

OD PORTAL

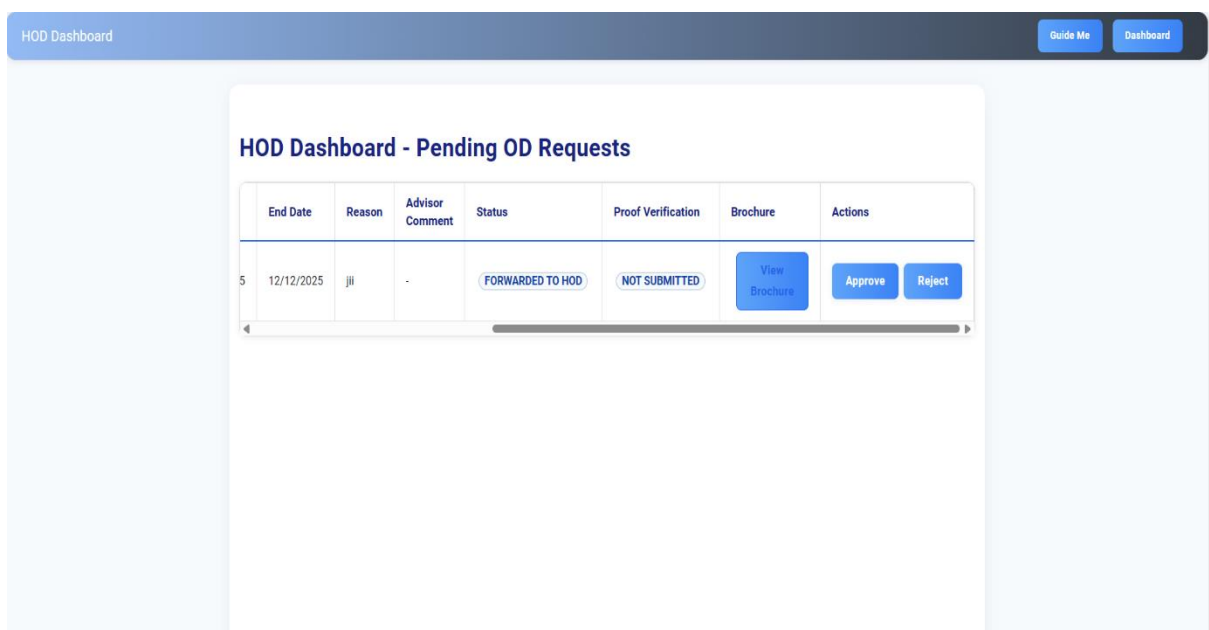
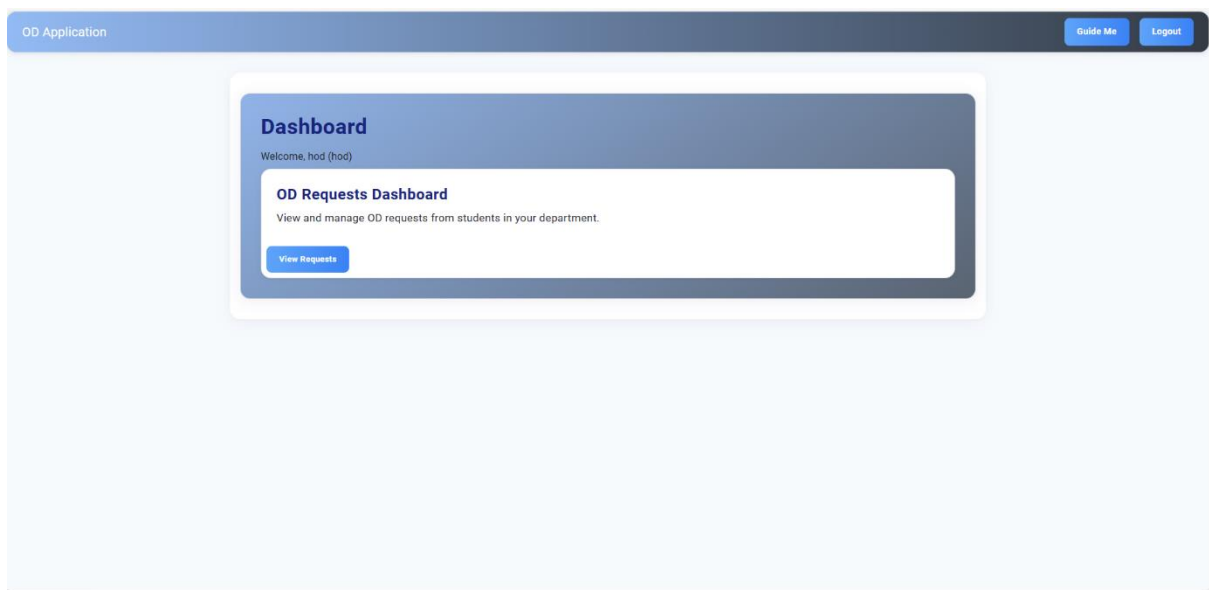
HOD– USER GUIDE

After logging in, HOD will see:

✓ OD Requests Dashboard

- Displays OD requests forwarded by faculty
- Shows all students in the department
- Allows final approval or rejection

Click **View Requests** to access the full OD table.



The HOD request table includes:

- Student details
- Event name & date
- Reason for OD
- Brochure PDF
- Faculty decision
- Current status
- **Actions (Approve / Reject)**

HOD should review all information before making the final decision.

1. On Clicking **Approve**, request status becomes:
✓ APPROVED_BY_HOD
2. On Clicking **Reject**, Status becomes:
✗ REJECTED_BY_HOD

Once approved:

- Student uploads proof
- Faculty verifies proof
- Email notification to all class handling faculties with od approval letter and proof