



Anglo-Eastern Maritime Academy

Prospectus

Diploma in Nautical Science (DNS) Course (2012-2013)



Campus:

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

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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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Anglo-Eastern Maritime Academy

1. An Introduction

Location

Situated in the heart of the Sahayadri valley, near Karjat, on the banks of Ulhas river and surrounded by beautiful mountain range, the academy is approximately midway between Mumbai and Pune (60 miles either way) and is served by local rail and road. The surroundings provide an ideal natural backdrop for a peaceful environment for training and learning. The weather is pleasant throughout the year. Under the serene sky this place is a boon for all the students who will wish to excel in their pursuit for becoming the proud officers of tomorrow.

The nearest airports are Mumbai International and Pune. Karjat is well connected by national highway and the multi-lane express highway between Mumbai and Pune.

About AEMA

Anglo-Eastern Maritime Academy is a part of the globally established Anglo-Eastern group. As per our CEO Mr. Peter Cremers – “It is a long-time dream come true”. The Academy commenced with its 1st batch of 120 deck cadets in Aug’09. The 2nd milestone was crossed with the commencement of the Pre-sea training of the 40 Graduate Mechanical Engineers in the month of Feb’10.

The Institute provides practical, theoretical, audio/visual and computer based simulator training to groom cadets into competent mariners – able to master the latest technology and trends. More than the infrastructure, AEMA’s greatest strength lies in its faculty. Top level professional, academic faculty and instructors have been carefully chosen based on the special knowledge and skills that they bring to the institute. AEMA intends to go much beyond just teaching the university syllabus. We intend to ensure that the cadet not only acquires good technical knowledge and obtains his diploma, but over the one year in the campus imbibes Officer like Qualities, builds character, develops communication and soft skills and acquires dexterous skills in practical application of seamanship, navigation and cargo work. A culture of safety, discipline, industriousness, teamwork would be infused into his persona so that when he leaves the campus he is an Officer and a Gentleman ready to face the sea.



2. Courses on Offer

Pre-Sea

Directorate General of Shipping, Government of India approved Courses:

- ◆ One year Diploma in Nautical Science, leading to a B.Sc in Nautical Science from the Indian Maritime University (IMU).

3. Eligibility

Diploma in Nautical Science

Educational Qualification

For 10+2 Science Students: from a recognized Board/University with Physics, Chemistry and Mathematics (PCM), with not less than 65% marks in PCM and aggregate.

OR

For B.Sc Students: With Physics as an individual subject in any one of the years of B.Sc, with not less than 60% marks in the final year of B.Sc, from a recognized University provided that the candidate must have passed 10 + 2 examination with Physics, Chemistry and Mathematics (PCM) from a recognized Board.

OR

For BE/B.Tech Students: or its equivalent degree with minimum 60% aggregate from I.I.T. or from a college recognized by AICTE/UGC/DEC.

STUDENTS AWAITING RESULTS CAN ALSO APPLY

AND

English: Should have passed with not less than 60% marks in English as a separate subject, at either 10th or 12th standard or in the Degree programme conducted by a recognized Board/University.

Age Limit - Not more than 25 Yrs at the commencement of course (*Course commences on 1st Monday in February and August every year*)

Physical and Medical Standards - Medically fit as per the standards set by Merchant Shipping Medical Examination Rules and eyesight 6/6 in each eye without visual aids. Go on the website to view the rules, <http://www.dgshipping.com/dgship/final/rules/medicex.htm>

4. Application Procedure

To apply send your detailed bio-data to careers.sea@angloeasterngroup.com or log on to our website <http://www.maritimetraining.in/navy-entry-form.htm> to apply online. The Application form can be found in the section “Join Merchant Navy”. Pls fill up the same and click Submit.

A sample of the application form is given below.

If you have any queries please feel free to contact us on the below toll free no. – **1800 209 2376**





Anglo-Eastern Maritime Academy

Application form for Entry as a Deck Cadet

Note: Fields with (*) mark are compulsory.

** - Proof / Certificate to be produced during interview.

Stream : Deck Cadet

Personal Details

Name : * _____
(Surname First)

Date of Birth : * _____
 dd mm yy

Place of Birth : _____

Address : _____

City / Town : * _____

Pin Code : * _____

Contact Nos : Telephone No : * _____ (With STD Code)

Mobile No : * _____

E-mail : * _____

(All correspondence will be send to this ID.)

Academic Qualifications

	Percentage	School / College	Board / University
X th (Over all %) *	_____	_____	_____
XII th (Over all %)	_____	_____	_____
XII th PCM %	_____		
Highest English Marks	_____	(Xth / XIIth)	
B.E / B.Tech / B.Sc %	_____	_____	_____

(Note : Only B.Sc with Physics / Maths / Electronics / Chemistry with physics as a subject in at least 1 year can apply. provided candidate must have passed 10 + 2 examination with Physics, Chemistry and Mathematics (PCM) from a recognized Board)

Other Examinations Appeared (for example NDA, CDS, CES, IIT, CET, AIEEE etc. (Results / Marks and % Obtained))

A. _____

B. _____

C. _____

Extra Curricular Activities : **

A. _____

B. _____

C. _____

Hobbies : _____

Work Experience : ** (If any) _____

References : ** (If any) _____

Why do you want to join Anglo-Eastern / Merchant Navy? (Please write in not more than 50 words)

Your idea about sea life : (Please write in not more than 50 words)

AESM Entry Examination Centre : * _____ (Please select any one from given centres)

- | | | | | | |
|------------|-------------|--------------|----------------|----------------|--------------|
| 1.Agra | 2.Ahmedabad | 3.Bangalore | 4.Bhubaneshwar | 5.Chandigarh | 6.Chennai |
| 7.Dehradun | 8.Delhi | 9.Dombivli | 10.Gurgaon | 11.Guwahati | 12.Hyderabad |
| 13.Indore | 14.Jaipur | 15.Jalandhar | 16.Jamshedpur | 17.Kanpur | 18.Kochi |
| 19.Kolkata | 20.Lucknow | 21.Mumbai | 22.Nagpur | 23.Navi Mumbai | 24.Patna |
| 25.Pune | 26.Ranchi | 27.Thane | 28.Udaipur | 29.Vizag | |

Kindly E-mail the completed form to - : careers.sea@angloeasterngroup.com**Or you may post it to** Anglo Eastern Ship Management (India) Pvt Ltd

303, 3rd Floor, Leela Business Park, Andheri Kurla Road, Andheri (East) Mumbai - 400 059 India

For queries call us : 022 - 61124352 / 3 / 4 / 5 / 7**Toll Free No.:** 1800 209 2376The form can be also be filled on-line at <http://www.maritimetraining.in/navy-entry-form.htm>Visit our websites : www.angloeasterncollege.com; www.maritimetraining.in andwww.angloeasterngroup.com

5. Selection Procedure

The candidates aspiring to join Anglo-Eastern undergo a stringent selection process which comprises of the following stages :-

- ◆ Online / Written test
- ◆ Psychometric test
- ◆ Interview
- ◆ Medical Test by company doctor in accordance with DGS Rules
- ◆ Eye sight test through MMD
- ◆ Qualifying IMU Common Entrance Test
- ◆ Marks in Academics

Anglo-Eastern is one of the First in India to introduce online testing for its candidates, this was done to ensure that candidates have the benefit of giving tests from places nearest to their home town, thereby reducing the cost and time lost in travelling to the nearest metro. Also the online exam system is more secure with a centralized server containing the question database and 29 dedicated examination centers across the country which access the centralized server only for the period of the exam duration. Our service providers are professionals in conducting online tests and they ensure the sanctity of the tests is maintained at all times.

Stage 1 – Entrance Test

The application form can be filled on-line or sent in hard copy. The online test is of two hours duration containing questions on Maths, Physics, Chemistry, English, Aptitude, and General Knowledge. The level of difficulty will be Std XII and below

Stage 2 – Psychometric Test

After the on-line written test, a psychometric test shall be conducted to ascertain that the candidate has the aptitude and personality for a career at sea.”

Stage 3 – Interview

Short-listed candidates who pass the online written and psychometric test shall be sent an email giving them the date of the interview at the nearest metro. The interviews will be held on specific dates at Mumbai, Delhi, Kolkatta, Chennai. The interview is conducted by a professional who is experienced in the task of selecting cadets and has ample experience to spot a good candidate during the interview. The candidate must present himself properly attired for the interview and carry with him original marksheets and certificates of Xth, XIth and other merit / extra-curricular activity certificates. The interview gives weightage to Academic, Extra Curricular and all round personality of the candidate. The interview is held without prejudice and the selection is based only on merit.

Stage 4 – Medical Examination

Once the candidate has passed the interview, he is then directed to undergo a medical test through company appointed doctors. The medical reports are then forwarded to the Company.

Stage 5 – MMD Eyesight Test

If the candidate has passed the Medical Test and if all is found okay, then he is directed to undergo the eyesight test at one of the MMD centres in the country.

Stage 6 – IMU Common Entrance Test

Once the candidate has cleared stages 1 to 5 and meets the required percentage criteria in Physics, Chemistry, Maths and English, he/she is provisionally selected by Anglo-Eastern Maritime Academy. A provisional selection letter shall be issued to the candidates stating that their selection will be confirmed on submitting proof of qualifying the IMU Common Entrance Test (CET). In order to obtain the provisional selection letter and reserve their seat at the academy, the candidate needs to submit the following documents:-

1. 10th Std original mark sheet
2. 12th Std original mark sheet
3. B.Sc/Graduation original mark sheet (if applicable)
4. Original Birth Certificate
5. Original Eye sight test certificate from MMD
6. Medical fitness report from company approved doctor
7. 2 passport size photos (kindly write your name behind the photo in pencil)
8. Demand draft of Rs. 50,000/- in favour of “Anglo Eastern Maritime Academy” payable at Mumbai. (This is the advance fees, which is included in the fee structure)

The application form for the IMU common entrance test, can be downloaded from the IMU website <http://www.imu.tn.nic.in>. The candidate must fill the form under the sponsored category and the name of Anglo-Eastern Maritime Academy should be entered in the Sponsored column.

Stage 7 – Final selection

On having qualified for the IMU CET, AEMA shall issue the Joining letter to the candidate and he/she would need to make the payment for the Semester 1 course fee.

6. Joining Instructions

The Course commences on the declared date. All selected candidates who have completed all the formalities are required to report to the institute campus at Karjat latest by 1000 hrs.

In normal course, all your daily needs will be available inside campus or can be arranged, so that maximum time is spent in academic pursuits. For your benefit we have appended necessary information for your stay in AEMA:

1. Hostel residence is compulsory. Movement outside campus is normally restricted over weekends subject to performance / behaviour during the week on passes issued by the Warden / Course In-Charge.
2. Since attendance is very strict, we strongly suggest 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 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.
3. Parents/ Guests are permitted to visit over weekends. Meetings are to take place in the 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.
4. You are required to arrive in the campus properly attired.
5. You are advised not to bring any expensive items / gadgets to the hostel. Camera and mobiles with camera is not permitted. 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. Nominal amount of cash shall be allowed to be brought, just enough for trips during shore leave and for return home. All cash brought to the campus shall be deposited with the accountant on the first day. You are advised to restrict the items to be brought by you to the campus as per the list given in item 7 below.
6. You will be required to make own arrangements to meet the following expenditure during your training period at AEMA.
 - ◆ Expenses incurred for any specialised / prolonged medical treatment. Parents will be informed at the earliest of any contingency. Please note that the institute will be taking an insurance cover for the duration of your stay in the campus.
 - ◆ Expenses to and for home journey, whenever such journey is made and during shore leave. Cash from the amount deposited by you can be collected from the accountant on giving valid reasons
 - ◆ Any miscellaneous personal expenditure.
 - ◆ Purchases from the kiosk can be made against the Rs.5000 deposit amount retained against your name. When the deposit balance reduces below Rs.3000, your parents shall be informed to top up the amount to Rs.5000.

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

- ◆ 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, maybe only when returning back home after completing a semester. The liberty/shore leave, whilst in the campus, is in uniform. Cupboard space is specified and limited to each cadet).
 - ◆ Three plain black trouser, three full sleeve plain white shirt and one terry cotton black tie for day to day use till such time the uniform is supplied.
 - ◆ One pair of plain black leather shoe. One set of P.T. rig (White shorts, white T-shirt, 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.
 - ◆ Items of personal hygiene / Toiletries, including at least 6 pcs of white handkerchiefs.
 - ◆ To carry atleast 1 no. black leather belt with decent buckles to go along with formals / uniforms.
 - ◆ Sufficient under garments.
 - ◆ Sufficient warm wear for the winter months
 - ◆ Black shoe polish
 - ◆ 1 Number of pocket flashlight with sufficient batteries.
 - ◆ 1 Number of working Alarm clock.
 - ◆ Rain Protective Gears (Umbrella, Raincoats, Rainy shoes but black in colour)
 - ◆ Night suits - Pyjama and tops - 2 nos.
 - ◆ Spare white shirt buttons - for replacing the ones when broken / damaged during laundry.
 - ◆ White and Black threads with needles for stitch work of above.
8. At least, 25 copies of passport size & 4 stamp size (3 x 3 cms) colour photographs in white shirt, 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 permitted if normally worn.
9. Certificates - 10th and 12th Mark sheet 12th Passing certificate, School leaving certificate, All semester mark sheets for Bsc and Engineering students, Proof of age. Medical report , MMD eye test report all in originals and one copy to be submitted to the academy. The copy submitted should be attested by the school/college/university who has issued the certificate. Candidates are requested to carry at least 5 extra photocopies of the documents and to maintain a copy at home.
10. Please ensure passport application formalities are completed prior joining the academy, as delays related to passport and leave request for same will result in loss of attendance which is 90% requirement.
11. It is a DGS requirement for each cadet to swim at least 50 metres 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.
12. A route map showing approach guidelines for the Institute is attached herewith.
13. During the period of training in AEMA, no student is allowed to park / commute on his personal vehicle, within the campus.
14. 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) and whilst proceeding out on liberty/shore leave. The ID Card would need to be surrendered on completion of training at AEMA.

Items supplied by AEMA during 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	Blue cotton stockings	2 pairs
9	Black cotton socks	4 pairs
10	Swimming trunks	1 no.
11	Coat Hangers (Plastic)	6 nos.
12	Black Shoes	1 pair
13	Ked (Sports shoes)	1 pair
14	Black Safety Shoes	1 pair
15	Leather Hand gloves	2 pairs
16	Helmet, with adjustable straps	1 no.
17	White Pagdi cloth for Sikhs	1 no.
18	Sports wear	1 no.
19	Linnen Cloth bag for soiled clothes	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 per semester)	4 nos.
4	Pillow cover,	2 nos.
5	Mattress cover	1 no.
6	Blanket	1 no.

C. Notebooks, Stationary and Charts

S. No	Notebooks	Quantity
1	A4 Size soft Cover books 156 Pages or files with loose sheets	6
2	A4 Size soft Cover books 180 Pages or files with loose sheets	6
3	Practical Note Book A4 Size soft Cover 100 Pages (One Side ruled & One Side blank)	6

S. No	Stationary	Quantity
1	Compass Box	1 no.
2	12" Scale	1 no.
3	Pencils – HB Extra Black	1 Box (10)
4	Pencils – 2B	1 Box (5)
5	Erasers	1 Box (20)
6	Ball Pen – Blue	5 Pieces
7	Plastic Container for Charts	1 no.
8	Sling Bag	1 no.
9	Requisite no. of files / 500 sheets will be given	

S. No	Charts B & W	Quantity
1	BA 5049 English Channel	1
2	BA 813 S. Sri Lanka Coast	1

D. Text Books

S. No	Text Books – Title	Author
1	Spherical Trigonometry	H. Subramaniam
2	Practical Navigation - I & Selected pages from The Nautical Almanac 1992	H. Subramaniam
3	Nautical watch keeping	H. Subramaniam
4	Marine Meteorology & Ship Weather code	H. Subramaniam
5	Ship Stability- I	H. Subramaniam
6	Principles of Navigation	Joseph & Rewari
7	Norrie's Nautical Table	
8	Chart work	S.K. Puri
9	Ship construction	Kemp & Young
10	Theory and Seamanship	Danton
11	Rule of Road (Books)	Bhandarkar
12	Tables – "M. V. Hindship"	Bhandarkar
13	Modern electronics	Capt. Bhatia

Students may buy additional stationery items from our Kiosk if they fall short or need extra.

7. Facilities at AEMA

Boarding and Lodging

Being a fully residential programme, lodging facilities for the cadets comprise of twin / triple sharing rooms with a night warden and one instructor on duty to maintain discipline. Food served is of mixed cuisine. The diet is well balanced and the food is wholesome.

Workshop and Laboratory

Well-designed and fully equipped Workshops are provided for engineering and nautical cadets. The workshops are equipped with lathe machines, shaping machines, milling machines, welding and gas cutting equipment, plumbing and carpentry equipment, bench and pipe fitting equipment, electric and electronic controls, hydraulics and pneumatics trainer, to impart in-house training to cadets in the use of various machines and equipment. Deck cadets are also required to undergo some basic workshop training. AEMA follows a very high standard of Safety and any candidate found to be flouting the safety norms will be reprimanded.

Ship Handling Simulator

The Nautical cadets are given hands on training for steering practice on the Bridge simulator besides functioning of Navigation equipment like Radar, Echo Sounder, Electronic Charts Display is demonstrated to supplement the theory with practical.

Library

A well-equipped Library with technical books on all subjects to enhance the knowledge of the students and recreational books for their reading pleasure. An E-library which allows them access to the in-house Knowledge Management system and the MEETS STCW programme which has been specially designed to cater to their onboard training.

Recreation

Time is allowed for recreation, which is today equally important for overall growth, and as a part of the training. AEMA offers games like table tennis, basketball, football, volleyball, badminton, swimming, etc. Recreation room with TV and indoor games allow the cadets to socialise and unwind themselves at the end of the day. A well equipped Gym allows the cadets to work out and keep themselves bodily fit.

Laundry Service

There will a biweekly laundry service for uniforms, sports wear, workshop attire and linen. The cadets will be instructed on the days of collection and delivery. There is also a local laundry service which the cadets may utilise for their personal clothes, the cost for this will be borne by the cadets themselves. In addition an in-house launderette with eight washing machines and two dryers is available for meeting daily washing requirement.

Kiosk

The Anchorage is an inhouse kiosk at AEMA where eatables, nick nacks etc can be purchased by the cadets. Normally the amount is deducted from the initial Security deposit so as to remove the need for cash transactions. The timings when the kiosk is open are 1200 -1300 and 1700 – 1830 hrs.

Computer Lab

AEMA has a state of the art, fully equipped computer lab with internet for training the cadets in the use of Computers and IT. The cadets are allowed to use the computers and internet for educational purposes and to make various projects as a part of their training.

Teaching Aids

Each classroom is provided with Laptops, projectors, audio and visual aids to promote innovative teaching methods. Video training films on relevant subjects are screened regularly.

Ship Visits

At AEMA we believe that it is essential to support the classroom teaching with practical training in order to boost the understanding of any subject. With this aim in mind, a number of ship visits are arranged for the cadets during their Pre-sea Training to enable them to see and experience the real thing, and to enhance their understanding of the construction and operation of various ships and their equipment.

Self Study

Self study and preparation time is allowed for cadets to assimilate the subjects, and the faculty is more than glad to assist with any difficulties. Self Study is important for cadets to catch up on the daily studies.

Other Activities at AEMA:

- ◆ Mock-up drills on various situations
- ◆ Regular assignments
- ◆ Safety procedures
- ◆ Physical training
- ◆ Steering practice for Nautical Cadets
- ◆ Comprehensive Workshop Training for Engineering cadets
- ◆ Star recognition
- ◆ Etiquette, table manners and social graces
- ◆ Elocution
- ◆ Lookout and watch keeping procedures
- ◆ Audio-visual films on Safety and other aspects of Ship board routines
- ◆ Safety of life at sea
- ◆ Computers - software familiarisation
- ◆ Games - indoor and outdoor/recreation/swimming

8. Standing Rules during Your Stay at AEMA

Students 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.

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 students to take part in P.T., indoor and outdoor games, swimming, parades, divisions or any other co-curricular activities.
2. Students must carry out all written or verbal orders of authorities and student rank holders promptly without any argument.
3. Senior officers of AEMA will be accessible to students 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 of Uniform is compulsory at all times. Uniform must be clean, ironed and worn correctly.
6. Students are to refrain from carrying any generic medicines at the time of joining. All medicines will be issued at AEMA as necessary, under the prescription of medical officer. If students are reporting to AEMA campus with medicines due 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. Smoking, chewing of tobacco, consuming of alcohol or drugs is strictly forbidden. Defaulters will be dealt with severely and may result in suspension / removal from training.
8. Sikh Students shall have their hair, beard groomed and secured properly. All the other Students are to remain clean- shaven.
9. Students 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 one year for disciplinary reason / other restrictions as decided by the Disciplinary Committee.
10. During the period of training in AEMA, no student is allowed to park / commute on his personal vehicle, within the campus.
11. Students 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.

12. Ragging of a junior student or students 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, students are liable to be expelled from training if found guilty of the same.
13. Students will be asked to pay for any damage caused by him / her 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. If rooms found in unsatisfactory condition it will invite punishments.

◆ **Standing Rules for Classes & Workshop**

1. Attendance at Classes and Workshop is compulsory. Under no circumstances will a student absent himself from classes/workshop except with proper 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.
2. Students returning to hostel during normal working hours of their Institute / Workshop must verbally report to the Hostel Warden immediately.

◆ **Leave Rules**

1. Students are granted leave during periods of vacation, which is declared by the Institute.
2. Written requests for late pass up to 1800 hrs (after class hours) should be made to the warden.
3. Students 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.
4. Students may be granted leave on medical grounds on the recommendation of the Medical Officer
5. All applications must be addressed to the Head of Department (HOD) and forwarded through the Hostel Warden.
6. The cadets are generally permitted shore leave in the city to meet relatives, friends and have an outing on Sundays subject to individual performance. While on shore leave, cadets are expected to behave like officers and not to imbibe alcoholic drinks or drugs of any type. Consumption of tobacco products and cigarettes on the premises or during shore leave is strictly forbidden. Cadets found consuming or in possession of any kind of prohibited items / contraband will be summarily removed from training.
7. In the interpretation of these rules, the Management's decision will be final.

◆ **Library Rules**

Library Rules in force shall be displayed in the library.

9. Fee Structure

Fee structure for DNS batch Cadets – February 2012

Particulars	Gross fees
Fees	Rs.
Admission/Administration fees	25,000
Course Tuition fees	180,000
<i>Sub-total</i>	205,000
Other charges	
Uniform, books, linen etc	25,000
Boarding/Lodging & other amenities	190,000
Caution deposit*	10,000
<i>Sub-total</i>	225,000
Grand Total	430,000
Charges payable to IMU/others institutes on admission	
IMU Fees**	27,500
IMU Counseling fees**	10,000
IMU Exam Fees	7,800
STCW Basic Safety Course Fees	8,000
<i>Sub-total</i>	53,300

Note:

- ◆ Cost of Personal laundry, Telephone, Passport will be directly borne by the candidates,
- ◆ U.S. Visa fees will be borne by the company,
- ◆ The company will cover medical expenses through group insurance for Rs.100,000/- any expenses over and above will be borne by the candidate,
- ◆ The IMU exam fees is Rs. 500/- per exam per subject and Rs. 300/- per practical,
- ◆ IMU exam fees and STCW course fees to be brought by cadets at time of admission.

*Refundable at end of 1 year course after adjustment for damages, breakages etc.

**Candidates to pay this amount directly to IMU.

The Fee payment schedule as mentioned below:

On Selection: Immediately on completion of selection

Particulars	Rs.	
Advance fees #	50,000	Includes Rs. 25000/- towards Uniform, Books, Linen etc. Admission will be confirmed only upon receipt of this fee
Draft to be made in the name of " Anglo Eastern Maritime Academy " payable at <i>Mumbai</i>		

#Advance Fees is not refundable.

IMU Fees :

Particulars	Rs.	
IMU Fees	27,500	To be paid directly to IMU
IMU Counseling fees	10,000	To be paid directly to IMU
Draft to be made in the name of "Indian Maritime University" payable at <i>Chennai</i>		

Please pay the above amount before 15th January 2012

1st Fees Installment Payment:

Particulars	Rs.
Course Tuition fees	100,000
Boarding/Lodging & other amenities	110,000
Fees Payable as 1st installment	210,000
Caution deposit*	10,000
Total fees to be paid as First Installment	220,000
Draft to be made in the name of "Anglo Eastern Maritime Academy" payable at <i>Mumbai</i>	

Please pay the above amount before 15th January 2012

STCW Courses and Exam Fees :

Particulars	Rs.
IMU Exam fees	7,800
STCW Courses fees	8,000
Total fees	15,800
Above fees to be paid vide a separate draft in the name of "Anglo Eastern Maritime Academy" payable at <i>Mumbai</i> . <i>The fees for the above will be paid by the institute on the behalf of the candidate and balance if any will be refunded at the completion of the course.</i>	

Please pay the above amount at the time of admission.

2nd Fees Installment Payment:

Particulars	Rs.
Course Tuition fees	80,000
Boarding/Lodging & other amenities	80,000
Total fees to be paid as Second Installment	160,000
Draft to be made in the name of "Anglo Eastern Maritime Academy" payable at <i>Mumbai</i>	

Please pay the above amount before 30th June 2012

While submitting your draft please remember to write you name behind the draft in pencil and retain a copy of the draft.

Refund Policy

If the candidate withdraws from the course or is expelled from the institute the following amounts are non refundable -

NON REFUNDABLE AMOUNTS

Case 1. Prior to his joining the academy:

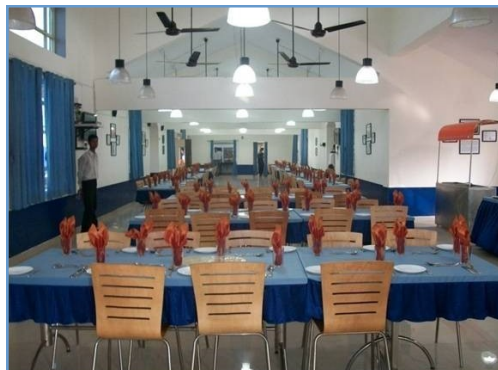
Particulars	Rs.
Admission fee	25,000
Advance for Uniforms, books etc.	25,000
Any other cost incurred by AEMA	

Case 2. After Joining AEMA:

Particulars	Rs.
Admission fee	25,000
IMU fees	37,500
Advance for Uniforms, books etc.	25,000
Tuition fees: First Semester *	100,000
Tuition fees: If also in Second Semester *	80,000
STCW course fees	As applicable
Exam fees	As applicable
Boarding and Lodging	@ Rs. 1000/- per day in campus

Note :

- ◆ * Tuition fees will not be refunded if the cadet has attended even for one day of that respective semester.
- ◆ The caution deposit of Rs 10,000/- will be refunded after adjustment for damages, breakages etc.
- ◆ **The final amount for a refund will be solely at the discretion of the Principal and the Management on a case to case basis.**





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AEMA Quality Manual

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COURSE ENTRY FORM

Fill in all particulars applicable CLEARLY IN CAPITAL letters,
Separate words with one empty box.

Colour passport size photo of candidate to be pasted here. Additionally One photograph to be submitted along with this application form.

Course Enrolled for: _____

Course Batch No.: _____ Dates: From _____ To _____

PERSONAL PARTICULARS																					
NAME : (as per your certificate)																					
DATE OF BIRTH:					DAY				MONTH				YEAR								
PLACE OF BIRTH:																					
NATIONALITY:																					
BLOOD GROUP:																					
PERMANENT ADDRESS:																					
																		PIN CODE:			
TELEPHONE NUMBER:																				(specify the code if any)	
MOBILE NUMBER:																					
E-MAIL ADDRESS:																					
NEXT OF KIN :																					
RELATIONSHIP :																					
ADDRESS :																					
																		PIN CODE:			
TELEPHONE NUMBER:																				(specify the code if any)	
MOBILE NUMBER:																					
E-MAIL ADDRESS:																					
ADDRESS OF GUARDIAN IN MUMBAI :																					
																		PIN CODE:			
TELEPHONE NUMBER:																				(specify the code if any)	

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A E M A



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MOBILE NUMBER:										
E-MAIL ADDRESS:										
PASSPORT NUMBER:										
PLACE OF ISSUE:										
DATE OF ISSUE:										
X th CERTIFICATE NUMBER										
BOARD										
PASSING PERCENTAGE										
XII th CERTIFICATE NUMBER										
BOARD										
PASSING PERCENTAGE	PCM :					Overall :				
B.Sc / B.E. MECHANICAL CERT NO.										
UNIVERSITY										
PASSING PERCENTAGE										
MEDICAL FITNESS CERT NO.										
NAME OF DOCTOR										
PLACE										
MMD EYE SIGHT TEST CERT NO.										
PLACE OF ISSUE										
DATE OF ISSUE										
DECLARATION:										
<p>I hereby declare, to the best of my knowledge, that the information given above is true. On admission, I undertake to attend all classes regularly and punctually and to comply with all rules and regulation of the Training Institute.</p>										
Date:					Signature of candidate:					
VERIFIED BY NAME & SIGNATURE:					REMARK:					
(Signature of Course in-charge)						DATE:				
RECEIPT NO. (Office Use Only) :										

Form No. CO/01

A E M A



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COURSE EXPECTATION FORM

Please fill in capital letters.

Course Name _____ Date _____ Batch No. _____

✎ Participant's Name :

✎ Rank :

✎ Comments on Course Expectation:

(Kindly mention the purpose of your attending this course, what your expectations are from the course and the topics that you would like covered)



**ANGLO-EASTERN GROUP
AEMA Quality Manual**

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Pre-Joining Declaration for Trainees

(Action: To be completed by selected/joining Trainee & filed)

Name of Trainee :	Rank :
Joining Vessel / Pre-sea Institute :	Date :

Joining Trainee to answer the below questions by ticking the appropriate check box

	Is there any past / present history of any of the following:-	Yes	No
1.	Have you ever been involved in the use of drugs / narcotics	<input type="checkbox"/>	<input type="checkbox"/>
2.	Have you ever undergone rehabilitation for any reason E.g. – Drug/Alcohol abuse, depression or mental trauma	<input type="checkbox"/>	<input type="checkbox"/>
3.	Have you ever been diagnosed with or treated for Asthma, Migraine, fits, epilepsy, dizziness or fainting	<input type="checkbox"/>	<input type="checkbox"/>
4.	Have you ever suffered / been treated for nervous, mental or sleeping disorders	<input type="checkbox"/>	<input type="checkbox"/>
5.	Have you ever been declared unfit by any doctor in the past for whatsoever reason	<input type="checkbox"/>	<input type="checkbox"/>
6.	Are you allergic to any kind of food, medication or external conditions such as sun light, cold temperatures?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Do you suffer from any kind of phobia or fear? E.g. – Acrophobia, Vertigo, Claustrophobia etc...	<input type="checkbox"/>	<input type="checkbox"/>
8.	Are you aware of any other symptom/condition which may render you unfit for a career at sea? E.g. – Hypertension, blood pressure, heart related problems	<input type="checkbox"/>	<input type="checkbox"/>
9.	Have you ever been hospitalized for any ailment ?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any of the above questions is Yes , please provide details below –

I certify that the information contained in this declaration form is true to the best of my knowledge and belief. I have not withheld any material/information that would affect my joining/selection. Should any information be found incorrect, I understand that Anglo-

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Eastern reserves the right to terminate my training without any notice and I will be liable for all costs including, but not limited to my training, repatriation and associated costs. I am also aware that I may be subjected to urine, drug, medical tests for selection and at any time during my Pre-sea/onboard training, and if urine/drug test is found positive or I am found medically unfit, my training may be terminated as per the above clause.

Name of the Trainee & Signature: _____

Declaration by the Parent –

I hereby confirm that all the above information declared by my son/daughter is correct and I will be held responsible for all costs stated above, if any of the information declared herein is found to be misleading or incorrect at a later stage.

Countersigned by the Parent : _____

Name & Address of the Parent : _____

Contact Numbers : _____

Important Note:

1. There is no doctor onboard thus pre existing illnesses requiring critical care / hospital care under medical supervision, cannot be provided.
2. If there is any misdeclaration, then the insurance may not cover the medical expenses and whole employment contract will be considered null n void.
3. Ship's Staff is involved in Independent watch keeping duties where they may remain unsupervised, hence could be legally held liable for all the consequences (civil & criminal), if facts about known health condition are not declared correctly.

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AEMA



Anglo-Eastern Maritime Academy

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Anglo- Eastern Maritime Academy Undertaking by the student being enrolled

To,
The Principal,
Anglo-Eastern Maritime Academy,
Village: Khandpe,
Post: Kondiwadi,
Taluka: Karjat,
District: Raigad – 410201
Maharashtra, India

Sir,

I, Shri / Kumari* _____
Son / daughter* of Shri _____ hereby accept the
offer dated _____ for training in Anglo Eastern Maritime Academy
(Hereinafter referred to as AEMA) and undertake that:

1. I shall not attempt to seek admission to any other institution after joining AEMA. I shall exclusively follow the Pre-Sea course and shall not at any time pursue any course / courses of studies during my training period.
2. I am unmarried and shall not marry during the period of training.
3. I shall fully abide by the rules and regulations in force and any order issued by AEMA from time to time.
4. I shall abide by the decisions of AEMA which will be final and binding on me, in the event of any disciplinary action against me, including expulsion from the training course, for any breach of discipline / conduct / rules / regulations, etc.
5. I shall undergo the training at my own risk and responsibility and that I or my legal heirs shall not be entitled to claim any compensations or other relief from the institute in respect of any illness, injury and / or death during training or as a result of this training, whether due to the negligence of any person or otherwise.
6. I may be removed from the Institute for -
 - (a) Non payment of fee.
 - (b) Using unfair means in any examination.
 - (c) Unsatisfactory progress in academics.
 - (d) Being involved in any act of indiscipline / misconduct / civil offence.
 - (e) Breaking Institute rules and regulations.

Registered Office : Plot No. 50, Karmayog Building, Near Sona Udyog, Parasi Panchayat Raod, Andheri(E), Mumbai
400069, India Tel: +91 22 2683 7007, +91 22 6720 5600 Fax: + 91 22 2683 7008 Web: www.maritimetraining.in

Village : Khandpe
Post : Kondiwadi
Taluka : Karjat
District : Raigad-401201
Maharashtra
Tel: + 91 2184 226850
+ 91 2184 226847
Fax: + 91 2184 226848
Email: aema@angloeasterngroup.com
www.angloeasterncollege.com





Anglo-Eastern Maritime Academy

- (f) Making false statements at the time of admission.
 - (g) Not following Institute drug and alcohol policy.
7. I do understand that 90% attendance in each subject is necessary to appear in examinations. Period of absence includes time spent on unscheduled leave / minor ailments etc. or any other kind of absence from the class.
 8. I do understand that the leave of absence may be granted only on the written request from the parents / guardians.
 9. My parents / guardian and I shall pay and discharge all dues of AEMA and statement of any claim and / or account made by AEMA shall be final and binding upon my parents / guardian and me.

Yours' faithfully,

Signature of Candidate

Witness No. 1

Name

Address: _____

Signature of Parent

Witness No. 2

Name

Address: _____

Countersigned by

Parent

Name of Parent

Relationship

Date

Place _____

*Strike out the non-applicable term

Village : Khandpe
 Post : Kondiwadi
 Taluka : Karjat
 District : Raigad-401201
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 Tel: + 91 2184 226850
 + 91 2184 226847
 Fax: + 91 2184 226848
 Email: aema@angloeasterngroup.com
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Registered Office : Plot No. 50, Karmayog Building, Near Sona Udyog, Parasi Panchayat Raod, Andheri(E), Mumbai 400069, India Tel: +91 22 2683 7007, +91 22 6720 5600 Fax: + 91 22 2683 7008 Web: www.maritimetraining.in

