



## Staff Circular

**Ref: SCP/62/2024-25**


**Date:13.03.2025**

Dear Faculty Members,

This is to inform you that all faculty members are required to report to the college by 8:00 AM tomorrow. After completing the biometric process, everyone is expected to assemble at BBMP Rajanna Ground. Please ensure that you log out from the campus after the activities and leave accordingly. Kindly adhere to the given time schedule.

Coordinators are entrusted with the responsibility of ensuring that all students attend the Sports Day event. Attendance must be taken at the ground. Event in-charges must carry out their duties with utmost responsibility and commitment.

Refreshments and lunch will be provided. Please note that leave will not be granted tomorrow. The dress code is relaxed, any comfortable sports attire is allowed.

  
13/3/2025  
Principal

**PRINCIPAL  
SURANA COLLEGE  
Peenya, Bangalore - 560 022**