

OD PORTAL

STUDENT– USER GUIDE

Login & Dashboard

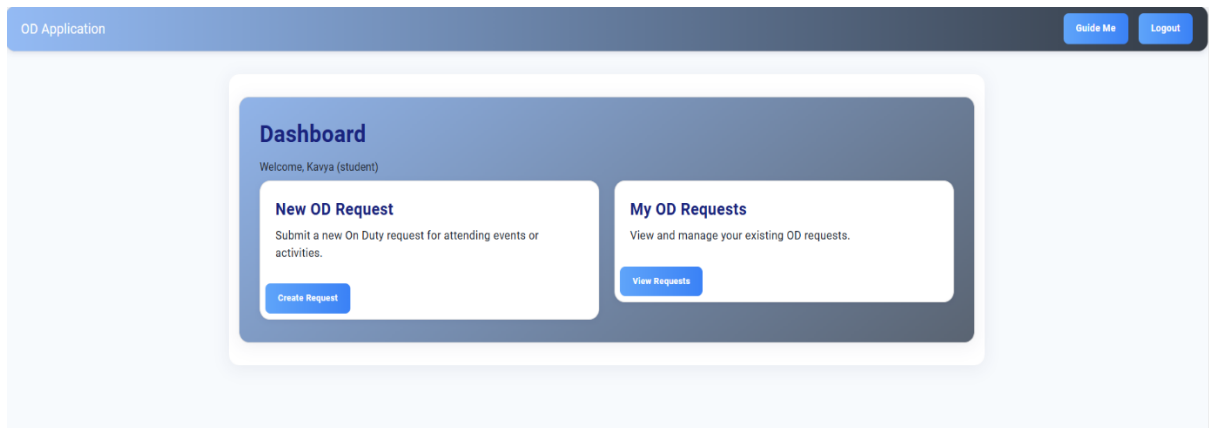
After logging into the OD Portal, the student can see the **Dashboard** with two main options:

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*.

The screenshot displays the 'Submit OD Request' form. It contains several input fields: 'Event Name *', 'Event Type *' (with a dropdown icon), 'Event Date *' (with a calendar icon), 'Start Date *' (with a calendar icon), and 'End Date *' (with a calendar icon). Below these is a 'Time Selection' section with radio buttons for 'Full Day' (selected) and 'Particular Hours'. There is a 'Reason *' text area. At the bottom, there's a file upload section for 'Upload Event Brochure (PDF, max 1MB)' with a 'Choose File' button and the text 'No file chosen'. A large blue 'Submit Request' button is at the very 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

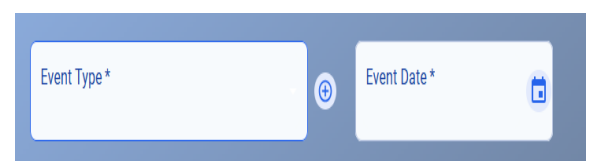
Enter Event name and then **Submit Request**

On Admin's approval it will be added to event type list

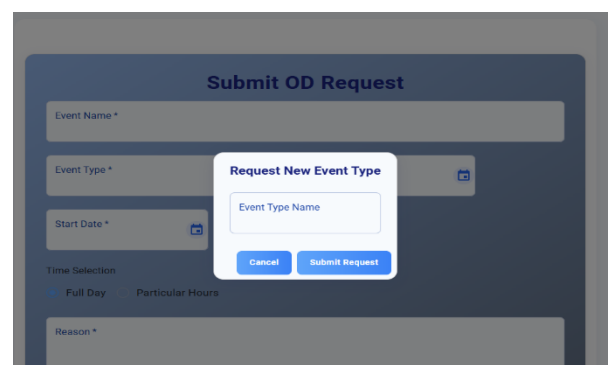
How to Check OD Status

Go to **My OD Requests**.

You will see a table containing every OD request with:



This screenshot shows the top section of the 'Submit OD Request' form. It features two input fields: 'Event Type*' on the left and 'Event Date*' on the right. A small blue plus icon is located to the right of the 'Event Type*' field, and a calendar icon is to the right of the 'Event Date*' field.



This screenshot shows the 'Submit OD Request' form with a modal window titled 'Request New Event Type' open. The modal contains an input field for 'Event Type Name' and two buttons: 'Cancel' and 'Submit Request'. The background form is partially visible, showing fields for 'Event Name*', 'Event Type*', 'Start Date*', 'Time Selection' (with radio buttons for 'Full Day' and 'Particular Hours'), and 'Reason*'. The 'Submit OD Request' title is at the top of the form.

- **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

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
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.