Approval of Student Leave by HoD

1. Login to Admin Portal <u>https://nerist.symphonyx.in/admin</u>. Click on Student Record -> Student Leave

Symphony X Student Lifecycle Dashboard	Academic Session: 2024-2025 Jan-May
New Academic Year	Semester Activities
Admission data	Pre-Semester planning
Student Record	> New Course
• Student Profile	Student Updates
Upload Student Data	Registration
Photograph Uploading	Section Allotment
	Time Table
Documents Handling	Assessment Plan(Course Level)
Student ID Cards	Exam Planning
Certificates	Mentors
AdhourReport	
Student Leave	~
Post Academic Year	Application Control
Promote Student	Campus
Reports	Faculty
Degree Issuance	Courses
Transcript	Curriculum
Supplementary	> Degree Fulfillment Requirement
	Assessment Plan (default)
	Student Profile Structure
	Data Migration
	Templates
	System Settings
	Communication
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2. Any leave already applied by students will show on this screen along with document uploaded. Just select the entry and click Approve. This will be the process from now on as students will apply online. If any student comes to you with physical application, ask them to apply online through ERP. Also inform them over departmental WhatsApp groups. However, for the present semester, the online application facility wasn't available so far. So offline approved leaves need to be captured here first and then approved. Click on New.

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3. Search by Name and select the student. Click Select

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	117/009	PIYUSH KUMAR	CE	DEGREE	CE	2017/4	9366634018		
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	121/079	PIYUSH DUTT KASHYAP	ME	Certificate	ME	2021/4	8787656637		
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4. Select Leave Type, select duration, and Submit.

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5. The leave just applied by you will now show in the list of the main screen. Approve it.

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