

# ACADEMIC EVENT REPORT



Event ID:	117
Event Title:	Monthly Leave
Date:	2025-11-06
Department:	DFIA OAA

## PARTICIPANTS

Students OAA Staff

## EVENT SUMMARY

Monthly leave was granted to eligible students after proper verification and approval by the OAA department. Attendance records were updated accordingly, and students were informed about returning on time after the leave period. The process was conducted smoothly, ensuring discipline and adherence to institutional rules.

## SUGGESTIONS & RECOMMENDATIONS

Ensure timely submission of leave applications by students. Maintain accurate leave and attendance records. Inform students clearly about leave rules and return dates.