

**SHRI SHIVAJI EDUCATION SOCIETY, AMRAVATI'S
SCIENCE COLLEGE, PAUNI**

Pauni, District Bhandara - 441910, Maharashtra

Reference No.: SCP/PO/2026-27/04

Date: 12/10/2026

Dear Staff Members,

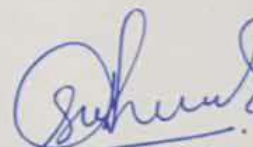
To closely monitor student engagement and strengthen parent-teacher communication, **today's primary target** for all teaching staff and department heads is to compile an **updated** student tracking list.

Please prepare the data in the following format before **4:00 PM today**:

Sr. No.	Student Full Name	SEM / Group	Student Contact No.	Father's Mobile No.	Mother's Mobile No.	

Please treat this task with high priority. Your compiled spreadsheets must be submitted to your respective Heads of Department (HODs) by 4:00 PM, and HODs will present the consolidated data to me directly.

Thank you for your prompt cooperation.



Dr. Sunil Deshmukh

Principal, Science College, Pauni

Copy to: for information and implementation:

1. All Teaching Staff. (Regular, CHB & Junior College)
2. All Head of Departments.
3. IQAC Coordinator.
4. College Website Administrator
5. Office File