

ACADEMIC EVENT REPORT



Event ID:	135
Event Title:	Staff Meeting
Date:	2025-12-09
Department:	DFIA Staff

PARTICIPANTS

Principal, Vice Principal, Teaching Staff

EVENT SUMMARY

A staff meeting was conducted to review academic progress, administrative matters, and institutional activities. Discussions were held on staff responsibilities, student performance, discipline, and upcoming academic programmes. Important instructions were given to ensure effective coordination and smooth functioning of academic and administrative work.

SUGGESTIONS & RECOMMENDATIONS

Regular staff meetings should be conducted to enhance coordination. Clear documentation of decisions and timely communication will improve implementation and efficiency.