



Event ID:	128
Event Title:	Report Submission
Date:	2025-11-25
Department:	DFIA OAA

PARTICIPANTS

Students OAA Staff Class In-charges

EVENT SUMMARY

Report submission was carried out successfully by the OAA department. Students submitted their required academic and administrative reports within the stipulated time. The submitted reports were verified and documented properly, ensuring accurate record-keeping and smooth academic follow-up. The process helped maintain discipline and accountability among students.

SUGGESTIONS & RECOMMENDATIONS

Inform students in advance about submission deadlines. Maintain a checklist to ensure complete and accurate submissions. Digitize report submission records where possible. Strengthen coordination between OAA staff and class in-charges. Conduct periodic reviews to improve efficiency in report management.