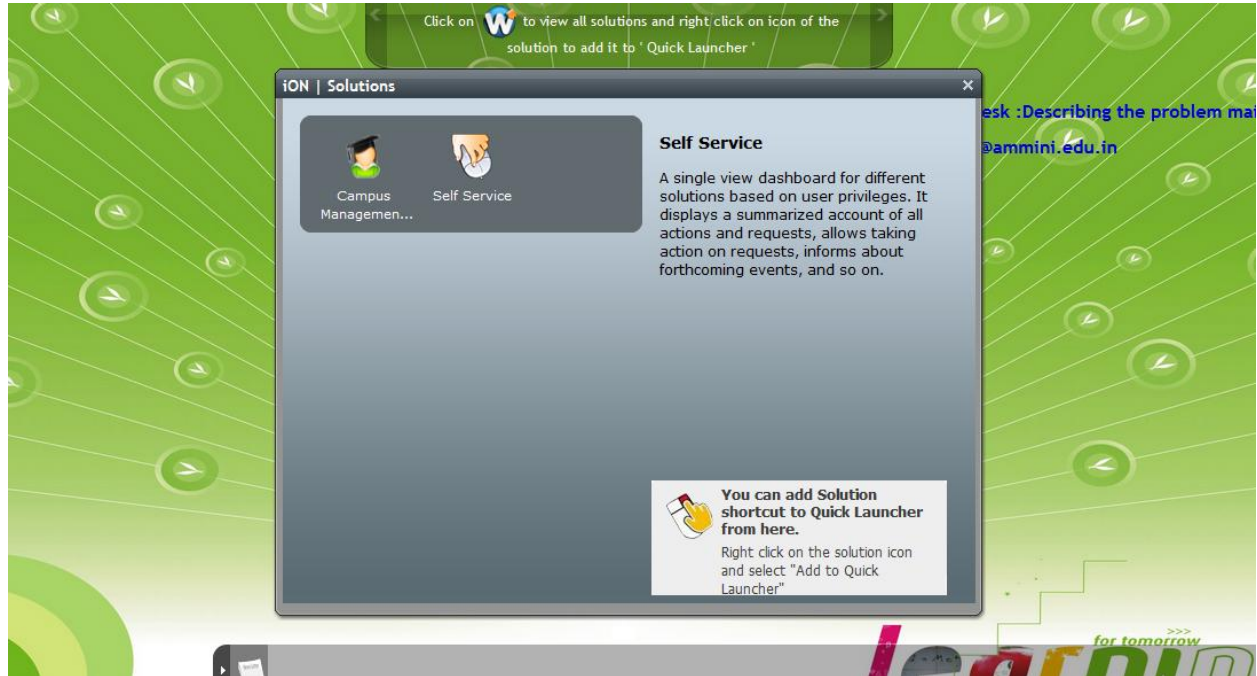


How to approve student leave?

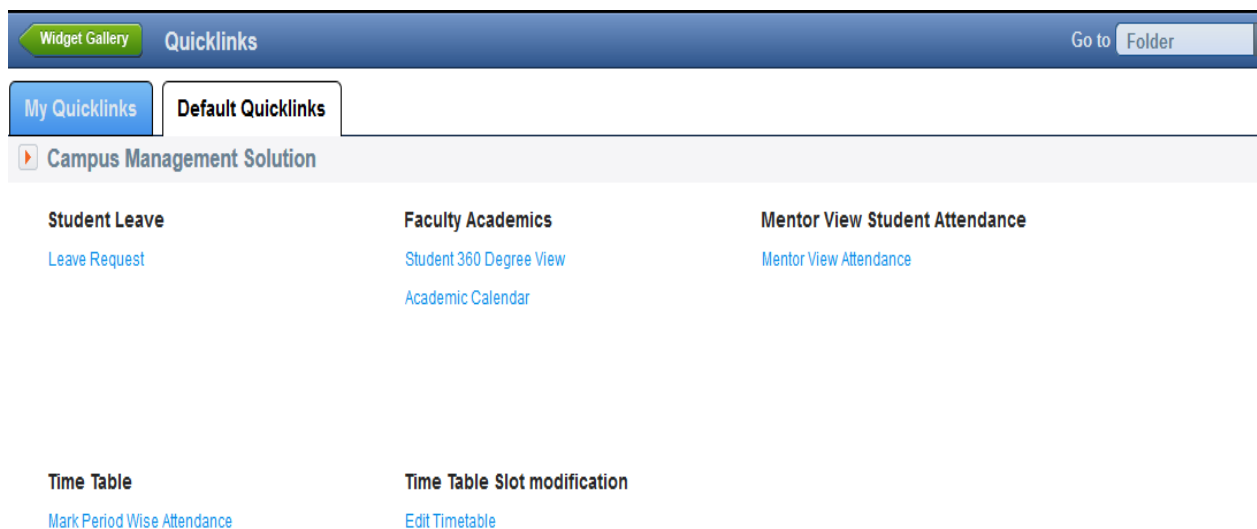
Step 1:

Login to your TCS iON Self Service



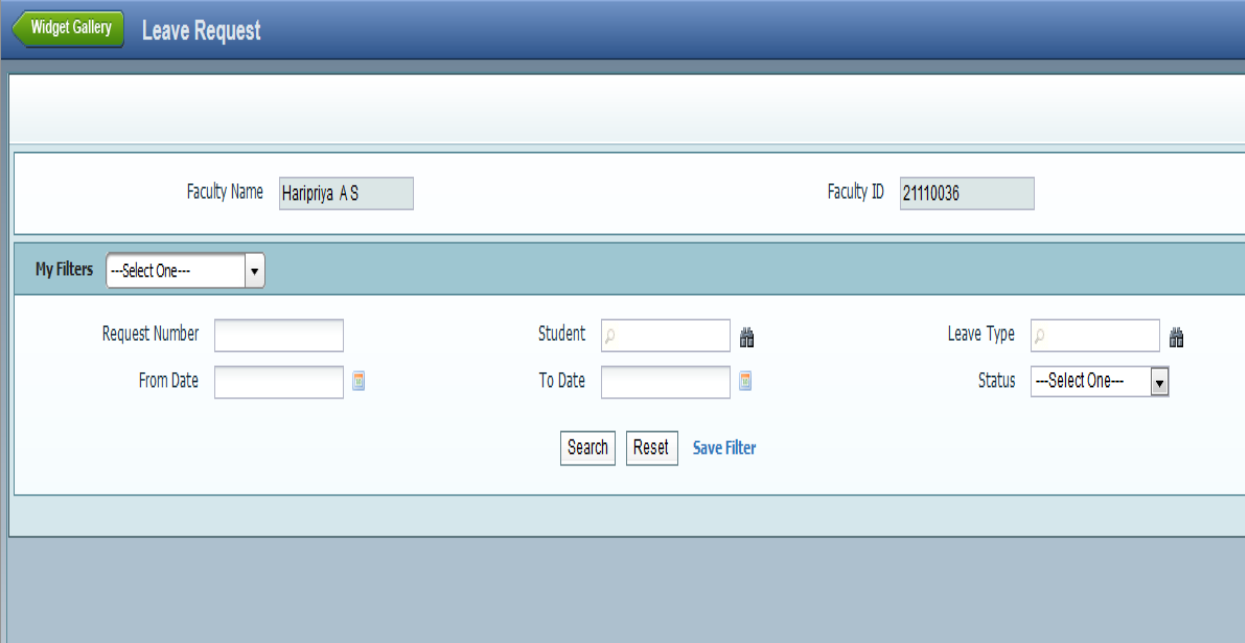
Step 2:

Look for **Leave Request** tab in Quick links << default quick Links<< Campus Management Solution



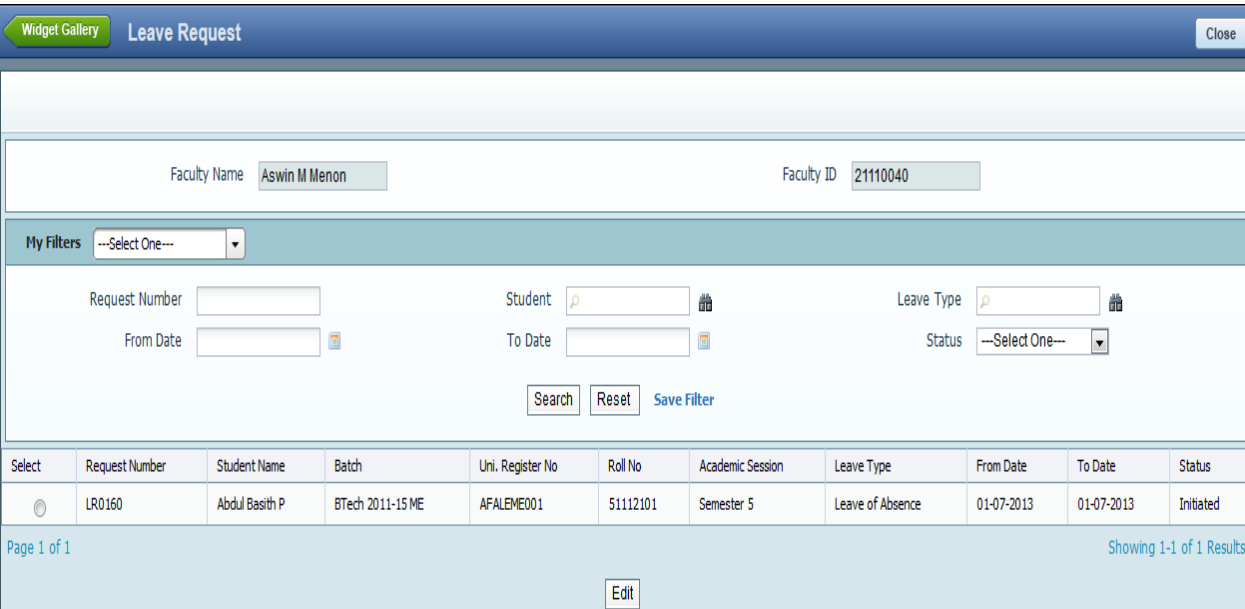
Step 3:

A new window will open where you can either search for a particular student/date or you can simply give search.



Step 4:

Select the student whose leave that you want to approve. Then click on **Edit** tab.



| Select | Request Number | Student Name | Batch | Uni. Register No | Roll No | Academic Session | Leave Type | From Date | To Date | Status |
|-----------------------|----------------|----------------|------------------|------------------|----------|------------------|------------------|------------|------------|-----------|
| <input type="radio"/> | LR0160 | Abdul Basith P | BTech 2011-15 ME | AFALEME001 | 51112101 | Semester 5 | Leave of Absence | 01-07-2013 | 01-07-2013 | Initiated |

Page 1 of 1 Showing 1-1 of 1 Results

[Edit](#)

Step 5:

The leave attribute of the particular student will be displayed. The date/slots on which he was absent will be displayed.

Request Number: LR0160 Student*: Abdul Leave Type*: Leave of Absence
 From Date*: 01-07-2013 12:00AM To Date: 01-07-2013 11:58PM
 Leave Comment*: fever 95 chars left Status: Initiated
 Upload Document:
 Comments*: Approved

| PREVIOUS | | TIME TABLE VIEW | | | | | | | | | | | | NEXT | |
|------------------|--|-----------------|-----------|-----------|-----------|-----------|-----------|--------------|--------------|------|--------------|------|------|------|--|
| DATE - TIME | | 9:0-10:0 | 10:0-11:0 | 11:0-12:0 | 12:0-13:0 | 13:0-14:0 | 14:0-15:0 | 15:0-16:0 | 16:0-16:35 | | | | | | |
| 01-07-2013 (Mon) | | ME09 504 | ME09 502 | Free | ME09 501 | ME09 505 | Free | ME09 507 (P) | ME09 507 (P) | Free | ME09 507 (P) | Free | Free | Free | |
| 02-07-2013 (Tue) | | ME09 504 | ME09 505 | Free | ME09 504 | ME09 502 | Free | ME09 508 (P) | ME09 508 (P) | Free | ME09 508 (P) | Free | Free | Free | |

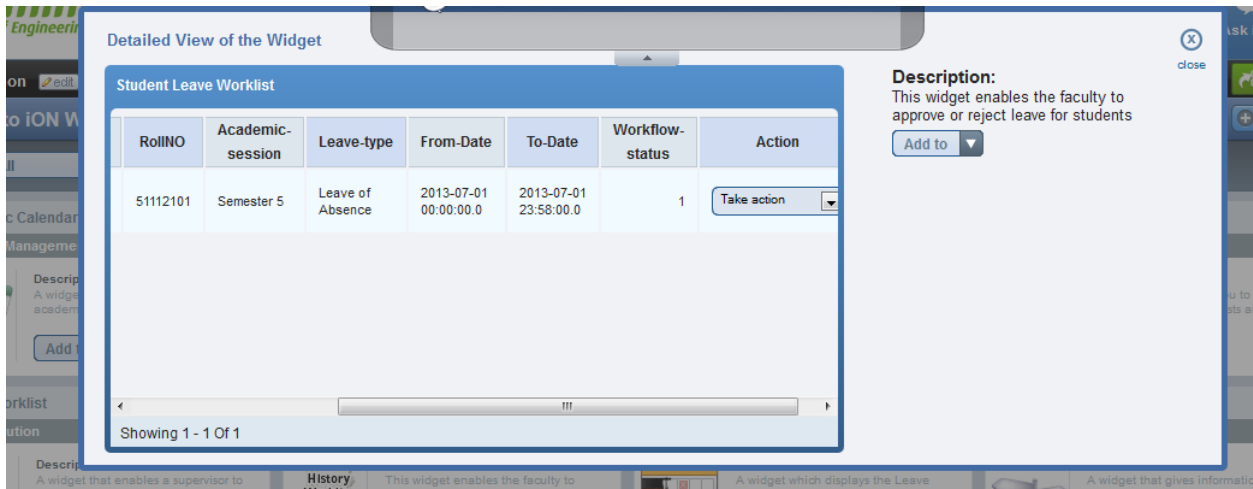
Step 6:

According to the eligibility of the leave you may either approve or reject the leave.

| | | | | | | | | | | | |
|------------------|----------|----------|------|----------|----------|------|----------|----------|------|----------|------|
| 04-07-2013 (Thu) | ME09 505 | ME09 502 | Free | ME09 502 | ME09 505 | Free | ME09 503 | ME09 504 | Free | ME09 503 | Free |
| 05-07-2013 (Fri) | ME09 505 | ME09 505 | Free | ME09 503 | ME09 504 | Free | ME09 502 | ME09 503 | Free | LIB 001 | |
| 06-07-2013 (Sat) | ME09 505 | ME09 503 | Free | ME09 502 | SEM 001 | Free | COMM 001 | COMP 001 | Free | ME09 505 | Free |
| 07-07-2013 (Sun) | Sunday | | | | | | | | | | |

: Absent
 : Present
 : Not Marked

NB: you can make use of the **widget** named **student leave worklist** to do the above task.



Detailed View of the Widget

Student Leave Worklist

| RollNO | Academic-session | Leave-type | From-Date | To-Date | Workflow-status | Action |
|----------|------------------|------------------|-----------------------|-----------------------|-----------------|-------------|
| 51112101 | Semester 5 | Leave of Absence | 2013-07-01 00:00:00.0 | 2013-07-01 23:58:00.0 | 1 | Take action |

Showing 1 - 1 Of 1

Description:
This widget enables the faculty to approve or reject leave for students

Add to