



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

INTERNAL QUALITY ASSURANCE CENTRE

12 February, 2023

All the head of the departments are informed to submit the value-added courses of B.Tech - III Semester and B.Tech - V semester for the academic year 2022 - 2023 along with the following documents to the Principal in person on or before 21 February, 2023 without fail.

Checklist for the approval of value-added courses:

1. List of the approved value-added courses for B.Tech - III Semester and B.Tech - V Semester
2. Approval of the value-added courses in DAB meeting
3. Course syllabi with course overview, objectives and expected outcomes
4. Course wise, Teaching - learning / instruction methods adopted
5. Request from the department and Office order
6. Brochure of the course with target group of participants
7. Circular to the students
8. Registered list of the students, course wise
9. Allocation of the faculty, acceptance of the faculty in the department meeting
10. Time-table of the value-added courses
11. Student's attendance report(s), course wise
12. Evaluation methodology, question paper with answers
13. Result analysis and mapping with outcomes
14. Sample course completion certificate
15. Student feedback on the course(s)
16. Overall report on the courses conducted
17. Action taken report

Copy to:

1. All the head of the departments
2. Dean, Academics
3. Dean of Learning and Educational Technologies
4. Dean of Planning, Monitoring & Continuing Studies
5. Dean of Student Services
6. Office of IQAC
7. Administrative officer

PRINCIPAL