

# ACADEMIC EVENT REPORT



Event ID:	104
Event Title:	Staff Meeting
Date:	2025-10-07
Department:	DFIA Staff

## PARTICIPANTS

All teaching staff members of DFIA

## EVENT SUMMARY

The staff meeting was conducted to review academic progress, administrative matters, and institutional activities. Important discussions were held regarding curriculum planning, student discipline, examination schedules, and upcoming academic events. Suggestions from staff members were welcomed, and necessary decisions were taken to improve the overall functioning of the institution. The meeting concluded with a clear action plan and collective commitment toward institutional development.

## SUGGESTIONS & RECOMMENDATIONS

Circulate the meeting agenda in advance for better preparation. Maintain brief written minutes and share them with staff.