



**भारतीय समुद्रीय विश्वविद्यालय**  
**Indian Maritime University**  
(केन्द्रीय विश्वविद्यालय, भारत सरकार / A Central University, Govt. of India)  
कोलकता परिसर / Kolkata Campus



IMU/KC/DIR/O.O./Rank Holders/2025

28 Jul 2025

**OFFICE ORDER – RANK HOLDER SYSTEM – IMU(KC)**

1. **Introduction.** The proposed rank holder system will provide immense benefit to Cadets, administrative and in uplifting the overall standard of the institute, the proposed system will restore high standard of training, discipline and opportunities for holistic development in Cadets along with ongoing academic development.

2. **Proposed Rank Holder System.** The following ranks to be the part of rank holder system:

(a) **Sadans** : The college roll numbers to be used for classifying Cadets in to different Sadans based on the last digit of their roll number as mentioned below:

(i)	Bose	(roll no. ending with 1)
(ii)	Diesel	(roll no. ending with 2)
(iii)	Edison	(roll no. ending with 3)
(iv)	Faraday	(roll no. ending with 4)
(v)	Froude	(roll no. ending with 5)
(vi)	Marconi	(roll no. ending with 6)
(vii)	Newton	(roll no. ending with 7)
(viii)	Parson	(roll no. ending with 8)
(ix)	Raman	(roll no. ending with 9)
(x)	Rankine	(roll no. ending with 0)

(b) **Auxiliaries.** The following Auxiliaries duties would be assigned to selected Rank Holders as an additional responsibility :-

- (i) Academics
- (ii) Band & Cultural Activities
- (iii) Cleanliness & Maintenance
- (iv) Sports

(c) In case there are no Lady Cadets as Rank Holders, there will be separate representation of a Lady Cadet for Cleanliness and Maintenance responsibility for Ladies Hostels

(d) There will be 10 nos. of SCC (Senior Cadet Captain – 4<sup>th</sup> Year), CC (Cadet Captain – 3<sup>rd</sup> Year) and JCC (Junior Cadet Captain – 2<sup>nd</sup> Year). The First Year Cadets would have a common Duty Leading Cadet (DLC), on a roster basis for each day, so that all Cadets get an opportunity to demonstrate their Leadership skills. The Duty CCs would ensure that a platoon of 7 Cadets undertake the hoisting and lowering of the National Flag, with proper drill, on a daily basis.



(e) There will be dedicated Faculty in-charge for each Sadan, who will be monitoring the academics and encouraging the Cadets for participation in sports/ cultural activities/ research work. The Sadan-wise Faculty in-Charge list is attached at **Appendix A**.

2. **Selection Criteria for Rank Holders**. Selection of Rank Holders will be based on the past performance of the Cadet in various areas such as Academics, Sports, Cultural Activities, Research Work and other Extra-Curricular Activities, followed by interview, as per the following selection criteria:

(a) **Academics**. The Cadets should have excellent past academic records, preferably batch toppers. Preferably, the Cadet should have passed in all subjects in previous semesters. However, a maximum of 01 Arrears only could be considered in emergent situations. Preference will be given to Cadets who have represented the college in any Technical Paper presentation.

(b) **Sports**. The Cadets who have represented the college in sports tournament will be given additional preference.

(c) **Extra – Curricular Activities**. The Cadet who have represented the college in Band, Cultural Activities, etc., will be given additional preference.

3. **Marks Distributions**. Marks Distributions for shortlisting the Cadet for Rank Holder interview would be as follows :-

- (a) Academics: 45 marks (maximum), 40 marks will be for performance in semester exam and 05 marks will be for technical papers/ Research works.
- (b) Class Attendance : 10 Marks (maximum)
- (c) Sports : 10 marks (maximum)
- (d) Extra-Curricular Activities : 10 marks (maximum)
- (e) Interview by Selection Committee : (20 marks)
- (f) Personality : 5 marks
- (g) Communication skills : 5 marks
- (h) Discipline : 5 marks
- (j) Working attitude towards administration including past records : 10 marks

4. **Selection Committee** The Selection Committee for Rank Holders would comprise a panel of following members :-

- (j) PoP
- (k) Dean
- (l) HoD
- (m) Placement Officer/ Associate Professor (Nominated by Director)
- (n) Oi/C Hostels (03 Members, i.e. Sr. Hostel, Jr. Hostel and Ladies Hostel)

5. The selection committee will be responsible for selecting the Cadets to the post of rank holder. The committee can demote the existing rank holder any time on the ground of under-performance.



6. **Duties of Rank Holders.** The duties of Rank Holders and limitations on their responsibilities are documented to make sure no incidents of negligence should originate in college campus. There will be no room for ragging within or outside campus. Strict actions will be taken against defaulters and same has to be brought in notice of the Anti Ragging Committee. The performance of Rank Holders would also be intimated to Placement companies.

#### **Sadan Rank Holders**

- (a) All Rank Holders will take direct orders from Wardens / Oi/C Hostels and work **only under their guidance and supervisions.**
- (b) The Rank Holders can monitor the day to day activities of the Cadets.
- (c) Keep Cadets informed about Campus routines, activities, rules, and orders through written notices and announcements.
- (d) Firmly stop any instances of ragging or harassment between Cadets that are observed in campus and bring them to the notice of authorities.
- (e) Coordinate various sports, extracurricular activities, and events like Tempest to foster teamwork and bonding between the Cadets.
- (f) Nurture leadership skills in Cadets by setting example of integrity, discipline and responsibility.
- (g) Liaise between Academic/ Admin departments and Cadets to address any issues or bottlenecks.

**Note** :- Checking of Hostel/ Bed checks would be undertaken periodically, only by the Oi/C Hostels/ Wardens, to ensure high standards of hostel hygiene and prevent any use of alcohol, drugs banned substances. They may take assistance of Rank Holders, if required, and must be accompanied by Warden/ Security personnel. Similarly, Bed checks in Ladies Hostel will be carried out only by the Lady Warden and they may take assistance of Lady Cadet Rank Holder(s).

#### **Auxiliaries**

- (a) **Academics**
  - (i) Represent Cadet concerns regarding academic matters to Campus Faculties and HoD, highlighting issues impacting Cadet performance
  - (ii) To maintain outreach with Cadets of others institutes/ IMU campuses to source class test questions, class notes and other inputs to improve academic scores.
- (b) **Band and Cultural Activities**
  - (i) Ensure proper maintenance, storage and inventory of musical instruments and accessories like drum sticks, reeds etc. and raise request for improvement and addition of new equipment proactively for the band squad. Special focus should be given towards maintenance of Band Equipment sponsored by the Alumni.



(vi) Promote team spirit and individual growth by encouraging enthusiastic Cadet participation in various Inter-Sadan/ Inter-Year/ Student Vs Faculty/Staff tournaments/ sporting events/ competitions. Sadan-wise Score Board is to be maintained in the Playground.

(vii) A sports calendar is to be prepared in liaison with the Physical Education Faculty so that Cadets from all batches get adequate time for playing various sports and prepare for sports events within campus.

7. **Weekly Sadan-wise Duty Roster.** Weekly Sadan-wise duties for Rank Holders would include taking fall-ins, reporting to Warden/ Oi/C Hostel about sick Cadets, absentees and defaulters. The Weekly duty will comprise of 2 Sadans as mentioned below and will be on rotational basis.

- (a) Week 1: Sadan : Bose & Raman
- (b) Week 2: Sadan : Diesel & Parson
- (c) Week 3: Sadan : Edison & Newton
- (d) Week 4: Sadan: Faraday & Marconi
- (e) Week 5: Sadan: Froude & Rankine
- (f) and the cycle would repeat for subsequent weeks of the Semester

8. **Fall-in Duties.** The Rank Holders are authorized to take fall-ins, as enumerated below and as per assigned time. They can check Cadets uniform/ grooming and report the same to Wardens and Oi/C Hostel on daily basis. The Fall-ins would be undertaken as follows :-

- (a) First Year – Duty JCCs – In front of Admin Building. Night Fall for Gentlemen Cadets in Jr Hostel Quadrangle.
- (b) Second Year – Duty CCs – Badminton Court near Panchdeep Hostel
- (c) Third Year – Duty SCCs – Near OBC Hostel
- (d) Fourth Year – Wardens/ Oi/C Hostels – Basketball Court
- (e) Night Fall-in for all Lady Cadets would be near Ladies Hostels.

**Note:** Fall-in Timings are as follows :-

- (i) PT Fall-in : 06.00 hours (Working Days only)
- (ii) Morning Class Fall-in : 0900 hours (Working Days only)
- (iii) Night Fall-in : 20.30 hours (Every Day)

7. **Identification of Rank Holder**

- (a) Senior Cadet Captain (SCC) : 2 stars on Collar Tabs
- (b) Cadet Captain (CC) : 1 star on Collar Tabs
- (c) Junior Cadet Captain (JCC) : Plain Collar Tabs
- (d) Daily Leading Cadet (DLC) will not have any Collar Tabs

**Note :-** The Epaulettes of cadets would have number of Stars corresponding to the Year that the Cadet belongs to. The Rank Holders will wear Collar Tabs with SCCs having two Stars, CCs having one Star and JCCs having no Stars.



- (ii) Assist in planning/ scheduling regular band practices for interested Cadets.
- (iii) Coordinate conduct of March Past & College band. They will be responsible to prepare the band contingent to perform during key college ceremonial events like Republic Day and Independence Day parades or visits of VVIP Dignitaries.
- (iv) Assist in distribution of Uniforms to Cadets and coordinate complaints regarding improper fit, deficient issue, losses etc.
- (v) Co-ordinate with college administration towards conduct of various cultural activities in college campus.
- (vi) Advance planning and execution of milestone Campus events like Tempest, Annual Day, Conferences, Cultural Events etc. Assign Cadets for ensuring smooth conduct of associated sub-activities, viz., stage management, MC duties, ushering, designing of backdrops/ banners, etc.

(c) **Cleanliness/ Maintenance**

- (i) Conduct inspections of common areas like Messes, Washrooms, Corridors, Stairs, Rooftops, Water tanks, RO drinking water Plants, Hostel surroundings, etc., to ensure cleanliness and maintenance of existing infrastructure.
- (ii) Conduct periodic cleaning drives for hostels, classrooms, labs, workshops etc. involving Cadets.
- (iii) Apprise AE(C) about need for pest control activities in hostels, kitchens, mess, etc.
- (iv) Arrange prompt cleaning or replacement of unserviceable items like worn out mattresses, broken waste bins, etc.
- (v) Maintain a register/ catalog of all Civil and Electrical defects in the hostels, playgrounds, auditorium, Classrooms and surrounding areas and project them to the Warden, Oi/C Hostels, Campus AEs for liquidation

(d) **Sports**

- (i) Collaborate with Physical Education Faculty to keep an inventory of sports equipment, gym equipment and coordinate with administration regarding maintenance and adequate stocking of good quality sports equipment, commensurate with strength of Cadets as well as availability of ground/ courts, replacement or purchase of new sports equipment.
- (ii) Actively motivate Cadets to participate in diverse physical activities like Sports, Gym sessions, yoga, Physical Training (PT), marathon etc. for overall wellness of all the Cadet.
- (iii) Encourage cadets to participate in NCC/ SCC and water sports.
- (iv) Coordinate participation in various inter-collegiate tournaments, camps, **with prior approval of HoD for constitution of Teams and approval for the participation**
- (v) Arrange medical assistance for Cadets injured during sports activities. Co-ordinate treatment follow-up.



8. **Mess Members.** There will be 2 Gentlemen Cadet Mess Members from each Mess/ Hostel and 2 Mess members from Ladies mess. The duties of Mess Members are as follows :-

- (a) Propose and finalize weekly food menu in coordination with Mess Oi/Cs, monitor hygiene in mess and ensuring Cadets are maintaining dress code and following stipulated mess etiquettes.
- (b) Check quality and quantity of served food, quality and in-date validity of raw food materials and report discrepancies to Oi/C Hostel / Oi/C Messes.
- (c) Ensure that food/ plates are not taken to individual rooms, except for sick Cadets, Mess members can forward the names of above such Cadets to Mess In-Charge.
- (d) Provide feedback on quality, quantity, variety, menu and cleanliness aspects of food through the Suggestion Register as well as the Monthly Mess Committee meetings.

9. **Placement Cell.** The Placement Officer would select a team of **08** Cadets (06 Gentlemen and 02 Ladies) from each batch, to assist the Placement activities and they would for the Campus Placement cell. The Cell members would be responsible for the following :-

- (a) Preparation and regular updation of Placement Brochure for the respective Batch, with links for updated Photographs, Contact details, achievements/ USPs, etc., as part of CVs of all Cadets of the Batch. The details of passing of Semester Exams, with percentage details, as well as latest status of arrears for each Cadet must be updated in the digital format.
- (b) Assist the Placement Coordinator Officer and work as directed by **him**, for the following :-
  - (i) Receiving and hosting reps from Placement Firms, parading of Guard, mementoes, producing requisite data in respect of short-listed Candidates, preparation of pamphlets/ graphics, etc.
  - (ii) Liaise with grooming cell and co-ordinate various activities like group discussions, mock sessions, etc.
  - (iii) Coordinate activities related to refreshments, meals, Campus walk-around, etc., as required during visit of delegates to Campus

10. **Medical Cadets.** There will be 4 medical Cadets in each year (3 Gentlemen Cadets and 1 Lady Cadet), looking after medical emergencies of male and female Cadets, respectively. Selection of medical Cadets would be done by Oi/C Hostel and Wardens on Volunteer/ Nomination basis. The duties of Medical Cadets include :-

- (a) Assist the Cadets in case of medical emergency and to get Warden / Oi/C approval for room food service, etc.
- (b) Liaise with MO/ Dispensary to get required medicine for sick Cadets during working hours and from local Hospitals in off-working hours, post approval of Oi/C Hostels/ HoD.





11. **Class-In-Charge**. There will be two Class-in-charges in each section, who will be nominated by Oi/C Class, based on recommendation from concerned Faculties. The duties of class-in-charge will include :

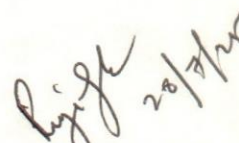
- (a) Liaise with faculty members and inform the Cadets regarding ongoing classes, extra classes, project work, labs, workshop, internal/ practical exams, etc.
- (b) Monitor the class attendance and keep Faculty member about frequent absence of Cadets.

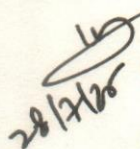
12. **CADET CODE OF CONDUCT**

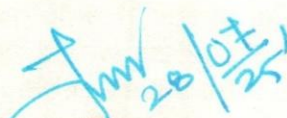
- (a) Cadet should be in proper uniform during fall-ins, Classes and dress code has to be strictly followed in Mess, Workshop, Labs, Swimming Pool, etc.
- (b) Male Cadets should be in clean shaved and in proper haircut all the time during stay in the Campus. Female Cadets should keep hair in well tied manner.
- (c) Cadets are allowed to go outside the campus only during allocated time i.e. 5:30 pm to 8.30 pm. The Cadets should follow stipulated dress code while leaving / returning campus. No Cadet is allowed to wear slippers in college campus except in their rooms.
- (d) Cadets are not allowed to get any deliveries of parcel during class hours.
- (e) Cadets should keep their rooms clean and well maintained at all times. There should not be any posters or writings on walls of room assigned to them. The bed should be cleaned and well maintained conditions.
- (f) Exemption to codes (a) and (b) can only be granted for medical reasons, duly certified by the Campus MO.

  
(OI/C-Hostel)  
Jr. Cadets

  
(OI/C-Hostel)  
Sr. Cadets

  
(OI/C-Hostel)  
Girls Hostel

order of selection  
committee, Dean, HoD, RP ?  
  
HoD  
SMET

  
Dean  
SMET

  
Director  
IMU(KC)

Encl. : As above



**LIST OF SADAN FACULTY IN –CHARGE**

<b>SL No.</b>	<b>NAME OF SADAN</b>	<b>NAME OF FACULTY IN CHARGE</b>
01.	BOSE	SHRI PANKAJ SHARMA
02.	DIESEL	SHRI SHIBSANKAR BISWAS
03.	EDISON	DR. SUJOY SAHA
04.	FARADAY	SHRI SACHIN KR. BADHAN
05.	FROUDE	DR. BATTINA N MALLESWARA RAO
06.	MARCONI	SHRI ABRAHAM GEORGE
07.	NEWTON	DR TK FAVAS
08.	PARSON	DR. ADITYA KOLAKOTI
09.	RAMAN	DR JAI KUMAR SAGARI
10.	RANKINE	DR. SADANANDA CHAKRABORTY