

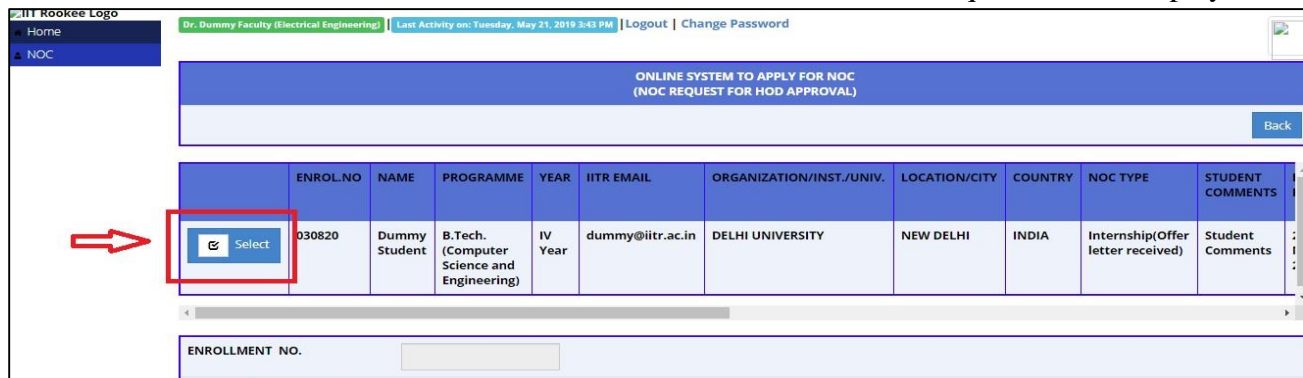
ACADEMIC AFFAIRS OFFICE
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

GUIDELINES : ONLINE NOC SYSTEM (FOR HOD)

1. **Login** to Academic Information System(<https://acad.iitr.ac.in>)
2. Click on 'NOC' (left side)



3. Click on 'Select' to choose one of the records. The details of the request will be displayed.



4. To view uploaded documents, click on "View Offer/Acceptance Letter/Supervisor's Consent"

5. Please Select- **Recommended/ Not Recommended/Approved/Not Approved**(as applicable). Comment is required if application is being not recommended/ not approved.

The screenshot shows the application form with the following fields and buttons:

- LOCATION/CITY: NEW DELHI
- COUNTRY: INDIA
- DATE OF EVENT:
 - FROM DATE: 24-May-2019
 - TO DATE: 28-May-2019
- DURATION FOR NOC WITH JOURNEY/TRAVEL TIME:
 - FROM DATE: 23-May-2019
 - TO DATE: 29-May-2019
- RECOMMENDATION/APPROVAL*: A dropdown menu with 'Select' as the current selection.
- COMMENTS(if not recommended): A text area.
- Buttons: 'View Offer/Acceptance letter/Supervisor Consent', 'SUBMIT', 'RESET', and 'PRINT NOC'.

Red boxes and arrows highlight the 'View Offer/Acceptance letter/Supervisor Consent' button, the dropdown menu, and the 'SUBMIT', 'RESET', and 'PRINT NOC' buttons.

6. Click "Submit" to submit the request/ "Reset" to amend the entry/" Print NOC" to print NOC".