



अभ्यासेन दक्षः

# प्रशिक्षुओं के लिए हॉस्टल आवास नीति HOSTEL POLICY FOR TRAINEES

इंदिरा गांधी राष्ट्रीय उड़ान अकादमी  
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(IGRUA)

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**FOR QUERIES OR CLARIFICATIONS**

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# प्रशिक्षुओं के लिए हॉस्टल आवास नीति

## HOSTEL ACCOMMODATION POLICY FOR

### TRAINEES

#### 1. Aim

This policy establishes guidelines for hostel accommodation, conduct, and vacation for students/cadets of all courses at IGRUA hostels. It aims to ensure a disciplined, safe, and conducive living environment whilst maintaining fairness and transparency in hostel operations.

#### 2. Scope

This policy applies to all students/cadets, AME trainees, and AFI pattern trainees residing in IGRUA hostels located at Fursatganj and Gondia Campuses, and any Hostel accn that might come up at any future operational bases of IGRUA.

#### 3. Hostel Accommodation

(a) Hostel accommodation is provided for the duration of the flying training programme up to 200 hours of flying training or completion of 36 months (for B Sc Aviation Students).

(b) AME Trainees are provided hostel accommodation for the duration of their approved training programme as specified in their training schedule or course completion certificate, whichever is earlier.

(c) AFI Pattern Trainees are provided hostel accommodation for the duration of their pattern training programme as specified by the Chief Flight Instructor (CFI).

(d) Students are responsible for all items in their rooms. Damages or unserviceabilities must be reported to the Hostel in-charge at the earliest.

(e) Valuables should be kept under lock and key. IGRUA is not responsible for items that cannot be regularly locked.

(f) Room cleanliness is the occupant's responsibility.

(g) Bed/Room/Hostel building may be re-allotted by the Administration to cater for new admissions, course grouping etc. No application for retention of a particular bed/room/building or preferred pairing will be entertained.

#### 4. Hostel Vacation

##### 4.1 Vacation Timeline – CPL Cadets

(a) CPL cadets must vacate hostel accommodation within 10 days from the date of their last flying sortie upon completion of 200 hours of flying training.

(b) "Last flying sortie" means the final flight recorded in the student's training records, regardless of simulator sessions or ground training conducted thereafter.

(c) Vacation includes complete removal of personal belongings and submission of the Hostel Clearance Certificate.

(d) Chief Administrative Officer (C Adm O) may grant extensions up to 3 days.

(d) Extensions beyond 3 days require Director's approval and shall be granted only in exceptional circumstances.

#### 4.2 Vacation Timeline – AME Trainees

(a) AME Trainees must vacate hostel accommodation within 10 days from the date of completion of their training programme as certified by the Head of AME Training/Chief Ground Instructor.

(b) 'Completion of training programme' means the date on which the final examination/assessment is completed or the last day of the training schedule, whichever is later.

(c) Vacation includes complete removal of personal belongings and submission of the Hostel Clearance Certificate.

(d) Chief Administrative Officer (C Adm O) may grant extensions up to 3 days.

(e) Extensions beyond 3 days require Director's approval and shall be granted only in exceptional circumstances.

(f) Retention charges as specified in Para 4.3 shall apply to AME trainees who fail to vacate by the due date."

#### 4.3 Vacation by AFI Patter Trainees. AFI Patter Trainees who are absorbed as Assistant Flight Instructors (AFI) at IGRUA upon successful completion of training shall retain hostel accommodation subject to the under mentioned provisions.

(a) AFI Patter Trainees who are not absorbed as AFI at IGRUA must vacate hostel accommodation within 10 days from the date of completion of their training as certified by the Dy CFI/CFI.

(c) AFI Patter Trainees who are selected for absorption as AFI at IGRUA but face a transition gap between completion of the training and actual employment may be granted temporary retention of hostel accommodation under the following conditions:

(i) The transition gap and expected date of joining as AFI must be certified by CFI/CI in writing to C Adm O.

(ii) Temporary retention shall be granted for a maximum period of 30 days from the date of completion of pattern training.

(iii) During the transition period, the trainee shall pay hostel retention charges at ₹400 per day, **payable in advance for the approved retention period.**

(iv) If employment as AFI does not materialize within the approved 30-day period, the trainee must vacate the hostel immediately. Further extensions shall not be granted.

(v) Upon formal appointment and joining as AFI, the trainee shall be governed by staff accommodation policies of IGRUA, and not by this hostel policy for students/cadets.

**Note:**

'Completion of pattern training' means the date of the final pattern check flight or the date on which CFI certifies completion of pattern training, whichever is later.

Vacation includes complete removal of personal belongings and submission of the Hostel Clearance Certificate.

Retention charges as specified in Para 4.4 shall apply to AFI pattern trainees [other than those covered under Para 4.3 (c)] who fail to vacate by the due date.

**4.4 Retention Charges**

Students who fail to vacate by the due date shall be liable to retention charges:

<b>Period After Due Date</b>	<b>Daily Charge</b>
Days 1-7	₹2000 per day
Days 8-15	₹4000 per day
Beyond 15 days	₹6000 per day

**Note:**

(a) Due date refers to the 10<sup>th</sup> day after the last sortie (for flying training students), or completion of training programme (for AME trainees), or completion of pattern training (for AFI pattern trainees not being absorbed), or the approved extended date if extension has been granted by C Adm O/Director to cater for work related to University Coordination Section, ELP, or organisational transition requirements.

(b) Charges shall be debited from the student's security deposit or recovered as institutional dues.

(c) Operations officer must ensure that a minimum balance of Rs 50,000/- is maintained in the Cadet's account. In case the credit balance reaches/falls below Rs 50,000/-, immediate actions shall be taken forthwith by Ops Officer to replenish it in coordination with Dy CFI/CFI/CI.

(d) Accounts officer shall closely monitor and keep the Operations Officer informed about such cadets, whose credit balance is approaching or about to reach Rs 50,000/-.

#### 4.5 **Alternate Accommodation for MCC Training, etc.**

(a) Students requiring accommodation for Multi-Crew Cooperation (MCC) training, interviews, or personal reasons after completion of 200 hours must book and pay for Guest Room facilities at prevailing rates.

(b) Guest rooms will be allocated subject to availability on a first-come-first-served basis.

(c) Extension of hostel accommodation shall not be entertained for such purposes under any circumstances.

### 5. **Dress Code**

(a) On working days, students reporting to work must wear standard uniform. Those reporting later may wear 'smart casuals' but not night dress.

(b) Chappals/bathroom slippers are restricted to rooms and corridors only, not permitted in dining hall, TV room, or outside the hostel.

(c) On holidays, students may wear civvies in hostel premises and sleeping dress till 1100 hrs.

(d) When proceeding outside IGRUA gates, students must be appropriately dressed in shirt and trousers/jeans with proper footwear.

(e) TV room dress code is uniform or casuals with proper footwear (shoes or sandals with backstrap. No flip flops or clogs).

**Note:** Smart casuals include Jeans (not torn jeans) and collared T-Shirt, jackets (during winters). Hoodies, sportswear, shorts, etc., are not permitted.

### 6. **Hostel Timings and Common Areas**

(a) Working day lights-out time is 2230 hrs. Extensions may be granted prior to DGCA examinations.

(b) TV room timings: up to 2200 Hr on working days; up to midnight on days prior to holidays. No loud music or sound that disturbs others.

(c) Only packaged snacks and soft drinks may be consumed in the TV room. No meals are permitted. Littering is not acceptable.

(d) Students must not enter the hostel cookhouse.

## 7. Visitors and Guests

- (a) No guest, relative, or ex-student is permitted to stay overnight with any student.
- (b) The Student Counsellor must be informed about any daytime visit and clearance obtained in advance.

## 8. Social Functions and Parties

- (a) Private parties are permitted only on days prior to holidays and weekends, with prior permission from CI/CFI/CGI obtained at least two days in advance during working hours.
- (b) Parties must not extend beyond midnight. Music must stop by midnight. Food shall be served as per mess timings.
- (c) No parties, including birthday greetings at midnight, are permitted on working days or days preceding working days.
- (d) Dress code during parties must not violate codes of morality and decency.

## 9. Prohibited Activities

- (a) **Ragging**. Ragging is strictly prohibited. Students found violating this shall be dealt with according to the Supreme Court of India's ruling. Training will be terminated immediately with no appeal for reconsideration.
- (b) **Narcotic Drugs**. Possession and consumption of narcotic drugs is prohibited. Students found in possession or consuming the same will have their training terminated immediately with no appeal for reconsideration.
- (c) **Alcohol**. Possession and consumption of alcohol is prohibited. Students found under the influence of alcohol may face action as per rules, including expulsion from the Akademi.
- (d) **BA Test**. Hostel occupants may be subjected to BA test whenever the need is felt. Such tests shall be conducted by an Officer specially authorized by the Director. Refusal to undergo the BA test will invite the same penalty as being found under the influence of alcohol and will be dealt with in accordance with the provisions of 'Termination Policy for Trainees'.

## 10. Compliance

- (a) All students/cadets and their parents/guardians must sign the "Hostel Accommodation Undertaking" (Annexure I) at the time of admission, acknowledging their understanding and acceptance of this policy.
- (b) Non-compliance with this policy may result in disciplinary action, including termination of training.
- (c) This policy shall be reviewed annually or as circumstances require.

## **11. Implementation Procedures**

### 11.1 At the Time of Admission:

- (a) All students/cadets and their parents/guardians shall sign the "Hostel Accommodation Undertaking" (Annexure I).
- (b) Student Counsellor shall maintain signed originals in the student's personal file.

### 11.2 Upon Completion of 200 hour Flying Sortie:

- (a) Operations Officer (FOC) shall notify C Adm O and Student Counsellor via email/written communication on the day of completion.
- (b) Students Counsellor shall issue a Hostel Vacation Notice to the student specifying the due date (10<sup>th</sup> day from last sortie).
- (c) Hostel Supervisor to assess damages if any, and inform Civil Maintenance section to estimate the repair/replacement charges, which would be deducted from the deposit amount or charged separately.

### 11.3 Verification of the room should be carried out as follows:-

- (a) On the due date (or approved extended date), PTI/Hostel Warden shall conduct physical verification of room vacation.
- (b) PTI/Hostel Warden shall inform C Adm O and Operations Officer about hostel vacation.

11.4 **Final Clearance of Cadet's Papers.** Complete documentation of the Cadet shall be forwarded by the Operations Officer to DGCA only after receipt of confirmation that hostel room has been vacated.

## **12. Officers Responsible for Implementation**

### 12.1 The following officers shall ensure effective implementation of this policy:

#### (a) **Operations Officer (FOC):**

- Notify C Adm O and Student Counsellor on the day of last sortie.
- Process student documentation only after hostel vacation confirmation.
- Ensure minimum account balance of ₹50,000 is maintained.
- Coordinate with Dy CFI/CFI/CI for account replenishment when required.

#### (b) **Chief Administrative Officer (C Adm O)**

- Issue vacation notice with due date.
- Approve extensions up to 3 days for valid reasons.

- Coordinate physical verification.
- Process retention charges as applicable.

(c) **PTI/Hostel Warden**

- Conduct physical verification of room vacation.
- Verify room condition and cleanliness.
- Sign clearance certificate upon satisfactory verification.
- Inform C Adm O and Operations Officer about the vacation.

(d) **Student Counsellor**

- Maintain signed undertakings in student files.
- Counsel students on timely vacation.
- Address student concerns and queries.

(e) **Accounts Officer**

- Monitor student account balances closely
- Inform Operations Officer when balance approaches ₹50,000
- Process retention charge debits

**13. Grievance Redressal**

- (a) Students may submit written grievances regarding hostel matters to the Student Counsellor.
- (b) Unresolved grievances may be escalated to C Adm O.
- (c) Final appeals may be made to the Director, whose decision shall be final.



**Air Cmde Vipul Singh AVSM VM (Retd)  
Director, IGRUA**

Date: 18 February 2026

**UNDERTAKING FOR HOSTEL ACCOMMODATION**  
**INDIRA GANDHI RASHTRIYA URAN AKADEMI**

I, \_\_\_\_\_ (Student/Cadet Name), Admission Batch No. \_\_\_\_\_, and \_\_\_\_\_ (parent/guardian),

hereby undertake the following:

1. I shall vacate hostel accommodation within 10 days from my last flying sortie upon completion of 200 hours of training. Failure to do so will attract retention charges as per policy, which will be paid by me at the time of hostel vacation or may be recovered from my security deposit.
2. I shall comply with all hostel rules regarding conduct, dress code, timings, visitors, and social functions.
3. I acknowledge that ragging, narcotic drugs, and alcohol are strictly prohibited. Violations will result in immediate termination of training.
4. I have read and agree to abide by the IGRUA Hostel Policy in its entirety. This undertaking is legally binding.

**STUDENT/CADET**

**PARENT/GUARDIAN**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Admission No: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact No: \_\_\_\_\_

Contact No: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_