



# INSTITUTE OF AERONAUTICAL ENGINEERING

DUNDIGAL – 500 043, HYDERABAD

## Department check list before the issue of NO DUE certificate to the faculty

1. Name of the Faculty : ----- Faculty ID No : -----

2. Department : ----- Year : -----

The above faculty member has submitted the following check list items to the department.

### Check List Items

- |                                       |   |        |
|---------------------------------------|---|--------|
| 1. ID Card                            | : | YES/NO |
| 2. Faculty Cabin/DeskKeys             | : | YES/NO |
| 3. Course File (online)               | : | YES/NO |
| 4. Course Description Form            | : | YES/NO |
| 5. Schedule of Instructions           | : | YES/NO |
| 6. Midterm / Assignment Marks         | : | YES/NO |
| 7. Activity Diary made up to the date | : | YES/NO |
| 8. Lecture Notes                      | : | YES/NO |
| 9. Course Assessment Form             | : | YES/NO |
| 10. Counselor/Mentors Green Book      | : | YES/NO |
| 11. Others                            | : | YES/NO |

**Date:**

**HOD**



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## “NO DUE” Certificate: STAFF

**Date:**

1. Name of the Staff : ..... Emp. Id. No : .....

2. Department: .....

3. Designation:..... Year: 20 - 20

S. No.	Department	Signature
1	Head, Department of AE	
2	Head, Department of CSE	
3	Head, Department of IT	
4	Head, Department of ECE	
5	Head, Department of EEE	
6	Head, Department of ME	
7	Head, Department of CE	
8	Head, Department of Freshman Engineering	
9	Head, Department of MBA	
10	Placement and Training Officer	
11	Library & Information Center	
12	Examinations Control Office	
13	Games & Sports	
14	College Stores	