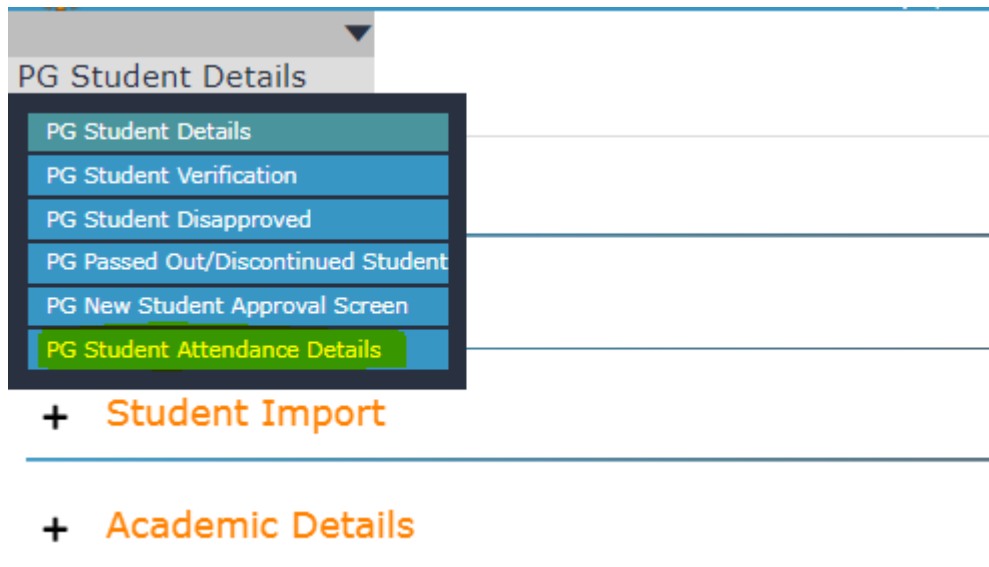## Steps for setting Not Approved Attendance by the Institute.

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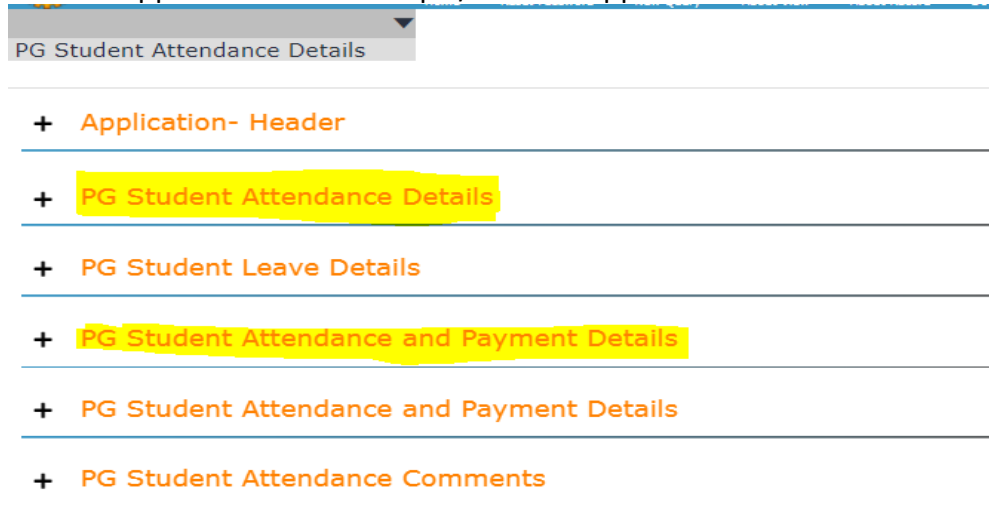Select PG Student Attendance Details as shown in below screenshot.

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.