



ANGLO-EASTERN MARITIME ACADEMY

Joining Instructions : Date of Reporting 01/01/2023

GME Batch 38



Course commencement date:- 1st Jan 2023

Anglo-Eastern Maritime Academy,
Village: Khandpe, Post: Kondiwade,
Taluka: Karjat, District: Raigad –
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Registered Office:-

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400059, India.

Vision

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

Mission

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



Table of Contents

1. Joining Instructions	3
2. Standing rules during your stay at AEMA	8
3. Details of Hotels at Karjat	10



1. Joining Instructions

1. You are required to communicate details of your arrival (mode / time of arrival) to campus by **E-MAIL ONLY before 15th December :-**
 - (a) E-mail - dighes@angloeastern.com
 - (b) Phone - Duty Warden 9223591268 / Duty Security Supervisor 9223591271
2. College transport will be made available upon request from Karjat station between **1000 hrs to 1500 hrs on 1st January 2023**. Cadets arriving beyond these timings have to make their own arrangement to arrive at campus. Auto Rickshaws are readily available at the station. The campus is located at about 8.5 km from station and the nearest landmark is Hotel Radisson Blu.
3. Upon arrival to the campus, joining documentation and admission formalities, which include completion of all forms and campus counselling for cadets will be carried out and hostel rooms allotted.
4. *Please bring hard copies of all the admission Forms filled during your admission duly signed by joining cadets and parents. Please ensure all declarations are TRUE . Any physical ailments or addiction to cigarette, alcohol or Drugs, will lead to cadets termination from academy.*
5. You are required to arrive in the campus properly attired in formals and shoes.
6. You will be briefed about your safety and security in campus on your arrival.
7. You are advised not to bring any expensive item to the hostel. **Electrical appliances such as kettles, hot plates, music systems etc, are prohibited in campus.** AEMA shall not be responsible for the loss of any item.
8. Nominal amount of cash is allowed, just sufficient for return home. There are major bank ATMs available at Karjat. You are advised to restrict the items to be brought by you to the campus as per the list given in Item 10 below. The list of items supplied at the campus is mentioned at Appendix A to D
9. You will be required to make own arrangements to meet the following expenditure during your training period at AEMA.
 - ◆ Expenses incurred for any specialized / prolonged medical treatment. Parents will be informed at the earliest of any contingency. Cadets are covered under medical insurance policy during their stay at campus.
 - ◆ Expenses to and from home, whenever such journey is made and during shore leave.
 - ◆ Any miscellaneous personal expenditure.
 - ◆ Loss of any item issued by the Academy has to be purchased by candidate from the Stores / Vendor.
 - ◆ **PLEASE ENSURE COVID VACCINE & OTHER VACCINATIONS ARE TAKEN PRIOR ARRIVAL TO CAMPUS or PRIOR TO SHIP JOINING AS PER ITEM 21**

10. You are required to bring the following items at the time of joining

- i. Three sets of civilian clothes for personal use (The requirement to wear would be minimal and only when returning back home after completing of training. Cupboard space is limited to each cadet).
 - ii. Two plain black trousers, two full sleeve plain white/off white shirts and one terry cotton black tie for day to day use till such time the uniform is supplied and for standby purpose.
 - iii. One pair of plain black leather shoe.
 - iv. Items of personal hygiene including face mask (4 pcs), personal hand sanitizers and toiletries, at least 6 pcs of white handkerchiefs.
 - v. Sufficient under garments. It is recommended to carry around 12 to 15 sets.
 - vi. Sufficient warm wear for the winter months including Black sweater with full sleeve.
 - vii. Black shoe polish.
 - viii. One pocket flashlight with sufficient batteries.
 - ix. One working Alarm clock.
 - x. It is also advised (NOT MANDATORY) that the cadets may bring one smart phone with data connection, one laptop (with chargers, extension cables as required) and a wireless data card if possible, for an interrupted connection. As per our past experience, JIO & Vi network connectivity is better in-side AEMA campus.
 - xi. Night suits - Pyjama and tops - 2 nos.
 - xii. Sewing kit and Shaving kit. Rain Protective Gears (Umbrella, Raincoats, Rainy shoes but black in colour)
 - xiii. Sikh cadets are to carry proper black / white patkas for informal/sportswear. Patkas with slogans / designs are not permitted.
 - xiv. Mini Drafter and drawing instruments.
11. At least 12 copies of passport size & 4 stamp size (3 x 3 cms) colour photographs in white shirt (with Tie) in a white background must be carried by the candidates. Please ensure that the photographs have the front face and both ears visible. It is not permissible to take photographs with Glare glasses, Caps or other head covering. Turbans are permitted if normally worn.
12. **Certificates**:- 10th and 12th Mark sheet, 12th Passing certificate, School leaving certificate, all semester mark sheets for Mechanical Engineering/ Mechanical & Automation / Naval Architecture, **AICTE approval certificate**, Degree /Provisional Degree certificate, Proof of age, Medical report, all in originals and 2 self attested copies to be submitted to the academy.
13. Cadets are requested to carry at least 2 extra copies of the documents and to maintain a copy at home.
14. Hostel residence is compulsory. **Movement outside campus is restricted over weekends due to COVID.**
15. Passport:- Candidates must submit their passports at AEMA. It is required for documentation verification.
16. As per the new DGS guidelines, all candidates are to apply for INDOS prior admission into any Maritime Training institute. Please ensure the INDOS is applied for and the Reference Number is with the candidate at the time of admission and date of reporting.

Note:- INDOS is to be applied as per the instructional procedure provided by the recruitment team. In case of any doubts, please refer to the DGS website concerning the INDOS application.

17. Since attendance is a strict requirement as per DG Shipping rules, we strongly advise cadets to desist from requesting any leave during their stay in Campus. You are also requested to inform your parents regarding the same. Granting leave will be at the discretion of the management and will be on a case to case basis. A cadet when granted leave from campus, on extreme emergency / compassionate grounds, will be issued a leave slip prior to leaving the campus. The leave slip would have details regarding the leave date he / she is proceeding and the date that he / she is required to report back. It would be mandatory for the cadet to produce the leave slip back on reporting with an endorsement by parents / guardian. This is only to ensure the safety of the cadet and also for validation of the leave availed.

18. It is a DGS requirement for each cadet to be able to swim at least 50 meters non stop without any floating aids. Please ensure you are capable of complying with this requirement. However institute will be providing training in swimming.

19. Please ensure that one person is declared as local guardian living in Mumbai, Navi Mumbai or Pune region. This helps academy in medical emergency .

20. Cadets will be issued an ID Card on reporting at the AEMA. They would be required to wear it on person when in uniform (for classes) . The ID Card would need to be surrendered on completion of training at AEMA.

21. Cadets are advised to take the following Vaccination prior joining and produce doctors certificate, same has been earlier communicated by the Selection team during your appointment:-

- Chicken Pox vaccine in case you have never been affected by Chicken Pox.
- Hepatitis–A & B Vaccination
- Typhoid
- TT Injection
- **MMR** (one dose after 15 years of age is essential)

22. In case of any difficulty in contacting any of the personnel or any other clarifications, the following can be contacted :-

- (a) Warden :- **9223591268 / 9223497224**
(b) HOD (GME) :- **9619762133**
(c) **In charge GME Admissions** :- **8652778777 (Mr. Yogesh)**

Other general rules and regulations with regard to behavior are mentioned in Section 2



Items supplied by AEMA during joining

A. Uniform

S.No.	Description	Quantity
1	Black Terrykot trousers with zip, back pocket double pleat - 2 side cut	3 nos.
2	White Terrykot half-sleeve shirts with two front pockets and holes for epaulettes	4 nos.
3	White Terrykot shirts full-sleeves with single front pocket and holes for epaulettes	1 no.
4	Orange boiler suits- long sleeves for Workshop	4 nos.
5	Black Terrykot ties - 5 cm wide (same colour & cloth as item 1)	1 no.
6	White uniform peak-cap (plastic) with cap band and zari badge (not for sikhs)	1 no.
7	Cadets Epaulettes with full stripes	1 no.
8	Black cotton socks	4 pairs
9	Swimming trunks	1 no.
10	Coat Hangers (Plastic)	6 nos.
11	Black Shoes	1 pair
12	Ked (Sports shoes)	1 pair
13	Black Safety Shoes	1 pair
14	Leather Hand gloves	2 pairs
15	Helmet, with adjustable straps	1 no.
16	White Pagdi cloth for Sikhs	1 no.
17	Sports wear	1 no.
18	Black AEMA Belt.	1 no.

B. Linen

S.No.	Description	Quantity
1	Cotton Turkish Bath-Towels	2 nos.
2	Cotton Turkish Hand-Towels	2 nos.
3	Cotton Bed sheet, Single Bed	4 nos.
4	Pillow	1 no.
5	Pillow cover	2 nos.
6	Blanket	1 no.



Items supplied by AEMA during joining

C. Notebooks, Stationary & Charts

S. No	Stationary	Quantity
1	A4 Size soft Cover books 156 Pages or files with loose sheets	4
2	Handouts or Tablet with learning material	1 each
3	Practical Note Book A4 Size soft Cover 100 Pages (One Side ruled & One Side blank)	7

D. Text Books

S. No	Text Books Title	Author
1	Pounders Marine Diesel Engines	Woodyard Doug
2	Marine Boilers	Flanagan
3	Marine Electrical Technology	E. Fernandez
4	Marine Auxiliary Machinery	Mac George
5	Ship Construction	D J Eyres
6	Marine Control Engineering	Majumdar

Most of the topics covered would be based on Mechanical Engineering syllabus as the base. GMEs are encouraged to bring their engineering books for refreshing the basics. AEMA may change the Text Books based on either availability or substitute with handouts.



2. Standing Rules during your stay at AEMA

Cadets will be informed of the routine and activities through the following:

- ◆ Institute Orders
- ◆ Standing Rules for Classes & Workshop
- ◆ Leave Rules
- ◆ Library Rules
- ◆ Announcements and General Notices.
- ◆ Cadets should strictly follow Computer ethics.

The following are initial orders on joining and additional or amended orders will be issued periodically.

◆ **Institute Orders**

1. Cadets must carry out all written / verbal orders of authorities / cadet appointments promptly.
2. Senior officers of AEMA will be accessible to cadets normally with the permission of warden / faculty members. However, in case of an emergency, anyone can be contacted.
3. All activities and routine must be carried out smartly and punctually.
4. Wearing Uniform is compulsory at all times. Uniform must be clean, ironed and worn correctly.
5. Cadets are to refrain from carrying any medicines at the time of joining. All medicines will be issued at AEMA as necessary, under the prescription of medical officer. If cadets are reporting to AEMA campus with medicines with existing prescription, they are required to declare the same at the time of joining / reporting to campus and also submit the prescription which should be from a certified medical practitioner.
6. **Possessing or smoking, chewing of tobacco, consuming of alcohol or drugs is strictly forbidden during the training period. Defaulters will be dealt with severely and will result in suspension / removal from training. Trainees will be subjected to unannounced random drug and alcohol tests.**
7. Sikh cadets shall have their hair, beard groomed and secured properly. All other cadets are to remain clean shaven.
8. Students will not leave hostel without prior permission. Unauthorized absence from classes or workshop / hostel will be dealt with severely and may result in suspension and / or serving of Back Time. Back Time means extra time to be put up beyond normal training schedule for disciplinary reason / other restrictions as decided by the Disciplinary Committee.
9. During the period of training in AEMA, no cadet is allowed to commute on or park his personal vehicle, within the campus.
10. **Cadets are strictly prohibited from assaulting anybody physically or inflicting injury in any manner. They are prohibited from using abusive language, catcalling, shouting, disorderly behaviour, misdemeanour and misconduct reflecting lack of disciplined behaviour. All the above will result in disciplinary action.**

11. Ragging of any kind is not allowed in the Academy. Ragging of junior cadets or cadets of their own batch is a cognizable offence and as such is punishable under the law. Apart from any other punishment under the law of the land, cadets are liable to be expelled from training if found guilty of the same.
 12. Cadets will be asked to pay for any damage caused by him / her to the property of AEMA.
 13. Mess timings and decorum are to be strictly followed at all times.
 14. **Hostel rooms and campus must be kept clean at all times. Same will be subject to regular inspections. Rooms found in unsatisfactory condition, will invite disciplinary action.**
 15. Health, Safety and Security briefing will be given to all GME Cadets on joining. Cadets will be required to sign "Safety and Security Declaration" which prohibits them from going close to any water body (river, lake or reservoir), mountains, waterfalls and dense forest area.
- ◆ **Standing Rules for Classes & Workshop**
16. Attendance at Classes and Workshop is compulsory. Under no circumstances, will a cadet absent himself/herself from classes/ workshop except with proper permission. As per DGS guidelines 90% attendance in classes of each subject and 100% in workshop is mandatory in order to appear for the Examination. Period of absence includes time spent on unscheduled leave / minor ailments etc. or any other kind of absence from the class except hospitalisation.
 17. Cadets returning to hostel during normal working hours of the Institute / Workshop must take permission from Course-in-Charge and verbally report to the Hostel Warden immediately.
- ◆ **Leave Rules**
18. Cadets are granted leave during periods of vacation, which is declared by the Institute.
 19. Written requests for late pass up to 1800 hrs (after class hours) should be made to the warden.
 20. Cadets absent / away from the training in excess of the permitted leave without permission may lose credit marks / be debarred from appearing in the examinations / be removed from the training on disciplinary grounds.
 21. Cadets may be granted leave on medical grounds on the recommendation of the Medical Officer
 22. All applications must be addressed to the Head of Department (HOD) and forwarded through the class faculty / instructor in-charge and Hostel Warden.
 23. Cadets are generally permitted to avail shore leave in the city to meet relatives, friends and have an outing on Sundays subject to individual performance.
 24. In the interpretation of these rules, the Management's decision will be final.
- ◆ **Library Rules**
25. Library Rules in force shall be displayed in the library.
- ◆ **Cadets should strictly follow Computer ethics.**
26. Cadets should not use computer to harm other people. A cyber complaint can be booked for abusive chats and harassment. Cadets should comply with Net Lab regulations and should not download from unauthorized websites, transfer system software or download copyrighted material.

Hotels Near AEMA campus at Karjat

Sr. No.	Name	Address	Room Type	Rate	Contact No.	Distance From Campus
1	Royal Garden Karjat	Chowk- Karjat-Murbad Highway, Nanamastar Nagar, Mudre (BK), Karjat - Raigad, Pincode:-410201	Deluxe Room Non AC Ac Deluxe Suit Room Non AC AC Room	Rs 1500/- 2 Person Staying Rs. 1600/- Rs. 2200/- 4 Person Staying Rs. 2750/-	02148/222704 , 9326106060	9 KM
2	Mohili Meadows Resort	Mohili Village, Tal- Karjat, Dist Raigad. Pincode-410201. info@mohilimeadowsresort.com www.mohilimeadowsresort.com	Deluxe Room	Weekdays- Rs 5500 for couple Including Food 12 PM To 10 AM Weekends Rs 6500	9225853977/ 022-61205015/16/17	5 Km
3	007 Univers Resort	Resort Address: Bollywood Boulevard, Khandpe, Karjat, India. Pin - 410201, Maharashtra. INDIA. Tel : 02148 226840/ 226841 Email : bookings@007universe.com	Executive Room	Around Rs 4000/- Breakfast, Lunch & Dinner, (all prices are approximate)	Tel : 02148 226840/ 226841	0.1 Km