



A UNIT OF MERMIER EDUCATIONAL SOCIETY

## ST. FRANCIS DE SALES SCHOOL

SATGAON, NARENGI, GUWAHATI

TOUCHING LIVES, MOULDING FUTURE

CBSE AFFILIATION NO: 230076

SCHOOL CODE: 35163

🌐 [www.sfsguahati.ac.in](http://www.sfsguahati.ac.in)

REF. NO. **SFS/PR/LET/089**

DATE **26/07/2023**

### Dear Teachers/ Office Staffs/ Support Staffs/ Bus Staffs

Greetings of the Day,

This is for your kind information that on Friday i.e. on 28<sup>th</sup> July, 2023, there will be **ANNUAL**

### **PHOTOGRAPHY SESSION & NABET PRESENTATION**, from 7.45 AM – 3.15 PM.

The Annual Photography Session will be at 7.45 AM and every lady staffs should be in Mekhela Chador and gents staffs, support staff and bus staff in regular uniform.

Thank you,

Regards,

jk

**Fr. George Thomas**  
**Principal**  
**SFS Guwahati**



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Sfsguahati



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**ANNUAL PHOTOGRAPHY SESSION SCHEDULE**

<b>SL. NO.</b>	<b>GROUP PHOTOS</b>	<b>TIME</b>
1	TEACHERS	8:00 AM
2	OFFICE STAFF	8:10 AM
3	BUS STAFF	8:20 AM
4	SUPPORT STAFF	8:30 AM
5	SECURITY STAFF	8:40 AM

**NOTE: Group photos & individual photos shall be clicked in the Basketball Court, SFS Block. Once photos are clicked all Teachers & Office Staff are requested to gather in the Mermier Hall by 8:45 AM.**

**NABET PRESENTATION SCHEDULE FOR 28th July 2023**

<b>SL. NO.</b>	<b>PROCESS NAME</b>	<b>PROCESS OWNER</b>	<b>TIME</b>
1	NABET OVERVIEW	SANYUKTA BARUAH	9:00 AM - 9:30 AM
2	CONTROL OF DOCUMENTS & CONTROL OF RECORDS	NAMRATA DEKA	9:30 AM - 9:45 AM
3	HUMAN RESOURCE	PORISHMITA GOSWAMI	9:45 AM - 10:00 AM
4	TEACHING LEARNING PROCES	DR. SANGEETA BHARALI D	10:00 AM - 10:30 AM

**SHORT BREAK (10:30 AM - 10:45 AM)**

5	CO-CURRICULAR ACTIVITIES	ANWESHA PATRA KARMAI	10:45 AM - 10:55 AM
6	INTERNAL EXAMINATION	ADREENA BORA	10:55 AM - 11:15 AM
7	ADMISSION	NITIPRIYA KEOT	11:15 AM - 11:30 AM
8	COUNSELLING	PRIYANKA DAS	11:30 AM - 11:40 AM
9	HEALTH & SAFETY	MRIGEN KUMAR SARMA	11:40 AM - 12:00 PM
10	TRANSPORTATION	KAMALESH BARUAH	12:00 PM - 12:15 PM

**SR. JOSNA's BIRTHDAY CELEBRATION & LUNCH BREAK (12:15 PM - 1:00 PM)**

11	LABRATORY	DIPAK DAS	1:00 PM - 1:15 PM
12	LIBRARY	JIARUL CHOUDHURY	1:15 PM - 1:30 PM
13	COMPLAINT HANDLING	AMRITA SHARMA	1:30 PM - 1:45 PM

**STAFF MEETING (1:45 PM - 3:15 PM)**

Mr. George Thomas

**Fr. George Thomas**  
**Principal**  
**SFS Guwahati**

