अभ्यासेन दक्षः

प्रशिक्षुओं के लिए समाप्ति नीति
TERMINATION POLICY FOR TRAINEES

इंदिरा गांधी राष्ट्रीय उड़ान अकादमी
INDIRA GANDHI RASHTRIYA URAN AKADEMI (IGRUA)

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FOR QUERIES OR CLARIFICATIONS
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संदर्भ / References:

1. Aircraft Act, 1934 and Aircraft Rules, 1937
2. DGCA Civil Aviation Requirements (CARs):
   - CAR Section 5 Series F Part V (Psychoactive Substances)
   - CAR Section 7 Series C Part I (Medical Standards)
   - CAR Section 8 Series A Part II (Mandatory Reporting)
3. Right to Information Act, 2005
4. Sexual Harassment of Women at Workplace Act, 2013
5. UGC Regulations on Curbing Ragging, 2009
6. Narcotic Drugs and Psychoactive Substances Act, 1985
7. DOPT Guidelines on Training Bonds
8. IGRUA Training and Procedure Manual (TPM)
9. IGRUA Admission Terms and Conditions
10. Ministry of Civil Aviation Guidelines

PREAMBLE

1. This Termination Policy is enacted pursuant to the authority vested in IGRUA as an autonomous institute under the Ministry of Civil Aviation, Government of India, and in consonance with:

   - The Directorate General of Civil Aviation (DGCA) Civil Aviation Requirements (CARs)
   - The Right to Information Act, 2005
   - The Aircraft Act, 1934 and Aircraft Rules, 1937
   - Principles of Natural Justice and Administrative Law
   - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

2. This policy establishes transparent, equitable, and legally defensible procedures for termination of flight training while safeguarding institutional interests, maintaining aviation safety standards, and ensuring optimal utilization of scarce national resources.

1. DEFINITIONS

For the purpose of this policy:

1.1 **"Akademi"** or **"Institute"** means Indira Gandhi RashtriyaUranAkademi (IGRUA), Fursatganj, Amethi, Uttar Pradesh.

1.2 **"Director"** means the Director of IGRUA or any officer authorised to exercise such powers.

1.3 **"Flight Cadet"** or **"Student Pilot"** or **"Trainee"** means any person enrolled in DGCA-approved flying training or any other programs at IGRUA including Ab-initio to CPL courses, with or without B.Sc. (Aviation) degree.

1.4 **"Training"** includes Ground Training, Flight Training, AME Training and Simulator Training as prescribed under DGCA regulations.

1.5 **"Termination"** means permanent cessation of training and withdrawal of all training privileges, hostel accommodation, and student status.

1.6 **"Suspension"** means temporary cessation of training pending investigation or decision-making process.

1.7 **"Training Fee"** means the total fee of the course plus additional charges including but not limited to:

- Boarding and lodging charges
- Uniform, navigation computer, headphones, and equipment
- Any other charges as notified from time to time

1.8 **"Sponsor"** means any Government entity, Public Sector Undertaking (PSU), State Government, Coast Guard, Defence Forces, or any organization sponsoring the training.

1.9 **"Self-sponsored Trainee"** means a trainee whose training expenses are borne by themselves or their family/guardians.

1.10 **"DGCA"** means the Directorate General of Civil Aviation, Government of India.

1.11 **"Working Day"** means any day of the week (including Sundays/holidays) as notified by the Central Government or Director IGRUA.

1.12 **"Training Period"** means the duration from date of joining/induction to the date of completion of CPL/AME or termination, whichever is earlier.

1.13 **"Normal Training Duration"** means 30 months from the date of commencement of ground training.

1.14 **"Extended Stay"** means continuation of training and/or hostel occupation beyond 36 months from date of induction.

2. APPLICABILITY

2.1 This policy applies to ALL flight cadets enrolled in any training program at IGRUA, including:

- Self-sponsored candidates
- Government-sponsored candidates
- PSU-sponsored candidates
- State Government quota candidates
- Defence Forces/Coast Guard sponsored candidates
- Candidates under any Memorandum of Understanding (MoU)
- Candidates pursuing concurrent B.Sc. (Aviation) degree or AME Certification

2.2 This policy applies to trainees at all stages of training from induction until completion of course.

2.3 This policy supersedes all previous circulars, notices, or guidelines related to termination, except where DGCA regulations mandate stricter compliance.

3. OBJECTIVES OF THE POLICY

3.1 To ensure the highest standards of aviation safety in accordance with Akademi & DGCA norms.

3.2 To maintain discipline, professionalism, and ethical conduct among flight cadets.

3.3 To optimize utilisation of limited training resources including aircraft, simulators, instructors, and hostel facilities.

3.4 To prevent undue prolongation of training that blocks opportunities for deserving candidates.

3.5 To protect the reputation and credibility of IGRUA as a premier flying training institution.

3.6 To establish legally sound procedures that withstand judicial scrutiny.

3.7 To create deterrence against misconduct, indiscipline, and negligence.

3.6 To motivate trainees to complete training within stipulated timelines with dedication.

4. GROUNDS FOR TERMINATION

Termination may be on any of the following grounds. The grounds are classified as:

- **Category A:** Zero-Tolerance Grounds (Immediate Termination)
- **Category B:** Safety & Regulatory Grounds
- **Category C:** Performance & Academic Grounds
- **Category D:** Disciplinary & Conduct Grounds
- **Category E:** Medical & Fitness Grounds
- **Category F:** Administrative & Procedural Grounds

CATEGORY A: ZERO-TOLERANCE GROUNDS
(IMMEDIATE TERMINATION WITHOUT NOTICE)

The following acts constitute grave violations warranting immediate termination without show-cause notice:

4.1 RAGGING

- Any act of ragging as defined under the Supreme Court of India's ruling in "University of Kerala v/s Council, Principals, Colleges" and UGC Regulations on Curbing the Menace of Ragging, 2009.

- As per Appendix 4B of IGRUA Training and Procedure Manual: **"NO RAGGING IS PERMITTED AND THOSE FOUND VIOLATING THIS ORDER WILL BE DEALT WITH ACCORDING TO THE SUPREME COURT OF INDIA'S RULING AND THEIR TRAINING WOULD BE TERMINATED IMMEDIATELY AND NO APPEAL FOR RECONSIDERATION WILL BE ACCEPTED."**

4.2 NARCOTIC DRUGS AND PSYCHOACTIVE SUBSTANCES

- Possession, consumption, distribution, or being under the influence of narcotic drugs or psychoactive substances as defined under the Narcotic Drugs and Psychoactive Substances Act, 1985.

- As per Appendix 4B of IGRUA TPM: **"POSSESSION & CONSUMPTION OF NARCOTIC DRUGS IS PRGHIBITED IN THE AKADEMI. IF YOU ARE FOUND IN PGSSESSION OR CONSUMING THE SAME, YOUR TRAINING WOULD BE TERMINATEB IMMEDIATELY AND NG APPEAL FOR RECONSIDERATION WILL BE ACCEPTED."**

- **Reference**: CAR Section 5 Series F Part V - Procedure for examination of aviation personnel for consumption of Psychoactive Substances.

4.3 ALCOHOL ABUSE

- Being found under the influence of atcohol within Akademi premises or during any training activity.

- As per Appendix 4B of IGRUA TPM: **"POSSESSIGN & CONSUMPTIGN OF ALCOHOL IS PROHIBITED IN THE AKADEMI. IF YOU ARE FOUND UNDER INFLUENCE OF ALCOHOL, THE AKADEMI MAY TAKE ACTION AS PER RULES INCLUDING EXPULSION FROM THE AKADEMI."**

- Violation of CAR Section 5 Series F Part V provisions.

4.4 CRITICAL FLIGHT SAFETY BREACH

- Detiberate violation of SOPs endangering life or property.
- Unauthorised operation of aircraft or simulator.
- Tampering with aircraft systems, maintenance records, or safety equipment.
- Operating airoraft while medically unfit or without valid medicat certificate.
- Willful non-compliance with Air Traffic Control (ATC) instructions.

4.5 CRIMINAL CONVICTION

- Conviction by a court of law for any offence punishable with imprisonment.

- Conviction under sections related to:

    - Sexual harassment or assault
    - Thoft, fraud, or criminal breach of trust
    - Violence or causing grievous hurt
    - Moral turpitude
    - Offences under POCSO Act, 2012
    - Offences related to terrorism, sedition, or nationat security

4.5 FORGERY AND FALSIFICATION

- Forgery or tampering of:

    - Medical certifloates or fitness reoords
    - Logbooks (Pilot Flying Logbook)
    - Academic reoords or mark sheets
    - Identity documents

- Training records or examination papers
- Authorization signatures

- Submission of fake or fabricated documents at any stage.
- Impersonation in examinations or check flights.

4.7 SEXUAL HARASSMENT

- Any act of sexual harassment as defined under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- Sexual misconduct, assault, or molestation.
- Creating hostile environment based on gender.

CATEGORY B: SAFETY & REGULATORYGROUNDS

4.8 Flight Safety Violations

- Repeated breach of Standard Operating Procedures (SOPs) despite warnings.
- Failure to report incidents or near-miss events as per CAR Section 8 Series A Part II (Mandatory Reporting).
- Reckless or negligent flight behavior.
- Violation of airspace restrictions.
- Inadequate pre-flight preparation leading to safety concerns.
- Failure to maintain required situational awareness.
- Three or more flight safety violations within a 6-month period.

4.9 Non-Compliance With DGCA Regulations

- Unauthorized flight activity or violation of student pilot limitations.
- Failure to maintain valid medical certificate (Class I/Class II as applicable).
- Violation of any DGCA CAR applicable to student pilots.
- Non-compliance with airworthiness directives during training.

4.10 Violation of Training Protocols

- Unauthorised absence from scheduled flights/simulator sessions affecting training continuity.
- Absence from ground training classes exceeding 15% in any subject without valid medical reason.
- Failure to complete mandatory training modules within prescribed timeframe.

CATEGORY C: PERFORMANCE & ACADEMIC GROUNDS

4.11 Academic Failure

- Failure to clear DGCA examinations within:
  - One year of enrolment, OR

- Six (06) attempts of DGCA examinations in any subject, whichever is later.

- Failure to pass all six DGCA papers (Air Navigation, Air Regulations, Aviation Meteorology, Technical General/Airframes & Engines, Technical Specific, Radio Telephony) within maximum permissible attempts.

4.12 Flight Training Deficiency

- Inability to complete Solo Check within 30 flying hours from first flight.
- Failure to achieve solo flight standard after 40 dual flying hours.
- Failure in Progress Check Flights on three consecutive occasions.
- Inability to meet skill test standards after 200 flying hours.
- Consistent unsatisfactory performance in flight reviews despite remedial training.
- Chief Flight Instructor's recommendation of unsuitability for flying career based on persistent deficiency in:
  - Aircraft handling skills
  - Decision-making ability
  - Situational awareness
  - Stress management
  - Airmanship

4.13 Simulator Training Deficiency

- Repeated failure (three or more times) in simulator checks.
- Inability to meet simulator training objectives despite extended training hours.
- Persistent deficiency in instrument flying or emergency procedures.

4.14 Extended Training Duration

- **Hostel Occupation Beyond 36 Months**. Any trainee occupying hostel accommodation for more than 24 months from date of induction shall be liable for review and potential termination, unless extension is granted in writing by the Director based on:
  - Medical grounds supported by valid medical documentation
  - Exceptional circumstances beyond trainee's control
  - Written request with justification submitted at least 30 days before completing 36 months
- **Training Duration Beyond 36 Months**. Failure to complete CPL training within 36 months from induction shall be grounds for termination, except in cases of:
  - Prolonged medical incapacitation with valid certification
  - Training suspension due to Akademi's operational constraints (weather, aircraft availability)

4.15 Ground Training Deficiency

- Failure to maintain minimum 75% attendance in ground classes (excluding medical leave).
- Consistent poor performance in internal assessments and mock examinations.
- Failure to clear internal examinations after three attempts.

CATEGORY D: DISCIPLINARY & CONDUCT GROUNDS

4.16 Insubordination and Disrespect

- Gross insubordination or disrespectful conduct towards instructors, staff, or officials.
- Refusal to follow lawful instructions from authorized personnel.
- Threatening or intimidating behavior towards any member of the Akademi.
- Creating mutiny or instigating group indisciplne.

4.17 Violation of Code of Conduct

- Repeated violations (three or more) of IGRUA Code of Conduct (Appendices 4A, 4B, 4C, 4D of Training and Procedure Manual) within 6 months.
- Specific serious violations including:
  - Entry into restricted areas without authorisation (Administrative Block after operational hours, Staff Quarters, opposite gender hostel).
  - Organisingunauthorised parties or gatherings violating hostel discipline.
  - Violation of lights-out time and hostel discipline rules repeatedly.
  - Indecent or unbecoming conduct that brings disrepute to IGRUA.
  - Violation of proper dress code and grooming standards despite warnings.

4.18 Damage to Property

- Willful damage to Akademi property including:
  - Aircraft or simulator equipment
  - Hostel furniture, fittings, or infrastructure
  - Training equipment or aids
  - Library books or computer systems
- Failure to pay for damages within stipulated time.

4.19 Financial Irregularities

- Failure to pay training fees, hostel charges, or mess bills for two consecutive quarters despite written notices.
- Dishonored cheques or payment instruments (more than twice).
- Submission of fraudulent financial documents for loans or scholarships.

4.20 Violation of Gender Segregation

- As per Appendices 4A and 4B of TPM:
  - Male trainees entering Girls' Hostel
  - Female trainees entering Boys' Hostel
  - Such violations when accompanied by additional misconduct shall warrant termination.

4.21 Misuse of Facilities

- Misuse of Akademi facilities for unauthorised commercial activities.
- Use of Akademi name or identity for personal gain without authorisation.
- Unauthorised use of aircraft, simulators, or training equipment.

4.22 Conduct Prejudicial to Discipline

- Consumption of alcohol leading to misconduct within Akademi premises.
- Fighting, brawling, or physical altercation with fellow trainees or staff.
- Gambling within Akademi premises.
- Possession of weapons (firearms, knives, or other dangerous items).
- Any conduct that disrupts the learning environment or training operations.

CATEGORY E: MEDICAL & FITNESS GROUNDS

4.23 Permanent Medical Unfitness

- Permanent loss of Class I or Class II medical fitness as per CAR Section 7 Series C Part 1.
- Medical conditions rendering the trainee permanently unfit for flying duties, including:
    - Cardiovascular disorders
    - Neurological impairments
    - Psychiatric conditions incompatible with flying
    - Vision impairment beyond correctable limits
    - Hearing loss beyond prescribed standards
    - Metabolic disorders (uncontrolled diabetes, etc.)
- Medical Board's recommendation of permanent unfitness.

4.24 Prolonged Medical Unfitness

- Temporary medical unfitness extending beyond 12 months continuously.
- Medical conditions preventing training progression for cumulative period exceeding 18 months.
- Failure to submit fitness certificate after "Temporary Unfit" status within prescribed time.

4.25 Failure to Maintain Medical Fitness

- Failure to renew Class I/Class II medical certificate within prescribed validity period.
- Non-disclosure of medical conditions or medication affecting flying fitness.
- Failure to undergo mandatory medical examinations as per DGCA requirements.

CATEGORY F: ADMINISTRATIVE & PROCEDURAL GROUNDS

4.26 Failure to Complete Admission Formalities

- Failure to submit required documents within stipulated time:

- Valid Class I Medical Certificate
- Educational qualification certificates
- Character certificates
- Caste/category certificates (if applicable)
- Sponsorship letters and bond documentation

- Failure to pay Admission Charges and Commitment Money.

4.27 Concealment of Information

- Concealment or suppression of material facts at the time of admission:
  - Previous training history
  - Medical history
  - Criminal record or pending cases
  - Academic failures or gaps
- Such concealment rendering the admission void ab initio.

4.28 Unauthorised Absence

- Absence from training for 15 consecutive days without prior approval and valid reason.
- Cumulative unauthorised absence exceeding 30 days in a training year.
- Abandonment of training without formal withdrawal.

4.29 Non-Compliance with Bond Conditions

- Violation of terms and conditions of training bond (for sponsored candidates).
- Breach of service conditions agreed with sponsors.
- Refusal to join sponsoring organization after completion despite contractual obligation.

4.30 Voluntary Withdrawal

- Voluntary withdrawal from training by the trainee.
- In case of voluntary withdrawal, financial liabilities shall be calculated pro-rata for services availed.

5. TERMINATION PROCEDURE

5.1 Immediate/Temporary Termination (For Category A Offences)

For offences listed under Category A (Zero-Tolerance Grounds), the following expedited procedure shall apply:

5.1.1 Upon receipt of credible information or complaint regarding **Category A offence**:

- Immediate suspension from all training activities.
- Restriction from operating aircraft/simulator.
- Temporary access restriction to certain facilities as deemed necessary.

5.1.2 **Emergency Disciplinary Committee** shall be constituted within 24 hours comprising:

- Director or nominee (Chairperson)
- Chief Flight Instructor
- Chief Ground Instructor/Head of Trg AME School (in case of AME Cadet)
- One Senior Instructor (Flight/Ground)
- Legal Advisor (co-opted member)

5.1.3 Summary inquiry shall be completed within 7 working days, including:

- Recording statement of complainant/informant.
- Recording statement of the accused trainee.
- Collection of documentary evidence.
- Examination of witnesses (if any).
- Technical investigation (if applicable).

5.1.4 Trainee shall be given opportunity to present defense, but **show-cause notice** is **NOT MANDATORY** for Category A offences.

5.1.5 Committee shall submit findings and recommendations to the Director within 2 working days of completing inquiry.

5.1.6 Director's decision shall be communicated within 3 working days through:

- Written termination order.
- Email to registered email address.
- Registered post to permanent address.
- Intimation to sponsor/guardian.

5.1.7 In case of ragging or drugs/alcohol: **NO APPEAL for reconsideration shall be entertained** as per explicit policy stated in **TPM Appendix 4B**.

5.1.8 For other Category A offences, limited appeal to Director within 7 days may be permitted, but termination remains in effect during appeal.

5.1.9 **Conversion of Temporary Termination to Final Action (Category A)**. Upon completion of summary inquiry under Section 5.1.3. the Director shall determine whether to:

(a) Convert the temporary termination into **permanent termination**, based on findings of the Emergency Disciplinary Committee; or

(b) **Reinstate** the trainee with or without conditions, if charges are not established.

5.1.10 For offences under Sections 4.4 (Critical Flight Safety Breach), 4.5 (Criminal Conviction), 4.6 (Forgery and Falsification), and 4.7 (Sexual Harassment), a **Show-Cause Notice shall be issued** to the trainee after completion of summary inquiry, with **5 working days** to respond. before passing the final order of permanent termination. The trainee shall be given an opportunity to present defense at this stage.

5.1.11 For offences under Sections 4.1 (Ragging), 4.2 (Narcotic Drugs and Psychoactive Substances), and 4.3 (Alcohol Abuse), the temporary termination shall be converted to permanent termination upon completion of inquiry, consistent with the explicit no-appeal and no-reconsideretion provision under Section 5.1.7 and TPM Appendix 4B. Nc Show-Cause Notice is mandatory in these cases.

5.1.12 The effective date of permanent termination shall be the date of the original temporary termination order, unless the Director directs otherwise.

5.2 Regular Termination Procedure (For Categories B, C, D, E, F)

For offences under Categories B through F, the following procedure shall be followed:

5.2.1 Preliminary Review

- Concerned authority (CFI/CGI/Chief Admin Officer) shall submit written report tc Director highlighting:

- Nature of violation/deficienoy
- Supporting evidence/documents
- Previous warnings (if any)
- Impact on training/discipline

- Director shall constitute **Preliminary Review Comraittee** comprising minimum three senior officers

5.2.2 Suspension (If Necessary)

- If circumstanoes warrant, trainee may be placed under suspension pending inquiry
- Suspension order shall specify:
  - Nature of charges
  - Duration of suspension (not exceeding 30 days initially, extendable by 30 days)
  - Restrictions imposed (training, hostel, facilities)
  - Whether suspension is with or without stipend (for sponscred trainees)

5.2.3 Show-Cause Notice

- Within 7 working days of Preliminary Review, Show-Cause Notice shall be issued containing:
  - Detailed charges/grounds for proposed termination
  - Speoific violations with dates and instances
  - Reference tc applicable rules/regulations violated
  - Documents/evidence relied upon
  - Time given to reply: **10 working days from receipt of notice**
  - Consequence of non-reply
  - Right to personal hearing
- Notice shall be served by:
  - Hand delivery with acknowledgment
  - Email to registered email ID
  - Registered Post AD/Speed Post
  - Copy to sponsor/guardian

5.2.4 Reply to Show-Cause Notice

- Trainee must submit **written reply within 10 working days**.
- Reply may include:
  - Explanation and clarifications.
  - Documents in support.
  - Request for personal hearing.
  - Mitigating circumstances.
- Extension of time (maximum 5 working days) may be granted for valid reasons.

5.2.5 Disciplinary Committee

- **Constitution:** Director shall constitute Disoiplinary Committee comprising:
  - Chief Administrative Officer (Chairperson)
  - CFI/CGI/Head of Training (AME School)
  - Hostel Warden / PTI (for hostel-related matters)

- One External Expert (for technical/medical matters)
- Legal Advisor (co-opted)

- **Term of Reference:**

  - Examine all documents and evidence.
  - Conduct personal hearing (if requested).
  - Record oral/written statements.
  - Assess severity of violation.
  - Recommend appropriate action.

5.2.6 Special Representation in Disciplinary Committee. Where the trainee against whom disciplinary proceedings are being conducted, belongs to the Scheduled Caste (SC), Scheduled Tribe (ST), Women, or Minority community, the Director shall ensure that **at least one member of the Disciplinary Committee is a representative of the same or a related community**, to the extent possible, or a person sensitive to the concerns of such communities. Such member shall be nominated by the Director from among IGRUA staff, Ministry officials, or external experts, and shall be a full voting member of the Committee. This provision is in addition to the requirement of a female member under Section 15.3.1 for female trainees.

5.2.7 Personal Hearing

- If requested by trainee or deemed necessary by Committee
- **Trainee's Rights during hearing:**
  - Right to be heard in person.
  - Right to present documents/evidence.
  - Right to cross-examine witnesses (through Committee).
  - Right to submit written statement.
- Hearing shall be conducted on camera and recorded.

5.2.8 Committee Proceedings

- Committee shall complete inquiry within 21 working days
- Committee may:
  - Examine witnesses.
  - Call for additional documents/reports.
  - Conduct site visits (if necessary).
  - Seek expert opinions (medical, technical, legal).
- All proceedings shall be documented with date-wise diary of action.

5.2.9 Committee Findings and Recommendations

- Committee shall submit detailed report to Director containing:
  - Summary of charges.
  - Evidence examined.
  - Trainee's defense.
  - Analysis and findings on each charge (proved/not proved).
  - Mitigating or aggravating circumstances.
  - Specific recommendations.

- **Termination** with reasons.
- **Continuation** with warning/conditions.
- **Alternative action** (suspension/fine)

- Report shall be submitted within 3 working days of completing inquiry

5.2.10 Director's Decision

- Director shall pass final order within 7 working days of receiving Committee report.
- Director may:
  - Accept Committee's recommendation.
  - Modify racommendation (with reasons).
  - Remand for further inquiry.
  - Impose lesser penalty.
  - **Not irapose higher penalty than recommended without frash proceedings.**

5.2.11 Termination Order

- If decision is to terminate, formal Termination Order shall be issued containing:
  - File number and reference.
  - Name and details of trainee.
  - Charges framed and findings.
  - Specific grounds for termination (as per Section 4).
  - Efiective date of termination.
  - Financlal implications (fees, bonds, refunds, damages).
  - Consequences:
    - Immediate cessation of training.
    - Vacation of hostel within 7 days.
    - Surrender of identity card, library card, equipment.
    - No-dues clearance procedure.
  - Right to appeal and procedure
  - Reporting to DGCA (if applicable)
- Order shall be signed by Director

5.2.12 Service of Termination Order

- Termination Order shall he served by:
  - Hand delivery with aoknowledgment.
  - Email to registered email.
  - Registered Post AD/Speed Post to:
    - Trainee's permanent address
    - Guardian's address
    - Sponsor (if applicable)
- Copy marked to:

- Chief Flight Instructor
- Chief Ground Instructor
- Chief Admin Officer
- Accounts Section
- DGCA (if safety/licensing matter)

5.2.13 Immediate Consequences

- Upon termination:
  - All training privileges cease immediately.
  - Identity card shall be surrendered.
  - Hostel room must be vacated within 10 days.
  - Library books and equipment must be returned.
  - No-dues certificate must be obtained.
  - Final settlement of accounts within 30 days.

6. FINANCIAL IMPLICATIONS OF TERMINATION

6.1 Refund Provisions

6.1.1 The full fee of the course plus other charges for boarding & lodging, etc. will be liable to be paid by the trainee to IGRUA. The following refund policy shall apply:

(a) Termination for Category A offences (Zero-Tolerance Grounds): No refund of any fee or charges shall be admissible. Full recovery shall be effected as per Section 6.7.

(b) Termination for Categories B, C, D, E (except Medical), and F offences: The **proportionate unused training fee** shall be calculated and refunded to the trainee, after deducting:

- All training costs actually incurred (flying hours, simulator hours, ground training, instructor charges);
- Hostel and mess charges for the period of stay;
- Cost of unreturned or damaged equipment and property;
- Any other dues outstanding against the trainee;
- An administrative charge not exceeding 10% of total fee.

The net refundable amount, if any, shall be processed within **60 days** of submission of No-Dues Certificate by the trainee.

(c) Termination on Medical Grounds (Category E): As per the special provisions of Section 6.8.

(d) Voluntary Withdrawal (Section 4.30): Pro-rata refund of unused fee after deduction of all actual costs and charges, as per Section 9.2.

6.1.2 General Principle — Refund on Termination. In all cases of final termination (other than Category A), the **proportionate unutilised training fee shall be returned to the trainee**, after deducting all necessary charges as enumerated in Section 6.1.1(b). No unjust enrichment by the Academi shall be permitted on account of termination.

6.2 Recovery From Sponsored Trainees

6.2.1 For Government/PSU/State Government sponsored trainees:

- As per bond agreement signed at admission.

6.2.2 If termination is due to medical unfitness (not attributable to trainee):

- As per bond terms, usually nominal charges or Nil charges.

6.2.3 Recovery procedure:

- Recovery notice issued within 15 days of termination.
- Payment deadline: 60 days from notice.
- Failure to pay: Matter referred to sponsor for recovery.
- Legal recovery proceedings as per bond terms.

6.3 Bond Recovery Terms

6.3.1 Applicability:

- Trainees sponsored by Central Government, PSUs, Coast Guard, State Governments.
- Trainees who have signed training bonds or service bonds.

6.3.2 Recovery Procedure:

- **Step 1:** Issue Bond Recovery Notice to trainee and sponsor within 15 days
- **Step 2:** Payment deadline: 60 days from notice date
- **Step 3:** If non-payment:
  - Intimation to sponsor organization for recovery through salary deduction
  - Legal notice through Akademi's legal counsel
  - Civil suit for recovery
  - Reporting to sponsor's administrative authority
- **Step 4:** Interest on delayed payment: 12% per annum from due date

6.4 Hostel and Mess Charges

- **Hostel charges**: Actual charges for period of stay
- **Mess charges**: Actual consumption basis.
- **Damage charges**: Actual repair/replacement cost.
- **Unpaid dues** shall be recovered from **caution depositor refundable amounts.**

6.5 Additional Recoveries

6.5.1 Property Damage:

- Cost of repair/replacement of damaged property.
- Assessment by Akademi's technical team.
- Depreciation not applicable for damage due to misuse/negligence.

6.5.2 **Cost of the Equipment Not Returned**. Cost prevalent at the time of termination.

- Navigation computer
- Headphones
- Uniform Items
- Library books
- Identity card
- Any other equipment or property of IGRUA

6.5.3 **Investigation Costs:**

- **For Category A offences involving external agencies**: Actual costs incurred

6.6 Special Provisions For Medical Termination

6.6.1 If termination is solely due to permanent medical unfitness NOT arising from:

- Concealment of pre-existing condition
- Violation of medical guidelines
- Substance abuse
- Self-inflicted injury

Then

- Refund of proportionate unutilised training fee (minus actual costs incurred).
- Waiver of bond penalty (subject to sponsor approval).
- Compassionate consideration for re-admission, if medically fit later.

6.6.2 **Documentation required:**

- Medical Board certificate from DGCA-approved medical center
- Detailed medical reports
- Certification that condition is not attributable to trainee's negligence

6.7 Settlement Timeline

- Final bill of accounts to be raised within 15 days of termination.
- Trainee/sponsor to settle dues within 60 days.
- No-dues certificate issued only after full settlement.
- Pending settlement does not prevent enforcement of termination.

6.8 Legal Recovery

If payment not received within 60 days:

- Legal notice through Akademi's counsel.
- Civil suit in appropriate court (Raebareli/Lucknow jurisdiction).
- Recovery through sponsor organization.
- Reporting to credit bureaus (for loans taken).
- Blacklisting from future government aviation programs.

7. RIGHT TO APPEAL

7.1 Appellate Authority

7.1.1 Trainees may appeal against termination decisions as per the following two-tier structure:

(a) **Tier 1 — Internal Appeals Committee (Mandatory Pre-Step for Categories B–F Offences):** For termination orders under Categories B, C, D, E, and F, the trainee shall first submit a representation to the Internal Appeals Committee within **10 working days** of receipt of the termination order. The Internal Appeals Committee (constitution as per existing Section 7.1.2) shall review the representation and submit its recommendations to the Director within **15 working days** of receipt.

(b) **Tior 2 — First Appeat to DGCA/Ministry (For Categories B–F):** If the trainee is not satisfied with the outcome of Tier 1, or if the Director does not accept the Internal Appeals Committee's recommendation in the trainee's favour, the treinee may prefer a **First Appeal to the Director General of Civil Aviation (DG(CA)) or Secretary, Ministry of Civil Aviation (Sec(CA))**, as may be directed by the Ministry, within **15 working days** of reseipt of the final decision at Tier 1.

7.1.2 Constitution ef Internal Appeals Committee (Tier 1):

- **Chairman:** Director, iGRUA
- **Members:**
  Senior-most Administrative Officer (not part of original Disciplinary Committee)
  One independent member from RGNAU
  Legal Advisor (non-voting member)

7.1.3 For Category A terminations where appeal is permissible (i.e., Sections 4.4, 4.5, 4.6, and 4.7), the appeal shall lie directly with the Director General of Civil Aviation (DG(CA)) or Secretary (CA), within **15 working days** of the final termination order. **No internal appeal tier applies for Category A.**

7.2 GROUNDS FOR APPEAL

7.2.1 Appeal can be filed on following grounds only:

- Violation of principles of natural justice
- Procedural irregularities
- Non-consideration of material evidence
- Disproportionate penalty
- Error apparent on record
- Fresh evidence that could not be produced earlier despite due diligence

7.2.2 Appeal **CANNOT** be filed in cases where policy explicitly states **"No Appeal"**:

- Ragging cases (as per TPM)
- Narcotic drugs possession/consumption (as per TPM and DGCA Regulations)

7.3 Appeal Procedure

7.3.1 Time Limit: Appeal must be filed within **16 working days** from date of receipt of termination order

7.3.2 Condonation of Delay: Delay up to 7 additional days may be condoned for sufficient cause

7.3.3 Form of Appeal:

- Written appeal addressed to Director
- Clearly stating grounds of appeal
- Supported by documentary evidence (if any)
- Self-attested copies of all relevant documents
- Appeal fee: INR 5,000 (non-refundable)

7.3.4 Filing: Appeal to be submitted to:

- Office of the Director, IGRUA
- Email: dir-igrua@gov.in
- Physical submission with acknowledgment

7.3.5 Interim Relief: Filing of appeal does NOT grant automatic stay on termination. Trainee must vacate hostel and cease training unless Appeals Committee grants interim stay.

7.3.6 Reply by Akadomi: IGRUA shall file reply to appeal **within 10 working days.**

7.3.7 Hearing: Appeals Committee may:

- Decide on documentary evidence alone, OR
- Grant personal hearing (if deemed necessary)
- Hearing limited to grounds of appeal only

7.3.8 Timeline: Appeals Committee shall decide appeal within 30 working days from filing.

7.4 Powers of Appeals Committee

Appeals Committee may:

- Uphold the termination order.
- Set aside the termination order and direct re-investigation.
- Modify the penalty to lesser punishment.
- Order reinstatement with conditions.
- Direct refund of excess recovery (if any).

7.5 Final Decision

7.5.1 Decision of Appeals Committee shall be **FINAL and BINDING** on all parties.

7.5.2 No further appeal within Akademi hierarchy.

7.5.3 Trainee retains right to approach appropriate Court of Law as per constitutional provisions.

7.5.4 Decision communicated within 7 days to:

- Trainee
- Guardian/Sponsor
- Original Disciplinary Committee

7.6 Further Appeal to DG(CA)/Sec(CA). Notwithstanding Section 7.5, for all terminations under Categories B through F, a further appeal shall lie with the **Director General of Civil Aviation or the Secretary, Ministry of Civil Aviation**, as applicable, after exhaustion of the internal Appeals Committee process. The decision of DG(CA)/Sec(CA) at this level shall be final

within the administrative hierarchy, without prejudice to the trainee's right to approach Courts of Law as per Section 7.5.3.

8. SUSPENSION PENDING INQUIRY

8.1 Grounds for Suspension. Trainee may be placed under suspension pending termination proceedings if:

- Prima facie evidence of serious misconduct exists.
- Continued training poses safety risk.
- Presence may hamper inquiry/evidence.
- Maintaining discipline requires temporary removal.

8.2 Suspension Procedure

8.2.1 Written suspension order by Director/CGI/CI specifying:

- Charges under investigation.
- Duration of suspension (maximum 30 days, extendable).
- Restrictions: training cessation, access limitations.
- Hostel: may continue or be asked to vacate temporarily.
- Financial: sponsored stipend, if any, may be withheld.

8.2.2 Suspension is **not** a penalty, but preventive measure

8.2.3 If exonerated, trainee shall be reinstated with:

- Lost training period compensated.
- Withheld stipend paid (if any).
- No adverse entry in record.

8.3 Maximum Duration. Suspension shall not exceed 90 days in total unless exceptional circumstances (e.g., criminal proceedings pending)

9. TERMINATION IN SPECIAL CASES

9.1 Medical Unfitness

9.1.1 Temporary Medical Unfitness:

- If trainee is "Temporary Unfit" beyond 12 months continuously.
- Medical Board review every 6 months.
- if prognosis for recovery poor, termination may be initiated.

9.1.2 Permanent Medical Unfitness:

- Medical Board certificate required from DGCA-approved center.
- Termination on medical grounds with financial provisions as per Section 6.8.
- Compassionate consideration for partial refund.
- No adverse remarks on character or conduct.

9.1.3 Concealed Medical History:

- If medical unfitness arises from pre-existing condition deliberately concealed at admission
- Treated as misconduct (**Category F offence** - Concealment of Information)
- Nc refund or financial concession

9.2 Voluntary Withdrawal

9.2.1 Trainee may voluntarily withdraw from training by submitting:

- Written applicatcn stating reasons
- 30 days' notice (may be waived)
- No-dues clearance
- Financial settlement as per Section 6

9.2.2 Voluntary withdrawal is NOT termination, but shall have same financial consequences.

9.2.3 Trainee can seek re-admissicn after 2 years subject to:

- Fresh application
- Availability of seats
- No adverse conduct records
- Director's approval

9.3 TERMINATION FOR NON-PAYMENT OF FEES

9.3.1 If trainee defaults on fee payment for 2 consecutive duarters despite:

- Written reminder (first notice)
- Final notice (21 days to pay)
- Personal hearing opportunity

Then training may be terminated fcr non-payment

9.3.2 Financial liability continues; full outstanding to be recovered.

9.3.3 Reinstatement possible within 6 months upon:

- Full payment of arrears + 15% penalty
- Written undertaking
- Director's approval

10. CONSEQUENCES OF TERMINATION

10.1 IMMEDIATE CONSEQUENCES

10.1.1 Cessation of alt training activities:

- No flying
- No simulator sessions

- Ne ground classes
- No library accesses
- No participation in Akademi events

10.1.2 Hostel Vacation:

- Must vacate hostel within 10 days of termination order.
- Extension may be granted on request based on Hostel Policy.
- Continued stay beyond: Penalty as per hostel policy

10.1.3 Identity and Access:

- Surrender student identity card
- Surrender library card
- Surrender any access cards/keys
- Remove name from all Akademi systems

10.1.4 Equipment Return:

- Return all issued equipment within 7 days:
  - Navigation computer
  - Headphones
  - Uniform items (optionai, but no refund if not returned)
  - Training manuals (if returnable)
  - Any other Akademi property

10.2 No-Dues Clearance

10.2.1 Before final exit, trainee must obtain **clerance** from the following and all other applicable sections as specified in the Clearance Form:

- Accounts Section (all fees cleared)
- PTi/Hostet Warden (room clearance, damages settled)
- Library (books returned)
- Mess (bills cleared)
- Chief Flight Instructor (fiight documents cleared)
- CI (G)'s Office

***Note**: CFI/Operations Officer is to process the final documents only after obtaining confirmation from the Chief Admin Officer / Accounts Section that all dues have been settled by the trainee.*

10.2.2 Original certificates/documents depcsited at the time of admission will be released only after submissicn of No-Dues Certificate.

10.2.3 Pending dues may be recovered from caution deposit/refundable amounts.

10.3 Records and Documentation

19.3.1 Trainee's file marked "**TERMINATED**" with termination order

10.3.2 Flying logbook:

- Entries validated up to last flight
- Certified by Chief Flight Instructor

- Logbook returned to trainae
- **No further training endorsement from IGRUA**

10.3.3 Ground training certificates:

- For subjects successfully cleared: Certificate issued.
- For incomplete training: Transcript of completed subjects (on request).

10.3.4 No character certificate or recommendation issued if terminated for misconduct.

10.3.5 Service book/conduct record sealed and archived.

10.4 Reporting to Regulatory Authorities

10.4.1 IGRUA shall report to DGCA if termination involves:

- Flight safety violations (CAR Section 8 Series A Part II - Mandatory Reporting).
- Medical fitness issues affecting licensing (CAR Section 7).
- Substance abuse (CAR Section 5 Series F Part V).
- Forgery of documents or logbooks.
- Criminal conviction.

10.4.2 Report format as per DGCA guidelines within 15 days. Copy of report provided to trainee for information

10.5 Impact on Future Aviation Career

10.5.1 Termination for serious misconduct (Category A, Category B) may adversely impact:

- Future DGCA license applications (character verification).
- Employment with airlines/aviation companies (background verification).
- Admission to other flying schools (character certificate).

10.5.2 Termination details disclosed if verification requested by DGCA/airlines.

10.5.3 Trainee has right to provide explanation in verification responses.

10.6 Legal Consequences

10.6.1 Termination does NOT bar legal proceedings for:

- Criminal offences (police action independent)
- Civil recovery of dues
- Damages to property (civil suit)
- Bond enforcement (contract law)

10.5.2 Akademi reserves right to file criminal complaints for offences under IPC.

10.7 Re-Admission Eligibility

10.7.1 Terminated trainees generally **NOT ELIGIBLE** for re-admission.

10.7.2 Exceptions (at Director's absolute discretion):

- Termination due to medical unfitness (if medically fit later with proof)
- Termination due to financial reasons (if willing to pay in full upfront)
- Voluntary withdrawal (after 2 years, subject to availability)

10.7.3 Re-admission **NEVER PERMITTED** for:

- Ragging
- Drugs/narcotics
- Criminal conviction
- Flight safety violations
- Forgery/falsification

11. RECORD KEEPING AND RTI COMPLIANCE

11.1 Documentation Requirements

11.1.1 For each termination case, maintain comprehensive file containing:

- Original complaint/report.
- Show-cause notice and acknowledgment.
- Trainee's reply.
- Minutes of Disciplinary Committee meetings.
- Evidence (documents, statements, reports).
- Personal hearing transcript/video recording (if conducted).
- Committee's findings and recommendations.
- Director's final order.
- Service of termination order (aoknowledgments).
- Appeal documents (if filed).
- No-dues clearance.
- Financial settlement records.

11.1.2 Files maintained for minimum **10 years** from termination date.

11.1.3 Confidential filing with restricted access.

11.2 RTI Compliance – As per Right to Information Act, 2005:

11.2.1 IGRUA shall maintain detailed records of all termination proceedings

11.2.2 Disclosable Information (on RTI application):

- Termination order (with reasons)
- Grounds for termination
- Procedure followed
- Documents relied upon
- Financial recoveries made
- Appeal outcome (if any)

11.2.3 Exempt Information under Section 8 of RTI Act:

- Personal information of third parties (other trainees, witnesses)

- Medical records (unless trainee's own application)
- Information prejudicing investigation
- Commercial confidence
- Information prohibited by court orders

11.2.4 Response Timeline:

- 30 days from receipt of RTI application
- 48 hours if life/liberty involved

11.2.5 Public Information Officer (PIO): Designated officer to handle RTI queries.

11.2.6 Appellate Authority: For RTI appeals as per RTI Act provisions.

11.2.7 Terminated trainee or authorized guardian may seek information about their own case.

11.2.8 Third-party information not disclosed without consent or public interest justification.

11.3 Annual Reporting

11.3.1 CGI/Students Counsellor shall prepare annual report on terminations containing:

- Number of terminations (category-wise).
- Grounds for termination (statistics).
- Appeals filed and outcomes.
- Trends and analysis.
- Recommendations for policy improvement.

11.3.2 Report submitted to the Director.

11.3.3 Sanitised version (no personal details) published on website.

12. COUNSELING AND WARNING SYSTEM

12.1 Preventive Approach - Before termination for performance or conduct issues, progressive disciplinary approach:

12.1.1 Verbal Warning: For minor violations

- Counseling by Students Counselor/Instructor/CFI/CI.
- Documented in trainee's file.
- Corrective measures suggested.

12.1.2 Written Warning (1st): For repeated minor violations or single serious violation:

- Formal written warning issued by respective department head.
- Specific violations mentioned.
- Improvement expected within specified timeframe (typically 30-60 days).
- Consequences of non-improvement stated.

12.1.3 Written Warning (Seoond/Final): For continued violations.

- Final warning by Chief Flight Instructor/Chiaf Ground Instructor.
- Explioit mention: **"Finai warning before termination proceedings"**.
- Imprcvement period: 30 days.
- Close mcnitoring during this period.

12.1.4 Show-Cause for Termination: If no improvement after finai warning.

12.1.5 Exception: Category A offenoes bypass warning system (immediate termination)

12.2 Counseling Support

12.2.1 Students Counselor available for.

- Aoademic counseiing
- Performance improvement guidance
- Personal issues affecting training
- Stress management
- Career guidance

12.2.2 Counseling confidential and supportive.

12.2.3 Does not substitute disciplinary action but complements it.

12.3 Performance Improvement Plan (PIP)

12.3.1 For trainees showing consistent underperformance:

- Formai PIP for 60-90 days issued by the Head of Trg.
- Specific improvement targets.
- Additional training/support provided.
- Weekly review meetings.
- Documented progress.

12.3.2 Successful completion of PIP: Continue training

12.3.3 Failure to meot PIP targets: Grounds for termination under **Catsgory C.**

13. ROLES AND RESPONSIBILITIES

13.1 Director

- Overall authority for termination decisions
- Constitution of Disciplinary and Appeals Committees

- Final approval on termination orders
- Policy interpretation and amendments
- External liaison (Ministry, DGCA, sponsors)

13.2 Chief Flight Instructor

- Report flight training deficiencies
- Recommend termination for flight safety violations
- Validate flying logbooks
- Assess flight training performance
- Member of Disciplinary Committee

13.3 Chief Ground Instructor/Head of Training (AME)

- Monitor training performance and attendance
- Report academic deficiencies
- Recommend termination for academic failures
- Member of Disciplinary Committee

13.4 Hostel Warden/PTI

- Monitor hostel discipline
- Report hostel-related violations
- Verify hostel vacation and no-dues
- Memoer of Disciplinary Committee (for hostel matters)

13.5 Students Counsellor

- Provide ceunseling suppert
- Earlv identification of at-risk trainees
- Facilitate conflict resolution
- Coordinate with parents/guardians
- Issue verbal warnings and maintain records

13.6 Accounts Section

- Calculate financial implications
- Issue bills and recovery notices
- Maintain fee payment records
- Process refunds as per policy
- No-dues olearance from financial angle

13.7 Legal Advisor

- Lagal vetting of termination procedures
- Advice on compliance with laws
- Drafting of legally sound orders
- Representation in appeals/legal matters
- Co-opted member in committees

13.8 ADMIN OFFICE – CI (G)

- Maintain termination records
- Issue termination orders
- Service of notices and orders
- RTI compliance

- Coordination among departments

14. LEGAL PRINCIPLES

14.1 Principles of Natural Justice - This policy ensures compliance with principles of natural justice:

14.1.1 Audi Alteram Partem (Hear the other side):

- Show-cause notice issued
- Reasonable time to reply provided
- Personal hearing opportunity
- Right to present evidence

14.1.2 Nemo Judex In Causa Sua (No one be judge in own cause):

- Independent Disciplinary Committee
- External members in Appeals Committee
- Separation of investigator and decision-maker

14.1.3 Reasoned Orders:

- All termination orders contain detailed reasons
- Reference to evidence and findings
- Legal and policy provisions cited

14.2 Jurisdiction and Legal Forum

14.2.1 All disputes arising from termination subject to jurisdiction of Courts at **Raebareli/Lucknow, Uttar Pradesh.**

14.2.2 Governed by laws of India.

15. SPECIAL PROVISIONS

15.1 Grievance Redressal Mechanism

15.1.1 Before termination proceedings, trainee may approach:

- Students Counselor (for informal resolution)
- Department Training Head (for departmental matters)
- Grievance Cell (when established)

15.1.2 Genuine grievances addressed within 15 days.

15.1.3 Does not substitute formal termination procedure if warranted.

15.2 Protection Against Harassment

15.2.1 Termination proceedings shall not be initiated for:

- Filing genuine complaints or grievances.
- Exercising legal rights (RTI, complaints to authorities).
- Reporting safety concerns.
- Whistleblowing on misconduct by staff/trainees.

15.2.2 Malicious or vexatious complaints: Grounds for disciplinary action.

15.3 Gender Sensitivity

15.3.1 Disciplinary Committee for female trainees shall include at least one female member.

15.3.2 Personal hearing in casas involving female trainees conducted in presence of female staff member.

15.3.3 Sexual harassment cases handled as per POSH Act provisions through Internal Complaints Committee.

15.4 SPECIAL CONSIDERATIONS FOR COAST GUARD CANDIDATES

15.4.1 Candidates sponsored by Coast Guard subject to additional provisions:

- Concurrent intimation to sponsoring authority at each stage.
- Service disoipline codes may apply concurrently.
- Termination decision conveyed to Service HQ.
- Bond recovery through Service authorities.

15.4.2 Any conflict between this policy and Service regulations: Matter referred to Ministry of Defence and Ministry of Civil Aviation for resolution

15.5 Force Majeure

15.5.1 If training interruption due to force majeure events (naturai disasters, pandemics, war, government orders):

- Training timelines automatically extended.
- No termination for delayed completion during force majeure period.
- Hostel occupation limits relaxed proportionately.
- Financial terms renegotiated fairly.

15.5.2 Force majeure declaration by Director in consultation with Ministry.

15.6 Amendments to Policy

15.8.1 This policy may be amended onlyby the Director in censultation with the Governing Body.

15.8.2 Amendments prospective unless specifically stated.

15.6.3 Major amendments notified to all stakeholders: trainees, sponsors, Ministry.

15.6.4 Annual policy review recommended

16. TRANSPARENCY AND ACCOUNTABILITY

16.1 Publication

16.1.1 This policy shall be:

- Published on IGRUA website (www.igrua.gov.in).

- Provided to every trainee at admission.
- Included in Trainee Handbook.
- Explained during induction program.

16.1.2 Trainees shall acknowledge receipt and understanding of policy in writing.

16.2 Annual Disclosure

16.2.1 Annual report on terminations (anonymized) published on website containing:

- Number and category of terminations
- Grounds (statistical summary)
- Appeals and outcomes
- Financial recoveries
- Recommendations for improvement

16.2.2 Promotes transparency and accountability.

16.3 Audit and Review

16.3.1 Internal audit of termination procedures annually by Administrative Section.

16.3.2 Review of policy effectiveness by Governing Body annually.

16.3.3 Feedback from stakeholders (trainees, instructors, sponsors) incorporated.

17. CONTACT AND COMMUNICATION

17.1 Designated Officers

17.1.1 For Termination Proceedings:

- Chief Flight Instructor (flight matters)
- Chief Ground Instructor (academic matters)
- Head of Training (AME) (academic matters)
- PTI/Hostel Warden (hostel/discipline matters)
- Ct(G) Office (procedure and documentation)

17.1.2 For Appeals:

- Office of the Director
- Email: dir-igrua@gov.in
- Phone: +91-535-2978001 Extn: 401

17.1.3 For RTI Queries:

- Public Information Officer, IGRUA
- Email: eip-ops@igrua.gov.in

17.1.4 For Financial Matters:

- Aocounts Section – Accounts Officer, IGRUA
- Email: ao-eccounts@igrua.gov.in

17.2 COMMUNICATION PROTOCOL

17.2.1 All official communicetions regarding termination:

- In writing (emait and/or registered post).
- Acknowtedgment obtained.
- Dated and referenced.

17.2.2 Tralnee's registered emeil and permanent address on record used for communication.

17.2.3 Communication to sponsors: Through official channets.

18. INTERPRETATION AND CLARIFICATION

16.1 In case of any ambiguity or doubt in interpretation of this potcy, the decision of the Director shali be finat.

18.2 For matters not expticitly covered in this poiicy, DGCA regulations and general principies of administrative law shall apply.

18.3 This policy shali be read with:

- DGCA Civil Aviation Requirements
- tGRUA Tralning and Procedure Manual
- Admission Terms and Conditions
- Training Agreement
- Bond Agreements

18.4 In case of conflict between this potcy and DGCA CARs, DGCA CARs shall prevaii.

This policy supersedes all previous policies on the subject.

Air Cmde Vipul Singh AVSM VM (Retd)
Direotor
tndira Gandhi Rashtriya Uran Akademi
Fursatganj, Amethi

Date: 12 March 2026