



ANGLO-EASTERN MARITIME ACADEMY

JOINING INSTRUCTIONS : DATE OF REPORTING 01/06/2022

Electro Technical Officer (ETO-12) Course -2022



Course commencement date:- 1st JUNE 2022

Campus:

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

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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 to Candidates

1. You are required to communicate details of your arrival (mode/time of arrival) to campus by **E-MAIL ONLY** before 15th May to:-
 - (a) Email - dighes@angloeastern.com & chonkary2@angloeastern.com
 - (b) Phone - Duty Warden 9223591268 / Duty Security Supervisor 9223591271
2. College transport will be available from Karjat station between 0900h and 1500h on the reporting day 1st June 2022. Candidates arriving beyond these timings are 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 Village Khandpe. A route map showing approach to the Institute can be easily found on Google Maps location "AEMA Campus".
3. Upon your arrival at the campus, the incoming joining formalities, which include completion of all forms and campus counseling, for candidates will be carried out. These activities would only be conducted till 5 PM.
4. There is no accommodation facility for any accompanying parent/guardian at campus. However there are hotel accommodations available at Karjat. List of hotels is attached on the last page.
5. You are required to arrive in the campus properly attired in formals.
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/gadget to the hostel. Mobile phones are permitted only in hostel rooms. Also 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, just enough 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 items supplied is listed in page 6.
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. Candidates are covered under medical insurance policy during their stay at campus.
 - ◆ Expenses to and fro home journey, whenever such journey is made.
 - ◆ Any miscellaneous personal expenditure.
 - ◆ Loss of any item issued by the academy must be purchased by the candidate from Vendor / Store.
 - ◆ **PLEASE ENSURE ALL VACCINATIONS, AS PER ITEM 22, ARE TAKEN PRIOR ARRIVAL TO CAMPUS**

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 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 candidate).
 - ii. Two plain black trousers, two 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 candidates 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 face mask (4 pcs) & personal hand sanitizer.
 - v. Sufficient under garments (around 10 pairs) and at least 6 pcs of white handkerchiefs
 - vi. Black shoe polish
 - vii. One pocket flashlight with sufficient batteries.
 - viii. One working Alarm clock.
 - ix. Rain Protective Gears (Umbrella, Raincoats, Rainy shoes but black in colour)
 - x. Night suits - Pyjama and tops - 2 nos.
 - xi Sewing kit
 - xii. Sikh candidates 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 & 4 stamp size (3 x 3 cms) colour photographs in white shirt (with 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 to take photographs with Glare glasses, Caps or other head covering. Turbans permitted if normally worn.
12. Certificates - 10th and 12th Mark sheet, 12th Passing certificate, School leaving certificate, All semester mark sheets for BE/B Tech, AICTE approval certificate, Degree/Provisional Degree certificate, Proof of age, Medical report, all in originals and 2 copies, to be submitted to the academy. Candidates having passports are to submit the same at the time of joining.
13. Candidates are requested to carry at least 2 extra photocopies of the documents and to maintain a copy at home.
14. Hostel residence is compulsory. Movement outside campus is normally restricted due to ongoing pandemic.
15. Candidates must submit their Original Passport to the academy for document 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 under DG Shipping, we strongly advise candidates 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 candidate 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 candidate to produce the leave slip back on reporting with an endorsement by parents/guardian. This is only to ensure the safety of the candidate and also validation of the leave availed.

18. Parents/Guests are restricted to visit over weekends due to ongoing pandemic.

19. It is a DGS requirement for each candidate 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.

20. During the period of training in AEMA, no candidate is allowed to park or commute on his personal vehicle, within the campus. **Other general rules and regulation are placed in Section 2**

21 Candidates 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.

22. Candidates are advised to take the following Vaccine positively prior joining and produce doctor's certificate :-

- Chicken Pox vaccine in case you have never been affected by Chicken Pox.
- Hep - A & B Vaccination
- Typhoid
- TT Injection
- **MMR (One Dose is required after attaining age of 15)**

23. 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) ETO Course in charge **8652778777 (C/E Yogesh Chonkar)**

Other general rules and regulations with regard to discipline and 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	3 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	3 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	Candidates 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.	Linen	Quantity
1	Cotton Turkish Bath-Towels	2 nos.
2	Cotton Turkish Hand-Towels	2 nos.
3	Cotton Bed sheet, Single Bed	2 nos.
4	Pillow cover	2 nos.
5	Pillow	1 no
6	Blanket	1 no

C. Stationary and Textbooks

S. No.	Stationary	Quantity
1	A4 Size soft Cover books 156 Pages or files with loose sheets	4
2	Handouts	1 each
3	Practical Note Book A4 Size soft Cover 100 Pages (One Side ruled & One Side blank)	6

The Institute will issue relevant text books/ handouts on Marine Electrical, Control Engineering and Basic Ship Knowledge

2. Standing Rules during Your Stay at AEMA

Candidates 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
- ◆ Candidate should strictly follow Computer ethics

The following are initial orders on joining and additional or amended orders will be issued from time to time.

◆ **Institute Orders**

1. It is compulsory for all candidates to take part in P.T., indoor and outdoor games, swimming, parades, or any other co-curricular activities.
2. Candidates must carry out all written/verbal orders of authorities/candidate appointments promptly.
3. Senior officers of AEMA will be accessible to candidates normally with the permission of warden/faculty members. However, in case of an emergency, anyone can be contacted.
4. All activities and routine must be carried out smartly and punctually.
5. Wearing Uniform is compulsory at all times. Uniform must be clean, ironed and worn correctly.
6. Candidates 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 candidates are reporting to AEMA campus with medicines based on 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. Possessing or smoking, chewing of tobacco, consuming of alcohol or drugs is strictly forbidden during your 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.
8. Sikh Candidates shall have their hair, beard groomed and secured properly. All the other Candidates are to remain clean-shaven.
9. Candidates will not leave hostel without prior permission. 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 beyond 4 months for disciplinary reason/other restrictions as decided by the Disciplinary Committee. Cadets are not allowed to commute on their personal vehicles during their stay in campus
10. Candidates are strictly prohibited from assaulting anybody physically or inflicting injury in any manner. Also 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. Candidates will be issued with tools for their practical work which must be returned in same condition at the end of their training. Missing or damaged tools to be replaced by candidate at their cost.

12. Ragging of a junior candidate or candidates 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, candidates are liable to be expelled from training if found guilty of the same.
13. Candidates will be asked to pay for any damage caused by them to the property of AEMA
14. Mess timings and decorum to be strictly followed at all times.
15. Hostel rooms must be kept clean at all times. Same will be subject to regular inspections. Rooms found in unsatisfactory condition will invite disciplinary action.
16. Health, Safety and Security guidelines will be advised to all ETOs on joining. ETOs 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**

17. Attendance at Classes and Workshop is compulsory and absence allowed only on permission. 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.
18. Candidates 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**

19. Written requests for late pass up to 1800 hrs (after class hours) should be made to the warden.
20. Candidates absent/away from the training in excess of the permitted leave without permission may lose credit marks and/or be debarred from appearing in the examinations and/or be removed from the training on disciplinary grounds.
21. Candidates may be granted leave on medical grounds on the recommendation of only 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. The candidates are generally NOT permitted shore leave due to ongoing pandemic.
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.

◆ **Candidate should strictly follow Computer ethics.**

26. Candidate should not use computer to harm other people. A cyber complaint can be booked for abusive chats and harassment. Candidates should comply with NetLab 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	Contact No.	Contact Person	Distance From Campus
1	Royal Garden Karjat	Chowk- Karjat-Murbad Highway, Nanamastar Nagar, Mudre (BK), Karjat- Raigad, Pincod:-410201	02148/222704, 9326106060		9 Km
2	Mohili Meadows Resort	Mohili Villege, Tal- Karjat, Dist Raigad. Pincod-410201. info@mohilimeadowsresort.com www.mohilimeadowsresort.com	9225853977/022-61205015/16/17	Dipak	5 Km
3	Dr. Modi's Resort	At- Post Kirauli, Villege Wanjale, Tal -Karjat, Dist- Raigad, Pincod-410201, Email- info@drmodisresort.com Website: www.drmodisresort.com	9975070423	Porohit	11 Km
4	Radisson Blu Resort	Opposite Geeta ghare English Medium School, Khandpe, District Raigad, Karjat, Maharashtra 410201	02148 240 240		1 Km