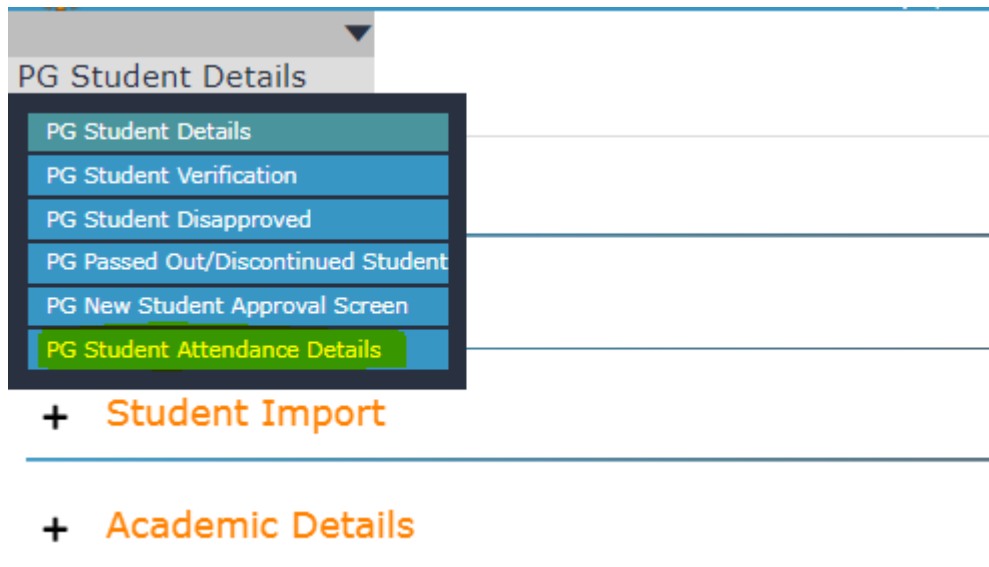



Steps for setting Not Approved Attendance by the Institute.

After login with Institute credentials, go to PG Scholarship icon, Select PG Student Attendance Details as shown in below screenshot.



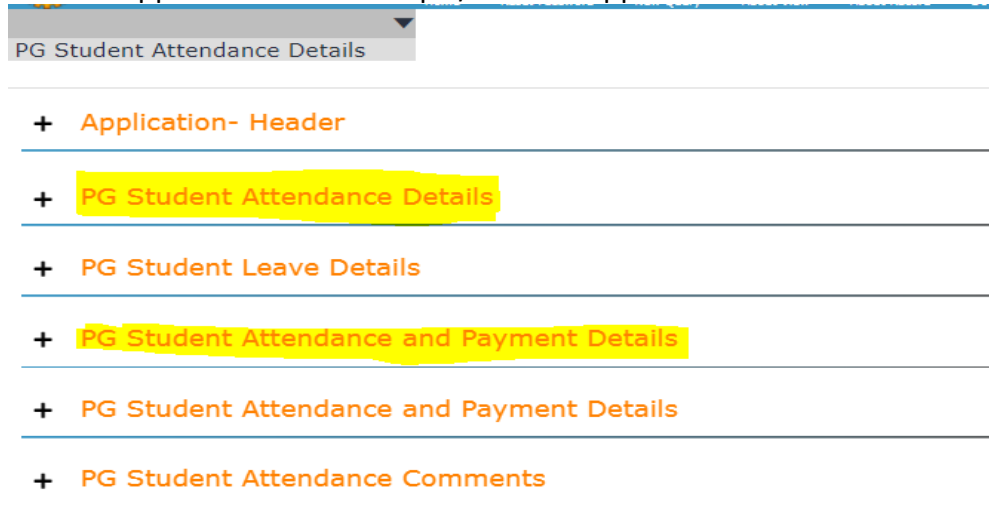
Expand PG Student Attendance Details screen, Query  with Student id For which Attendance is to be disapproved.



Expand PG Student Attendance and payment Details screen,

Click on  button.

Select Month and Year from dropdown,

Set 'Not Approved' under Principal/Director Approval Field and Save the record.



  ◀ 1 of 6 ▶

Status	Attendance Approval Date	Month	Year
Attendance not forwarded by the Instit	15/9/2021	September	2021
Attendance ID	Principal/Director Approval	CPSMS Amount to be Credited	CPSMS Transaction ID
1-4GD48F2	Not Approved		