



# ANGLO-EASTERN MARITIME ACADEMY

**Joining Instructions : Date of Reporting : 08-Feb-2023**

**Diploma in Nautical Science Batch 27**



## **Campus:**

Village: Khandpe; Post: Kondiwade, Taluka:  
Karjat, District: Raigad – 410201, Maharashtra,  
India

Email : [aema@aema.edu.in](mailto:aema@aema.edu.in)

Tel.: 91-2148-226847

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E-mail : Prior Admission: -

[careers\\_sea@angloeastern.com](mailto:careers_sea@angloeastern.com)

E-mail: On Securing Admission: -

[aema@angloeastern.com](mailto:aema@angloeastern.com)

Website : <https://www.aema.edu.in/>

## **Office:**

M-102, Leela Business Park, Andheri – Kurla  
Road, Marol, Andheri (E), Mumbai 400 059.  
India | T. +91 22 6112 4600

## **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.*



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# 1. Joining Instructions

1. You are required to communicate details of your arrival (mode/time of arrival along with number of persons accompanying) to campus by filling up Google form at below link (The link will be enabled on **1st Feb**)
  - (a) Google forms link - <https://forms.gle/xgfSASEDHKjqEvSj8>
  - (b) Phone - Duty Warden 9223591268 / Duty Security Supervisor 9223591271
2. College transport will be available from Karjat station at 1100h and 1500h on the reporting day. Cadets arriving at other times have to make their own arrangement to arrive at campus. Auto Rickshaws are readily available at the station. The campus is located about 7.5 km from station and the nearest land mark is **Hotel Radisson Blue** at village Khandpe. Route maps showing approach guidance for AEMA is provided on Pages 12 & 13.
3. Upon your arrival at the campus, the incoming formalities which include completion of all forms and campus counseling for cadets (with accompanying parents/guardians) will be carried out. These activities would only be conducted till 5 PM.
4. There is no accommodation facility at campus for any accompanying parent/guardian. However there are hotel accommodations available at Karjat, the list of hotels is provided on Page 11.
5. You are required to arrive in the campus properly attired (formal / semi-formal)
6. You will be briefed about your safety and security in campus on your arrival.
7. You are required to carry your Laptop and smart phone as it may be required for appearing in Internal & External Exams. Electrical appliances such as kettles, hot plates, music systems etc, are prohibited in campus. AEMA shall not be responsible for the loss of any items.
8. Nominal amount of cash is allowed (not exceeding 1000 rupees) just enough for trips during shore leave and for return home. There are major banks ATM 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 books and items supplied at the campus is given below.
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** journey, whenever such journey is made and during shore leave.
  - ◆ Any miscellaneous personal expenditure.

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

- i. Three sets of civilian clothes for personal use (You may choose not to get three pair of civilian clothes, as the requirement to wear would be minimal only when returning back home after completing a semester. The liberty/shore leave, whilst in the campus, is in uniform. Cupboard space is limited to each cadet). Baggy type and low waist trousers are not permitted.
- ii. Three plain black trousers, three full sleeve plain white shirts and one terry cotton black tie for day to day use till such time the uniform is supplied.
- iii. One pair of plain black leather shoe. At least two sets of P.T. rig (White shorts, plain white T-shirt with collar, white socks, Pre-dominantly white sports shoes). Girl students may wear white / black slacks in lieu of shorts. Sufficient number of black cotton socks to be carried.
- iv. Items of personal hygiene / Toiletries, including at least 6 pcs of white handkerchiefs.
- v. Anti-fungal powder (Eg -**Candid B OR Zocon-C**) At least 3 bottles. Also at least 6 Anti-fungal soap (Eg - **Kz, Derma Dew**)
- vi. Sufficient under garments.
- vii. Sufficient warm wear for the winter months including Black full sleeve sweater.
- viii. Black shoe polish.
- ix. One pocket flashlight with sufficient batteries.
- x. One working Alarm clock.
- xi. Rain Protective Gears (Umbrella, Raincoats, Rainy shoes but black in colour)
- xii. Night suits - Pyjama and tops - 2 nos.
- xiii. Sewing kit
- xiv. Sikh cadets are to carry proper black/white patkas for informal/ sportswear. Patkas with slogans/designs are not permitted.

11. At least, 12 copies of passport size colour photographs in white shirt and black tie, in a light background, must be carried by the candidates. Please ensure that the photographs have the front face and both ears visible, it is not permissible take photographs with Glare glasses, Caps or other head covering, Turbans are permitted if normally worn.

12. Following Original Certificates to be submitted at the Academy on the date of joining:

- Proof of age/ Birth Certificate
- 10<sup>th</sup> Mark Sheet
- 12<sup>th</sup> Mark Sheet + Passing Certificate
- Migration Certificate/ School leaving Certificate/ Transfer Certificate (as applicable)
- All Semesters Mark Sheets (in case of BSc/ Engineering graduate)

In case original certificates have been submitted at AESM Office earlier, one set of 'self attested' copies of all above to be produced at the time of reporting at the campus.

- a. Forms to be filled and signed by joining cadets and their parents. Please ensure all declarations are made **TRUE**. Any physical ailments or addiction to cigarette, alcohol or Drugs, will lead to cadets termination from academy Please ensure that one person is declared as local guardian living in Mumbai, Navi Mumbai or Pune region. This helps academy in emergency .

13. Cadets are requested to carry at least 4 extra copies of the documents and to maintain a copy at home.

14. Hostel residence is compulsory. Movement outside campus is normally restricted over weekends subject to performance / behavior during the week on passes issued by the Officer In-Charge.

15. Passport:- Candidates must submit their valid passports at AEMA. It is required for documentation.

16. **INDOS:- As per the DGS new guidelines, all candidates are to apply for INDOS prior admission at any maritime institute.** Please ensure the INDOS is applied for and the reference number is with the candidate on the date of reporting.

**Note:- INDOS is to be applied by the candidate as per the procedure sent by recruitment team. In case of any doubt please refer to the following guidelines:-**

**[http://www.dgshipping.gov.in/WriteReadData/userfiles/file/TR\\_Cir\\_08%20of%202019.pdf](http://www.dgshipping.gov.in/WriteReadData/userfiles/file/TR_Cir_08%20of%202019.pdf)**

17. Please ensure passport formalities are completed prior joining the academy, as delays related to passport and leave request for same will result in loss of attendance.

DGS + Company requirements stipulates 90% minimum attendance.

**Note: - Passport must have Given Name(s) and Surname. In case there is no Surname in the Passport, the candidates have to get the family name or the father's name added. Please consult the sponsoring company AESM for details.**

18. Since attendance is a strict requirement under IMU and DG Shipping, we strongly advise students to desist from requesting any leave during their stay in Campus. You are also requested to inform your parents not to make leave requests similarly. 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 he is proceeding and the date that he 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 validation of the leave availed.

19. Parents/ Guests are permitted to visit over weekends. Meetings are to take place in the Admin Block/Guest room only with the prior approval of the Warden. Guests are not permitted to visit student's cabins except on the first day of reporting.

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

21. During the period of training in AEMA, no student is allowed to park / commute on his personal vehicle, within the campus. Other general rules and regulation with regard to behavior, conduct and training are placed at Appendix D.

22. Cadets will be issued an ID Card and cadet Diary on reporting at the AEMA. They would be required to wear it on person when in uniform (for classes) and whilst proceeding out on liberty/shore leave. The ID Card would need to be surrendered on completion of training at AEMA.

23. Important telephone nos.:

- (a) Duty Warden - 9223591268
- (b) HOD (Nautical) - 8879631226
- (c) Principal - **9930402973**

24. When you come to AEMA Karjat you will be staying in a hostel in close proximity to many other students. Such environments pose a risk of spread of various infectious diseases like mumps, measles, chicken pox, etc. As a result, it is compulsory that all students be vaccinated against these diseases, and others, in the following list.

1. Typhoid.
2. Hepatitis A & B
3. MMR (one dose after 15 years of age is essential)
4. COVID-19 (both doses) / Booster dose (optional)

It is more expensive, due to logistic and locations reasons, if the vaccines are administered after you come to AEMA Karjat. So it is mandatory that you get vaccinated before you come to AEMA Karjat and produce the vaccination certificates to the authorities upon arrival.

Vaccination requirement is for both your protection and the protection of other students. Please remember that your registration formalities may be on hold if vaccination requirements are not met.

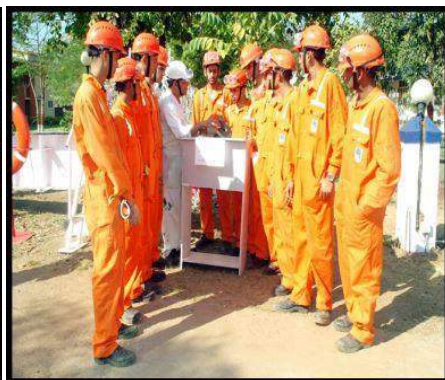
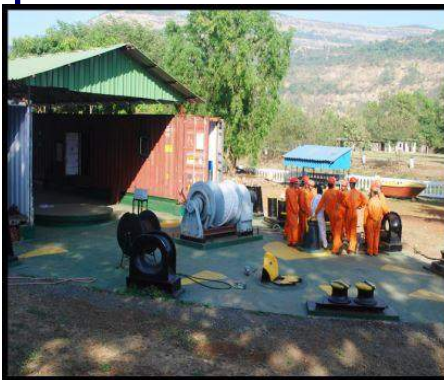
## Items supplied by AEMA after joining

### A. Uniform

S. No.	Description	Quantity
1	Black Terrycot trousers with zip, back pocket double pleat - 2 side cut	2 nos.
2	White Terrycot half-sleeve shirts with two front pockets and holes for epaulettes	4 nos.
3	White Terrycot shirts full-sleeves with single front pocket and holes for epaulettes	1 no.
4	Orange boiler suits- long sleeves for Workshop	2 nos.
5	Black Terrycot 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.
19	Navy Blue Half Shorts	1 no.

### B. Linen

S. No.	Linen	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.



S. No	Notebooks	Quantity
1	A4 Size soft Cover note book or files with loose sheets	1 per Theory Subject
2	Practical Note Book A4 Size soft Cover 100 Pages (One Side ruled & One Side blank)	1 per Practical Subject
3	Stationery Set (Includes Compass Box, Scale, Pencils, Erasers, Ball pen, Container for Chart, etc.)	1 Set
4	AEMA sling bag	1 No.
5	Photocopied Charts (BA 813 S. Sri. Lanka Coast and BA 5059 English Channel)	1 No. each

S. No	In addition to the above, during the course of study, cadet will need to procure the below items on his own, which are required for the course:	Quantity
1	Parallel Ruler	1 No.
2	Scientific Calculator (Only DGS/ IMU Approved type, with no extra functions)	1 No.

◆ Cadets shall also be provided with the ‘Text Books’/ ‘In-house Notes’ as required



## 2. Standing Rules during Cadet Stay at AEMA

Cadets joining AEMA (& their parents/guardians) are required to read carefully this document which stipulates Rules & Regulations which shall be applicable to the cadets throughout the Course that they have enrolled for.

Cadets will be informed of the daily routines and various activities through the following:

- Institute Orders
- Standing Rules for Classes & Workshop
- Leave Rules
- Library Rules
- Announcements and General Notices

The following are Initial orders on joining AEMA and additional/amended orders will be issued from time to time and communicated.

### **Institute Orders**

1. It is compulsory for all cadets to take part in P.T., Gymnasium, indoor and outdoor games, swimming, parades, divisions, or any other co-curricular activities.
2. Cadets must carry out all written/verbal orders issued by Institute Authorities / Cadet Representatives (C.R.) / Cadet Captains (C.C.) promptly.
3. 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.
4. All activities and routine work must be carried out smartly and punctually. A lazy or laid back attitude will call for discredits.
5. Wearing uniform is compulsory at all times. Uniform worn must be clean, ironed and worn correctly.
6. 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 on an 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.
7. Sikh Cadets shall have their hair, beard groomed and secured properly. All other Cadets are to remain clean-shaven.
8. Cadets will not leave Campus without prior permission or stay outside the Campus beyond the permitted timings. Unauthorized absence from classes / 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 in Campus (over and above the Course time) 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 or park on his personal vehicle, within the campus.



10. Cadet should not indulge in any of the following acts amounting to misconduct and indiscipline -
- a. Ragging in any form,
  - b. Sexual harassment of any kind,
  - c. Eve-teasing or disrespectful behaviour with girl cadet, women staff members, visitors,
  - d. Arousing communal, caste or regional feeling or creating disharmony among cadets or staff,
  - e. Indulging in acts of gambling,
  - f. Any act of moral turpitude,
  - g. Damaging or defacing or unauthorised shifting of any Institute property,
  - h. Breaking open locked rooms, cupboards, safes, lockers, and so on, and unauthorised locking of open rooms of the Institute,
  - i. Causing disturbance to and hindering the smooth functioning of the class rooms, libraries, laboratories, workshops, mess, hostels or office,
  - j. Use of abusive, defamatory, derogatory or intimidatory language against anyone in the Campus,
  - k. All acts of physical violence including assault on someone, pelting of stones or other objects, etc,
  - l. All forms of coercion and intimidation such as wrongful confinements / blockades, gheraos, hartals, hunger strikes, deliberate boycott of classes, practical and other required activities,
  - m. Smoking, chewing of tobacco, consuming of alcohol or any other drugs is strictly forbidden during your training period. Cadets found consuming or in possession of any kind of prohibited items / contraband will be summarily removed from training,
  - n. Communicating with media, publishing or posting of content on the internet, (including social media, you-tube and other similar platforms), with the intention to slander or bring disrepute to the Institute or it's officials,
  - o. Bringing any political or other outside influence in respect of academic or disciplinary matters pertaining to the Institute,
  - p. Furnishing false certificates or false information in any manner to the Institute,
  - q. Committing forgery, tampering with ID card or Institute records, impersonation, misusing Institute property, documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of library or unauthorised copying or possession of library books, journals, magazines or any other material,
  - r. Theft of any form,
  - s. Using unfair means in any examinations and committing other examination related offences,
  - t. Indulging in plagiarism in projects, assignments and papers submitted by cadets as part of their academic activities,
  - u. Causing or colluding in the unauthorised entry of any person into the Campus,
  - v. Not complying with the stipulations of musters, roll call, drills, parade and physical training,
  - w. Not maintaining due timings and decorum in classrooms, libraries, laboratories, workshops, hostels, mess and play areas,
  - x. Improper behaviour at any time during stay in Campus or while on tour or excursion,
  - y. Possession and/or circulation of pornographic material of any type,
  - z. Any other offence under law of land

11. Cadets will be asked to pay for any damage caused by him / her to the property of AEMA.
12. Cadets' living and training areas must be kept clean at all times. Cadets must observe principles of Environment protection and not litter AEMA campus with pollutants. Garbage should be disposed off as per AEMA rules in Garbage receptacles provided for the purpose. Hostels rooms are inspected every week and rooms found in unsatisfactory condition, will invite disciplinary action.
13. Health, Safety, Security & Environment guidelines will be provided to all Cadets on joining. Cadets will be required to sign "Safety and Security Declaration" which bars them from going close to any water body (river, lake or reservoir), mountains, waterfalls and dense forest area.

#### **Standing Rules for Classes & Workshop**

14. Attendance in Classes and Workshop is compulsory. Under no circumstances will a Cadet absent himself/ herself from classes/ workshop except with proper permission. AEMA requires 90% attendance in classes of each subject and 100% in workshop is mandatory in order to appear for the examination.
  - a. Period of absence includes time spent on unscheduled leave / sick leave etc or any other kind of unauthorised absence from the class.
  - b. Unauthorised absence will invite discredit points, which may lead to barring from examinations
  - c. Dress code for attending Classes - Uniform as supplied by AEMA. Cadets should present themselves clean shaved & short hair (military cut).
15. Cadets returning to hostel during academic hours (0900-1730) of the Institute, must take prior permission from faculty/instructor & inform warden before entering their room.

#### **Leave Rules**

16. Leave applications for any celebrations or similar events at home shall not be entertained.
17. Generally no leave applications shall be considered, other than tragic cases of severe injury or death of immediate relation in family.
18. Cadets are granted leave during periods of vacation, which is declared by the Institute.
19. Cadets may be granted leave on medical grounds on the recommendation of the Medical Officer
20. All applications must be addressed & submitted to the Head of Department (HOD)
21. The cadets are generally permitted shore leave in the city to meet relatives, friends and have an outing on Sundays subject to individual performance.
  - a. While on shore leave, cadets are expected to behave like officers and not to imbibe alcoholic drinks or drugs of any type.
  - b. Cadets will be subjected to unannounced random drug and alcohol tests when they return from shore-leave. Defaulters will be dealt with severely and may result in suspension / expulsion from training.

#### **Library Rules**

22. Library Rules in force shall be displayed in the library.

#### **Cadets should strictly follow Computer ethics**

23. Cadets shall not indulge in—
  - a. Piracy of content / Unethical hacking
  - b. Downloading objectionable/unauthorised content
  - c. Violation of copyrights
  - d. Visiting porn sites
  - e. Cyber stalking, Cyber terrorism
  - f. Violation of applicable Cyber laws as per IT Act 2000 as amended

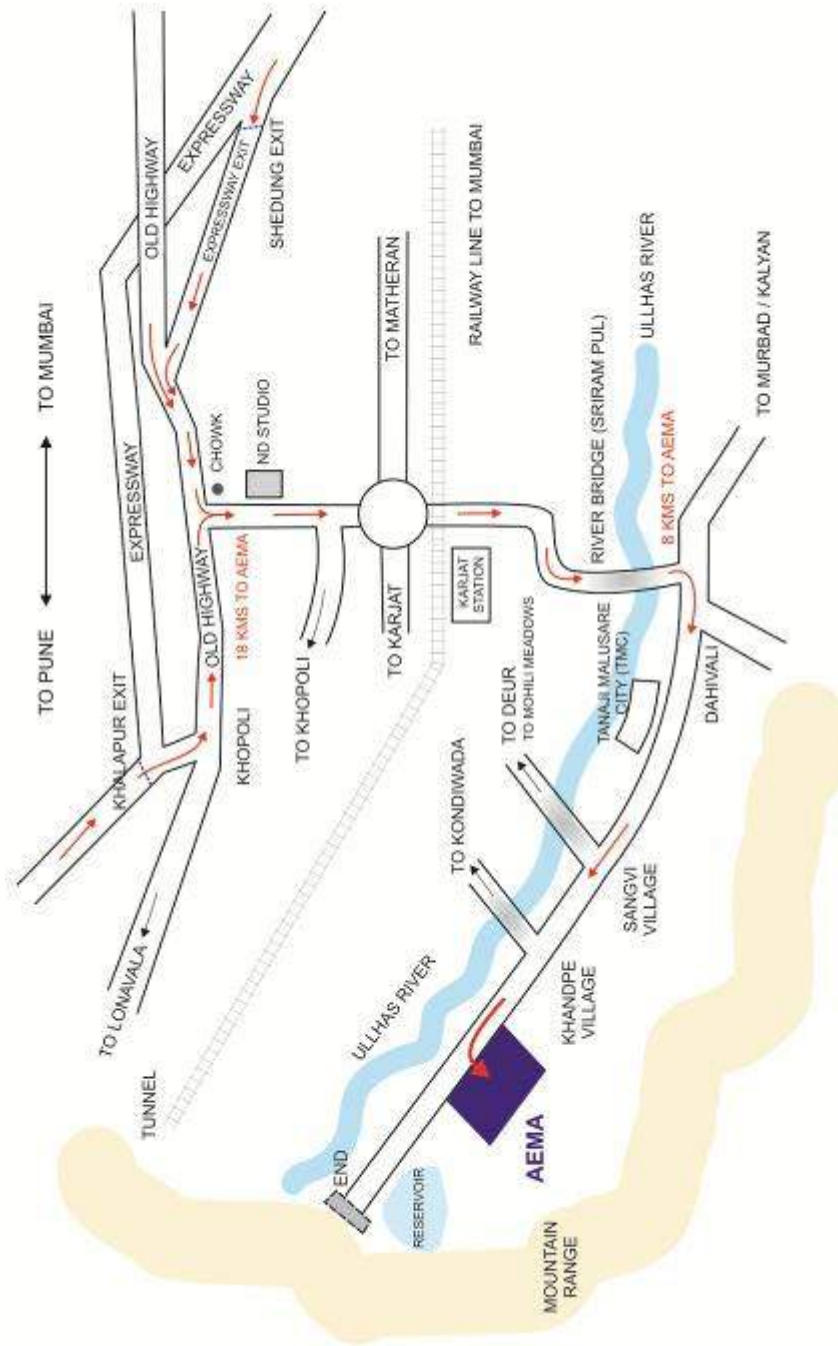
A cadet violating any provisions of '**Standing Rules during your Stay at AEMA**' shall be liable for disciplinary action under the relevant laws of IMU/ DGS/ AEMA. In the interpretation of these rules and disciplinary action taken, management's decision will be final.

# Hotels Near AEMA campus at karjat

Sr. No.	Name	Address	Room Type	Rate	Per Day	Caontact No.	Contact Person	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 1040/- 2 Person Staying Rs. 1248/- Rs. 2200/- 4 Person Staying Rs. 2750/-	Rs. 1040/ - Rs 1248 Rs. 2200/ - Rs. 2750/ -	02148/222704, 9326106060		9 KM
2	Mohili Meadows Resort	Mohili Villege, Tal- Karjat, Dist Raigad. Pincode-410201. <a href="mailto:info@mohilemeadowsresort.com">info@mohilemeadowsresort.com</a> <a href="http://www.mohilimeadowsresort.com">www.mohilimeadowsresort.com</a>	Deluxe Room	Weekdays- Rs 2300 for couple including Food 12 PM To 10 AM	One Day Picnic 750 Rs per person including food	9223409500	Mangesh	5 Km
3	Dr. Modi's Resort	At- Post Kirauli, Villege Wanjale, Tal-Karjat, Dist- Raigad, Pincode-410201, Email- <a href="mailto:info@drmodisresort.com">info@drmodisresort.com</a> Website: <a href="http://www.drmodisresort.com">www.drmodisresort.com</a>	Double occupancy Single Occupancy	Rs 4000/- Breakfast, Lunch & Dinner, Rs 3000/- Minimum 5 Night	650 Rs/- Breakfast, Lunch & Evening Tea.	9975070423	Porohit	11 Km

Rates to be confirmed with the Hotels as they can vary a lot.

# ROUTE PLAN TO ANGLO-EASTERN MARITIME ACADEMY



# Directions from Google Map

