



# Gondwana University, Gadchiroli

(Established by Government of Maharashtra Notification No. MISC-2007/(322/07) UNI-4 Dated 27<sup>th</sup> Sept 2011 & presently a State University Governed by Maharashtra Public University Act, 2016 (Maharashtra Act No. VI of 2017))

## (Board of Examinations & Evaluation)

M.I.D.C, Road Complex,  
Gadchiroli -

Phone No.: 07132- 223320

Email : [director.boee@unigug.ac.in](mailto:director.boee@unigug.ac.in)

No./GUG/Exam Section/ 1816 /2025

Date : 14/05/2025

## **NOTIFICATION**

### **STANDARD OPERATING PROCEDURE TO ISSUE MARKSHEET TO STUDENTS PASSING BEFORE 2021**


1. Student should apply to college for marksheet.
2. College should send letter to Director, BOEE, Gondwana University, Gadchiroli. College should provide photo copy of TR (Tabulation Register) & marksheet attested by Principal of College within 02 days from receipt of application.
3. Student application, College letter, TR attested, marksheet attested should be submitted to Inward Section of Exam Department of Gondwana University, Gadchiroli/ or shall be sent by mail to [director.boee@unigug.ac.in](mailto:director.boee@unigug.ac.in) within 2 days.
4. Mr. Dinesh Narote, Assistant Registrar, (Exams) will direct documents to faculty clerk within 1 day.
5. Faculty clerk will make notesheet regarding it same day.
6. Faculty clerk will get approval from Director BOEE for the process same day.
7. All documents with notesheet will be mailed to Mr. Pramod Borkar, Assistant Programmer for online verification from data with university & mark : Yes/No with signature same day.
8. Again notesheet will come to Director BOEE for approval same day.
9. Notesheet will be directed to DU Co-ordinator, MKCL for issue from their data verification. If true, marksheet will be prepared within one day.
10. Faculty clerk will issue marksheet to student.

Total time taken by

College - 02days

University- 02days

**04 days**

  
(Dr. Pravin A. Potdukhe)  
Director

**Board of Examination & Evaluation  
Gondwana University, Gadchiroli.**