



# IT IS TIME TO FLY

INDIA'S No. 1 AVIATION GROUND SCHOOL

An ISO 9001:2000 institute



## AVIATION, TRAVEL & TOURISM & HOSPITALITY INDUSTRY IS LARGER THAN ONE THINKS

## IF YOU DESIRE

**Why be in Aviation, Travel-Tourism & Hospitality**  
India is on a highway of growth. The liberalization of aviation industry in India has opened several job profiles up for job-seekers as freshers or experienced. Those desirous of a career in this sector have plenty of options to look out for.

This industry is the world's largest foreign exchange earner among all the industries and it generates millions of job opportunities worldwide. More than any other. It provides direct employment to more than 190 lac people and generates indirect employment to more than 380 lac persons.

World Tourism Organisation estimates that more than 1,80,000 vacancies are expected to be filled within next decade in India alone. A timely entry into this field ensures the chances of getting promoted to the top level quickly.

You can expect to start your career in this industry relatively early and work your way to the higher positions quickly. This industry offers one of the highest pay packages to the performers. This industry offers the rewards and other benefits which can not be found anywhere else. You can

## YOU CAN FLY

choose a career suiting your interests and qualifications earned. Lets have a glimpse of the job opportunities this sector offers:

**Airlines:** Pilots, Air Hostess, Airline Ticketing, Airport Ground Services, Ramp Handling, Dangerous Goods, etc.

**Travel:** Tour Coordinators, Reservation Staff, Airline BPOs, Tour Operations, Front Office, Customer Service,

**Hospitality:** F&B Executives, Housekeeping, Administration, Cruise Ships, Resorts,

**Cargo:** Air Cargo Agencies, Import-Export Houses, Shipping Departments of Manufacturing Companies, Consolidators, Travel Management,

There is a great demand for young and hardworking people in this field. Customer satisfaction is the main priority for this industry today.

The most focused Career courses you can imagine. This is an age of specializations. Unlike others, the courses offered by IGIA prepares you in the most

targeted way for specific positions within the field. Our various national & international affiliations ensure only the best for you. The specialist trainers, best facilities, nationwide network and the caring placement assistance, is all designed to make you fly.

Who are we?

IGIA (Indira Gandhi Institute of Aeronautics) is a unit of Hansa Flying Careers Pvt. Ltd., a company incorporated under the Companies Act, 1956, Govt. of India.



Hansa is one of the leading organizations having a wide experience in education & training. Hansa successfully runs Money Academy, Indiana Call Center School, HELP, among others across the country. IGIA is running successfully for more than Six years helping thousands of students make a great career. We have a Pan-India presence. We are a professional team excelling and meeting the world's best standards in education & training.

# WHY



## Advantage IGIA

We take pride in introducing ourselves as ISO 9001:2000 certified & India's No.1 Ground School in its widest reach, helping individuals prepare for the aviation sector and related fields at an affordable cost. IGIA, a unit of Hansa Flying Careers Pvt. Ltd. (A Govt. Registered Company) has, in a short span of time, registered a steady growth and earned reputation for building a no. of niche careers in the travel and tourism industry.

It is our belief that "It doesn't matter where one comes from. What matters is where is one headed for." This mantra has helped us evolve

and transform a many students' careers whose past record wasn't too impressive.

The CPL Ground course is in agreement with Director General of Civil Aviation, Govt. of India's exams and prepares well for licence conversion exams.

Students from diverse backgrounds converge here for a common dream to make a Flying Career!

### Your Placement

You can start your Career right after your training at IGIA. We offer you as a successful student of IGIA

unconditional 100% Job Assistance for a duration of one and a half years from the completion of the course.

Our placement assistance cell informs about the vacancies released in the city of training in a timely manner and help our students equip with all the information important to appear in the interviews confidently.

### International Tie-ups

We have formed a Tie-Up with Amadeus, the world's No.1 CRS (Computerised Reservation System). As it is the most widely used CRS by the Airlines & the travel industry the world over, IGIA

students gain the advantage of being trained on a worldwide recognised CRS.

We have also forged association with renowned Flying Clubs in USA, Australia, Philippines & India to assist our students in Flying Training abroad at a highly competitive prices with the best possible training.

### Free Spoken English & PD

Effective communication has today become an all important skill to climb the ladder of success in all walks of life. In the mission to help in the all-round development of all our students, IGIA provides free Englal Spoken English Classes to interested IGIA

students. Englal is a scientifically designed training module for learning to speak fluent English.

IGIA also offers free personality development program "Leap" to all its students. This program is designed to build a cordial and confident personality by generating positive self-image. It allows students to master every skill and expertise required to succeed in today's competitive world. Special career oriented presentations, group discussions, and other people and soft skills are taught thoughtfully to our students.

### Wide Network

IGIA has a pan-India network

where you can train at your nearest branch

### Experienced Faculty

Faculty remains the strength of IGIA and our faculty members are highly experienced and hold the licences from DGCA (Ministry of Civil Aviation) and other agencies wherever applicable. The Faculty is trained to make every student participate in the classe proceedings. The faculty plays a dual role of a trainer as well as a guardian of student's interests.

# Diploma in Basic Cabin Crew Services & Hospitality Management



**Duration: 1 Year (Part-Time)**  
**Eligibility: 10+2 (any subjects)**

IGIA's One Year Diploma course is designed to transform your life. This course is meant for the people who like to Care in the Air.™

Many young people opt for cabin crew as a full fledged career prospect because of the high salaries, exciting experience of flying and interacting with different kinds of people on board and visiting several countries. The liberation of the Indian skies has thrown open a lot of job opportunities in this field. This profession requires lot of hard work, Commitment, smartness and total dedication. The job entails

performing safety and service duties which ensure that air travelers are flying in a safe environment, whilst receiving excellent standards of friendly service.

Life is always varied when you work as cabin crew. Your training in communication, team work, first aid, personality development and customer care skills will also be helpful and can also be transferred to other areas of your life. The Course at IGIA conforms to the International standards of airlines' in-flight operations and hospitality industry. It prepares you to handle the toughest moments in airlines selection

procedures in the smoothest way. This will make your confidence soar. Confidence to Care in the Air.™

**Who Should do this course**  
**The Diploma is appropriate for:**

- Candidates who wish to objectively demonstrate industry knowledge and understanding to employers as fresher for entry.
- Anyone wishing to gain a broad understanding of Aviation & Hospitality industry.
- Those students who wish to demonstrate their professional standing.
- Industry employees without another professional

qualification and those who wish to build upon existing general academic qualifications, such as a degree, by obtaining an industry-specific training.

## Eligibility

The students having clear complexion and a pleasing personality with a Customer Caring orientation are the most suitable candidates for this career.

Education: 10 + 2  
Age: 17 Years - 26 Years  
Gender: Male / Female  
Height: 157 cm for Females,  
170 cm for Males  
Weight: proportionate to height  
Admission Criteria : Admission is based on Interview or GDs

## Program Overview

### 1.Common Aviation

Aviation History  
Aviation Organisations  
Aviation Terminology  
Aviation Geography  
Time Zones & Time Calculation  
Aircraft Familiarisation  
Airport Familiarisation  
Airlines  
Travel Documents  
Customs & Currencies  
Phonetic Codes

### 2.Cabin Crew

Cabin Crew Profession  
Crew Member Training  
Passenger Handling  
In-flight procedures & emergencies  
Duties after Landing  
Flight Evaluation  
Passengers with Special Needs  
Food Service  
Beverage Types  
Alcoholic Beverages and Cocktails

### 3.Air Ticketing & Reservations

Ticket Policies and Procedures  
Luggage and Personal Effects  
Computerised Reservation System  
Fare Rules & Construction  
Passports & VISA  
Health Regulations

### 4.Meal & Beverage Services

### 5.First Aid

First aid-General  
Shock and Fainting  
Bleeding and Wounds  
Fractures/Sprains, etc.  
Burns  
Choking  
Respiratory Problems

### 6.Hospitality

Front office operations  
Food & Beverage management  
F&B Service  
Flight catering operations

### 7. Personality Development

Communication  
Confidence

Leadership  
Group Discussions  
Presentations  
Personal Hygiene & Grooming  
Hair & Skin Care  
Motivation  
Interview Techniques  
Resume writing

### 8. Real In-Flight Practical Exposure

IGIA offers all its Cabin Crew trainees Real In-flight practical orientation with one of the leading Airlines without any extra cost. Willing students can also be sent to foreign countries for Practical exposure at additional cost.

*Swimming Classes as per International Standards (Optional at Select Centers only)*

### Internship Prerequisite\*

As a part of your Diploma, you need to complete a minimum of 3 months' of Internship/practical experience. You can do this during the course or after the completion of the 9 months of classroom training. In case you decide to do this during the classroom training the exams would still be held at the end of one year course duration. Your course shall not be completed without internship.

\*Internships for the students scoring 75% marks on the Internship Recommendation Tests would be arranged by IGIA. Others would arrange for themselves.

# Dual Diploma in Airline, Tourism & Hospitality Management (In association with Punjab Technical University)



Duration: 1 Year (Part-Time)  
Eligibility: 10+2 (any subjects)

The Dual Diploma offered in Association with Punjab Technical University is designed to transform your life. This course is meant for the people who like to Care in the Air.™

Many young people opt for cabin crew as a full fledged career prospect because of the high salaries, exciting experience of flying and interacting with different kinds of people on board and visiting several countries. The liberation of the Indian skies has thrown open a lot of job opportunities in this field. This profession requires lot of hard

work, Commitment, smartness and total dedication. The job entails performing safety and service duties which ensure that air travelers are flying in a safe environment, whilst receiving excellent standards of friendly service.

Along with the IGIA Diploma in Basic Cabin Crew Services & Hospitality Management, you will get a Diploma from Punjab Technical University, one of the leading universities in technical education. This will make your confidence soar. Confidence to Care in the Air.™

Who Should do this course

The Dual Diploma is appropriate for:

- Candidates who wish to objectively demonstrate industry knowledge and understanding to employers as a fresher for entry.
- Anyone wishing to gain a broad understanding of Aviation & Hospitality industry.
- Those students who wish to demonstrate their professional standing.
- Industry employees without a professional qualification & those who wish to build upon existing general qualifications.

# BSc in Airline, Tourism & Hospitality Management

Punjab Technical University (Distance Education)



Degree Duration: 3 Years  
(Distance Education. Classes on Saturday & Sundays)  
Eligibility: 10+2 (any subjects)

IGIA offers the 3 years BSc Degree Course in Airline, Tourism & Hospitality Management in association with PTU (Punjab Technical University). The degree course is ideal for the students who are looking to gain a Bachelors Degree along with professional training.

This is a semester based degree course for which the classes are conducted on Saturdays & Sundays. You can opt for this course if you cannot attend the regular weekday courses offered by us.

The course will help you in gaining

an entry into the Aviation & Tourism or Hospitality industry. The Entry level positions with an airline cover a wide variety of operations and duties. Most of these positions involve extensive customer service contact requiring strong interpersonal and communication skills. No previous experience is required, although you may be required to work evening or early-morning hours and adhere to a strict physical appearance.

You can opt to work in International & Domestic Airlines, Travel Companies, as well as the Hospitality Sector in Star hotels, resorts etc.

Why to do this degree.

In an era of stiff competition one can not compete for high end jobs with a regular degree. This BSc Degree offered in association with PTU will equip you with the necessary skills required to work efficiently in the highly demanding Aviation & Tourism sectors. So you will not only earn a degree but you can earn a career for yourself.

You can also benefit if you are an industry employee without a professional qualification and wish to build upon your existing general qualifications.

# MAKE THE WORLD & YOURSELF GO PLACES

You might be surprised to know that Travel & Tourism is the world's largest foreign exchange earner among industries and it generates millions of employment opportunities worldwide. Travel & tourism is a very wide industry and it includes Govt. Tourism departments, immigration and custom services, travel agencies, airlines, tour operators, hotels, etc and many associated services such as airline catering & laundry services, guides, interpreters, tourism promotion and sales etc.

The increasing world-wide interest in travel & tourism and the

## Air Ticketing & Travel Management

Duration: 6 Months  
Eligibility: 10+2 (Any Subjects)

Government's encouragement and support to its activities has led IGIA to play a recognisable role for a no. of undergraduate students in tapping this opportunity and make a bright career out of fun. We invite people with drive and a capacity for hard work who think they really like travel.

**Who Should do this course**  
The Course is appropriate for:  
• Candidates looking for entry level positions in Travel & Tourism or Airlines as well as BPOs for travel processes.  
• Candidates general academic qualification who wish to objectively demonstrate professional

industry knowledge and understanding to employers as fresher for entry.  
• Anyone wishing to gain a broad understanding of Travel & Tourism industry.  
• Industry employees without another professional qualification having aspiration to hold greater responsibility.

**Eligibility**  
Education: 10 + 2  
Age: 17½ Years and above  
Gender: Male / Female  
  
Admission Criteria :  
Min. 50% marks and above (Candidates having less than 50% marks can be considered after personal interview.)

**Program Overview**  
Course Duration - Six Months (Part-time)

**Common Aviation**  
Aviation History  
Aviation Organisations  
Aviation Terminology  
Aviation Geography  
Time Zones & Time Calculation  
Aircraft Familiarisation  
Airport Familiarisation

**Air Ticketing**  
Air Travel Geography  
Global Indicators  
Airport & Airline Codes  
Air Travel Terminology  
Fares & Ticketing Terminology  
Fare & SSR Codes, Season Codes  
Timetable Language  
TIM  
Health Requirements  
Baggage Rules  
Types of Journey  
Fare Basis, Rules & Construction  
Passenger Ticket  
Itinerary Planning  
PAT  
International Sales Indicator  
IATA-UFTAA Fare Formula  
Steps of Fare Formula  
Ticketing of Published Fare  
IATA Rate of Exchange  
Special Fares  
Making Reservations  
Electronic Ticketing

Ticket Notices  
Payment Modes, Currency & Taxes  
Passports & Visas  
Foreign Exchange  
Car Rentals

**Computerised Reservation System**  
Amadeus

**Travel & Tourism**  
Introduction to Tourism  
Travel Agency Business  
Travel Agency Career  
Destination Service Sector  
Tourism Guide  
Tourism Products & its forms  
Tourism Case Studies  
Modes of Transport  
Types of Accommodation  
Tourism Bodies  
Role & Functions of IATA / UFTAA  
Tourism Marketing  
Information Technology in Tourism  
Globalisation in Tourism  
Destination India  
Travel Sales & Counseling  
Customer Service

**Personality Development & Soft Skills**

**Project Submission Prerequisite**  
As a part of your course, you will be required to submit two projects (To be approved & assigned by the faculty) before final exam as a part of the course.

Choose a  
career in  
Travel.  
Because the  
world will  
never stop  
traveling.



# COMMERCIAL PILOT LICENCE TRAINING



Duration: On an Average it takes 1 Year to complete & obtain Commercial Pilot Licence.  
Ground Training Duration: 4 months at IGIA Pune & Flying Training: 8-12 months abroad.

## Want to be a Pilot

The job of a pilot is a highly specialised one. It requires knowledge of air navigation, interpretation of meteorological reports, operating sophisticated electronic and mechanical controls, leading the aircraft under adverse circumstances, and being a leader to the flight crew and passengers under climatic and other emergency situations.

If you belong to the sky, come to IGIA. A renowned Ground School for the Pilot courses that provides the wind to your wings and aspirations.

IGIA, with its specialisation as a Ground School for pilots is among a selected few in India and is proving to be a perfect launch pad for pilots with its International associations with the best.

To complete the Commercial Pilot Training the students are required to pass all the Ground (Theory) subjects and complete a minimum of 200 hours of flying training. They should also be medically fit throughout their career.

## Highest Salaries

Pilots are among the highest paid professionals with Airlines offering a starting salaries of more than Rupees 1.5 lacs per month. It goes upto Rupees 5-6 lacs per month as the career progresses.

## Eligibility

Class XII under the 10+2 system or its equivalent with a minimum of 50% marks in Maths and Physics.

Age: 17 years to start Pilot Training

Vision: 6/6. (Normal or corrected)

(If you don't have Physics & Maths in 10+2 you can pass these two subjects from any Open School like NIOS's simultaneously with your Pilot training course. (Visit [www.nios.ac.in](http://www.nios.ac.in) for details)

## Medical Requirements

Prior to the Pilot training you will be required to get a Class II Medical assessment done from a DGCA approved Doctor. (IGIA will help you get your Medical done.)

## Ground Training (4 Months at IGIA Pune)

Air Regulations

Air Navigation

Aviation Meteorology

Aircraft Technical (Two Papers):

Aircraft Specific & General  
Radio Telephony

## Flying Training (8-12 Months at our associated Flying Clubs)

Apart from passing the Ground subjects, Pilot trainee are required to have a flying training of 200 hours to be eligible for CPL. IGIA is a ground school having International tie-ups with flying clubs in Australia, USA, Philippines and India for arranging flying for students, the charges for which are to be paid separately. Students will obtain a foreign CPL from one of our associated flying club. IGIA provides 4 months of ground classes before flying training only at our Pune branch or 2 months of refresher course after students return with a foreign CPL for the conversion examination conducted by DGCA, Govt. of India.

For detailed information & FAQs about Pilot Training, please refer to our website [www.igiaindia.in](http://www.igiaindia.in)

## International Flying Tie-ups

### 1. USA

US Flight Academy  
A FAA Approved CFR  
Part141 Flight School  
at Texas. One of the  
largest fleet owners  
and highly  
recommended.



### 2. Australia

Basair Aviation  
College at Sydney is  
rated among the best  
in the world.  
Renowned for high-  
end Pilot training.



### 3. Philippines

WCC Aviation  
Company. One of the  
oldest and most  
renowned Aviation  
Training Company in  
Philippines.



for a pilot  
TOP IN  
THE SKY

*Means*

TOP IN  
THE SKY

# International Air Cargo Management

Duration: 6 Months  
Eligibility: 10+2 (Any Subjects)

Movement of cargo is no more an activity that is carried in traditional style. It has developed into a pure science. This subject has now globalized and needs meticulous handling. The course objective is to present the complete picture of the management of transportation and movements of goods by air and different aspects and levels of cargo industry in the world.

Basically designed for the operations staff of international air cargo agents this course shall also be helpful to the sales and marketing staff of cargo agents and consolidators; acceptance, sales and reservations staff of airlines and surface transportation companies, shipping department staff of manufacturing companies, and importers and exporters. Working staff of cargo agents, airlines and manufacturers can also update its knowledge of current international air cargo procedures.

## Eligibility

Education: 10 + 2  
Age: 17½ Years and above  
Gender: Male / Female  
Admission Criteria: 50% marks and above  
(Candidates having less than 50% marks can be considered after personal interview.)

## Program Overview

Duration - Six Months (Part-time)

## Common Aviation

Aviation History  
Aviation Organisations  
Aviation Terminology  
Aviation Geography  
Aircraft Familiarisation  
Aircraft characteristics & its Loading Limitations  
Airport Familiarisation  
Airport Terms & Security  
Airlines  
Stages of Flight  
Customs & Currencies

## Cargo Industry

Cargo Terminology- Warehousing,

RFS, Trade Free Zone, Charters  
Operation of Air Cargo Agency  
Duties & Function of a Cargo Agents  
Consolidation and Individual Shipments, Break Bulk Agent  
Documentation for Freight-forwarding and Payment Purposes

## Customs

Customs Brokerage and Customs clearance Procedures and Charges

## Cargo Distribution Channels

Courier Service, Carriers' Liability  
Claims, Valuation Charges, Charges Collect and Disbursements, Insurance

## Acceptance & Booking Procedures

Using Airline Guides-TACT, ABC, OAG  
Introduction to ULDs, Payload, AWBs and its Functions, Freight Costs  
Calculation SCR, GCR, Class Rates.  
Chargeable Weight- Gross/Volume and Exceptions

Cargo Automation, CASS, EDIFACT, EDI, etc.

## Personality Development/Soft Skills

# Airport Ground Services

Duration: 4 Months  
Eligibility: 10+2 (Any Subjects)

## Careers on Airports

Millions of passengers travel by air every year in the world. Airlines have people working round the clock handling flights at the airports known as Ground Staff. IGIA's four month's Airport Ground Services course is designed for those candidates who have a zest to work in sophisticated environments of airports and who like meeting and assisting people from all over the world. This profession requires lot of hard work, commitment, smartness and total dedication.

After successful completion of this course, the candidates can work in various departments at airports with various domestic & international airlines as well as ground handling agencies.

They can also aspire for in-flight career after gaining some ground experience.

## Eligibility

Education: 10 + 2  
Age: 17½ -26 years  
Gender: Male / Female  
Admission Criteria: 50% marks and above  
(Candidates having less than 50% marks can be considered after personal interview.)

## Program overview

Duration: Four Months Part-time)

## Common Aviation

Aviation History  
Aviation Organisations  
Aviation Terminology  
Aviation Geography  
Time Zones & Time Calculation

Aircraft Familiarisation  
Airport Familiarisation  
Airport Terms  
Check in Procedures  
Airport Security  
Airport Signs & Markings

Airlines  
Stages of Flight  
Travel Documents  
Customs & Currencies

## Airport Ground Services

Check-in Procedures  
Landside Facilities for departures  
The Gate Area  
Security Checks  
Arrival Facilities  
Control Tower  
Baggage  
Cargo Terms & Procedures  
Cargo Abbreviations  
Special Cargo  
Dangerous Goods  
Labeling  
Cargo Manifest  
Courier Mail  
Post Office Mail  
Customer Care  
Grooming  
Personality Development

## Computerized Reservation System (Amadeus)



## Examination Scheme

The Mid-Term and the Final Exam to earn the respective certificates (except CPL) are held at the respective centres.

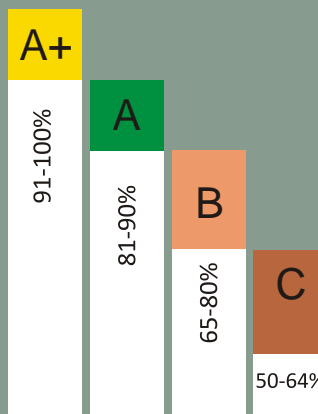
Module	Exam Format	Length of Exam	Applicable to Course
Common Aviation	25 Multiple Choice 5 Short Answer Questions	1.5 hours	ATTM/CCH/AGS/Cargo
Air Ticketing	40 Multiple Choice & 15 Short Answer Questions	3 hours	ATTM/CCH/AGS
Airport Ground Services	50 Multiple Choice & 10 Short Answer Questions	2 hours	CCH/AGS
Personality development	30 Multiple Choice & Presentation/GD/Interview	1 hour	ATTM/CCH/AGS/Cargo
Travel & Tourism	40 Multiple Choice & 15 Short Answer Questions	3 hours	ATTM
Cabin Crew	40 Multiple Choice & 15 Short Answer Questions	3 hours	CCH
Hospitality	40 Multiple Choice & 15 Short Answer Questions	2 hours	CCH
Cargo Management	40 Multiple Choice & 15 Short Answer Questions	3 hours	Cargo
CRS	35 Multiple Choice & 15 Practical Questions	1 hour	ATTM/CCH/AGS

To pass the exams the students have to score overall 50% Marks to be awarded the certificate of merit. All the applicable papers to the course should also be passed separately with minimum 50% marks each.

The Maximum Marks for each Paper/Module will be as follows:

Common Aviation:	50 Marks
Air Ticketing	100 Marks
Ground Services	100 Marks
Cabin Crew	100 Marks
Travel & Tourism	100 Marks
Cargo Mgmt.	200 Marks
CRS	50 Marks
Hospitality	100 Marks
PD	50 Marks
Project	50 Marks
Attendance	50 Marks

Grades would be allotted to the passing candidates as per %age of marks depicted on the graph. Less than 50% marks will Fail.



# RULES & REGULATIONS

Any student who chooses to enroll and study at IGIA accepts and agrees to be bound by the these rules and regulation as hereunder automatically when they fill up the IGIA admission form. They agree to abide by the same without any lapse or otherwise.

- All students, who are admitted to IGIA are expected to abide by the rules & regulations of IGIA.
- Any breach of discipline will be dealt by the centre manager and any decision taken by the management will be final and binding on all students.
- Students are expected to be in possession of their identity cards while attending the classes and within the premises of the institute.
- When the student has been duly registered with the institute by accepting these rules and regulations duly signed by them on the application form, the institute on account if these reserves a seat for the student which can not be allotted to any other student and will have to incur the fixed costs including administrative & faculty salaries, lease rentals, and other fixed expenses which it will not be able to recover in case the student after registration wish to withdraw/discontinue from the course for any reason whatsoever and the institute will suffer loss in this regard. For this the student will not be refunded and fee for any reason whatsoever.
- Ragging of students is strictly prohibited. Any student found indulging in ragging will be summarily expelled from the Institute and further action taken as per law.
- All the students will have classes as per the time table fixed by the institute.
- The students will be held responsible collectively or individually for any damage to the property of the

- institute found to be done by them.
- All certificates have to be collected within three months after completion of the course. The institute shall keep the student's record for three years after the course completion. Beyond this period there shall be no records available with the institute except the final grade & certification serial number.
- Batch timings & commencement dates are subject to change as and when felt necessary by the institute.
- Failure to comply with any of the rules, regulations notified from time to time shall be punishable with fine and/or any other disciplinary action.
- If a student prematurely terminates his training for whatsoever reason or has been rusticated/dismissed from centre, fee once paid will not be refunded.
- The management reserves the right to revise, change, amend, add to, or delete the course content and course duration, at any stage of the course, if it deems proper. The student shall not have any claim, grievance or demand in this regard.
- The institute also reserves the right to revise fee or any other charges upwardly or downwardly as well if seems fit without any written notice to anybody.
- In matters not covered in these rules & regulations the decision of the IGIA management shall be final and binding on the students and his/her guardian.
- All disputes are subject to the jurisdiction of Jaipur city only.
- The students are required a minimum of 75% class/lecture attendance to be eligible to appear in the exam for the course certification failing which the student will be debarred to appear in the exams.

# testimonials

"I never realized that the Travel industry has such beautiful career opportunities. I have visited more than 12 countries in the last one year and is looking forward to even more. The best part is that I am paid handsomely to travel and see the world. I will always be thankful to IGIA. It is only because of IGIA's training that I find myself giving best performance all the times. Frankly there is no better career than in travel."

**Bhushan Kesri Travels**

"I will never forget the first time I flew solo in only my 15th hour and the perfect landing I made. Now when I think about it, I find that it was made possible only because of the superlative ground class provided by IGIA instructors. Thanks IGIA for everything."

**Himanshu Sharma CPL**

"People didn't believe when I say that I always wanted to be an Air Hostess. I used to see a no. of new training academies springing up everyday. In such a confusing scenario I decided for

IGIA because they have an experience of more than 6 years. Today I am glad I selected IGIA. I recommend IGIA over any others because the training they provided proved helpful to me not only in my selection but also in my everyday work as Cabin Crew."

**Khushbu Kingfisher**

"Wow! What an experience of working in travel industry. Thanks IGIA for helping me make a career in this industry."

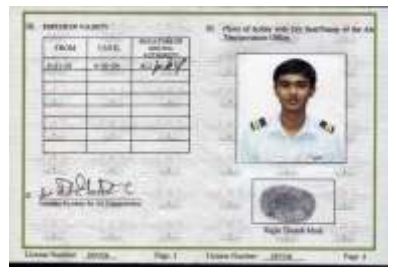
**Apeksha Cox & Kings**

"You will actually know about this field when you work for yourself. It is sheer hard work and performance oriented. I am happy that I was trained well to work in this 'high demand high reward industry.' Soon I expect to be promoted and my training at IGIA is helping me at every step of my career."

**Harish Babu Ethihad Airways**



IGIA Students' returning from In-flight Training



The CPL issued to Capt. Himanshu Sharma



The CPL being issued to Capt. Varun Kulkarni

# REGISTRATION & ADMISSION

The programmes offered by IGIA emphasise quality education aimed at producing competent professionals who can contribute to the demand of the widely expanding aviation & travel industry.

The language of instruction is English and a good command of the language is essential for students' success in the programmes at IGIA.

## Minimum Admission Requirements

All applicants to IGIA should meet the eligibility requirements as mentioned on the course pages. Admissions are offered on the "First come first serve" basis to the eligible candidates. As the seats are limited on any course/batch, it is recommended that the students confirm their admission before the seats are full.

## Documents Required for Admission

- Completed application form.
- Qualification certificates duly attested.
- Four recent, coloured, passport-sized photographs.
- Proof of Date of Birth. (LC/Credit/Birth Certificate)

## Registration Procedure

- Submit the completed application form along with all required documents to the Branch Office within the last date for admission.
- Pay the registration fee of Rs.500 (non-refundable)

## Admission

The Branch Manager will evaluate the student's application and if found eligible will offer admission at the same time. In case the application has been received by post or courier, IGIA shall communicate the same to the student through an admission letter or email. The candidate should enroll by paying the course fee on or before the prescribed date of admission failing which the seat can be offered to others.

## Course Fees

IGIA offers its students different payment options. These payment options are outlined in a separate Fee Schedule sheet. All the fees, once paid, are non-refundable. Students must arrange for fees payment as per schedule. Students with overdue can not be allowed to attend the course until payment is made so as to safeguard the interest of other students.

## Refund Policy

### Cancellation – withdrawal – refunds

1. If a cancellation is made more than four (4) weeks prior to the start of the course then 80% of the course fee will be refunded.
2. If a cancellation is made less than four (4) weeks but more than three (3) weeks prior to the start of the course then 40% of the course fee will be refunded.
3. If a cancellation is made less than three (3) weeks prior to the start of the course the student will not be entitled to any refund.
4. Deferrals to a later course can be accepted up to 2 Weeks prior to the start of the course.

# YOUR NEAREST IGIA BRANCH

IGIA has a network of branches across India. You can contact your nearest branch for guidance or more information. You can choose to register, enrol and study at any of these branches. All the branches are fully equipped to help you progress to your aspired career goal.

Contact your nearest IGIA branch:

## AHMEDABAD

IGIA, 301, "Shitiratna" Opp. Panchvati Bus stop, Ellisbridge, Panchvati Circle, Ahmedabad-380006.  
☎ 079-32405177

## BANGALORE

IGIA, S-2, Shri Sanjay Towers, Subbarama Chetty Road, Nettakallapa Circle, Basvangudi, Bangalore-560004  
☎ 080-32913910

## BHOPAL

IGIA, 78, VM Arcade, Near Raymonds Showroom, Zone II, MP Nagar, Bhopal  
☎ 0755-3297676

## CHANDIGARH

IGIA, SCO-10-12, IInd Floor, Sector 17 B, Chandigarh-160017  
☎ 0172-5009299

## JAIPUR

IGIA, 11, Vivekanand Marg, C-Scheme (Opposite Tongia Hospital) Jaipur-302001  
☎ 0141-4021239

## NAGPUR

IGIA, 83 "Ashirwad" 2nd Floor, Abhayankar Nagar, Nagpur-440010.  
☎ 0712-6500779

## PUNE

IGIA, 11 "Bilwakunj" 2nd Floor 810/A, Bhandarkar Road, (Above Idea Showroom) Pune-411004  
☎ 020-65004454



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