

ACADEMIC EVENT REPORT



Event ID:	133
Event Title:	Monthly Leave
Date:	2025-12-04
Department:	DFIA OAA

PARTICIPANTS

Teaching Staff and students

EVENT SUMMARY

The monthly leave process for staff members was reviewed and recorded as per institutional norms. Leave applications submitted by staff were verified and approved by the concerned authority. Attendance records were updated accordingly to ensure proper administrative documentation and smooth functioning of departmental activities.

SUGGESTIONS & RECOMMENDATIONS

Staff members are advised to submit leave applications in advance wherever possible. Maintaining digital records along with manual registers will improve accuracy and efficiency in leave management. Upload Photos (Max 5):