



**AAC Engineering Academy**  
**Asian Aviation Centre (Pvt) Limited**

**STUDENT GUIDE**

Asian Aviation Centre (Pvt) Limited  
Colombo Airport  
Ratmalana, Sri Lanka

## CONTENTS

<b>ENTERING INTO AAC PREMISES</b>	<b>01</b>
<b>AIRPORT ENTRY PASS</b>	<b>01</b>
<b>PARKING OF VEHICLES</b>	<b>01</b>
<b>GENERAL CONDUCT</b>	<b>01</b>
<b>SOCIAL BEHAVIOR</b>	<b>01</b>
<b>CLASSROOM DISCIPLINE</b>	<b>01</b>
<b>GREETING THE FACILITY STAFF</b>	<b>02</b>
<b>PUNCTUALITY</b>	<b>02</b>
<b>WRONGFUL APPROPRIATION</b>	<b>02</b>
<b>SEXUAL HARASSMENT</b>	<b>02</b>
<b>HAZING, ABUSE &amp; BULLYING</b>	<b>02</b>
<b>CONSUMPTION OF DRUGS AND ALCOHOLIC BEVERAGES</b>	<b>03</b>
<b>SMOKING</b>	<b>03</b>
<b>GAMBLING</b>	<b>03</b>
<b>MONETARY TRANSACTIONS</b>	<b>03</b>
<b>CONCEALMENT OF DISEASES</b>	<b>03</b>
<b>INSUBORDINATION AND OTHER PUNISHABLE ACTS</b>	<b>03</b>
<b>SAFETY AND SECURITY</b>	<b>03-04</b>
<b>PROHIBITED OR RESTRICTED ACTIVITIES</b>	<b>05</b>
<b>THEFT</b>	<b>05</b>
<b>DAMAGE TO PROPERTY</b>	<b>05</b>
<b>EXAMINATIONS</b>	<b>05</b>
<b>GUESTS</b>	<b>05</b>

<b>LEAVE DURING THE PERIOD OF TRAINING</b>	<b>05</b>
<b>POINT OF CONTACT</b>	<b>05</b>
<b>FINANCIAL MATTERS</b>	<b>06</b>
<b>COURSE FEE</b>	<b>06</b>
<b>DISMISSAL FROM COURSES AND AAC ON DISCIPLINARY GROUNDS</b>	<b>06</b>
<b>MISCELLANEOUS</b>	<b>06</b>

## **Foreword**

Welcome to the Asian Aviation Centre (AAC), where we are dedicated to nurturing the next generation of aviation professionals. Our commitment to excellence is reflected in our vision, mission, and core values, which guide every aspect of our educational approach and community ethos.

### **Our Vision:**

“To be a leading and reputable facilitator of aviation education in South Asia, empowering students for global careers.”

### **Our Mission:**

1. To develop and harness human talent through cross-functional training.
2. Encourage the use of modern technology and techniques to achieve learning objectives.
3. Provide comprehensive education and competency-based training.

### **Core Values:**

1. Inculcate a safety culture and professional ethics.
2. Conform to regulatory and statutory frameworks.
3. Create a conducive environment for learner-centric development.
4. Recognize the values and aspirations of our stakeholders.
5. Encourage an equal opportunity atmosphere in the workplace.

This Student Guide applicable for all the students enrolled for the Asian Aviation Centre Engineering Academy and it is your comprehensive guide to the standards, policies, and expectations at AAC. It is designed to ensure that you have a clear understanding of the procedures and principles that are essential for maintaining our community's integrity, safety, and academic excellence.

Each section is designed to provide you with the information necessary to succeed and thrive in our learning environment. We encourage you to familiarize yourself with these guidelines and refer to them as needed throughout your training.

At AAC, we are not just committed to your academic success but also to your development as a responsible and ethical aviation professional. Our experienced staff and faculty are here to support you every step of the way, ensuring that you have the resources and guidance needed to achieve your goals.

Thank you for choosing AAC. We are excited to embark on this journey with you and look forward to seeing you reach new heights in your aviation career.

Sincerely,

Nihara Jayatilleke

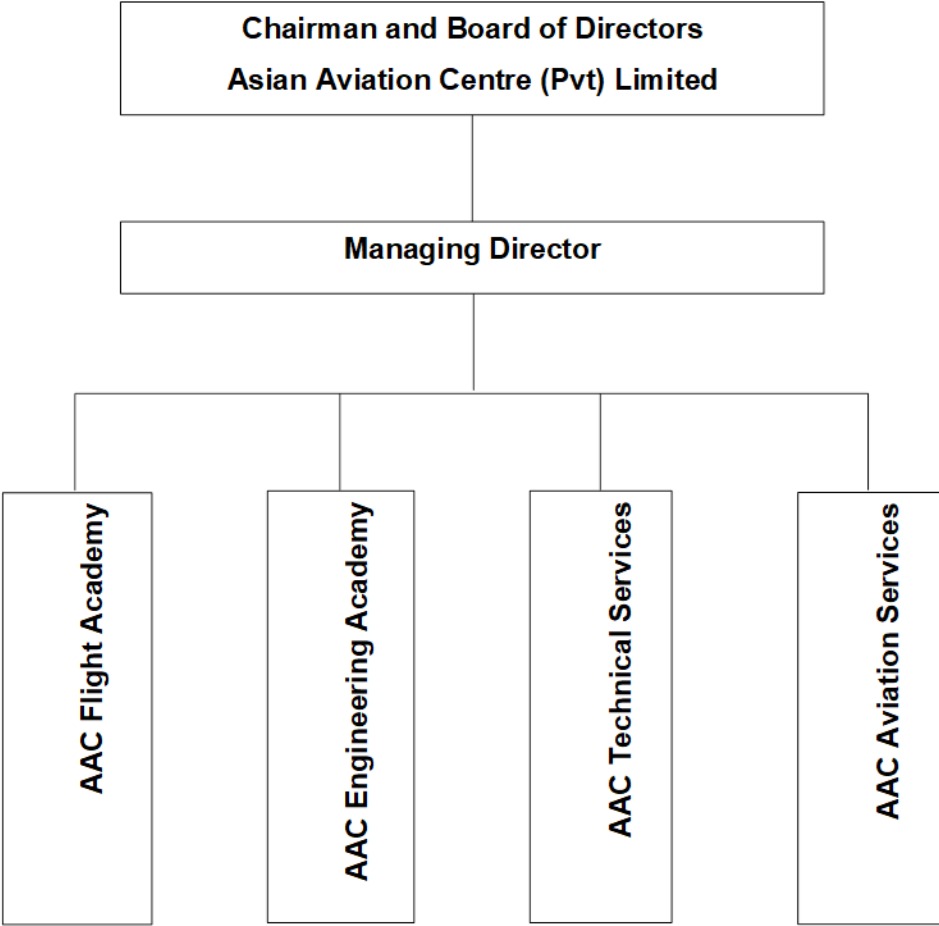
Managing Director

Asian Aviation Centre (Pvt) Ltd

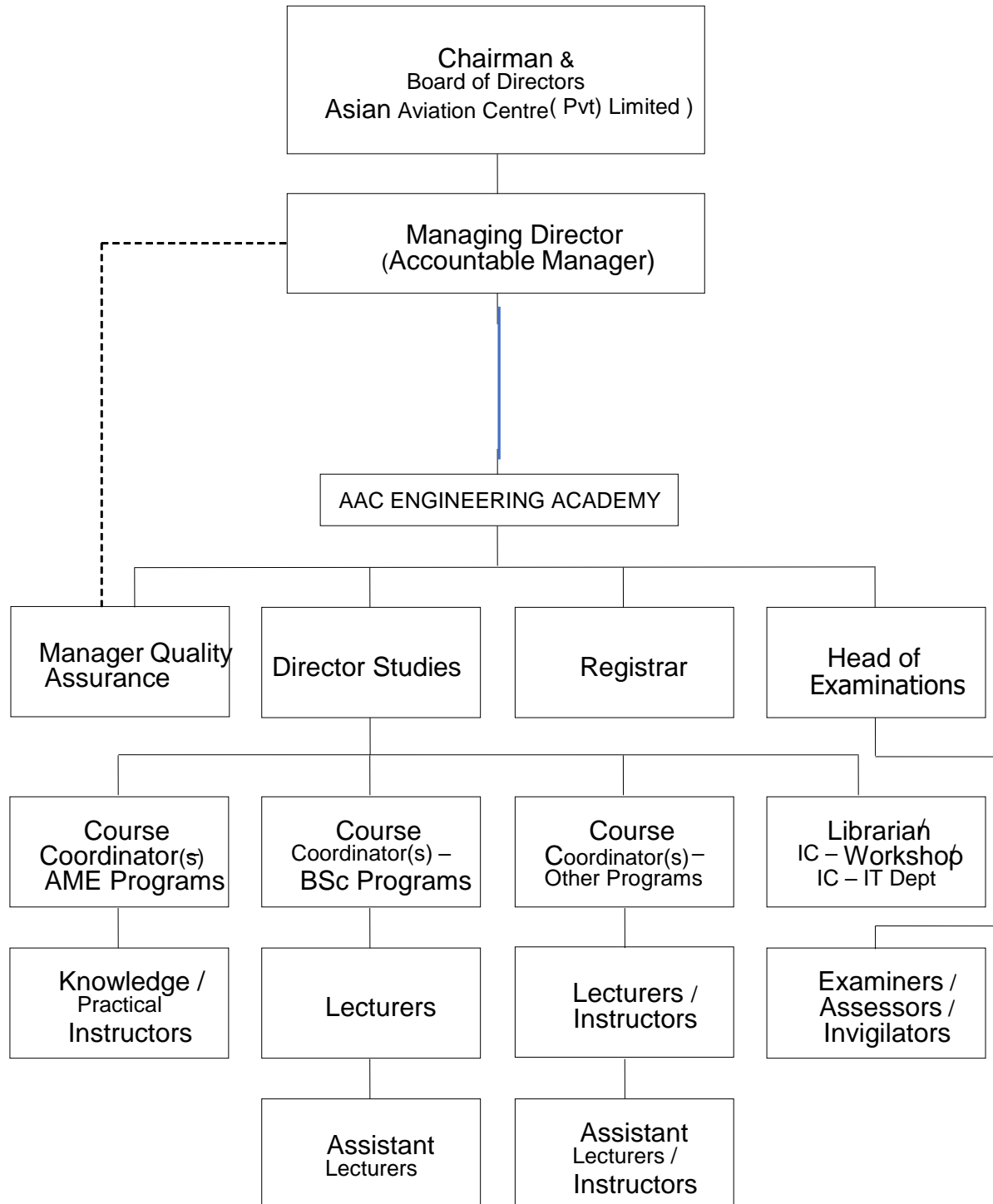
Colombo Airport

Ratmalana.

**Organizational Structure**



## Organization Chart - AAC Engineering Academy



## History of Asian Aviation Centre

Asian Aviation Centre (Pvt) Limited (AAC) was incorporated in 1985 as a private limited liability company to operate a flying training school providing ab-initio pilot training.

In 1990, in addition to its flying training activities, AAC introduced a programme in Aircraft Maintenance, enabling students to prepare for the examinations conducted by the Department of Civil Aviation of Sri Lanka (now the Civil Aviation Authority of Sri Lanka) for the issuance of Aircraft Maintenance Engineer's Licenses.

By 1995, AAC had established two distinct entities: the Academy of Aeronautical Engineering (today the AAC Engineering Academy) and the Asian Aerospace College (today the AAC Flight Academy).

The AAC Flight Academy, based at the Colombo Airport, Ratmalana, is recognized as Sri Lanka's premier flying training school. Both ground school and flying training are conducted at the Ratmalana complex. The Academy has trained numerous Sri Lankan and international students—from countries such as Germany, the United Kingdom, Nigeria, Malaysia, India, Switzerland, Holland, Norway, Singapore, South Africa, Korea, Iran, and the Maldives—up to Commercial Pilot Licence with Instrument Rating (CPL/IR) and Multi-Engine Rating. It has also provided Basic Flying Training for two groups of Sri Lanka Air Force cadets in 1998/99. Many of its graduates are now employed by national carriers and reputed international airlines.

Alongside, the AAC Engineering Academy emerged as one of the country's pioneering institutions in aviation engineering education, introducing Aircraft Maintenance and Aerospace Engineering studies to Sri Lanka for the first time. The Academy is equipped with a general engineering workshop, specialized maintenance workshops, a model room, a state-of-the-art computer laboratory, and a technical library—all located at the Ratmalana complex.

In January 1996, AAC Engineering Academy entered into a partnership with Kingston University, UK, to deliver a BSc/BSc (Hons) degree and Higher National Diploma in Aerospace Engineering. The first programme commenced in September 1997. Currently, students complete the first two years of the BSc (Hons) Aerospace Engineering in Sri Lanka before progressing to Kingston University in London to complete the final year. To support students without direct entry qualifications, AAC also offers a Foundation Programme leading to the BSc (Hons) pathway.

In 2017, AAC signed an agreement with Aviation Australia, a Queensland State Government-owned aviation training organization, to establish European Aviation Safety Agency (EASA)-approved Aircraft Maintenance Engineering Training in Sri Lanka. Under this arrangement, students undertake the initial six months of the Diploma of Aircraft Maintenance Engineering (Mechanical) in Sri Lanka before completing the remainder of

the training in Brisbane. Plans are underway to recommence this initiative after the Covid-19 disruption.

In 2019, AAC partnered with the University of South Wales (USW) to provide graduates of the Aircraft Maintenance Engineering B1.2 programme with an opportunity to join the BSc (Hons) Aircraft Maintenance Engineering Top-up degree, with the option of completing EASA B1.1 Module Examinations. Renewal of this partnership is currently under discussion.

AAC presently offers a Basic Training Programme covering knowledge and practical training for the Aircraft Maintenance Licence in Category B1.2 – Aeroplane Piston.

Expanding further, in 2017, AAC launched an Airline Cabin Crew Certificate Programme, designed in accordance with ICAO and CAASL requirements to meet the growing demand for cabin crew training. The Centre also plans to expand into aviation support service training, including airport passenger handling, Dangerous Goods Regulations (DGR), and Safety Management Systems (SMS).

Additionally, AAC signed an agency agreement with Seneca College, Canada, to promote their programmes in Sri Lanka, and partnered with the University of Highlands and Islands (UHI), Scotland, to deliver their programmes and conduct EASA examinations locally.

AAC has also entered into collaborations with Tailwind Systems Pte Ltd. (Australia) and Suntech Aviation- EASA Part-147 AMTO (Slovenia) to provide knowledge training and examinations on EASA Part-66 training in Sri Lanka.

Most recently, in August 2025, AAC received approval from the Civil Aviation Authority of Sri Lanka to deliver Conversion Training in Category B1.1 – Aeroplane Turbine.

## **ENTERING INTO AAC PREMISES**

### **AIRPORT ENTRY PASS**

1. Students shall carry the Entry Pass issued by the Airport and Aviation Services (Sri Lanka) Ltd in addition to the National Identity Card (NIC) at all times. These shall be produced for identification when requested by the staff at the entrance. Students without an Entry Pass shall not be allowed to enter or remain inside AAC premises. The Entry Pass shall be returned to the AAC after completion of the relevant course when obtaining clearance.

Any impersonation, transfer or wilful damage of the Entry Pass is prohibited. A Police Report shall be produced to obtain a duplicate Entry Pass and a fine of LKR 5000 will be levied as a penalty by the airport.

Students are strictly advised to adhere to the “Out of Bound” rules applicable within the AAC premises and the Airport and Sri Lanka Air Force areas.

### **PARKING OF VEHICLES**

2. Students shall park their vehicles outside AAC premises. The airport car park may be used. Students are not allowed to drive/park inside AAC premises.

## **GENERAL CONDUCT**

### **SOCIAL BEHAVIOR**

3. Every Student shall maintain exemplary standards of conduct and etiquette in their social behavior. They shall strive to develop and practice social and personal skills commonly associated with the respective profession that they aspire to join.

### **CLASSROOM DISCIPLINE**

4. Students are expected to observe 100% academic discipline. Disciplinary actions will be taken against students who in any way disrupt lectures. Students must be inside their relevant classrooms before the beginning of lectures.
5. The use of mobile phones and other electronic devices by students except the Ipad issued solely for the study purposes is strictly prohibited during lectures.
6. No food or beverages are allowed to be consumed inside the classroom, workshops, or in the Hangar and should be confined to the Canteen only.

## **GREETING THE FACILITY STAFF**

7. All students shall rise from their seats and greet to the lecturer.

## **PUNCTUALITY**

8. Students shall strictly adhere to the timetable given for respective batches. Change of timetable may be indicated on the notice board, informed verbally or sent to the respective WhatsApp groups, in certain instances.
9. 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 a valid medical certificate subsequently. However, those will not be counted as "Present" in any case.

## **WRONGFUL APPROPRIATION**

10. Wrongful appropriation of property is prohibited. Taking or withholding of property of another without his permission with the intent to temporarily appropriate the property for one's use or for the use of any other person other than the owner, constitutes wrongful appropriation.

## **SEXUAL HARASSMENT**

11. Sexual harassment in any form that shall not be tolerated or encouraged by others. Sexual harassment results if the victim determines that it was an unwarranted behavior on the part of the other.
12. Sexual harassment may include influencing, offering to influence, or threatening physically or career of another person in exchange for favours of sexual nature, or deliberate or repeated offensive comments and gestures, or physical contact of a sexual nature in a work-related environment.
13. Persons who witness such behavior or are victimized by sexual harassment shall bring such incidents to the notice of the relevant authority for the purpose of corrective action and to prevent future recurrence.

## **HAZING, ABUSE & BULLYING**

14. Hazing is prohibited. Hazing is defined as wrongful striking, laying open hands upon, treating with violence or offering to do bodily harm by one to another person with an intention to punish or injure the other, or unauthorized treatment which is tyrannical, abusive, shameful, insulting or humiliating in nature. Hazing may include verbal and mental abuse.

## **CONSUMPTION OF DRUGS AND ALCOHOLIC BEVERAGES**

15. No Student shall produce, possess, consume, transport, store or traffic any alcohol/alcoholic beverage or narcotic drug within the premises of the AAC, or shall purchase alcoholic beverages or narcotic drugs from outside for the purpose bringing them to the premises of the AAC.

## **SMOKING**

16. Smoking is strictly prohibited for Students within the premises of the AAC.

## **GAMBLING**

17. Students are not allowed to gamble within the premises of the AAC. No games of chance or games of skill for bets can be played by Students at the AAC.

## **MONETARY TRANSACTIONS**

18. Students shall not engage in any form of monetary transaction/s with AAC Staff members, other than the Accounts Department for course fee and related matters.

## **CONCEALMENT OF DISEASES**

19. It is an offence for a Student to conceal a disease that is communicable in nature and attend lectures and other functions at the AAC.

## **INSUBORDINATION AND OTHER PUNISHABLE ACTS**

20. Disobedience or disrespecting lecturers, and other members of the staff of AAC or any other misbehavior that may be considered to be prejudicial to the maintenance of high standards of discipline at the AAC, if consider as breach of discipline subjected to further inquiry.

## **SAFETY AND SECURITY**

21. Each Student shall ensure his individual actions will not endanger his or any other person's life or property. Ensuring the safety of personal belongings, including valuable items, is an individual responsibility of the Student.
22. AAC is not responsible for any loss or damage of property belonging to Students. Each Student shall be responsible for his/her personal belongings.

## **DREASS CODE**

23. The following Dress Code is applicable as depicted in Annex "A".

a. **During Study Hours.**

Black trousers and a short-sleeved white shirt, accompanied by a black waist belt with a plain buckle, and a pair of black leather shoes with laces, should be worn. A pair of black socks needs to be worn. Name tag and the AAC Badge issued by AAC should be worn with the dress at all times. Dress shall be clean and ironed. Epaulettes should be worn as appropriate to the seniority of the course. Denims are not allowed. Male students shall not wear earrings or similar things.

Female Muslim students may wear a plain black hijab. Male Muslim students may keep a beard.

b. **During Functions (will be specified).**

Male students should wear a long sleeved shirt with a blazer. Female students should wear a Saree either in Kandian or Indian style with a blazer (unless otherwise with special approval).

c. **For Workshop Practicals.**

Students should wear AAC overall, suitable safety shoes and suitable safety apparatus etc. for workshop practicals.

d. **Hair styles and related**

Male students should have a decent short haircut and are not allowed to wear long hair.

Female students with hair length up to the shoulder must wear their hair in a neat ponytail secured with a black band. Female students with longer hair must keep it neatly braided and tied with a black band.

During workshop practical sessions, all ponytails and braided hair MUST be kept securely away from the face and work area to prevent any safety hazards. Hair with fancy styles and highlights is strictly prohibited.

Growing a beard is not allowed for male Students. However, if a Student wishes to grow a moustache, full set of moustaches shall be kept neatly and closely trimmed.

No visible body tattoos are permitted for the students at AAC.

Proper turnout is always expected by all Students, and they should set an example for others.

Students are discouraged from wearing jewellery other than accepted / appropriate for a student.

## **PROHIBITED OR RESTRICTED ACTIVITIES**

### **THEFT**

Theft is prohibited. Wrongful taking, obtaining or withholding by any means, from the possession of the owner or any other person's any money, property, article, or good of value of any kind.

### **DAMAGE TO PROPERTY**

Students shall not cause damage to property, building, trees, animals or pets belonging to the AAC or private individuals. Those who are found guilty for causing such damage will be required to indemnify the damage caused, in addition to the disciplinary action that will be taken.

### **EXAMINATIONS**

Any unwarranted act such as, but not limited to, copying, plagiarizing, attempting to copy or plagiarize or possessing an unauthorized document or equipment during examinations, or abetting in such action will constitute a punishable offence in terms of the Rules for Conduct of course of AAC.

### **GUESTS**

Students are neither allowed to entertain guests inside AAC premises, nor to accompany visitors into the premises without prior written approval.

### **LEAVE DURING THE PERIOD OF TRAINING**

No leave will be granted for the Students, except programmed leave. The students are supposed to maintain the at least the minimum attendance percentage required to be eligible for examinations.

Students will be assigned a separate course coordinator who will attend to all administrative matters. Students are expected to follow the proper chain of command in any action through the Course Coordinator.

### **POINT OF CONTACT**

24. The Course Coordinator of the relevant Batch will be the contact person for the Students in terms of all administrative matters.
25. Parents may contact the Course Coordinator of the relevant batch, for any administrative, financial or any other concerns with regard to the student's course of study at AAC.

## **FINANCIAL MATTERS**

### **COURSE FEE**

26. Fee structure will be given at the time of enrolment. All necessary payments shall be paid on or before 28th of the respective month. A late payment penalty of 3% interest per month will be charged for late payments.

### **DISMISSAL FROM COURSES AND AAC ON DISCIPLINARY GROUNDS**

A Student may be discharged from the AAC under any one or more of the following grounds:

- i. Disseminating any information sensitive and/or defamatory to the image and reputation of the AAC and prejudicial to good order.
- ii. Possessing alcohol, narcotic drugs and/or any contraband items or aiding or attempting to bring such into AAC premises.
- iii. Involved in theft or found in unlawful possession of property belonging to AAC or any person in the AAC.
- iv. Use of false documentation for enlistment, discovered at any time during the course of study.
- v. Attempting to disrupt training.
- vi. Arrest and found guilty of any serious criminal offence in any Sri Lankan court.
- vii. Unauthorized demonstrations, unlawful assembly, mutiny, voluntary and involuntary sexual engagement / harrasment.
- viii. Any unwarranted acts such as copying, plagiarizing, attempting to copy or possession of an unauthorized document or device during examinations and during continuous assessments.

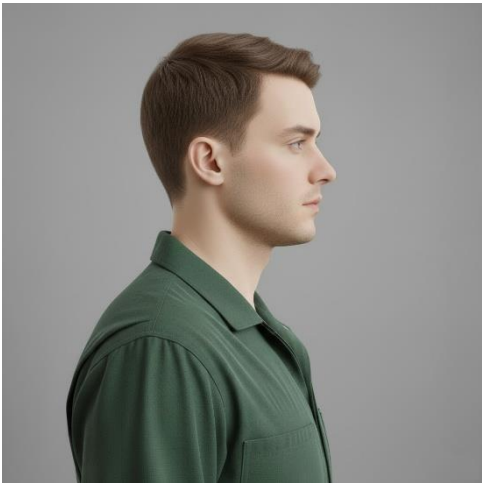
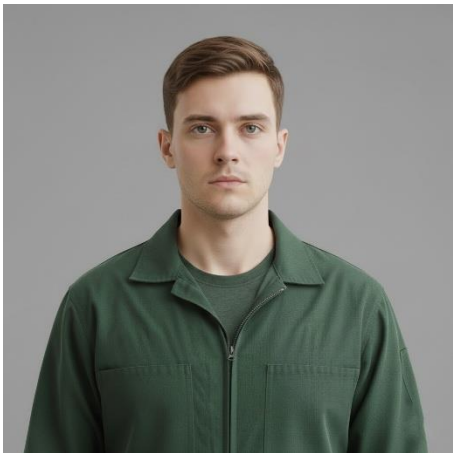
### **27. MISCELLANEOUS**

- i. Suggestions and constructive criticism 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/ Managing Director.
- ii. AAC does not guarantee any employment for students after completion of training, but may assist in finding internships / OJT.
- iii. AAC may impose rules and regulations from time to time for the betterment of the students and the organisation. Students must abide by these rules and regulations.

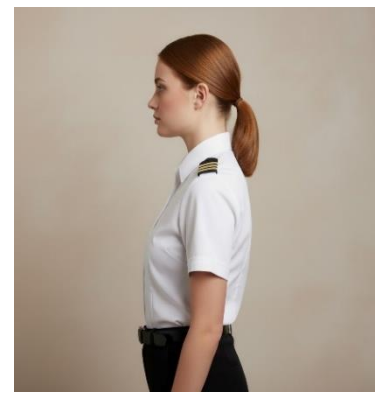
**APPROVED DRESS CODE/HAIR STYLES FOR STUDENTS**  
During Classroom Lectures (Male)



During workshop practices (Male)



During Classroom Lectures (Female)



During workshop practices (Female)

