



# **INSTITUTE OF AERONAUTICAL ENGINEERING**

**(Autonomous)**

Dundigal, Hyderabad-500043

## **INTERNAL QUALITY ASSURANCE CENTER**

### **CHECKLIST FOR THE FACULTY - ACADEMIC FILE**

04 April, 2023

All the faculty are informed to submit following files for the academic file verification.

1. Faculty Academic Audit (FAA) evaluation forms
2. Faculty Academic Audit (FAA) evaluation report
3. Self-Evaluation Document (SED), both mid-term and end-term per each semester
4. List of professional development programs (FDP/Workshops/STTP/Refresher courses etc.) attended
5. List of professional development programs (FDP/Workshops/STTP/Refresher courses etc.) conducted
6. List of MOOC courses completed
7. Details of ELRV courses completed
8. Annual Performance Appraisal Report (APAR)
9. Appraisal and 360° Feedback
10. List of extension and outreach activities involved along with appreciation certificates

**PRINCIPAL**

**Copy to:**

1. All the Heads of the departments for circulation among the department faculty
2. All the deans and officers of the academic sections
3. Office of IQAC
4. Office of outreach and extension office