

Do's and Don'ts applicable at the Prime Aviation and the Uniform Structure

Given below are the do's and don'ts applicable at the Prime Aviation Technical Training Center. The students are not the only people who are housed at Prime Aviation premises, York Graduate Campus (Theory Training center) and Sri Lanka Airforce Practical Training Premises. There are others handling different types of work and students must not be a hindrance to them or to their activities. Thus, we expect all students to note the following important aspects and rigidly follow these simple guidelines.

1. Prime Aviation will function over a five-day week, from 0800 – 1700 hrs from Mondays to Fridays. Saturdays and Sundays will be holidays.
2. Prime Aviation facilities will be out of bounds for all students on Weekends and Public and Mercantile Holidays unless the Director Studies requires to conduct special classes on such holidays.
3. The detailed training programs will be notified to the students, and weekly timetables will be on display.
4. Punctuality and regular attendance are essential as lectures and examinations / tests once conducted will not be repeated. A Daily Attendance Register will be maintained less than 80% attendance, unless stipulated otherwise, may render the student not eligible to sit the Examinations / Tests and may even be required to undergo year-repeat of the course.
5. The Marks obtained for Assignments and Project Work form a part of the final Module Grade. Students unable to complete the tasks within the prescribed period will be penalized in their Module Grads.
6. In the event of extended absence due to sickness, the Course Director / Course Coordinator should be informed accordingly as early as possible by the student or by his sponsor. Such absence must be covered by valid medical certificates subsequently.
7. Students at all time are to be attired in the uniform prescribed.

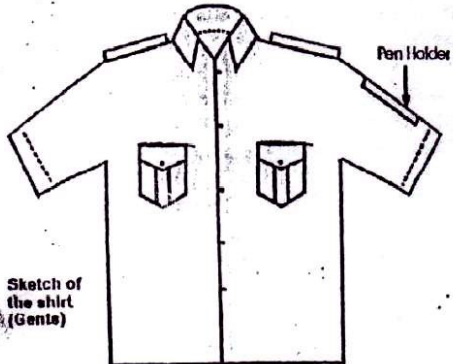
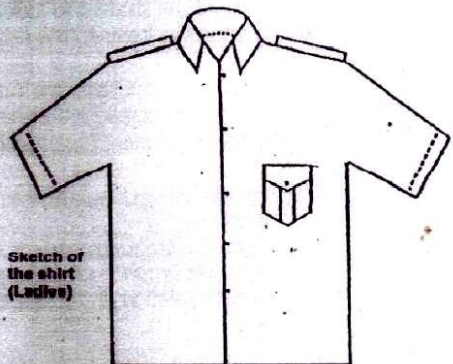
Lecture Sessions	Male: White Shirt, Black Trouser and Black Leather Shoes Female: White Shirt, Black Trouser / Skirt and Leather Black Shoes
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Practical Sessions	Male / Female: Overall (Trainers are permitted instead of shoes for practical sessions only)
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8. Students are strictly advised to adhere to the “Out of Bound” rules applicable within the Prime Aviation premises and the York Graduate Campus (YGC) areas.
9. Smoking is strictly prohibited within Prime Aviation premises and partaking of Meals and Snacks will not be permitted in the classrooms or in the workshops and should be confined to the Canteen only.
10. It is the responsibility of the student to look after his / her own belongings. Students are advised not to bring any valuables and attractive items to the Prime Aviation premises.
11. Utilization of training aids, especially the audio / visual aids and computer facilities will be strictly for study purposes. Use of personal computer diskettes / CDs will not be permitted without the approval of the Officer-in-Charge of the Computer Laboratory. Any material from a publication could be photocopied on payment basis through the Librarian after obtaining approval.
12. If any act that would be detrimental to the good image of the Prime Aviation has been committed, severe disciplinary action will be taken [even of dismissal] after an inquiry.

13. Following situations are being categorized as reasons for dismissal from Prime Aviation without any warning or compensation.
  - a. Use of threat, abusive language and force on instructors, and employees of the organization.
  - b. Willful damage to the property of the organization.
  - c. Stealing or misappropriation of the property of the organization.
14. It is the responsibility of the student to pay the Course Fee before the end of the previous month. Those who have not paid the Course Fees may not be permitted to follow classes. All payments must be made to the Authorized Staff only.
15. All receipts issued by Prime Aviation in relation to financial payments should be retained for a minimum period of one year. Requests for refunding of Fees will not be entertained.
16. Prime Aviation will not take any responsibility for physical injury caused due to negligence or lack of safety consciousness on the part of the student. Furthermore, any damage caused to the property of Prime Aviation under such circumstances could result in disciplinary action being taken against the students as well as charges being levied for replacement / repairs of such equipment etc.
17. Students must bring their Identity Card on all days and it should be own at all times while within the Prime Aviation premises. Those who do not possess same may not be permitted entry to the Prime Aviation premises. Those who need to bring their personal vehicles into Prime Aviation premises must be informed to student coordinator.
18. Suggestions and constructive from students / parents / guardians towards improvement of the courses will be welcome. Any complaints and / or grievances should be promptly brought to the notice of the Registrar. If the students still feel aggrieved, they may request an interview with the Director Studies.
19. Prime Aviation **provide guarantee employment pathway** for students after completion of training.
20. This document which contains general guidelines for students for Prime Aviation could be amended as and when such amendments are deemed necessary.

REGISTRAR  
09<sup>th</sup> November 2024

<b>STUDENT'S UNIFORM</b>	
<b>MALE</b>	<b>FEMALE</b>
<b>Gents: White Shirts, Black Trousers and Black Shoes</b>	<b>Ladies: White Shirts, Black Trousers / Skirt and Black Shoes</b>
Sketch of the Shirt (Gents)	Sketch of the Shirt (Ladies)
 <p style="text-align: right;">Pen Holder</p> <p style="text-align: left;">Sketch of the shirt (Gents)</p>	 <p style="text-align: left;">Sketch of the shirt (Ladies)</p>