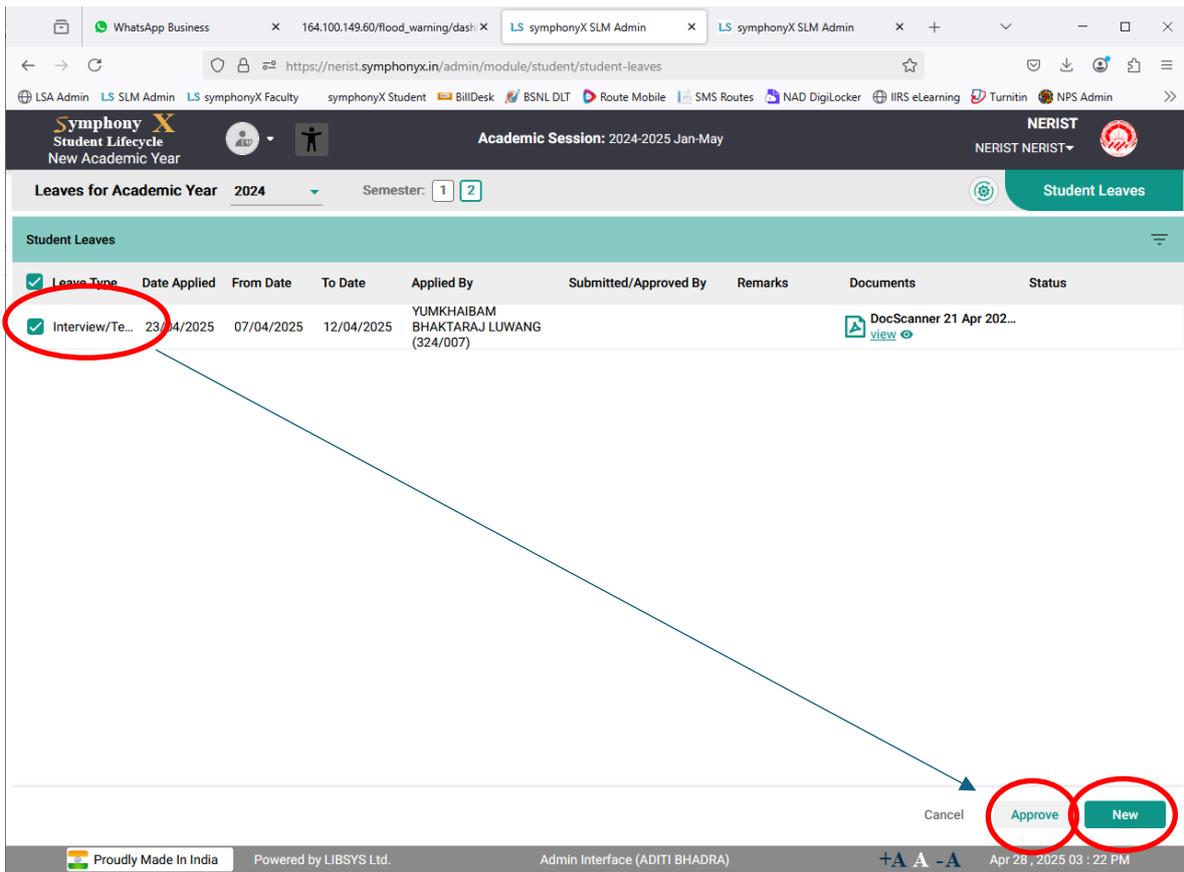


## Approval of Student Leave by HoD

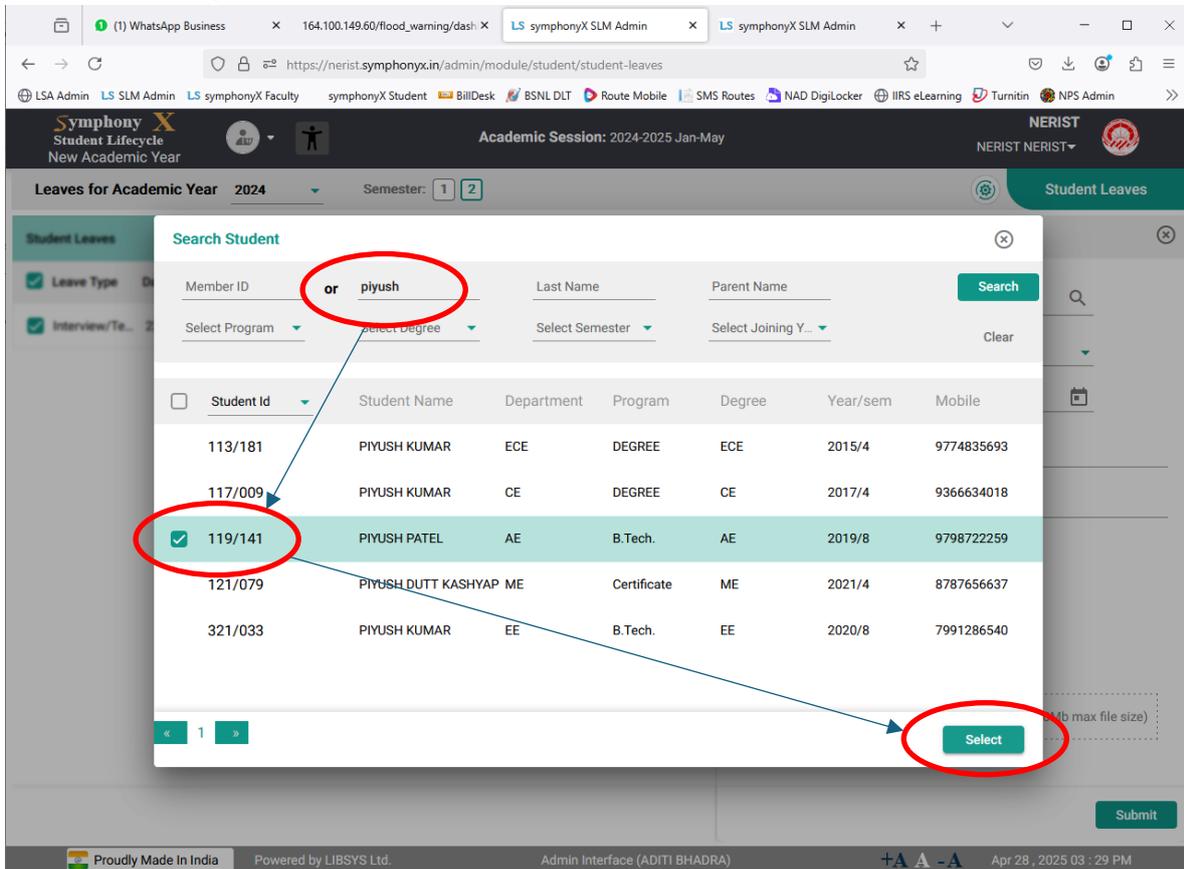
1. Login to Admin Portal <https://nerist.symphonyx.in/admin>. Click on Student Record -> Student Leave

The screenshot displays the Symphony X Student Lifecycle Dashboard for the Academic Session 2024-2025 (Jan-May). The interface is divided into three main sections: 'New Academic Year', 'Post Academic Year', and 'Semester Activities'. The 'New Academic Year' section is highlighted in purple and contains a list of options: Admission data, Student Record, Student Profile, Upload Student Data, Photograph Uploading, Documents Handling, Student ID Cards, Certificates, Adhoc Report, and Student Leave. Both 'Student Record' and 'Student Leave' are circled in red. The 'Post Academic Year' section is highlighted in light purple and includes Promote Student, Reports, Degree Issuance, Transcript, and Supplementary. The 'Semester Activities' section is highlighted in light green and includes Pre-Semester planning (New Course, Student Updates, Registration, Section Allotment, Time Table, Assessment Plan, Exam Planning, Mentors) and Application Control (Campus, Faculty, Courses, Curriculum, Degree Fulfillment Requirement, Assessment Plan, Student Profile Structure, Data Migration, Templates, System Settings, Communication). The footer of the dashboard includes 'Proudly Made In India', 'Powered by LIBSYS Ltd.', and 'Admin'.

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.



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



### 4. Select Leave Type, select duration, and Submit.

Leaves for Academic Year 2024 Semester: 1 2 Student Leaves

Leave Type	Date Applied	From Date	To Date	Applied By	Submitted/Approved By
Interview/Te...	23/04/2025	07/04/2025	12/04/2025	YUMKHAIBAM BHAKTARAJ LUWANG (324/007)	

New Leave Details

Student Id: 119/141

Leave Type: Participation in Cultural/Sports Even...

Duration: 06/03/2021 - 07/03/2021

Reason: |

Description: |

[Click to upload](#) (500Mb max file size)

**Submit**

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

Leaves for Academic Year 2024 Semester: 1 2 Student Leaves

Leave Type	Date Applied	From Date	To Date	Applied By	Submitted/Approved By	Remarks	Documents	Status
Interview/Te...	23/04/2025	07/04/2025	12/04/2025	YUMKHAIBAM BHAKTARAJ LUWANG (324/007)			DocScanner 21 Apr 202...	

Cancel **Approve** New