

## 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 screenshot shows a blue header bar with the text "OD Application" on the left and "Guide Me" and "Logout" on the right. Below the header is a white content area. In the center, there is a dark blue rectangular card with the title "Dashboard" and the subtitle "Welcome, hod (hod)". Inside the card, there is a white box titled "OD Requests Dashboard" with the sub-instruction "View and manage OD requests from students in your department." At the bottom of this box is a blue button labeled "View Requests".

The screenshot shows a blue header bar with the text "HOD Dashboard" on the left and "Guide Me" and "Dashboard" on the right. Below the header is a white content area. In the center, there is a table titled "HOD Dashboard - Pending OD Requests". The table has columns: End Date, Reason, Advisor Comment, Status, Proof Verification, Brochure, and Actions. There is one row of data: "5 12/12/2025 jii - FORWARD TO HOD NOT SUBMITTED View Brochure Approve Reject". At the bottom of the table is a horizontal scrollbar.

End Date	Reason	Advisor Comment	Status	Proof Verification	Brochure	Actions
5 12/12/2025	jii	-	FORWARDED TO HOD	NOT SUBMITTED	<a href="#">View Brochure</a>	<a href="#">Approve</a> <a href="#">Reject</a>

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