

STUDENT CODE OF CONDUCT

This document indicates the standard procedures and practices of Skylark Institute of Travel (hereinafter referred to as the 'Institute') for all students enrolling with the Institute for pursuing varied courses. All students taking admission in the institute must be well aware with this code at the time of registration and abide by it and the rights, responsibilities including the restrictions flowing from it.

1. DISCIPLINE & DECORUM

Institute believes in promoting a safe and efficient environment by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others. Hence, all students must **avoid**–

1. Misbehaving or involving in any disruptive activity in the class room or in an event organised by the Institute.
2. Except for using mobile phone for the purposes of attending the online class you will not be permitted to use the device while the online class is being conducted or in an any event organised by the Institute without prior permission.
3. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, marital or family status, physical or mental disability, gender identity, etc.
4. Posting derogatory comments about the Institute or other individuals from the Institute on the social media or indulging in any such related activities having serious consequences on the reputation of the Institute. Students are expected to use the social media carefully and responsibly.

2. BATCH COMMENCEMENT & DOCUMENTATION SUBMISSION

The batch commencement date for each course is decided by the Institute subject to minimum headcount of 20 students per batch.

1. All registered students shall be informed about the Batch Start Date and Timing at least oneweek in advance and they are expected to report to the online sessions as per schedule.
2. Before joining the batch, student must submit valid and self-attested soft copies of all “Mandatory Documents” (as mentioned in the Registration Form) to the Institute.
3. Students must also send the scanned copies of all “Mandatory Documents” (as mentioned in the Registration Form) at the designated email ID for official record purposes.
4. Students are responsible to submit true copies of their original documents including mark sheets, certificates, degrees which are authentic and genuine. If any document submitted by the student is found to be fake/ forged/ not genuine, the Institute reserves the right to take any/ every action under the law which may include rustication and cancellation of registration from the Institute.
5. Student must share his/ her accurate contact details/ corresponding address with the Institute. In case of any change in the Correspondence Address, Contact No., Email ID and Parent's Contact No. and Emergency Contact no., student shall inform the Institute in writing and get the same updated in the official records.
6. After the commencement of the batch, any batch transfer request shall not be entertained by the Institute.

3. COURSE FEE PAYMENT

The course fee is payable in full by the student as per the course opted by the student in accordance. Students must be aware that -

1. The course fee paid is non-refundable and non-transferable.
2. Any online fee payment shall be confirmed only after receiving the proof of payment (i.e. Payment Screenshot) along with student name and batch no. at the designated email ID.
3. Students MUST collect fee receipts for each of the fee payment made to the Institute.

4. GROOMING ADHERENCE

Students must be aware that a professional and well-groomed personality is the demand of the Aviation, Travel, Tourism and Hospitality Industry. Student must adhere to the standard Grooming Guidelines given on Day 1 and maintain a professional image while being in the class or otherwise.

5. STUDENT ATTENDANCE CRITERIA

After joining the batch, student's daily attendance shall be recorded on real time basis hence -

1. Students must report on time as per the class timings. Late coming is not allowed at all.
2. Students MUST attend classes regularly.
3. “**Dropout**”:- The Institute reserves the rights to declare the student as a “Dropout”. Any student who does not attend classes for 2 consecutive weeks without any prior information about his/ her absenteeism shall be considered as a “Dropout” and his/ her registration shall be cancelled with the Institute resulting into no further classes& certification. In addition to this, in case student is found violating any standard guidelines as mentioned in the code of conduct will also be “Dropout”. The Institute shall not be liable to refund the fee paid by such student.

6. COURSE COMPLETION CERTIFICATE ISSUANCE

The course completion certificate shall be issued to those students who have submitted all mandatory documents as per terms of admission. However, the course completion certificate shall **NOT** be issued to those students who -

1. Have discontinued with the course due to any reasons.
2. Have been declared as a “Dropout” by the Institute due to non-adherence to the standard guidelines.
3. Have failed to fulfil any criteria as mentioned in the previous section.

7. PLACEMENT ASSISTANCE

Skylark Institute of Travel does not assist or Provide any Placement Assistance for Online Short term courses

8. REJOINING AFTER BEING DECLARED AS DROPOUT

If student intends to re-join the course after being declared as a dropout, he/she must show sufficient cause in writing along with supporting documents. The Institute reserves the right to accept or refuse the request of the re-admission of the student. In this case, the student shall be considered as a fresh candidate and will have to re-register for the course.

9. BREACH OF CODE OF CONDUCT

If any student is found guilty of a possible breach of code of conduct, the Institute shall take a suitable disciplinary action as per law. This may include Written Warning, Monetary Penalty, Cancellation of Registration and/ or Expulsion of the student from the Institute.

I _____ son/ daughter/ wife of _____ have read and understood all

the above-mentioned points and agree to follow/ abide by it during the tenure of the course with the Institute.

Date: _____ Signature: _____ Contact No.: _____