

Graduate Marine Engineer (GME) Batch 45: Joining Instructions



Date of Reporting & Course Commencement Date: 01st May 2025

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.

Campus Address:

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

Tel.: 91-2148-226847, Fax: 91-2148-226848,

E-mail Prior admission: - careers.sea@angloeastern.com,

E-mail On Securing admission: - aema@angloeastern.com

Website: www.aema.edu.in

Registered Office:

Unit no 102, Mezzanine floor, Leela Business Park, Andheri Kurla Road Marol, Andheri (East), Mumbai, Maharashtra, India – 400059.

Table of Contents:

S. No.	Title	Page No.
1	Joining Instructions	3
2	Standing rules during your stay at AEMA	7
3	Details of Hotels at Karjat	9

Progressively setting the standards.



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 out the Google form at the below link on or before 20th Apr 2025. Reporting date in the campus is 01st May 2025, which is to be followed strictly. No cadet will be allowed to enter in the campus before 01st May 2025.

(a) Google form link - <https://forms.gle/LusqZ8enZ9ZX4ZQt6>

(b) Phone - Duty Warden 9223591268 / Duty Security Supervisor 9223591271

2. Public transport is available outside Karjat station. Cadets arriving at Karjat station can hire auto-rickshaws available outside the station. The campus is located about 10 km from the station, and the nearest landmark is **Hotel Radisson Blue** in the village Khandpe.
3. Upon arrival on 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 will be allotted.

Please note: There is no accommodation facility on campus for any accompanying parent/guardian. However, there are hotel accommodations available at Karjat; the list of hotels is provided on Page 09.

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 the academy.
5. You are required to arrive on the campus properly attired in formals and shoes.
6. You will be briefed about your safety and security on campus on your arrival.
7. You are advised not to bring any expensive items to the hostel. Electrical appliances such as kettles, hot plates, music systems, etc., are prohibited on campus. AEMA shall not be responsible for the loss of any item.
8. A nominal amount of cash is allowed, just sufficient for returning 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 on page 6.
9. You will be required to make your own arrangements to meet the following expenditures 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 a medical insurance policy during their stay on campus.
 - ❖ Expenses to and from home, whenever such a journey is made and during shore leave.
 - ❖ Any miscellaneous personal expenditure.
 - ❖ Loss of any item issued by the Academy must be purchased by the candidate from the Stores/vendors.

PLEASE ENSURE COVID VACCINE & OTHER VACCINATIONS ARE TAKEN PRIOR TO ARRIVAL CAMPUS or PRIOR TO SHIP JOINING AS PER ITEM 21.

If required, discuss with your family doctor in case of doubt regarding the interval between vaccinations. If it is not possible to take it all in one go. The remaining vaccination can be taken at Karjat at your expense. If any vaccine has been taken already, please bring a certificate from the Doctor.

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 home after completing of training. Cupboard space is limited to each cadet).
 - ii. Two pairs of 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 purposes.
 - iii. One pair of plain black leather shoes and one pair sports shoe.
 - iv. Items of personal hygiene including face mask (2 pcs), personal hand sanitizers and toiletries, at least 6 pcs of white handkerchiefs.
 - v. Sufficient undergarments. It is recommended to carry around 12 to 15 sets.
 - vi. Sufficient warm wear for the winter months, including a Black sweater with full sleeves.
 - vii. Black shoe polish.
 - viii. One device with a flashlight facility.
 - ix. One device with an alarm clock facility.
 - x. It is also advised (NOT MANDATORY) that the cadets may bring one smart phone with data connection, one laptop (with chargers and extension cables as required) and a wireless data card, if possible, for uninterrupted connection. As per our experience, JIO, Airtel, & Vi network connectivity is better inside the AEMA campus.
 - xi. Night suits - Pyjama and tops - 2 nos. One pc. Collar White T-Shirt, One pc. Lower- full, blue colour.
 - xii. Sewing kit and Shaving kit.
 - xiii. Rain Protective Gears (Umbrella, Raincoats, Rainy shoes but black in colour) as downpour (continuous rain) is experienced during June to September.
 - xiv. Sikh cadets are to carry proper black/white patkas for informal/sportswear. Patkas with slogans /designs are not permitted.
 - xv. 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 a 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 coverings. 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 the AEMA campus or parents/ guests visiting over weekends (normally restricted) are as per the discretion of AEMA management.
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 to admission into any Maritime Institute in India.

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 on 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 with 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 for the validation of the leave availed.
18. It is a DGS requirement for each cadet to be able to swim at least 50 meters nonstop without any floating aids. Please ensure you are capable of complying with this requirement. However, the institute will be providing training in swimming.
19. Please ensure that one person is declared as a local guardian living in Mumbai, Navi Mumbai or the Pune region. This helps the academy in medical emergencies.
20. Cadets will be issued an ID Card upon reporting at the AEMA. They would be required to wear it in 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 to joining and produce a doctor's certificate. The same was communicated earlier 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)

Please note: Any queries concerning the above vaccination should be communicated to our academic doctor, Dr. Prakash Birhade.

- Email: birhade@angloeastern.com
- Mobile: +91 9892075008

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): - | 7045635005 (Mr. Yogesh Chonkar) |
| (C) AEMA Security: - | 9223591271 |

Other general rules and regulations regarding behavior are mentioned in Section 2.



Items supplied by AEMA during joining

A. Uniform

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

B. Linen

Sr. No.	Description	Quantity
1	Cotton Turkish Bath-Towels	2
2	Cotton Turkish Hand towels	2
3	Cotton Bed Sheet, Single Bed	4
4	Pillow	1
5	Pillow cover	2
6	Blanket	1

C. Notebooks & Stationery

Sr. 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
3	Practical Notebook A4 Size Soft Cover 100 Pages (One Side ruled & One Side blank)	7

D. Text Books

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

Most of the topics covered would be based on the Mechanical Engineering syllabus. GMEs are encouraged to bring their engineering books to refresh the basics. AEMA may change the Textbooks 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 the warden/faculty members. However, in case of an emergency, anyone can be contacted.
3. All activities and routines must be carried out smartly and punctually.
4. Wearing Uniform is compulsory at all times. Uniforms 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 the medical officer. If cadets are reporting to the AEMA campus with medicines with existing prescriptions, 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 and consuming 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 and beard groomed and secured properly. All other cadets are to remain clean-shaven.
8. Students will not leave the 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 the campus must be kept clean at all times. The 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 & Workshops:

16. Attendance at Classes and workshops is compulsory. Under no circumstances will a cadet be absent himself/herself from classes/workshops 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. The 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 are declared by the Institute.
19. Written requests for a 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 the Hostel Warden.
23. Cadets are generally permitted to avail of shore leave in the city to meet relatives and 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 computers 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.	Hotel Name	Address	Contact No	Distance from AEMA
1	Royal Garden Karjat	Chowk- Karjat-Murbad Highway, Nanamastar Nagar, Mudre (BK), Karjat- Raigad, Pincode:-410201	02148/222704, 9326106060	9 Km
2	Mohili Meadows Resort	Mohili Village, Tal- Karjat, Dist Raigad. Pincode-410201. info@mohilemeadowsresort.com www.mohilimeadowsresort.com	9225853977/ 022-61205015/ 16/ 17	5 Km
3	Radisson Blu Plaza Resort & Convention Centre, Karjat	Survey No - 12/6-7, 10/1A, 9/2 Village Khandpe Taluka, Maharashtra 410201	070282 40240	1 Km
4	007 UNIVERSE Resort and Spa	Universe Resort & Spa, Bollywood Boulevard, Karjat 007, Khandpe, Maharashtra 410201	099230 65007	0.1 km

