

ACADEMIC EVENT REPORT



Event ID:	105
Event Title:	Staff & Management Meeting
Date:	2025-10-07
Department:	DFIA Staff & Management

PARTICIPANTS

Management members, Principal, department heads, and teaching & non-teaching staff of DFIA

EVENT SUMMARY

The Staff & Management Meeting was conducted to review the overall academic and administrative performance of the institution. Key discussions included academic planning, staff responsibilities, student welfare, infrastructure needs, and policy implementation. The management provided guidance and directions, while staff members shared feedback and suggestions. Important decisions were taken to strengthen coordination between staff and management and to enhance institutional efficiency and quality.

SUGGESTIONS & RECOMMENDATIONS

Share meeting agenda and reports in advance. Ensure clear documentation of decisions and responsibilities.