

## RULES AND REGULATIONS

Cadets enrolled in the Academy are expected to adhere to a strict code of conduct and discipline, designed to cultivate values such as responsibility, integrity, and self-reliance. These rules are in place not only to maintain order but also to ensure the all-round development of cadets in a structured and nurturing environment. All parents and guardians are requested to go through these rules carefully and ensure that their wards are mentally and physically prepared to follow them diligently throughout their stay at the Academy.

### 1. DISCIPLINE AND CONDUCT

Discipline is the cornerstone of life at the Academy. It is essential that cadets follow the guidelines laid down below to ensure effective learning and harmonious co-living.

#### DOS AND DON'TS:

Cadets must strictly observe the following simple yet important dos and don'ts:

#### DOs:

- **Punctuality:** Cadets must report on time for all Academy-related activities including academic classes, games, drills, physical training, and parades. Punctuality is a core value taught and expected at all times.
- **Neat Appearance:** Cadets should be properly groomed and neatly dressed in the prescribed Academy uniform. Uniforms must be clean, well-maintained, and worn properly.
- **Routine Compliance:** Cadets are to follow the Academy schedule as issued. This includes timely wake-up, study periods, meals, lights out, etc.
- **Cleanliness:** All personal belongings, including bedding, clothing, and cupboards, should be kept clean, organized, and in order.
- **Courtesy:** Cadets should be respectful and courteous in their interactions with seniors, teachers, and Academy staff.
- **Integrity:** Acts such as lying, cheating, or using unfair means during examinations are strictly prohibited and will attract severe disciplinary action.
- **Personal Hygiene:** Maintaining good hygiene is essential. Cadets must:
  - Brush their teeth twice daily.
  - Clip nails weekly.

- Bathe both in the morning and evening.
- Change undergarments and socks daily.
- Wash undergarments, socks, and handkerchiefs regularly.
- Keep feet clean and dry by using foot powder.

## **DON'Ts:**

- **Leaving Premises:** Cadets are not allowed to leave the campus without official permission.
- **Substance Abuse:** Smoking, alcohol consumption, or use/possession of any form of drugs or banned substances is strictly prohibited.
- **Valuables:** Cadets should not bring cash, jewelry, or any expensive personal items.
- **Prohibited Items:** The following are not allowed inside the Academy under any circumstances:
  - Electronic gadgets like tablets, MP3 players, laptops.
  - Electrical appliances such as kettles, heaters, or fans.
  - Smart phones and mobile phones.
  - Personal weapons of any kind (firearms, air guns, knives, etc.)
  - Photochromatic (transition) lenses (only standard prescription glasses allowed).

Violation of these rules will result in serious consequences including confiscation of the item and disciplinary action.

## **2. SELF-RELIANCE AND LIFE SKILLS**

A key objective of the Academy is to promote independence and practical life skills. Cadets are encouraged to take ownership of their personal affairs and become self-reliant. Parents are requested to train their children in the following activities before joining:

- **Basic sewing:** Stitching buttons and minor repairs of clothing.
- **Shoe care:** Polishing both leather and canvas shoes properly.
- **Laundry skills:** Washing of socks, undergarments, and handkerchiefs.
- **Bed-making:** Arranging and maintaining their bedding neatly.
- **Organization:** Keeping cupboards and study materials orderly.
- **Inventory tracking:** Keeping a record of personal belongings, especially clothes given to the laundry (dhobi list) and checking items on return.
- **Financial responsibility:** Filling bank withdrawal forms, managing pocket money and maintaining a personal ledger.

- **Book care:** Covering all books and notebooks with brown laminated paper for durability and presentation.
- **Packing skills:** Organizing and packing their luggage independently during travel or vacation.

These habits will greatly help cadets settle into hostel life smoothly and develop confidence in managing their own responsibilities.

### 3. ACADEMY FACILITIES

The Academy provides a wide range of facilities designed to support cadets' academic, physical, and personal growth.

#### i. Hostel Accommodation:

Cadets are required to reside in hostels within the Academy campus. Hostel life is aimed at building community spirit, discipline, and lifelong friendships through shared experiences.

#### ii. Mess Facility:

Cadets dine in a centralized Cadets' Mess where nutritious, hygienic, and balanced meals are provided in a communal setting. Meal times are structured and monitored for discipline and table etiquette.

#### iii. Medical Care:

A dedicated medical facility or nearby hospital provides regular check-ups and emergency care to cadets. In case of any illness or injury, parents are informed promptly.

### 4. GENERAL RULES

#### a) Leave Policy:

- **Regular Leave:** No leave will be granted during the academic term for social or personal functions like weddings, religious festivals, or family events.
- **Compassionate Leave:** Leave may be granted only in exceptional situations such as:
  - Death of a close family member.
  - Serious illness in the immediate family.

- The decision to grant leave rests solely with the Director, and parents are discouraged from making frequent or casual leave requests.
- In the case of medical emergencies during vacation or leave, parents must:
  - Inform the Academy immediately about the situation and the expected date of return.
  - Provide original medical documents for verification and approval of sick leave.

#### **b) Parent Visits:**

- Parents are allowed to visit only during holidays or special visiting days with prior permission from the Director.
- At least **24-48 hours prior notice** must be given to seek such permission.
- On arrival, parents must meet the Director before seeing their ward.
- **Visits to the hostel premises are strictly restricted** to maintain cadets' emotional stability and avoid disruption.
- Parents may take their ward out on an **Out Pass** (limited to once or twice a month as per the Academy calendar).
- **Night Out Pass:** Once per term, on a designated day, cadets may be taken out overnight, provided the parent/guardian comes in person to pick up and drop off the cadet.

#### **c) Vacation Policy:**

- Vacations will strictly follow the schedule printed in the Academy calendar/diary.
- Parents must arrange to pick up and drop their wards on the **designated vacation start and end dates**.
- Delays in reporting back to the Academy without prior intimation or valid medical reasons are treated as a serious breach of discipline.
- If a cadet is unwell during vacation and unable to rejoin on the due date:
  - Parents must **immediately inform** the Academy.
  - **Original medical certificates** must be submitted upon return to consider the absence as sanctioned sick leave.

#### **Final Note to Parents:**

Your cooperation and understanding in upholding these rules are vital for the success of your ward. These regulations are not merely restrictions but a framework designed to help each cadet grow into a responsible, disciplined, and independent individual. Regular communication, encouragement, and preparation at home will ensure a smooth and fulfilling experience at the Academy.