

**Joining Instructions: ETO 11**



**Mission:**

To educate and train to the highest standards in the maritime industry, making learning enjoyable and effective in the workplace.

**Vision:**

To be recognized as a leading, innovative, dedicated and practical education provider in the maritime industry.

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## 1. Enrolment Information:

We, as an Anglo-Eastern family extend our welcome to all selected candidates for Electro-Technical Officers (ETO) for the academic year 2021.

The course commencement date is 1<sup>st</sup> May 2021.

In view of the current situation of COVID-19, all the joining formalities will be held digitally. Joining procedure for new batch is as mentioned below:

- i) **INDOS Reference Number:** All cadets are hereby informed to generate their INDOS Reference number on DG Shipping website by referring to DGS Training Circular 08 of 2019. To access the DGS training circular, please click on below link: [https://www.dgshipping.gov.in/WriteReadData/userfiles/file/TR\\_Cir\\_08%20of%202019.pdf](https://www.dgshipping.gov.in/WriteReadData/userfiles/file/TR_Cir_08%20of%202019.pdf)
- ii) Once reference number is generated, communicate your INDOS reference number along with following documents (soft copies) on or before 1<sup>st</sup> May 2021.
  - a) Valid Passport Copy in PDF Format (refer to the sample copy by clicking on below link- <https://drive.google.com/file/d/1MZTUKVskS-YjICZQsyabOXmLhqDQil9n/view?usp=sharing> )
  - b) 10th mark-sheet/passing certificate in pdf format.
  - c) Signature on white paper strip, using blue ink in Jpg format. The signature should be clearly visible on the scanned copy.  
**Note: Please do not put signature on blank sheet and scan the entire page, as the signature will not be clear.**
  - d) Standard Passport size photograph in formals, with **white background** (preferably white shirt) and **face size should be 75% to 80%** of the photograph in **jpg format**.  
It is highly recommended to get the latest digital image from a professional photo studio.  
**Please Note:** Sub-standard and unclear photographs not accepted by DGS.
- iii) AEMA Quality Forms: All cadets are required to fill the following forms (refer below link) and send us scanned/ pdf copy on or before 1<sup>st</sup> May 2021.  
<https://drive.google.com/drive/folders/14hsh8wxysvFX8IaZ8txHWLDqWknV7ack?usp=sharing>
- iv) Email address for sending the documents is – To: [DigheS@angloeastern.com](mailto:DigheS@angloeastern.com);  
CC: [AhireS@angloeastern.com](mailto:AhireS@angloeastern.com)  
Alternately to above email address, in future (before commencement of course) a dedicated secure drive location will be provided to the cadets for uploading their documents.

## 2. Document Verification:

Online verification of documents will commence from 3<sup>rd</sup> May 2021.

## 3. Course Commencement:

- i) The course commencement date is 1<sup>st</sup> May 2021 and a virtual Induction session will be held at 1000 hours.  
The Course In-charge (C/E Yogesh Chonkar) will host the session and will introduce the following to the new cadets:
  - a) course faculty,
  - b) course curriculum,
  - c) course structure,
  - d) virtual classroom tool (application) to be used,
  - e) Applicable rules & regulations

- ii) The entire course curriculum will be covered in 4 months and at the end of the course semester end exam will be taken covering both theory and practicals.  
Please Note: Theory portion will be conducted in online mode.
- iii) After completion of theory portion, cadets will be called to the AEMA campus for acquiring practical skills. Before joining campus, a separate set of instructions will be communicated to all cadets comprising campus rules & regulations.

#### 4. **Virtual Classroom:**

A virtual classroom is an online classroom that allows both faculty & students to communicate with one another, view presentations or videos, interact with other students, and engage with resources in work groups.

Usually, these interactions take place through videoconferencing. The student/ learner has tools to present learning content in different formats, as well as to implement collaborative and individual activities. In this type of interaction, the faculty has the particularly important role of the moderator who guides the learning process and supports group activities and discussions.

#### 5. **Technical Resources Required:**

- i) Valid Email address
- ii) Selection of virtual classroom tool (MS Team and/or Zoom)
- iii) Computer System: Laptop/ desktop with audio-visual aids (Camera, Speaker & Mic) is preferred for online training.
- iv) Internet Connectivity: For conducting/ attending virtual classes high bandwidth is required. This is to be recommended to use broadband connectivity or make suitable arrangement.

#### 6. **Netiquette and Online Conduct:**

Interactions in virtual classroom can be misinterpreted easily due to the lack of visual and auditory cues. Students and faculty can benefit from having clear expectations defined at the beginning of class for appropriate conduct.

- i) The faculty is in-charge of the virtual classroom and have the same rights and responsibilities for maintaining order in their class. Towards this, a class faculty can decide the following:
  - Methods and standards of teaching and grading
  - Attendance & assignment deadlines
  - Dress code for the class (formal or semi-formal)
  - Short-intervals during class (preferably after 45 minutes)
  - the times and extent to which he/she allows questions or discussions
  - the level of respect with which he/she and other students to be treated.
  - In-case of any misbehaviour, faculty is authorised to direct the student to leave the class.
  - The faculty has the right to delete any posting that he/she deems offensive or inappropriate.
  - Any other decision deemed necessary to maintain the discipline in the class.

#### ii) **Best Practices to Virtual Training:**

##### a) **Before the Class:**

- Make sure there is a light source in front of you, not behind
- Check for updates of the application

- Prefer a wired network connection over Wi-Fi to avoid screen freeze.
- Make sure your audio and video functions are working properly.
- Put your webcam at eye level or higher – experiment for best angles.
- Close applications that have pop ups.

**b) During the Class:**

- Mute your mic if others are presenting/speaking.
- Make eye contact. Try to look at your webcam instead of the screen.
- have the content and applications that you intend to share open and prepared ahead of time.

**iii) General Guidelines (The ABCs of Online Training Etiquette)**

**a) A is for Avoid Acronyms**

Make all participants aware that while they may be comfortable with using and reading common acronyms such as LOL (laugh out loud), not all users are as familiar with these abbreviations. Frequent use of acronyms may generate confusion and misunderstanding.

**b) B is for Brevity**

Explain to participants that while participating in virtual classroom discussions, they should keep their answers short and on topic.

**c) C is for Courtesy**

Courtesy goes a long way in any setting, including virtual classrooms.

**d) D is for Ditching Distractions**

Eliminate environmental distractions that may divert your attention away from virtual classroom (No multitasking during class)

**e) E is for Early**

It's important that virtual classroom students be prepared before class! They should download any necessary software/ resources and connect and test devices like microphones or video cameras before the session begin

**f) F is for Focus**

Every participant shall focus on classroom conversations and activities. Note down the important information presented by any of the participant.

**g) G is for Good Intentions**

Encourage all participants to read and interpret virtual classroom messages with the assumption that faculty and other classmates have good intentions.

**iv) Security (Password Management)**

- Always use strong password
- Don't share your password with anyone
- Change your password if you think someone else might know it.
- Always log out when you are finished using the system.

**7. Contact Details:**

In case of any query and/or guidance, the following can be contacted through email:

**(i) ETO Course In-charge:**

Mr. Yogesh Chonkar - [ChonkarY2@angloeastern.com](mailto:ChonkarY2@angloeastern.com)

**(ii) ETO course Assistant:**

Ms. Suchita Dighe - [DigheS@angloeastern.com](mailto:DigheS@angloeastern.com)