



# INSTITUTE OF AERONAUTICAL ENGINEERING (AUTONOMOUS)

Dundigal - 500 043, Hyderabad

## NO DUES CERTIFICATE (FACULTY)

Date:

Name of the Staff ..... Emp.ID: .....

Department: ..... Designation: .....

S No.	Department		Signature of Dean/HOD
1	<b>Concerned Head of the Department</b> a. ID Card b. Faculty Cabin/Desk Keys c. Department Library	Yes/No Yes/No Yes/No	
2	<b>Research and Development Center</b> a. Utilization Certificate b. Copy of the sanctioned project proposals c. Copy of sponsored project report	Yes/No Yes/No Yes/No	
3	<b>Examination Control Office</b> CIE / AAT Marks	Yes/No	
4	<b>Internal Quality Assurance Cell (IQAC)</b>		
5	<b>Academics</b> a. Online Course File b. Lecture Notes	Yes/No Yes/No	
6	<b>Outcome Based Education (OBE)</b> a. Course File (offline) b. Course Description Form c. Activity Diary made up to the date d. Course Assessment Form e. Schedule of Instructions	Yes/No Yes/No Yes/No Yes/No Yes/No	
7	<b>UG &amp; PG Studies</b> a. Class in charge diary b. Counselor/Mentor Green Book c. Day to day evaluation marks	Yes/No Yes/No Yes/No	
8	<b>International Affairs</b>		
9	<b>Science &amp; Technology Start-up Park (STSP)</b>		
10	<b>Information Communication Technology (ICT)</b> Mobile application developments	Yes/No	
11	<b>Central Library</b>		
12	<b>Account Section</b>		
13	<b>Establishment Section</b>		

ADMINISTRATIVE OFFICER

PRINCIPAL