

# ACADEMIC EVENT REPORT



<b>Event ID:</b>	77
<b>Event Title:</b>	Staff & Management Meeting
<b>Date:</b>	2025-08-05
<b>Department:</b>	DFIA Staff & Management

## PARTICIPANTS

Management members, teaching and non-teaching staff, department heads, administrative officials.

## EVENT SUMMARY

The Staff & Management Meeting was conducted to review ongoing academic and administrative activities. Key discussions focused on academic planning, student performance, examination processes, event coordination, and institutional development. Management provided guidelines and updates on policies, while staff members shared feedback and suggestions. The meeting strengthened coordination, improved transparency, and supported effective decision-making for smooth institutional functioning.

## SUGGESTIONS & RECOMMENDATIONS

1.Circulate the meeting agenda in advance for better preparation. 2.Document and share minutes of the meeting promptly. 3.Encourage more interactive discussion and feedback from staff.