBMITTED	View Brochure	
3/12/2025	3/12/2025	fac1	approved_by_hod	NOT SUBMITTED	View Brochure	Submit Proof Download PDF
10/12/2025	12/12/2025	fac1	forwarded_to_hod	NOT SUBMITTED	View Brochure	

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.