



<b>Event ID:</b>	54
<b>Event Title:</b>	Syllabus Form Submission
<b>Date:</b>	2025-07-05
<b>Department:</b>	DFIA OAA

## PARTICIPANTS

Faculty Members and Academic Staff

## EVENT SUMMARY

The Syllabus Form Submission process was conducted smoothly on the scheduled date. Faculty members submitted their syllabus forms, ensuring that academic plans and course outlines were updated and recorded for the semester. The process facilitated proper planning for teaching schedules and ensured compliance with departmental academic requirements.

## SUGGESTIONS & RECOMMENDATIONS

Verify all forms for completeness before submission. Encourage timely submission to avoid delays in academic planning.