

## OD PORTAL

### STUDENT– USER GUIDE

#### Login & Dashboard

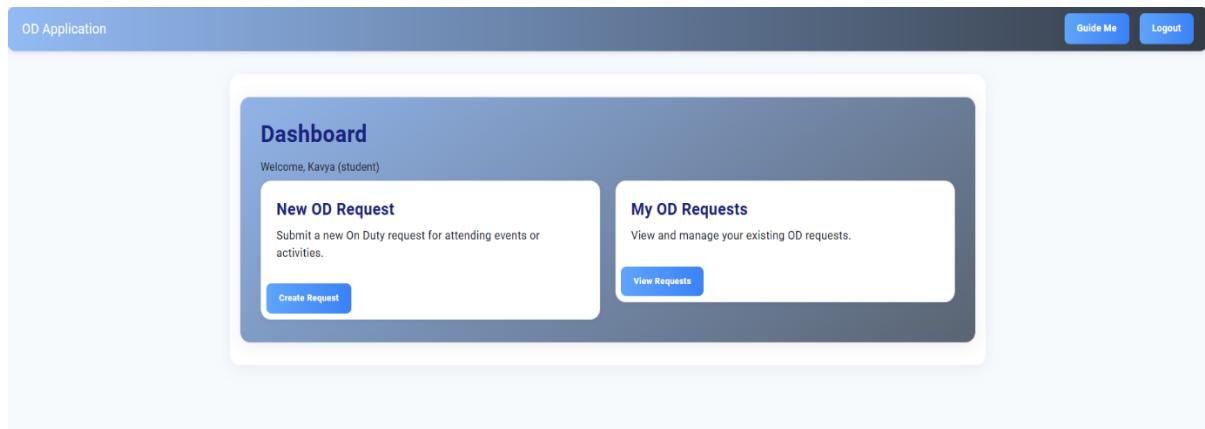
After logging into the OD Portal, the student can see the **Dashboard** with two main options:

##### 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 dark blue header with the title "Submit OD Request". It contains several input fields: "Event Name \*", "Event Type \*", "Start Date \*", "End Date \*", "Reason \*", and a file upload field for "Upload Event Brochure (PDF, max 1MB)". There are also radio buttons for "Time Selection" (Full Day or Particular Hours) and a "Submit Request" button at the bottom.

## 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

The screenshot shows a user interface titled "My OD Requests". At the top, there are two buttons: "Guide Me" and "Dashboard". The main area displays a table with the following data:

Start Date	End Date	Class Advisor	Status	Proof Verification Status	Brochure	Actions
2/12/2025	2/12/2025	fac1	<a href="#">approved_by_hod</a>	<a href="#">VERIFIED</a>	<a href="#">View Brochure</a>	<a href="#">Download PDF</a>
2/12/2025	2/12/2025	fac1	<a href="#">rejected</a>	<a href="#">NOT SUBMITTED</a>	<a href="#">View Brochure</a>	
2/12/2025	2/12/2025	fac1	<a href="#">rejected</a>	<a href="#">NOT SUBMITTED</a>	<a href="#">View Brochure</a>	
3/12/2025	3/12/2025	fac1	<a href="#">approved_by_hod</a>	<a href="#">NOT SUBMITTED</a>	<a href="#">View Brochure</a>	<a href="#">Submit Proof</a>
10/12/2025	12/12/2025	fac1	<a href="#">forwarded_to_hod</a>	<a href="#">NOT SUBMITTED</a>	<a href="#">View Brochure</a>	

### 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.