

ST. ANTHONY'S SCHOOL

PRINCIPAL

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Abhoypur, College Nagar PO, North Guwahati - 781031 Kamrup District - ASSAM

Dear teachers,

1. From tomorrow you can arrive by 9:00 am for the valuation and result preparation-related works. You can depart post 12:30 pm as per your convenience and the pending workload.

2. The portal for marks entry is activated with due permissions and you may commence the entry of marks today itself and complete the same on or before 15th March at 11:00 am.

3. Class teachers ought to complete the entry of attendance and remarks by 16th March before 10:30 am. Once the entries are completed the class teachers are requested to cross-check all the details with Sir Damus.

Note: The results ought to be published in an online mode by 16th March before 9 pm.

4. Promotion meeting for classes 8 and 9 would be held on 14th March 2022. Details of the same will be escalated to you later.

Note: For lower classes (LKG to 7), I will be meeting only the class teachers regarding the promotion matters on 15th March. Timings will be escalated to you shortly. Subject teachers could pass on your observations to the said class teacher.

5. The Result day will be held on 17th March as notified and the hard copy of the annual report card will be dispensed by the class teachers between 09:00 am to 02:00 pm.

Note: All the teachers need to report for duty till 17th March 2022.

6. Special duties will be allocated to teachers from 21st March towards the smooth conduct of renewal of admission. Teachers ought to report for duty as per allocation only.

Note: Renewal of admissions commences on 21st March and ends on 29th March.

7. Animation of teachers will be held before the commencement of the academic year. Details will be disseminated to you once it is finalized.

8. Class teachers are requested to enter the attendance only for the final slot of the academic year between PA2 to TEE (9th March 2022).

Important Note:

Please organize your works as per the prescribed deadline and ensure the prompt completion of the same before time.

Soliciting your unconditional support in all the endeavors of SAS.

God bless you!

Principal, SAS

09.03.22

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