

# ACADEMIC EVENT REPORT



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| Event ID:    | 116                        |
| Event Title: | Staff & Management Meeting |
| Date:        | 2025-11-04                 |
| Department:  | DFIA Staff & Management    |

## PARTICIPANTS

DFIA Staff & Management

## EVENT SUMMARY

The Staff & Management Meeting was conducted successfully to review the academic and administrative activities of the institution. Key discussions focused on academic planning, student progress, staff responsibilities, discipline, and upcoming institutional programs. Management provided guidance on improving teaching quality and institutional coordination. Decisions were taken to strengthen teamwork and ensure smooth implementation of academic plans.

## SUGGESTIONS & RECOMMENDATIONS

Conduct monthly review meetings to monitor academic progress. Improve communication between departments and management. Provide regular training and mentoring sessions for staff. Enhance student monitoring and feedback mechanisms.