

COMMANDER ALI'S ACADEMY OF MERCHANT NAVY

(An ISO 9001:2015 certified institution; Approved by DGMA, Govt. of India)

Survey No.469, Village Donthi, Shivampet Mandal, Medak District, Telangana - 502334, India.

UNDERTAKING & GENERAL INSTRUCTIONS **TO DECK CADET/RATING JOINING PRE-SEA TRAINING**

1. **Hostel Accommodation:** The trainees are allotted Twin/Triple sharing rooms during the course of training. Parents/Visitors are not allowed inside the accommodation of trainees.
2. **Valuables:** The trainees are advised to Deposit their Valuables like Cash/Gold Chains etc. with the General Manager and collect a receipt for the same. The Academy shall not be held responsible for any loss or theft of the belongings including cash of the trainees.
3. **Fees:** *Fee paid is under no circumstances refundable. The total fee paid has to be forfeited by the candidate if he/she withdraws from training after commencement of training.* Fee is subject to change at the discretion of the Management without any prior notice. The trainees have to pay additional expenses for Medical, Additional Modular Courses, Laundry service, damages to property etc. which will be notified to the trainees at the time of admission.
4. **Daily Routine:** All trainees are to strictly follow the daily routine laid down by the Academy management. Any deviation of the same shall be strictly punishable.
5. **Mess Timings:** The trainees are required to strictly adhere to the Mess Timings. These timings can be changed from time to time as per suitability of the training curriculum. The trainees are provided Break-fast, Lunch, Dinner with Tea & Snacks every day. The trainees are advised to inform the Office about their preference of meal (Veg. / Non Veg.) at the time of joining.
6. **Uniform:** Trainees are provided uniform with accessories within two weeks of joining the course. Trainees are required to be in uniform at all times as instructed. The trainees have to maintain their Uniform and accessories neat and tidy at all times during the course. Any trainee found not wearing his uniform or shabbily dressed will liable for punishment.
7. **Leave Rules:** Trainees have to record 100% attendance, however in case of any extreme circumstances the Director can grant short leave to the trainees.
8. **Visitors:** Visitors of trainees are permitted only on Saturdays, Sundays and Government Holidays observed by the Academy during the following timings; Saturday (1500 Hours to 1800 Hours) and Sundays/Govt. Holidays (0900 Hours to 1800 Hours).
9. **Telephonic Contact:** The trainees can be contacted on the Academy landline numbers by their family and friends between 1800 Hours – 2200 Hours on Saturday and 0900 Hours – 2200 Hours on Sunday / Govt. Holidays observed by the Academy. The trainees are not permitted to receive calls at other times. In case of emergency, the office can be contacted by family and friends.
10. **Possession and Use of Devices (I Pad / Mobile Phone / I-pod / MP3 Players)** are banned on campus, the trainees are advised to deposit the same with the Estate Administrative Officer and obtain a receipt for the same. Any trainee found using or possessing a cell phone or any other devices is liable for severe punishment and the cell phone confiscated. Usage of Mobile Phones is allowed only on Saturday Evening, Sundays and National Holidays during designated times for Mobile phone usage.

11. **Placement:** CAAMN provides free placement to meritorious candidates with good communication skills on Indian Shipping companies. CAAMN also provides 100% placement assistance to its trainees by sponsoring them in reputed shipping companies/Approved RPSL Companies on successful completion of training against payment of onboard training fee.
12. **Damage to Property:** Trainees shall reimburse the Academy in the event of any loss or damage to the Academy property which occurs due to the negligence of the trainees. The decision of the Management about the cost of such loss / damage shall be final and binding on the trainees.
13. **Discipline:** Strict discipline must be maintained by all trainees during the course of training. The trainees are to follow the rules and regulations of the Academy strictly; any incident of misconduct will be dealt with firmly resulting in expulsion of trainee from the course.
14. **Ban on Consumption of Alcohol & Drugs:** Consumption of Alcohol, drugs, cigarettes, pan-masala, khaini etc is strictly banned in the Academy; any trainee caught consuming or in possession of the same shall be expelled from the course with immediate effect.
15. **Medical Certificate:** All trainees are to submit a Medical certificate as per the format prescribed under the ILO Convention for the Medical fitness of Seafarers. The Medical certificate should be issued only by a MBBS Doctor approved by the Directorate General of Shipping. Trainees who have passed the medical examination in all respects shall only be granted admission. In the event of a trainee not meeting medical standards is identified during the course of training, he/she shall be withdrawn from training with immediate effect.
16. **Accident or Death:** The Academy or its staff will be in no way being held responsible in the event of injury or death of the trainee occurring during the training period.
17. **Termination/Withdrawals:** If it is noticed that a trainee is unable to cope with the training programme or unsuitable for a career at sea, his training will be terminated and the matter reported to the parent/guardian or the company sponsoring him/her. Similarly, trainees wishing to withdraw from the training at his/her own request will be permitted to terminate his/her training. But under no circumstances will there be a refund of fees, in part or full, and the decision of the Academy management will be final.
18. **Expulsion of Trainees:** In the event it is noticed that a trainee is indulged in activities which are injurious / detrimental to the other trainees and / or to the reputation of the Academy, the Academy reserves the right to expel the trainee with immediate effect.
19. **Disputes:** All legal disputes are subject to Secunderabad jurisdiction only.

I _____ *Parent / Guardian of* _____
Cadet/Rating have read and understood the above-mentioned rules of the Academy and hereby agree to abide by the same. I shall co-operate and fully abide by the decision taken by the Academy Management in the event of any violation of the above-mentioned rules by my ward. The Academy shall not be held responsible for any injury/accident suffered by the above-mentioned trainee.

Date :

Place :

 (Name and Signature of Trainee)

 (Name and Signature of Parent/Guardian)