



# 3 Steps Aviation Academy

*Step to future*

UNTIL YOU SPREAD YOUR WINGS, YOU HAVE NO IDEA HOW FAR YOU'LL FLY.

[www.3stepaviation.com](http://www.3stepaviation.com)



## PREFACE

The main force of setting 3Steps Aviation has been the initiative of a group of Aviation professionals who intend to provide quality training to those who wish to become future professionals in the booming aviation sector. It is mainly aimed to create motivated young talents in the aviation field, to build our national strength by enhancing their skills, attitudes and equipping them to serve the competitive aviation industry worldwide.

The city of Kolkata serves as the gateway to Eastern India and being a cosmopolitan city, it provides all modern amenities and is well connected by air, rail and road in all directions and we are ideally located in Kolkata with two state of the art operational branches.

## MISSION

3Steps endeavours to be the connection between an aspiring candidate and the aviation industry. We could claim ourselves as synonymous to the nomenclature to be the staircase where a student ultimately embraces the uniform with pride.

Aviation is a glamorous and a high profile job which requires proper training with in-depth knowledge of latest technology and safety awareness. If these qualities are inculcated in your character, they are inseparable throughout your life and help you to become an asset to the company concerned.

The young generation must not yield to circumstances but instead be a product of the right decision as the future belongs to those who believe in the beauty of their dream and we remain committed to this cause.

## VISION

3Steps Aviation intends to be the market leader in contributing to popularize Aviation as a career for the young generation. As we look up towards the sky when an aircraft flies above us, so do we want the young generation to aspire to become a part of this mode of transportation. Team of 3Steps has been with Aviation and we feel the need to channelize this youth power, as we had dreamt off, when we started our career in this field. Air Transportation is the safest, securest and fastest which transcends barriers of international and domestic boundaries uniting mankind, promoting trade-commerce, tourism and transporting cargo. This industry needs young generation to be a part of the same and simultaneously grow within this trade. We desire to create professionals who will ultimately provide leadership and exemplary service to their company once employed.

## ACADEMIC COURSES AND FEES

COURSES OFFERED	AGE	EDUCATION QUALIFICATION	DURATION OF TRAINING	BASIC COURSE FEES EXCLUSIVE OF GST
Cabin Crew Program	18 - 26	10 + 2	90 Days	1,00,000
Ground Staff Program	21 - 27	Graduate	60 Days	50,000
Cargo Executive	18 - 32	10 + 2	30 Days	25,000
Airport Retail Utility Services	18 - 30	10 + 2	30 Days	25,000





## OUR CLASSROOM

A classroom is the centre stage where effective learning takes place. We have taken all the possible care while designing our world class classrooms so that our students get effective learning from our Instructors and facilitate participative learning. The Academy believes in keeping abreast of the latest educational facilities, to promote the active and visual learning for our students. Keeping this very factor in mind, we have geared adequate smart class rooms laced with projectors, audio video systems and white-boards along with public address system. All the application based subjects are taught with the help of Power Point presentations and the other audiovisual teaching aids. These smart class rooms also help students to give their presentations. This not only helps in assessing their learning but it also develops their presentation skills and builds confidence level. We encourage and insist upon English as the only medium of communication inside the classroom within the students.



## GREAT INSTRUCTORS

The students of 3steps Aviation will be learning from an expert panel of industry experienced faculty. The Management has inducted the best Instructors who are proven professionals from mainstream aviation for our students inside the 3Steps classroom who will conduct and share their experiences with the leaders of tomorrow. What great people to learn from – those with real life experience!

Our well experienced and technically competent faculty will help you create a future with their passion, dedication and helpful nature. They are focused, caring, versatile and visionary.

We also do invite experts and industry stalwarts to deliver guest lectures as a part of our classroom feature.

## DISCIPLINE AND CONDUCT

- ▶ All students of the institute will be governed by rules and regulation of institute as laid down from time to time.
- ▶ Students shall behave in an orderly, disciplined & decent manner in the institute campus and public places.
- ▶ Each student shall obtain an identity card and must display on person.
- ▶ Student shall wear specified uniform on all the days.
- ▶ Smoking, chewing of tobacco etc. is strictly prohibited in institute and hostel.
- ▶ Use of mobile phone is not permitted in institute campus. 3Steps Aviation will be the responsibility of the student to read notices displayed on notice board.
- ▶ Student shall pay for repair / replacement of institute property if damaged due to his / her negligence.
- ▶ Any student found indulging in any anti-social / anti national or illegal activity will be expelled from the institute.
- ▶ In any matter pertaining to student and institute the decision of management shall be binding on parents & students.
- ▶ Management reserves the right to change/amend rules from time to time.
- ▶ Any change in address, telephone number etc. shall be immediately intimated to institute in writing.
- ▶ Regular attendance of class is must for every student. If any student fails to maintain 90 % attendance he/she will not be allowed to appear for placement interviews.
- ▶ If any students violates or tries to violate rules and regulations of the institute a severe disciplinary action will be taken against the student.
- ▶ All fees must be paid by the due date mentioned in prospectus and as intimated through notices.



## FEATURES AND FACILITIES

- ▶ The Institute has the best classrooms with practical audio-visual facilities.
- ▶ Practical training in collaboration with Aviation companies are made available.
- ▶ We provide Intensive Aviation Workshop to gain practical knowledge.
- ▶ The Institute has well qualified and highly experienced teaching staff with great teaching aptitude. They are all connected with Aviation with experience of more than 10-15years.
- ▶ The Institute has a library with adequate number of books for reference and issue.
- ▶ Guest lectures by experts in aviation industry are arranged for the benefit of students.
- ▶ Students will receive continuous assessment about their progress. Extra curriculum activities such as group discussions, debates, cultural programs, tours etc. are organized.
- ▶ Technical / industrial visits are arranged to update the knowledge of the students.
- ▶ Personality development, English speaking & interview skill etc. are organized.
- ▶ Students have easy payment options for their courses based on an agreement which even entitle them to pay after securing a job.



## REFUND POLICY

- ▶ The first day Aviation OVERVIEW presentation to candidates will be subject to an payable amount of INR-1000(Rupees one thousand only) non-refundable, per candidate and here we showcase the world of Aviation, the current scenario and what we intend to do for your secure future. Candidates are most welcome to being their parents to for unique session of 120minutes.
- ▶ Admission fee paid is non-refundable.
- ▶ After commencement of course no fees will be refunded.
- ▶ Any student leaving the institute midway shall pay his/her entire fees for whole academic year.
- ▶ Each student and his/her parents or guardian must sign the agreement pertaining to placement.

## THE PROGRAM

- The program consists of 3month full time, distinct in 6semesters.
- The program is designed to follow a national/international standard.
- At the end of the semester examination will be conducted by the Institute.
- It is essential to score 75% aggregate in each subject to pass the examinations and qualify for the next semester with 90% attendance.
- Therefore, 75% overall marks and 90% attendance is the criterion to be eligible to appear for campus interviews.

## PROSPECTUS AND APPLICATION FORM

- Can be obtained from 3steps Aviation Offices/Campus,. Please mention your name and address clearly at back of the DD.
- 3Steps will not be responsible for non-delivery or non-receipt of forms sent by Post / Courier.
- Eligible students are given admission on first come first serve basis. The duly filled application form along with following enclosures should be submitted to Kolkata 3Steps Aviation.
- Photographs: 5 copies of passport size and stamp size each.
- Photocopies: 3 sets of attested photocopies of 12+ and Degree Certificates.
- Date of Birth: 3 attested photocopies of all Educational qualifications must be submitted.
- Admission Confirmation letter will be given to candidate by hand / by post. Original of mark sheet and certificate will be verified by the Institute before commencement of the course.
- Management reserves the right of admission to any candidate to the Institute.



## PLACEMENT ASSISTANCE

For our students our placement team provides complete assistance to all our students to find the most suitable job opportunities as per their skills, talents and interests. Infact, we secure you a job and help you to kick-start your career. The Management team remains well connected to all avenues of employment in the Aviation and Aviation sub-sectors. Furthermore, before every campus interview we conduct special interactive sessions so that candidates face the interview with full confidence.







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Astra Tower, Room no-809, 8th Floor, North Block,  
Major Arterial Road, Action Area IIC, Newtown, Kolkata-700161

Meridian Building, 5th Floor, GP Block, Sector - V, Salt Lake, Kolkata - 700091