

**STUDENT LEAVE MANAGEMENT SYSTEM  
(SLMS)  
USER GUIDE  
FOR  
STUDENT**

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## 1. Introduction

Welcome to the STUDENT LEAVE MANAGEMENT SYSTEM (SLMS).

This guide is intended for **STUDENTS**.

This guide will help you understand the features and functionalities of the system so you can submit and view leave requests effectively.

## 2. Background

The Student Leave Management System (SLMS) is designed to streamline and enhance the leave application and approval process, addressing the inefficiencies of the current manual system.

The primary objectives of the SLMS are to:

1. Reduce the manual workload for the Academic Affairs Department (AAD) and students.
2. Provide a reliable and effective means to store, manage, and process leave applications and supporting documents.
3. Improve the overall efficiency and accuracy of the student leave management process by eliminating any document loss or miscommunication between the stakeholders.

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## 3. Getting Started

### System Requirements

- A web browser (e.g., Edge, Chrome , Firefox).



- Active internet connection.
- Authorized user credentials to the gateway.

### As a Student you can:

1. Submit a leave application
2. View Leave Application Status

## Submit a leave application

- I. Go to <https://gateway.rtc.bt/>
- II. Enter your username and password.

### RTC Gateway Student Information System

Login Name
Password
<b>Log In Now</b>

For help, please contact RTC IT Office at (975) 77457548  
or send a message to [itadmin@rtc.bt](mailto:itadmin@rtc.bt)  
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- III. Click **Log In Now**. After you have logged in you can view the page below.

#### ROYAL THIMPHU COLLEGE

*Inspiring Education in Bhutan*



Name	██████████
Enrollment #	██████████
Cohort	2024
Program	Bachelor of Arts in Communication Arts & Creative Media
Section	██████████
BirthDate	██████████
E-Mail	██████████
Mobile #	██████████
Advisor	██████████
Enrollment Status	Current

⊕ Attendance
⊕ Current Performance
⊕ Past Performance
⊕ Student Schedule
⊕ Payment Receipts
⊕ Student Leave

- IV. Scroll down to the end of the page you will be able to view the Student Leave Tab. Please click on the + button on the left side of Student Leave.



- V. Once you Click on the + button , you will be able to see the Apply leave tab on the left side.



- VI. Once you click on the "Apply Leave" tab, you will be directed to a new page where you can submit your leave application. There are **four steps** you need to complete in order to apply for leave.

- A. First step-** is entering the **application details**, which are automatically filled in by the system. This includes your **Name**, **Enrollment Number**, **Programme**, **Cohort**, **Applicant Email Address**, and **Applicant Phone Number**.

**1 Applicant Details**

Applicant Name:  
[REDACTED]

Applicant Enrollment No:  
[REDACTED]

Program:  
BA Comm Arts

Cohort:  
2024

Applicant Email Address:  
[REDACTED]

Applicant Phone No :  
[REDACTED]

**B. Second step-** is to fill in the **Application Details**.

Under this section:

- **Application Date:** This field is automatically filled in by the system with the date on which you are applying for leave.
- **Leave Applied From Date:** Here, you must enter the starting date of your leave. Please note that the "Leave Applied From date" cannot be later than the "Leave Applied To date".
- **Leave Applied To Date:** Here, you must enter the last date of your leave.

**Example:**

Suppose you took leave from **1st April 2025** to **2nd April 2025**, but you are applying for leave on **3rd April 2025**.

- Application Date: **03/04/2025** (auto-filled)
- Leave Applied From Date: **01/04/2025**
- Leave Applied To Date: **02/04/2025**

Next, you will need to select the **Type of Leave Applied For**. Based on your situation, you can choose from:

- **Official Leave**
- **Medical Leave**
- **Bereavement Leave**

Finally, In the Remarks section, please briefly state the reason for your leave. Note that the system will only accept up to 500 characters.

The screenshot shows a form titled "2 Application Details". It contains the following fields:

- Application Date:** A text input field containing "28/04/2025".
- Leave Applied From Date:** A text input field containing "01/04/2025".
- Leave Applied To Date:** A text input field containing "02/04/2025".
- Type of Leave Applied for:** A dropdown menu with "Medical" selected.
- Remarks:** A text area containing "I was Suffering from Cough and Cold. |".

**C. Third step-** is to enter the **Number of Classes Missed** during your leave.

In this section:

- You will see a list of the modules (classes) you are enrolled in for the semester.
- Select the **relevant module** from the list.
- Enter the **number of classes missed** for that module during your leave.
- If you missed classes from multiple modules, click on the **"Add New"** tab located on the right side of the section to add another module and its corresponding number of classes missed. Please note that you can click the delete button on the right side if you made an error in entering the number of classes or if you entered the same module more than once.

**3** Classes Missed

Category	No. of Classes Missed	Actions
JRN102: Writing for Media (Pallavi Majumdar) ▼	2	Delete
JRN102: Writing for Media (Pallavi Majumdar) ▼	2	Add New

#### D. Step 4: Upload Supporting Documents

To successfully submit your application, it is mandatory to upload the required supporting documents. Without these, your application cannot be processed.

- **Medical Leave:** Please attach your medical prescription.
- **Official Leave:** Attach the official letter from the organization.
- **Bereavement Leave:** Attach the death certificate.

Ensure that the dates on your medical and official documents correspond to the leave dates specified in your application. **Please note that only PDF file formats are accepted for attachments, and you can upload only one PDF file. If you have multiple documents, please merge them into a single PDF file before uploading.**

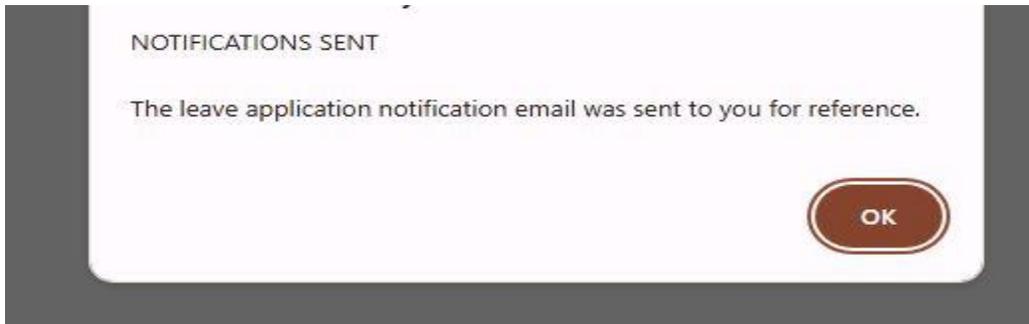
**4** Document Upload

Upload Supporting Documents

Choose File Medical Document.pdf

SUBMIT

After Clicking on the Submit Button you will be able to see a Notification Stating that your Leave application notification email was sent to you for reference.



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## Submit a leave application

Once you have submitted your leave application, you can track its status as it is reviewed by the AAD officers. The status of your application will be updated accordingly.

Follow these steps to view the status of your leave application:

- 1. Navigate to the “Student Leave” Section:**  
Go to the "Student Leave" section in your portal.
- 2. Click the + Sign:**  
Click on the "+" sign to expand the leave application options.
- 3. View Your Submitted Leave Applications and Their Statuses:**  
You will be able to see your submitted leave applications along with their current status. The possible statuses are:
  - **Applied:** Your leave application has been successfully submitted.
  - **Verified:** Your leave application has been reviewed and verified by AAD.
  - **Not Accepted:** Your leave application has not been accepted due to invalid documents or inaccurate entries.
  - **Approved:** Your leave application has been approved by the Dean.

⊖ Student Leave						
<a href="#">Apply Leave</a>						
Application ID	Date Applied	From Date	To Date	Reason	Leave Type	Status
6	28/04/2025	01/04/2025	02/04/2025	I was Suffering from Cough and Cold.	Medical	Pending
7	28/04/2025	09/04/2025	10/04/2025	I was Sick	Medical	Pending

For any queries or clarifications regarding your leave application, please feel free visit the AAD office during working hours (Monday to Friday from 8:30AM to 5:30 PM) or email at [academics@rtc.bt](mailto:academics@rtc.bt).

