

# ACADEMIC EVENT REPORT



Event ID:	37
Event Title:	Monthly Leave
Date:	2025-06-03
Department:	DFIA OAA

## PARTICIPANTS

Students and Staff

## EVENT SUMMARY

The Monthly Leave was observed smoothly with all students and staff informed in advance. Attendance management was ensured, and departmental operations continued without disruption. Students utilized the leave effectively, while staff ensured academic and administrative continuity.

## SUGGESTIONS & RECOMMENDATIONS

Communicate leave dates well in advance to avoid confusion. Maintain a record of attendance before and after leave.