



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.sfsguwahati.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 28th 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,

Fr. George Thomas
Principal
SFS Guwahati



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Sfsguwahati



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ANNUAL PHOTOGRAPHY SESSION SCHEDULE

| SL. NO. | GROUP PHOTOS | TIME |
|---------|----------------|---------|
| 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

| SL. NO. | PROCESS NAME | PROCESS OWNER | TIME |
|---------|---|------------------------|---------------------|
| 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 KARMAK | 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 | JARUL 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)

Fr. George Thomas

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 Principal
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