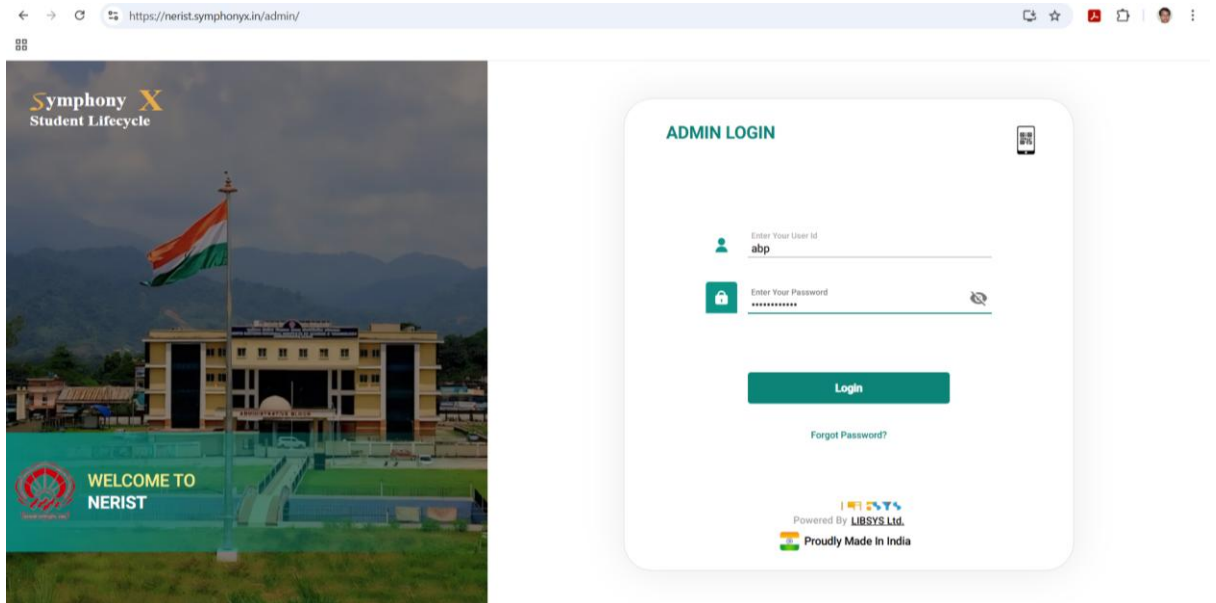
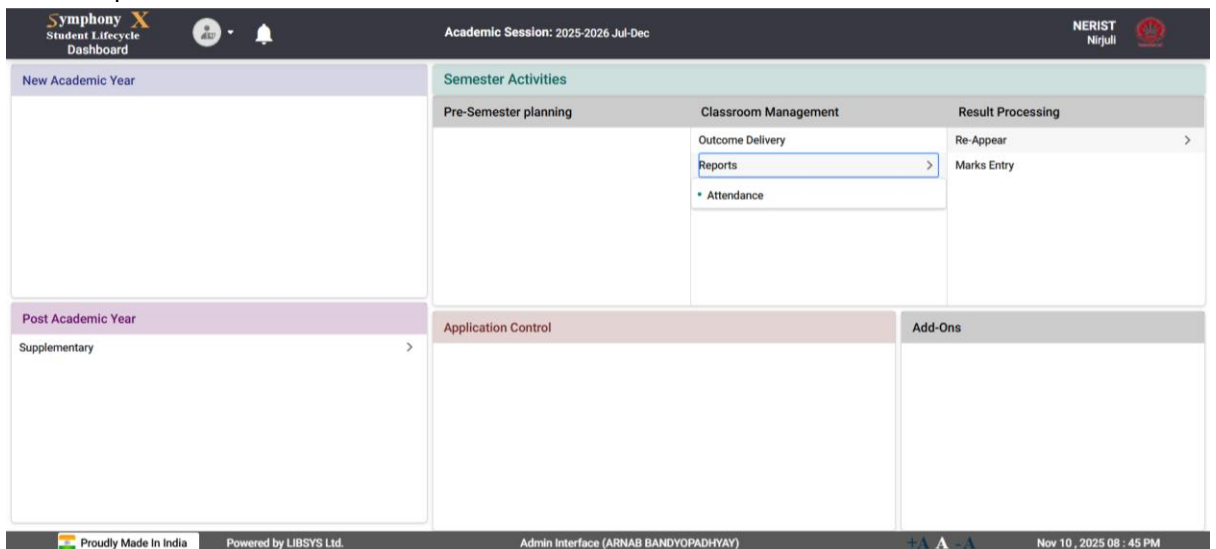


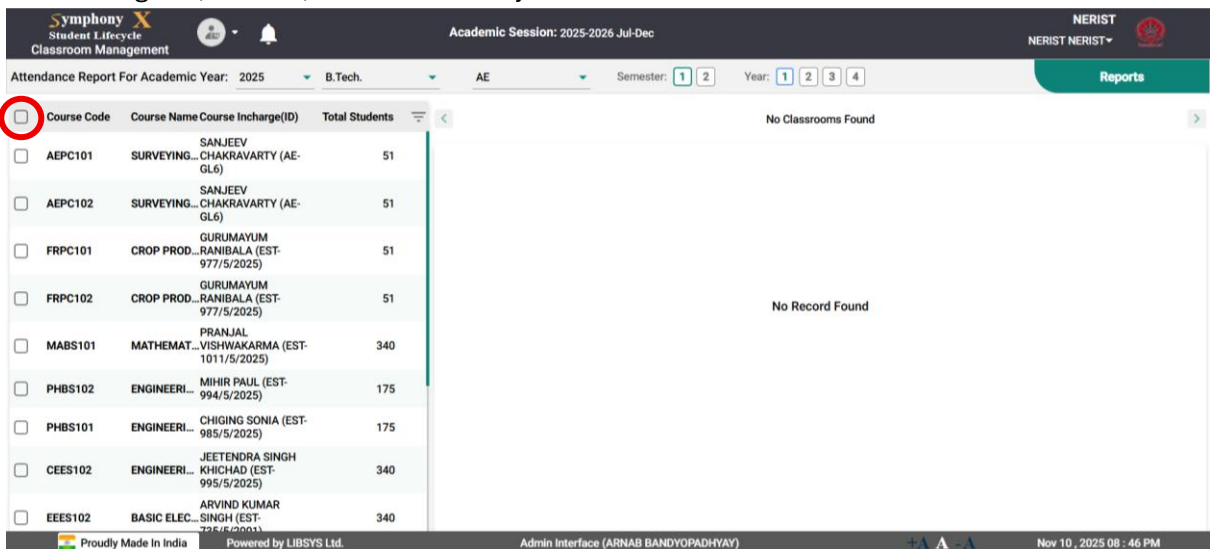
1. Login to admin portal (<https://nerist.symphonyx.in/admin/>):



2. Go to Reports -> Attendance:



3. Select Program, Branch, Year and All subjects:



4. Click on Download, Check the “Leave Applicable %” checkbox, enter 10 beside it:

The screenshot shows the Symphony Classroom Management interface. The top navigation bar includes the logo, user profile, and academic session information (2025-2026 Jul-Dec). The main area displays an attendance report for Academic Year 2025, B.Tech., AE, Semester 1, 2, Year 1, 2, 3, 4. A list of courses is shown on the left, with SNAU102 selected. A 'Filters' dialog box is open, showing the date range (01/07/2025 to 31/12/2025) and the 'Leave Applicable%' checkbox checked with '10' entered. The 'Download' button is highlighted. The main table shows a list of students for SNAU102 with columns for Sr. No., Student ID, Student Name, Th, Pr, Total, Attended, and Attendance%.

Sr. No.	Student ID	Student Name	Th	Pr	Total	Attended	Attendance%
1	122/017	MUHAMMAD SAHIL SHAH	0/0	10/14	14	10	71.43
2	122/037	PAKA SANGNO	0/0	0/14	14	0	0
3	122/111	ANIRBAN PAUL	0/0	0/14	14	0	0
4	122/205	HIBU KOMO	0/0	12/14	14	12	85.71
5	123/052	MERCY JAMI	0/0	12/14	14	12	85.71
6	123/064	TANA KAKO TARA	0/0	6/14	14	6	42.86
7	123/072	HIMANGA SONOWAL	0/0	12/14	14	12	85.71
8	123/087	DAMANGKYNISAI KHARJAHRIN	0/0	14/14	14	14	100
9	123/091	KCHUHA KELVIN REANG	0/0	12/14	14	12	85.71
10	123/104	SOWINI DAHUN GRACE CHYRMANG	0/0	6/14	14	6	42.86
11	123/107	NGAMMINTHANG KHONGSAI	0/0	10/14	14	10	71.43
12	123/112	KELYNECY LYNGDOH LYNGKHOI	0/0	10/14	14	10	71.43

5. Click “Save” to download the leave adjusted subject/component (theory and practical)-wise attendance percentage.