

OD PORTAL

FACULTY– USER GUIDE

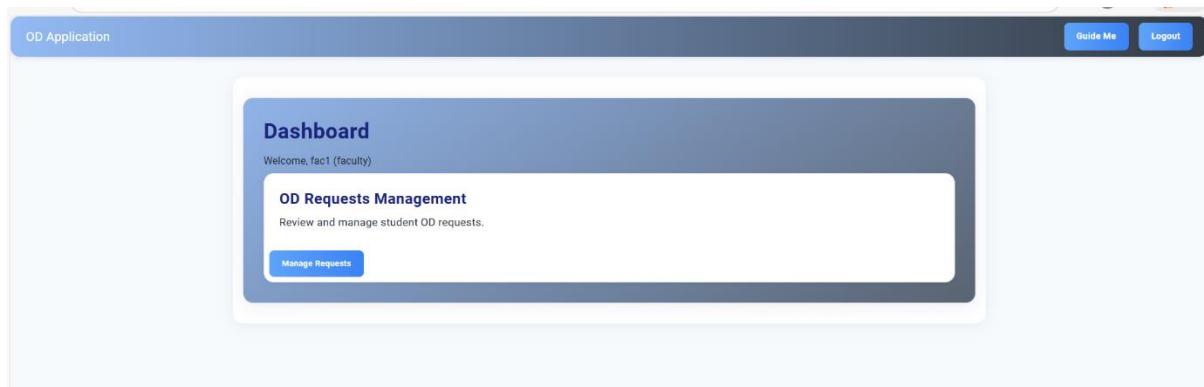
After logging in, faculty will see:

✓ OD Requests Management Dashboard

- Shows all OD requests submitted by students in their class
- Includes student details, event information, and status
- Allows faculty to approve / reject / forward OD requests

✓ View Requests Button

Click **Manage Requests** to open the full OD request table.



Inside the Requests Table, faculty can view:

- **Student Name / Register Number**
- **Event Name**
- **Start Date – End Date**
- **Reason**
- **Brochure (View PDF)**
- **Status**
- **Actions (Approve / Reject)**

Faculty must carefully review the request and brochure before taking action.

Faculty should approve only valid requests.

1. On Clicking **Approve**, request status becomes:

✓ APPROVED_BY_FACULTY

2. On Clicking **Reject**, Status becomes:

X REJECTED

The OD request is now forwarded to the **HOD** for final approval.

(If faculty doesn't approve request within a time duration, the od request will be automatically forwarded to admin then to HOD)

Start Date	End Date	Reason	Status	Proof Verification Status	Brochure	Actions
3/12/2025	3/12/2025	eve	PENDING	NOT SUBMITTED	View Brochure	Approve Reject
2/12/2025	2/12/2025	hil	APPROVED BY HOD	VERIFIED	View Brochure	View Proof
2/12/2025	2/12/2025	huu	REJECTED	NOT SUBMITTED	View Brochure	
2/12/2025	2/12/2025	hi	REJECTED	NOT SUBMITTED	View Brochure	
3/12/2025	3/12/2025	jii	APPROVED BY HOD	NOT SUBMITTED	View Brochure	View

Proof Verification

After the student attends the event and uploads proof:

Faculty must:

1. Open **Manage Requests**
2. Find the request with proof status:
► SUBMITTED
3. Click **View Proof** to check the PDF
4. If valid → click **Verify Proof**
5. Status changes to:
✓ VERIFIED

If invalid → Faculty may reject the proof.

Either faculty or the admin can verify proof by entering their name to send final proof email

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