



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/Desk Keys | : | 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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Date:

1. Name: of the Staff Emp.ID No:
2. Department:
3. Designation :Year : 20 - 20

Certified that , I have no dues to Institute/ College.

Signature

S No.	Department	Signature
1	Concerned Head of the Department	
2	Dean R &D	
3	Dean Academics	
4	Controller of Exam	
5	Library	
6	AO	

PRINCIPAL