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# STUDENT HANDBOOK

## For Heavy Machinery Training Students

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## 1. Introduction

Welcome to the Heavy Machinery Training Program.

This handbook provides guidance on acceptable behavior, safety practices, and institutional expectations to ensure a safe and professional learning environment. Every student is expected to read, understand, and comply with all rules and policies outlined herein.

## 2. Mission and Vision

### Mission:

To produce competent, safe, and professional plant operators through quality training

### Courses Offered

- Backhoe Loader Operator
- Bulldozer Machinery Operator
- Dump Truck Machinery Operator
- Excavator Machinery Operator
- Shovel / Front-End Loader Operator
- Roller / Compactor Machinery Operator
- Grader Operator & Farm tractor Operator



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## Vision:

To be a leading institution in producing competent and safety-conscious machinery operators who meet global industry standards.

## 3. Student Rights and Responsibilities

### Rights:

- To learn in a safe, respectful, and inclusive environment.
- To access training materials, equipment, and guidance.
- To express opinions respectfully.

### Responsibilities:

- Attend all scheduled classes and practical sessions.
- Respect instructors, fellow trainees, and property.
- Adhere to all institutional and safety regulations.

## 4. General Rules and Regulations

1. Punctuality is mandatory for all classes and field sessions.
2. Students must maintain discipline and professionalism at all times.
3. Loitering during training hours is strictly prohibited.
4. Possession of weapons, drugs, or alcohol within the premises is forbidden.
5. Mobile phones must be switched off during class.
6. Smoking within the training premises is not allowed.
7. Respect institutional property; any damage caused intentionally will be charged to the student.

## 5. Attendance Policy

- A minimum of **90% attendance** is required for certification.
- Absences must be justified with valid reasons (medical, emergencies).
- Repeated absenteeism may lead to suspension or expulsion.

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## 6. Discipline and Code of Conduct

Students must uphold:

- **Respect** – for trainers, staff, and peers.
- **Integrity** – in all academic and personal dealings.
- **Professionalism** – in attitude, appearance, and communication.

### Prohibited Behaviors:

- Fighting, bullying, or harassment of any kind.
- Cheating in exams or falsifying records.
- Theft or vandalism of institutional property.
- Unauthorized use of heavy machinery.

## 7. Safety Regulations and Workshop Guidelines

1. Always wear the prescribed **PPE** before entering workshops or operating machinery.
2. Inspect machinery before use and report any defects.
3. Never operate equipment without trainer supervision.
4. Keep work areas clean and organized.
5. Do not tamper with safety devices or guards.
6. Report all accidents and near-misses immediately to the instructor.
7. Avoid horseplay or distractions near machinery.

## 8. Personal Protective Equipment (PPE)

Students must wear the following during practical sessions:

- Safety helmet
- Reflective vest
- Steel-toe safety boots
- Gloves and goggles (where applicable)
- Ear protection (for noisy machines)

Failure to comply will lead to removal from practical sessions.


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## 9. Emergency Procedures

- Know the **emergency exits** and **assembly points**.
- Follow instructor directions during emergencies.
- Report all injuries, fires, or hazards immediately.
- Participate in scheduled **safety drills**.

## 10. Academic Integrity

- Plagiarism, cheating, or falsifying records are serious offenses.
- Students found guilty of academic dishonesty will face disciplinary action, including suspension.

## 11. Use of Institutional Property and Machinery

- Use machines and tools only under supervision.
- Handle all tools with care and return them after use.
- Report damaged or missing tools immediately.
- Unauthorized removal of property is theft and will result in disciplinary measures.

## 12. Health, Safety & Environmental (HSE) Policy

The institution is committed to:

- Providing a safe and healthy learning environment.
- Minimizing environmental pollution.
- Promoting safety awareness through training and practice.

Students must contribute to maintaining HSE standards through compliance and reporting unsafe acts.

## 13. Grievance and Complaint Procedures

Students are encouraged to:

1. Report complaints first to the **Instructor**.
2. If unresolved, escalate to the **Training Coordinator**.
3. For major issues, submit a written complaint to the **Principal or Director**.

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All complaints will be treated confidentially and fairly.

## 14. Penalties for Misconduct

Depending on severity, disciplinary actions may include:

- Verbal or written warning
- Suspension from training
- Expulsion from the institution
- Withholding of certificate

## 15. Signatories

Name / Title	Signature	Date
Principal / Director		
Head of Training Department		
Safety Officer / HSE Manager		
Student (Acknowledgment of Receipt & Understanding)		

### Acknowledgment

I, the undersigned, have read and understood all the contents of this Student Handbook and agree to abide by the stated rules, safety regulations, and code of conduct.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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