

**RAJIV GANDHI ACADEMY FOR AVIATION TECHNOLOGY,**  
**THIRUVANANTHAPURAM**

**RULES & REGULATIONS FOR PILOT TRAINEES**

1. Flying training courses conducted at this Academy are full time courses. Candidates undergoing other courses are not permitted to join as part time trainees.
2. Attendance during all ground training classes is mandatory. Academy clearance to appear in DGCA exams will not be given unless trainees have a minimum of 90% attendance. Regular written/oral test will be conducted. Trainees obtaining below 70% marks will be issued written warning. Any trainee getting 3 warnings is likely to be suspended.
3. Trainees will wear the specified uniform while on the premises of the Academy. Only glasses specified by a qualified doctor are to be worn.
4. Conduct of trainees is to be exemplary. Self discipline is to be maintained while on the ground and in the air. Cases of indiscipline will be severely dealt with, including likely termination of flying training. Legal action may be initiated against trainees indulging in unlawful activities.
5. Prior permission is to be obtained from the CFI /PII/AFI or CGI before leaving the Academy premises.
6. Leave will not be granted except in emergency cases. Prior permission is to be obtained from CFI /PII/AFI or CGI before proceeding on leave.
7. In case of any trainee leaving prior to completion of the course, fees already paid will not be refunded.
8. Fees for flying are likely to change subject to changes in fuel cost, cost of aircraft spares and equipment, changes in Central/State Govt policies.
9. Trainees shall be punctual at all times. Ensure that you are at the specified place at least 30 mins before the given time.
10. If not medically fit, the trainee is not to fly. Inform the CFI/PII accordingly. Flying in a medically unfit state is bound to be dangerous to self and others.
11. Trainees are to be well versant with the Academy Operations Manual, Standard Operating Procedures, Standing Orders, Pilot Operating hand book and other

orders/rules/regulations concerning Flying operations. All trainees are to sign as having read and understood these orders/instructions on the 1<sup>st</sup> of every month prior to commencement of flying.

12. Any deviations observed with respect to Flight Safety are to be brought to the notice of the CFI/PII /FI/AFI/Engineer immediately.
13. Trainees are not to get into any altercations with the staff of the Academy/Airport. Should any trainee face any problem with any staff, they are to bring this to the notice of the Executive Vice Chairman/CFI/PII /CGI/AFI immediately.
14. It would be the responsibility of the trainees to ensure that all payments/fees/dues are paid on time.
15. Class room and rest room are to be kept neat and tidy. Ensure all electrical switches are put off before leaving a room. Mobile phones are to be switched off during classes/briefing and flying. Class decorum is to be maintained.
16. Trainees are not to go to the aircraft alone unless they have been familiarised with the aircraft, and specifically cleared by CFI/PII /FI/AFI.
17. One trainee will be designated as the Course Senior. All other trainees are to follow instructions conveyed by the Academy through the Course Senior. The course senior is to detail one trainee in rotation as the duty trainee of the day.
18. The duty trainee is to collect the Met/ATC briefing every day prior to commencement of flying for the day. The briefing is to be recorded in the appropriate registers. Thereafter, the briefing is to be collected and recorded every 2 hours. All other flying records/registers are to be updated every day, by the duty trainee.
19. Late nights are to be avoided on days prior to flying to ensure sufficient rest before flying. A late night can lead to deterioration in flying performance and could prove dangerous while flying.
20. Avoid rash driving of two wheelers. Defensive driving is to be adhered to.