

## How to apply leave

### Employee Registration

1. Go to college URL - <https://kmcwar.nmcindia.ac.in>
2. Click on User Registration –
3. Personal Details including Adhaar. Adhaar name should be exactly be matched.
4. 4Select appropriate Division/Unit and Designation.
5. IMR can be left blank
6. Submit the details. Registration/Attendance ID will be generated.
7. Request will go to Nodal officer for approval
8. Once the nodal officer approves the employee request, click Login link > Don't have an account
9. Username – Attendance ID
10. Password – Temporary password will be received on mobile