

ACADEMIC EVENT REPORT



Event ID:	87
Event Title:	Monthly Leave
Date:	2025-08-28
Department:	DFIA OAA

PARTICIPANTS

All faculty members, administrative staff, and students on leave for the scheduled monthly leave day.

EVENT SUMMARY

The Monthly Leave was observed as per the academic calendar. Staff and students availed the scheduled leave, ensuring adherence to institutional guidelines. The process was smoothly coordinated by the DFIA OAA department, maintaining proper documentation and attendance records. The leave provided an opportunity for rest and personal time without affecting academic and administrative responsibilities.

SUGGESTIONS & RECOMMENDATIONS

1.Ensure clear communication of monthly leave schedules in advance. 2.Maintain a digital record of leave for better tracking and accountability. 3.Coordinate essential staff coverage to manage urgent tasks during leave.