

ACADEMIC EVENT REPORT



Event ID:	21
Event Title:	Monthly Leave
Date:	2025-05-08
Department:	DFIA OAA

PARTICIPANTS

Teaching Staff, Non-Teaching Staff, and Students

EVENT SUMMARY

Monthly leave was observed by both staff and students as per the schedule. Attendance and leave records were maintained to ensure proper tracking of availability and smooth functioning of departmental activities.

SUGGESTIONS & RECOMMENDATIONS

Future leave schedules may be communicated in advance to facilitate better planning and coordination among staff and students.