



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal - 500 043, Hyderabad, Telangana

General Information to be maintained by the Department

S No	Document Name
1.	Circulars – Principal
2.	Circulars – Department
3.	Student profiles (year-wise, batch-wise, class-wise)
4.	Student attendance registers
5.	Student attendance analysis, detentions and discontinued
6.	Student scholarship details
7.	Class in charge dairies
8.	Green books
9.	List of Faculty Counselors and Counseling Outcomes, Class in charges and Students list
10.	Details of Course allocation semester wise
11.	List of course coordinators and course instructors
12.	Discipline / anti ragging issues
13.	List of all Student Level Committees in the Department
14.	Details of Orientation programme /Induction program
15.	Faculty attendance register
16.	Minutes of faculty recruitments
17.	Policies, Service Rules and Staff welfare measures
18.	Faculty Vacation / Maternity / Paternity /other leave details
19.	Stock registers
20.	Lab occupancy details
21.	Equipment purchases bills / invoices
22.	Equipment movement register
23.	Lab maintenance, repair register and removal of absence
24.	Safety norms and checks, emergency medical care & first aid
25.	CIE and SEE Time Tables
26.	CIE and SEE Duties
27.	SEE Practical Examinations schedules
28.	CIE and SEE Question Papers
29.	Panel of Examiners for B. Tech, M. Tech Projects
30.	Project reports for B. Tech and M. Tech
31.	Parents Meet and Interaction
32.	Exit Student/Alumni /Employer /Parent Survey formats
33.	Central and Departmental Library details
34.	Shortage of attendance and undertaking forms
35.	Green measures following in the department
36.	Department technical association activities

S No	Document Name
37.	Students' involvement in student clubs
38.	Updation of department information in the website
39.	Research Groups and minutes of the research group meetings
40.	Student handbook
41.	Department at a glance and infrastructure display through boards / banners
42.	Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programs organized to promote research, research facilities available for the faculty and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research
43.	Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings)