

**DSCSC 2017-2018****CONTENTS**

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**COMMONLY USED ABBREVIATIONS**  
**AT DSCSC**

<b><u>FULL NAMES</u></b>	<b><u>ABBREVIATIONS</u></b>
<b><u>Locations</u></b>	
Auditorium (Administration Block)	A1
Auditorium (Academic Block)	A2
Conference Room	CR
Mirpur Hall	MH
Officers' Mess	OM
Syndicate Room	SR
Students' Computer Laboratory	SCL
Sheikh Hasina Complex Auditorium	SHCA
<b><u>Dresses</u></b>	
Civvies	CV
Combat Dress	CD
Field Dress	FD
Games Kit	GK
Mess Kit	MK
Service Dress	SD
Working Dress	WD
<b><u>Modes</u></b>	
Briefing	B
Discussion	D
Debriefing	DB
Demonstration	Demo
Directed Reading	DR
Film	F
Interview	I
Joint Syndicate	JS
Lecture	L
Miscellaneous	Misc
Presentation	P
Private Study	PS
Research Work	RW
Tutorial	T
Visit	V
Course Committee Meeting	CCM
Training Committee Meeting	TCM
Red Ink Correction	RIC
<b><u>Other/ Miscellaneous</u></b>	
Academic	Aca
Army Directing Staff	ADS
Naval Directing Staff	NDS
Air Directing Staff	Air DS
Plan and Coordination	P&C
Training Support	TS

<u>Appointments</u>	<u>ABBREVIATION</u>
Commandant	Comdt
Deputy Commandant	Dy Comdt
Chief Instructor	CI
Colonel General Staff	Col GS
Colonel Administration	Col Admin
Senior Instructor	SI
Senior Instructor (Academic)	SI (Aca)
Directing Staff	DS
Army Directing Staff	ADS
Naval Directing Staff	NDS
Air Directing Staff	Air DS
General Staff Officer 1 (Training)	GSO 1 (Trg)
General Staff Officer 1 (Administration)	GSO 1 (Admin)
General Staff Officer 2 (Coordination)	GSO 2 (Coord)
General Staff Officer 2 (Plan and Coordination)	GSO 2 (P&C)
General Staff Officer 2 (Training Support)	GSO 2 (TS)
General Staff Officer 2 (Staff Duties)	GSO 2 (SD)
General Staff Officer 2 (Computer)	GSO 2 (Com)
General Staff Officer 3 (Computer)	GSO 3 (Com)
General Staff Officer 2 (Academic)	GSO 2 (Aca)
General Staff Officer 2 (Library)	GSO 2 (Lib)
Civilian Staff Officer 2 (Library)	CSO 2 (Lib)
Deputy Assistant Adjutant and Quarter Master General (Admin)	DAA&QMG (Admin)
Deputy Assistant Adjutant and Quarter Master General (Mess)	DAA&QMG (Mess)
Deputy Assistant Adjutant and Quarter Master General (Accounts)	DAA&QMG (Accts)
Quarter Master	QM
Mechanical Transport Officer	MTO
Medical Officer	MO
Lady Medical Officer	Lady MO



### **COMMANDANT'S WELCOME NOTE**

It gives me immense pleasure to welcome you to the Defence Services Command and Staff College (DSCSC). I would also like to extend my heartiest felicitations to you on being selected for the *Course 2017-18*. DSCSC is an internationally recognized military institution which has its own legacy of professional merit. The college will not only facilitate your quest for academic excellence but will also offer you an elegant social life. You will be able to build a life-long bonding of friendship with people from different parts of the world. Life in Mirpur, is the one to be treasured forever.

The college campus has a breathtaking view with high quality amenities all around. The faculty with their stunning professional brilliance and unbending commitment will guide you in attaining the desired standard. Besides, the dedicated yet proficient band of staff will cordially ensure your comfortable stay in Mirpur. DSCSC equally values the spouses and children with the same spirit. You all will sail through the most amusing set of events, which are designed to enrich the entire community. I am confident the unwavering standard of DSCSC will surely add amazing glitz and glamour to your life.

At the end, I shall reiterate the sacred motto of DSCSC – “knowledge is power” to celebrate your arrival in Mirpur. This is the time you enhance your professional standard, strive to shape up the military acumen and relish the exciting yet ever rewarding social life. Hope to see you as an accomplished and a gracious “Mirpurian” soon.

**Md Saiful Abedin**  
Major General  
Commandant  
Defence Services Command and Staff College  
Mirpur

**DEFENCE SERVICES COMMAND AND STAFF COLLEGE**

**JOINING INSTRUCTIONS (2017-2018)**

**CHAPTER 1**

**OVERVIEW OF THE COLLEGE**

**SECTION 1**

**INTRODUCTORY NOTES**

1. This booklet contains many essential details which you are required to be followed during your stay at DSCSC. This will help you in making your stay here comfortable for the next 45 weeks. You should preserve it as a reference till the completion of the course.
2. Please note the following points:
  - a. Bangladeshi and overseas student officers must bring SSC or 'O' level/equivalent, HSC or 'A' level/equivalent and Bachelor/Graduation Degree or equivalent academic degree certificates, Mark Sheets/Transcripts, Migration Certificate original and photo copy (one set) need to be deposited to Academic Wing, DSCSC after arrival. All the above mentioned certificates submitted, must be in English version or translated in English and attested by competent authority. For the overseas officers who have appeared Qualifying/Selection examination for DSCSC course must be endorsed by the respective services Headquarters/Embassies that the said examination/selection is considered equivalent/similar to Bachelor/Graduation Degree or equivalent academic degree and successfully passed mentioning the grade and year, which will be considered as First Part of Masters programme. The overseas officers need to also produce no objection certificate from the respective services Headquarters/Embassies that, the nation has no objection to pursue his Master's Degree under Bangladesh University of Professionals (BUP).
  - b. Bangladeshi student officers are to bring graduation/equivalent certificates and registration cards original and photo copy (one set with attestation) organized by BUP only. They also need to bring migration certificate original and photo copy (one set with attestation) of their respective universities where applicable (not applicable for BUP).
  - c. On your arrival at the college you will receive an **Arrival Folder**. The Arrival Folder would contain the followings:
    - (1) Yellow training programme for Term 1 (Forecast of Training Programme).
    - (2) Syndicate list.

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- (3) Training programme (Week 1, Term 1).
  - (4) Names of the College staff (including contact number).
  - (5) Nominal rolls of course students.
  - (6) List of overseas student sponsors.
  - (7) Course calendar (forecast of the event) and social calendar.
  - (8) Sports schedule.
  - (9) Précis / pamphlet issue schedule.
  - (10) Officers' accommodation chart.
  - (11) Loose Minute (LM) on flag raising ceremony rehearsal - to the Course Leader, Wing leaders, Division leaders, syndicate leaders and all overseas students.
  - (12) LM on welcome reception - to the Course Leader, Wing leaders, all sponsor Bangladeshi student officers and all overseas students.
  - (13) Circular on coordination conference to the Course Leader, Wing/Division leaders, Syndicate Leaders and Games coordinators.
- d. On arrival at the college you will be allotted with a 'course number' by which you will be referred frequently during your stay in the college.
- e. The students' locker is located near the Old Students' Tea Bar and Ground Floor of Old Academic Building, where your name and course number are written. All mails and essential papers issued to you will be placed in the locker. **Please don't forget to check it daily.**
- f. We assume that you will have no objection being addressed by your call name as underlined in the course students' list (in arrival folder). If there is any observation, please let the GSO 2 (P&C) know latest by **28 March 2017**. Also remember that your name on the 'Graduation Certificate' will be spelt as per the list.
- g. College staffs are here to assist you. The Colonel GS, Colonel Admin, GSO 2 (P&C) have individual lockers placed on 1st floor of the old Academic Block. Please drop your requests/comments/suggestions in appropriate boxes. The lockers are checked daily by 0715 hour.
- h. The Directing Staffs also have individual lockers near the Students Tea Bar. You will be required to submit your assignments there on a regular basis. **Please identify those at the first opportunity.**
- j. Adhere to instructions on the Bulletin Board in the passageway near Students' Tea Bar and in the ground floor.

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k. You will receive a set of precis and pamphlets from GSO 2 (P&C) on arrival at the college. Please sign the receipt vouchers accordingly. Be clear regarding the ones, which you can retain and the ones you need to return while you depart. All exercise papers issued to you are usually stamped with appropriate instructions.

3. **Student In-Processing Data.** A blank proforma for the purpose of in-processing is enclosed with this instruction as Annex A. All Bangladeshi students including overseas officers are to submit this proforma, duly filled in and forward the same to the college by **31 January 2017**. Overseas officers are to hand over their proformas to Colonel General Staff or GSO 2 (SD) on arrival in addition to sending one through e-mail. An early submission by the overseas students will be appreciated.

**Annex:**

A. Students' In-processing Data.



**STUDENTS' IN-PROCESSING DATA**

<p>Photo</p> <p>5.3cm x 4.4cm</p> <p>(Coloured, in Summer SD without head gear and with ribbon)</p>
---

**Personal**

1. Personal Number: \_\_\_\_\_
2. Rank: \_\_\_\_\_
3. Full Name (In block capital): \_\_\_\_\_  
(For Bangladeshi officer both in Bangla and English)
4. Name by Which You Prefer to be addressed: a. Choice – 1:  
b. Choice – 2:
5. Arms/service/branch: \_\_\_\_\_
6. Date of Commission (including antedate): \_\_\_\_\_  
(Day/month/year)
7. Date of birth: \_\_\_\_\_  
(Day/month/year)
8. Name of the Course in the Academy: \_\_\_\_\_  
(For example 46 BMA Long Course/ 97 A/ 39 GD(P) etc)
9. Nationality: \_\_\_\_\_
10. Permanent Address (For Bangladeshi officer both in Bangla and English): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Contact Address (including mobile phone number and e-mail address): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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12. Physical Statistics/Medical Data:

- a. Height: ft \_\_\_\_\_ inch \_\_\_\_\_ b. Weight: \_\_\_\_\_ lbs/\_\_\_\_\_ Kg.  
 c. Visible Mark of Identification: \_\_\_\_\_  
 d. Blood Group: \_\_\_\_\_ e. Medical Category: \_\_\_\_\_

13. Religion: \_\_\_\_\_

**Professional**

14. Civil Education (Please fill up the below columns with appropriate information):

Ser	Name of Examination (Tick appropriate one please)	Name of Institution	Year	Division/ Class	Remarks
a.	SSC/ O'Level				
b.	HSC/ A'Level				
c.	BA/BSc				
d.	MA/MSc				

15. Military Education (post commission training) :

Date		Name and Location of Training Institution	Courses Attended	Grading Obtained	Remarks
From	To				

16. Record of Service in Chronological Order (including training course periods):

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Dates		Unit	Staff	Instructional and Command Appointments	Remarks
From	To				

17. Record of Work in UN Peacekeeping Missions? YES/NO (tick applicable)

Mission	Appointment Held	From	To

18. Did you receive any award? YES/NO (tick applicable)

Award	Brief Description

**Miscellaneous**

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19. Which games do you play?

Type of game	What level (unit/formation/inter-service)
Volleyball	
Basketball	
Football	
Tennis	
Squash	

20. Co-curricular Activities:

Type	Description
Music	
Recitation	
Singing	
Magazine editing	
Any other	

21. Do you have private car? YES/NO (tick applicable)

22. Do you require garage facility? YES/NO (tick applicable)

23. Do you have computer/laptop? YES/NO (tick applicable)

24. Do you require internet service at your residence on payment? YES/NO (tick applicable)

25. Are you married? YES/NO (tick applicable)

26. Your Family:

a. Accompanying you from the first day of course? YES/NO

b. Will join later? YES/NO Tentative date \_\_\_\_\_  
(Date/month/year)

c. Children: male \_\_\_\_\_ female \_\_\_\_\_  
(Number) (Number)

27. Family Details:

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- a. Full name of spouse: \_\_\_\_\_  
(Both in Bangla and English for Bangladeshi)
- b. Specific signature of spouse: \_\_\_\_\_
- b. Date of wedding: \_\_\_\_\_
- c. Spouse: Date of birth: \_\_\_\_\_
- d. Blood Group: \_\_\_\_\_
- e. Spouse: Educational qualification: \_\_\_\_\_
- f. Children:

Name	Sex	Date of birth	Accompanying
			YES/NO
			YES/NO
			YES/NO

28. Food habit (tick applicable):

- a. Self : Vegetarian/Non-vegetarian.
- b. Spouse : Vegetarian/Non-vegetarian.

29. Your wife will be a member of the DSCSC Ladies' Club. Which activities would she like to participate in ?

Type	YES/NO	Remarks
Music		
Recitation		
Singing		
Magazine Editing		
Any other		

30. Will your child attend "Torch Kindergarten"? If so, fill in details:

Name	Sex	Date of Birth	Class to be admitted

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Note: For admission in “Torch Kindergarten” submission of birth certificate/ passport photo copy, Transfer Certificate (TC)/Transcript/Grade Sheet (If applicable) and blood group report are mandatory.

31. College provides bus service to following schools only (tick the school if you want to avail the facilities):

- a. Bangladesh International School, Dhaka Cantonment.
- b. BAF Shaheen School & College, Dhaka Cantonment.
- c. Adamjee Cantt School & College, Dhaka Cantonment.
- d. Shaheed Anwar Girls’ College, Dhaka Cantonment.
- e. Muslim Modern Academy, Dhaka Cantonment .

32. Fill in the details to avail bus service: (**please attach a Stamp size photograph of your child for ID card**):

Name	Sex	Class	School	Photo

**Notes:**

- 1. Students In-Processing Data is to be filled up by **computer typing** and **print on A-4 size paper**. On completion this form is to be sent to GSO 2 (P&C), DSCSC, Mirpur Cantonment, Dhaka, Bangladesh by **31 January 2017** positively.
- 2. Students In-Processing Data **Ser Number 27** must be filled up carefully.
- 3. **Instructions for Photograph**. Please submit photographs as per following instructions:
  - a. The photo for officer in all cases will be in **Summer SD/equivalent without headgear and with ribbon**. This is an additional requirement than the one mentioned in page 1A-1.
  - b. Background colour of the photo must be **blue**.

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c. Write down your **service number and name** at the back side of the photo.

4. **Demand for Photographs.** Please submit photographs as per following demand:

a. **Self.**

(1) **01 copy** of coloured photograph for the **Couple (without children). Wife seated by left side (3R Size).**

(2) **03 copies passport size** coloured photographs.

(3) **03 copies stamp size** coloured photographs.

b. **Wife. 01 copy (01 passport)** coloured photograph.

\* After filling up the above format you must sign here.

.....  
**Signature\***

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## SECTION 2

### DSCSC IN GENERAL

1. DSCSC was inaugurated on 30 December 1977 with the aim of preparing the officers of three services for assumption of higher responsibilities in command and staff appointments. It is a tri-service training institution with three separate wings for Army, Navy and Air Force. It caters for the training needs of officers of the Armed Forces of Bangladesh as well as officers from friendly foreign countries.

2. The first staff course started on 30 December 1977 with a batch of 30 students from all three Services of Bangladesh Armed Forces and Bangladesh Police. The course was conducted with the assistance of a British Military Advisory Team. The College conducted short courses of 6 months duration jointly for 3 Services for the first 3 years. In 1980, the course duration was increased to 10 months, a separate Air Wing was created and overseas students were invited to attend the course. Naval Wing found its separate entity in 1982. Since 1977, the course strength has increased more than six times. So far representatives from 38 countries have attended staff course at Mirpur.

3. By now the college has been able to earn a worldwide reputation. The activities of the College have increased to manifolds. It is affiliated with Bangladesh University of Professionals (BUP) for awarding Master of Science (MSc) degree in Military Studies to the eligible officers.

4. Staff College Insignia is a circle in three colours divided equally representing; the Army (red), the Navy (deep blue) and the Air Force (sky blue). At the centre a flaming torch is inscribed, which symbolizes knowledge. On the outer circle, the College name is inscribed in Bangla. At the bottom, the College motto “**জ্ঞানই শক্তি**” is inscribed in red letters which means ‘**Knowledge is Power**’.

5. The primary training unit is the syndicate consisting 12-14 student officers guided by a DS. There are 15 syndicates in the Army Wing divided into 3 Divisions, 3 Syndicates in the Naval Wing and 3 Syndicates in the Air Wing respectively. All 21 single service syndicates are also reconfigured into joint syndicates for joint works and interactions. Each syndicate is balanced as far as possible with a mix of arms and services and overseas students. Generally, each syndicate has 3-4 overseas officers whose contributions greatly enrich and enhance the quality of the course.

6. **Mission of DSCSC**. The mission of DSCSC is to develop the professional knowledge and understanding of selected mid-career officers of the three services in order to prepare them for the assumption of increasing responsibilities both in staff and command appointments.

7. **Capabilities**. The College is capable of running following staff courses:

a. Army Staff Course for maximum 200 officers (15 syndicates having 12-14 officers in each syndicate).

b. Naval Staff Course for maximum 48 officers (4 syndicates having 12-13 officers in each syndicate).

c. Air Staff Course for 36 maximum officers (3 syndicates having 12-13 officers in each syndicate).

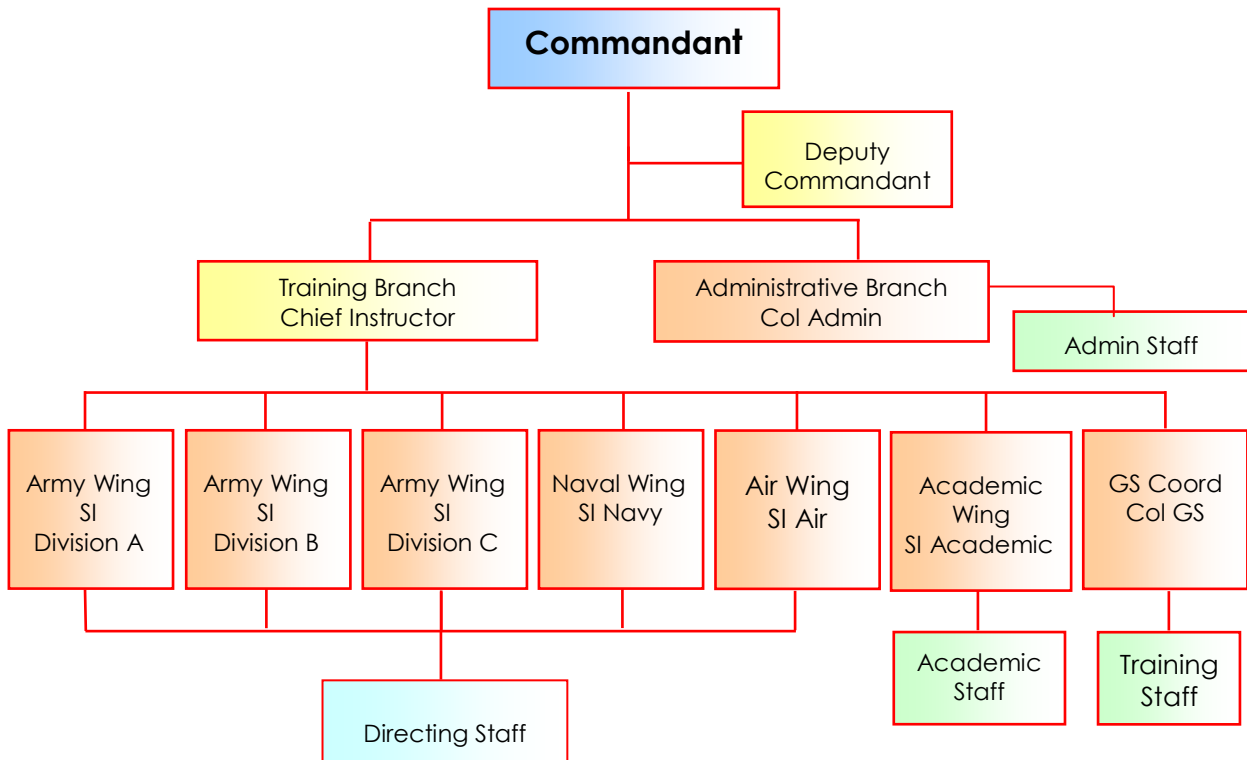


**SECTION 3**

**ORGANOGRAM OF DSCSC**

**Faculty and Staff**

1. The College is organized with two branches namely, the Training and the Administrative Branch. The Commandant is a Major General from the Army and the Deputy Commandant is either a Commodore from Navy or an Air Commodore from Air Force. The Training Branch is headed by the Chief Instructor, a Brigadier General and Administrative Branch is headed by the Colonel Administration. In the Training Branch, there are four wings, namely; the Army, the Navy, the Air and the Academic Wing. The Colonel General Staff plans, programmes and coordinates all training activities of the College. Presently, there are fifteen syndicates in the Army Wing, three syndicates in the Naval and three syndicates Air Wings. DS comprising 25 Army, 6 Navy and 6 Air Force officers, all of them in the rank of Lieutenant Colonel or equivalent conduct training activities of the College. Organogram of the College is shown below:



**Figure 1: Organogram of DSCSC**

2. Duties of DSCSC Staff Officers are briefly mentioned here for your convenience:
- a. **GSO 2 (Plan & Coordination)**. Responsible for training coordination with AFD and Svc HQs, issue of précis, training/visit programme, sports, reproduction and typing facilities related to training curriculum.
  - b. **GSO 2 (Training Support)**. Issue of stationary, maps, training aids, use of auditoriums, photo, video, draftsman facility, and all other training support during various indoor and outdoor exercises.

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- c. **GSO 2 (Staff Duties)**. He works as overseas students' coordinator and responsible for ceremony and protocol, social and extra-curricular activities. He ensures reception and seeing off the overseas student officers during their first arrival and final departure. He is also responsible for all correspondence regarding overseas officers and acts as their point of contact.
- d. **GSO 2 (Computer)**. Management of computer network, satellite TV service, internet connection, maintenance of DSCSC website, computer laboratory and all other training support related to computer.
- e. **CSO 2 (Computer)**. Responsible for functioning all computers, network facilities, designing the Staff College Software etc.
- f. **GSO 2 (Academics)**. Matters relating to Master of Science in Military Studies (MSc) programme, strategic studies package and functioning of Torch Kindergarten, Conduct of Individual Research Paper (IRP), Interview of student officers with resource persons, conduct of resource persons as guest speaker under National and International Security studies (NISS) programme etc.
- g. **GSO 2 (Library)**. Responsible for functioning day to day running of the library. Control, Supervision and detailing of duties of the library staff and matters related to ladies club activities. Management of Clausewitz Book Store. Acts as coordinator of Spoken English Language Course and Ladies Club.
- h. **CSO-2 (Library)**. Responsible for reference services to the library users. Technical supervision of library and preliminary selection of books.
- j. **DAA&QMG (Administration)**. He is mainly responsible for the matters related to administration. Supervises/ ensures proper reception of Bangladeshi student officers. Monitors all kinds of administrative problem faced by overseas student officers and meet their demands in coordination with GSO 2 (SD).
- k. **DAA&QMG (Mess)**. Act as Mess Secretary of DSCSC Officers' Mess. Inspect and upkeep of mess fittings, single officers' accommodation, mess furniture of BOQ and mess building. He is also responsible for maintenance of BOQ and overseeing of the general conduct of the mess staff.
- l. **DAA&QMG (Accounts)**. Responsible for claiming of pay, allowances and TA/DA bills of all local army officers. He also provides food/pocket allowances to the overseas students.
- m. **QM**. Responsible for ration, accommodation, furniture, clothing, equipment, conservancy etc. Ensures proper maintenance of the building before the arrival of the students and arrange handing/taking over of the buildings.
- n. **MTO**. Controls the College MT, and is responsible for smooth functioning of MT Platoon. Detail and control transports for various training and non-training events.
- p. **Staff Surgeon, Dental Surgeon and Lady Medical Officer (MO)**. A medical specialist, in association with Dental Surgeon and lady MO provides Medicare services to the permanent staff and the student community.

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## **CHAPTER 2**

### **TRAINING INSTRUCTIONS**

#### **SECTION 4**

#### **AIM, CONTENT AND OBJECTIVES OF THE COURSE**

##### **Aim of DSCSC 2017-2018**

1. The aim of DSCSC 2017-2018 is to develop the professional knowledge and education of selected officers of the three Services in order to prepare themselves for the assumption of higher staff and command responsibilities.

##### **Course Contents**

2. DSCSC, as a tri-service institution, devotes 45% of the curriculum to joint service matters and subjects, while 55% covers individual service studies. The syllabus covers approximately 1700 periods of 35 to 40 minutes each. Core subjects include military staff works, military appreciation and decision making process, defence management, training management, strategic studies, land operations, military manoeuvre, joint operations, combined operations/warfare, leadership, counter-insurgency operations, special operations and military operations other than war (MOOTW), etc. There are a number of research works that the students have to undertake both individually and in groups on employment of forces and force structuring, professional matters/subjects, strategic studies, socio-economic aspects, etc. Students are required to go through the military decision-making process both individually and as teams.

3. To enhance awareness, students are also exposed to relevant aspects of strategic and international studies. Special emphasis is laid on the studies relating to South Asia. UN peacekeeping also figures prominently in the curriculum.

4. Above all, learning through the interaction amongst the students from different countries with varied experience and eminent scholars from home and abroad remain to be one of the important components in the curriculum.

##### **Course Objectives**

5. DSCSC 2017-2018 is designed to attain the following objectives:

a. To provide education and knowledge on doctrinal fundamentals, history evolution and theories of warfare.

b. To impart knowledge of employment and training of armed forces across the entire spectrum of military operations at tactical level including unconventional warfare.

c. To impart knowledge and understanding on operations other than war including operations in aid to civil administration.

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- d. To develop understanding of joint and inter agency operations including application of tools of operational art in support of a campaign.
- e. To provide education and knowledge on relevant national and international issues of interest and their security implications.
- f. To provide education and knowledge on command & leadership, defence management and defence administration during peace and war.
- g. To instill knowledge and understanding on all kind of staff works and procedures at tactical level.
- h. To provide knowledge on staff works and procedures at operational level.
- j. To encourage creativity and instill analytical ability to support all types of military analysis, planning and research activities.
- k. To inculcate skill needed to communicate orally and in writing.
- l. To build on the required personality traits and skills needed to become an able commander and dependable staff officer.

### **Course Duration and Working Hours**

6. The duration of the course is 45 weeks. There are 4 terms each of 10 weeks duration except 3rd term, which is of 11 weeks. There is a break of one week after first and third terms and 2 weeks after the second term. Working hours are from 0730 to 1410 hour from Sunday to Thursday (during Ramadan working hours are from 0900 to 1445 hour). Friday and Saturday are weekly holidays.

**SECTION 5**

**AREAS OF STUDY AND COURSE SCHEDULE**

**Areas of Study**

1. **Joint.**

a. The objective of the joint study areas is to understand and apply principles of joint operations including land, sea and air warfare. Joint studies include:

- (1) National and international strategic studies.
- (2) Command and leadership.
- (3) Land operations.
- (4) Maritime operations.
- (5) Air operations.
- (6) Joint warfare.
- (7) Training.
- (8) Media package.
- (9) Joint services organization.
- (10) Staff duties.
- (11) Defence management.
- (12) Counter insurgency operations.
- (13) UNPKO.
- (14) Disaster management.
- (15) Tri service exercises.
- (16) Individual research paper (IRP).

b. The objective of the National, International and Strategic Studies (NISS) module is to provide a broad understanding of contemporary security issues. Student officers are given enough exposure to:

- (1) Bangladesh's national interests and objectives.
- (2) Political, economic and social issues, and how they influence the foreign and defence policies of the country.
- (3) International and regional strategic, political, economic and social issues which have impact on Bangladesh.

c. In the Command, Leadership and Management package the focus is on:

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- (1) The nature of leadership in a military context.
- (2) Understanding the major factors, which influence individual and group behaviour.
- (3) Analyse the personalities and performance of higher military commanders to identify their approaches to successful leadership.
- (4) Understand the principles guiding effective planning and management of resources – personnel, material and information.
- (5) Understand the methods of formulating force requirements and associated financial planning process.

d. UNPKO, Disaster Management and Media are studied in detail as part of MOOTW module. The training objectives of these packages are to understand the broader role and functions of armed forces, both in national and international arenas.

2. **Army Wing.** The objective of the Army Wing study areas is to enable the student officers to understand and apply the functions of command and staff in peace and war; also plan and conduct operations both at tactical and operational levels. The areas which are studied by the Army Wing students are:

- a. Tactics and combat arms.
- b. Staff duties.
- c. Training.
- d. Intelligence.
- e. Logistics.
- f. Military history
- g. Counter insurgency operations.
- h. Force planning.

3. **Naval Wing.** The objective of the Naval Wing study area is to enable the student officers to understand the maritime requirements to be applied effectively in maritime operations. The areas studied by the students of Naval Wing are:

- a. Staff duties.
- b. Training and personnel.
- c. Procurement, logistics and maintenance.
- d. Naval operations and maritime strategy.
- e. War studies.
- f. International affairs.

- g. Force planning.
4. **Air Wing.** The objective of the Air Wing study areas is to enable the student officers to understand the methods of employment of air power in order to be able to plan a sound air campaign up to tactical air force level. The areas of study are:
- a. Staff duties.
  - b. Applications of air power.
  - c. Operational support training.
  - d. Air exercises.
  - e. Defence management and force planning.
  - f. Air studies.
5. **Reference Books for Studies.** Given as Annex 'A' to the end of this section.

### **Course Schedule**

6. **Outline of the Course.**
- a. **Overseas Students' Orientation Course.** Each year, approximately 60-70 overseas students attend the course, which is roughly 20% to 25% of the course strength. All overseas students are required to report to the College 15 days prior to the commencement of the course in order to attend a 2 weeks Overseas Students' Orientation Course. The aim of this pre-course training is to familiarize the overseas students with Bangladesh and to prepare them for main course curriculum. Short orientation tours are also planned to different places where families are welcomed to participate. The course usually covers the following:
    - (1) Study on Bangladesh and Bangladesh Armed Forces.
    - (2) Elementary staff duties and service writing techniques.
    - (3) Familiarization visits.
  - b. **Main Staff Course.** The course will **commence** on **02 April 2017** and **end** on **08 February 2018**, which is divided into 4 terms as follows:
    - (1) Term 1 - 10 Weeks.
    - (2) Term Break - 1 Week.
    - (3) Term 2 - 10 Weeks.
    - (4) Term Break - 2 Weeks.
    - (5) Term 3 - 11 Weeks.
    - (6) Term Break - 1 Week.
    - (7) Term 4 - 10 Weeks.

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7. **Training Programme.** The Training Branch brings out the detailed programme for the entire course covering all joint and single service curricula. Blue, Yellow and White training programmes are published for effective management of time and the smooth conduct of the training as under:

a. **Blue Training Programme.** It covers the training programme of the entire course. It gives a broad idea to a student about the entire course curriculum (four terms) at the beginning of the course. Copies of Blue programmes are issued to the syndicate leaders which are hung in the stop press of the syndicate rooms.

b. **Yellow Training Programme.** Once Blue programme is approved by the College, 'Yellow' programme is brought out and issued to all the students and all concerned in advance of the scheduled Term. For better time management within a term, the students are expected to study the Yellow Programme carefully and plan for all major training activities well in advance. Usually, no major changes are expected in the programme once the yellow programme is out. Students are issued copies of Yellow programme of 1st Term on arrival.

c. **White Training Programme.** It is the final training programme which is issued on every Wednesday of the preceding week. No changes are expected in the programme. Individual copies are issued to the students through Out Look Express (College's WAN system).

8. **Liberation War Package.** Attending Liberation War Package is mandatory for all student officers. Overseas officers are advised to plan their social/cultural/private events in such a way so that it does not conflict with Liberation War Package/Module.

9. **Course Calendar and Social Calendar.** College brings out separate calendars for all training and social events in order to keep the students abreast with the training and social activities of the course. While the Course Calendar covers the government holidays, beginning and end of the terms, term-end breaks and other major commitments of the course, the social calendar shows Ladies Club meeting, enrichment programmes, Social Evening, International Day, sports round-up and all other social programmes. Copies of the Course and Social Calendar will be issued to the student officers on arrival to DSCSC.

### **Annex:**

A. Reference Books for Studies.



**REFERENCE BOOKS FOR STUDIES**

<b>Ser</b>	<b>Name of Books</b>	<b>Author</b>
1.	A Guide to Naval Strategy	Bernard Brodie
2.	Billy Mitchell Crusader for Air Power	Alfred F. Hurley
3.	Clausewitz : A Very Short Introduction	Michael Howard
4.	The Strategy of Indirect Approach	B. H. Liddell Hart
5.	Clausewitz and Modern Strategy	Michael I. Handel
6.	19 Stars	Edgar F. Puryear
7.	Makers of Modern Strategy	Peter Paret (ed)
8.	My American Journey	Colin Powell, Joseph E. and Persico
9.	Military Lessons of The Gulf War	Bruce W. Watson, Bruce George, B. L. Cyr and Peter G. Tsouras
10.	The Essential of Military Knowledge	Maj Gen D. K. Palit
11.	The Arab-Israeli War, 1973 : Strategy, Tactics and Lessons	Johnny Mehta
12.	The Making of Strategy	Williamson Murray, Alvin Bernstein and MacGregor Knox
13.	The Origin of War	Arther Ferril
14.	Sun Tzu – The Art of War	Samuel B Griffith
15.	Return of Sinai	Maj Gen DK Palit
16.	The First World War	A.J.P. Taylor
17.	The Second World War	A.J.P. Taylor
18.	Macarthur	Gavin Long
19.	Military Misfortune	Cohen and Gooch
20.	On the Psychology of Military Incompetence	Norman Dixon
21.	Race to the Swift	Richard E. Simpkin
22.	Victory Plan of 1941	Charles E. Kirkpatrick
23.	6 Day War 1967	Richart B. Orean
24.	The Causes of Wars, Second Edition (See Note-1)	Michael Howard

Note:

1. For Exercise MUKTOCHINTA.

## **SECTION 6**

### **COURSE ACTIVITIES**

#### **Methods of Instruction**

1. English is the medium of all instructions. The curriculum is designed in a manner that a student is put through a progressive learning system starting with a central lecture or presentation and finally ending with planning for a major indoor or outdoor exercise on a particular module. Syndicate DS remains deeply involved in the process in order to correctly direct the students' learning process and to assess their capabilities and potentials objectively. The following methods of instruction are followed:

- a. **Presentations/Central Lectures.** There are formal presentations on topics of importance with the help of various audio-visual training aids i.e. computer, projectors, slides, films and playlets. Central lectures are delivered mostly by the faculty and Guest Speakers covering subjects common to all three wings. Central lectures usually set the scene for study of a particular module, which is then followed up by syndicate discussions. The students are also required to deliver a considerable number of presentations during the course.
- b. **Syndicate Discussions.** This is the principal mode of instruction. Discussions are based on the basic manuals, précis and reference materials issued to students and presentation paper/ handouts issued by the guest speakers and DS. Students share their experience and clarify all doubts under the guidance of the DS. Single and joint service matters are discussed in the single and the joint syndicates. Students are also given opportunities to chair the discussion on selected topics.
- c. **Training Films.** Training films are screened both during programmed and evening hours. A dedicated satellite TV channel is utilised for telecasting films in the evening hours. All these films have got immense training value. As such, students are advised to see and derive benefits out of these films.
- d. **Indoor Exercises.** Several indoor exercises both at joint and single service settings are conducted in the form of Map Exercises (ME), Command Post Exercises (CPX) and war Games (WG). The exercises cover land, air and maritime operations, military manoeuvres, special warfare, MOOTW and counter-insurgency warfare at operational and tactical levels.
- e. **Outdoor Exercises.** Outdoor exercises in the form of Tactical Exercises Without Troops (TEWT), demonstration and visits are conducted covering various operations of war for the students. This is usually the final application of students' theoretical knowledge on ground.

#### **Research Work**

2. **Preparation Time for Research Work.** A considerable part of the course is devoted to private study and research, which is spread throughout the year to allow students to research for individual and group research projects. It is left to individuals to look ahead and plan their work and private study periods. Students need lot of library works and internet browsing for such works. They are expected to use the periods allocated for research work meticulously in order to produce a truly research based paper.

3. **Pattern of Research Works.** Students have to undertake many research works and write a number of service papers individually or in groups. Besides, the wings do undertake single service researches covering their own fields of interest.

4. **Individual Research Paper (IRP).** This is an individual research on national, international, socio-economic and military-related topics. This is also considered as the dissertation paper for the MSc (7000 to 10000 words) degree, which the author has to defend in front of a team comprising University Professors and Directing Staff. The best paper from Army, Navy, Air Wing and Overseas Student Officers are also awarded with a certificate and trophy.

### **Other Activities**

5. **Guest Speakers.** Presentations by Guest Speakers are arranged on subjects common to all three wings. High officials, eminent scholars, academics, university professors, renowned specialists and technocrats from home and abroad are invited for delivering lectures. College follows a specific code for introducing the Guest Speakers to the audience and asking questions during open forum. Separate instructions for the same are given in Section 12.

6. **Seminars.** Seminars are planned and conducted on selected modules. Sometimes, students plan and conduct the seminar by themselves. When conducted by the college, experts are invited to be present.

7. **Overseas Expertise.** An important feature of the course curriculum is the input by overseas experts and training teams. Besides enriching the syllabus, students get an opportunity to interact with the specialists, experts and strategists from abroad. The notable foreign expert teams are:

- a. Leadership package by UK Team.
- b. Maritime strategist from UK or any other country.
- c. International Committee of Red Cross and Red Crescent Team covers Law of Armed Conflict (LOAC).
- d. Counter Insurgency Team from Sri Lanka.
- e. Media package by UK Team.

8. **Visits/Demonstrations.** Students attend a number of demonstrations hosted by field formations of all three services and various establishments. Visits to different business enterprises within the country are also planned as part of management package.

9. **Internal Study Tour.** Students will go out for a trip to prominent places in the country as part of the internal study tour. Besides breaking the monotony of the syndicate room activities, the tour also provides an insight of the existing socio-political and economic aspects of Bangladesh. Attending the tour is mandatory for all students. Details of this tour will be intimated later.

10. **Country Presentations-International Day.** As part of social calendar and training curriculum, the College organizes an “International Day” during 3<sup>rd</sup> or 4<sup>th</sup> Term of the course. In this day-long event, the overseas student officers and their families

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organize colourful country kiosks and event, to showcase the identity, culture, traditions, food, etc of their respective countries. Details are given in Section 13.

11. **Out of Hours' Work.** The course requires officers to do some out of hours' work - either in the evenings or at weekends. The exact requirement depends on individual experience and aptitude. It is also linked to time spent on private study. The pressure of work can be alleviated by sensible planning well in advance.

**SECTION 7**

**ASSESSMENT SYSTEM**

1. The method of assessment in Staff College is based on the actual result achieved by students in individual work and their character traits and potentials. Under this system, marks rather than grades are used for objective assessment of students.
2. Students are marked for individual and collective works in the syndicate and on their general performance. Syndicate DS follow a standard guideline set by the College for marking the students for all graded events of the wings. CI and SIs do monitor the markings by the DS and moderate the given marks as necessary based on their observations to achieve a common standard among the DS of the Division/ Wing, and a common standard between wings throughout the course.
3. A DS is only aware of the performance of the students of his syndicate. Assessment during individual events, marks obtained by a student and his overall grade and standing within the syndicate are kept secret to other DS. You may not embarrass your DS by asking your actual grades, marks obtained in a term. Your DS is also not aware of your overall position in the course. This is only known to the CI and Commandant.
4. The College puts a lot of importance on the originality of works by the students. It is desirable that the students put in original efforts and avoid all sort of plagiarism in the course. In case a DS has any doubt about the originality of a written assignment of a student or feels that the said assignment bears an evidence of copying from an old source or from his course-mates, the matter is brought to the notice of Commandant through SI/CI at the earliest. A formal board of inquiry may be held to ascertain the nature and extent of the offence and degree of involvement. According to the findings of the board necessary action will be taken.
5. The Syndicate DS do maintain a record of students' day to day performance through observation sheets. All negative and positive observations are taken into consideration while awarding observation/impression mark at the end of the term.
6. If an officer obtains 44% or below in a term, he is warned by Wing/Division SI at the end of the term that the award of the qualification 'psc' may be withheld. If the student fails to improve upon his performance by the 4th week of the following term, he will be warned by CI. If the student fails to improve his performance by the end of that term, he will be seen by Commandant.
7. Students attending the Courses will be returned to the unit (RTU) on following grounds:
  - a. Missing 15% classes at a stretch or 20% classes due to sickness or any other reason during the 1st, 2nd and 3rd Terms.
  - b. Missing 15% of RIC of a Term or 20% RIC of the Course owing to sickness or any other reason.
  - c. Showing continuous poor performance and lack of interest in spite of Commandant's warning.

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- d. Disciplinary case.
  - e. Adopting unfair means.
8. If an officer misses Term 4 or a major module in that term, he may be RTU and asked to attend Term 4 of the next course.
9. Final assessment conference is held at the end of the course. Marks obtained by the students in all four terms are considered for final assessment. Final results are decided in the assessment conference chaired by Commandant and attended by CI, SI and all DS of the concerned Wing. The conference confirms students' grading, final order of merit and recommendations for postings.
10. All students are reported upon by the respective Syndicate DS at the end of each term and by the SI at the end of the course based on his performance and character traits. The Term Report comments on students' performance in key exercise and events.
11. The College tries to be as much definitive as possible while reflecting students' achievement and potential in the final course report. Its purpose is to help the Services Headquarters to assess the potentiality and suitability of an officer for future appointments.
12. During interview your DS will tell you about your strengths and weaknesses observed during the term. Using his matured observations he would definitely guide you for doing well in the subsequent terms.
13. It is expected that a student should not be too conscious about his grading in the course. Rather he should always try to put up his best effort and good grading will automatically follow.

## **SECTION 8**

### **ACTIVITIES ON THE FIRST DAY**

1. **General.** First day is an eventful day for all students and their families which starts with the Flag Raising Ceremony by the students and ends with the lunch at the Officers' Mess. With this a student needs to be fully involved in the course for next almost one year till he graduates from the College. The events are briefly explained in the subsequent paragraphs.
2. **Flag Raising Ceremony.** Flag Raising Ceremony is one of the most important and colourful events, which marks the beginning of the course. It is held in the morning on the first day of the course. It is a unique opportunity for course leader and the overseas officers to represent their country by hoisting their National Flags. Col GS conducts the ceremony in front of the Mirpur Hall with the participation of College staff and all student officers. The faculty, permanent staff and students of all wings, dressed in SD with stitched ribbon, are required to get assembled in front of the Academic Block at 0725 hour. The programme starts with the introductory speech by Col GS. Time for rehearsal will be intimated to the students on arrival at the College.
3. **Commandant's Address.** A welcome address by Commandant in Mirpur Hall marks the formal beginning of course curriculum in DSCSC. Besides reminding the students of their arduous journey and responsibilities, this address works as a great motivation for students of all the wings.
4. **Course Photograph.** A course photograph is taken immediately after the Commandant's address. The students have to look for appropriate place to stand as per the plan made by Training Branch.
5. **CI's Address.** CI introduces the training team and the Wing heads to the students. He highlights the aim and objectives of the course and gives his mind as to how he wants the students to conduct in DSCSC for next one year. He also broadly introduces different training modules of the course.
6. **SIs' Brief.** SIs gives their short but comprehensive view on different training activities in the course and as to how the faculty wants the students to conduct themselves during those events. It usually covers syndicate discussion, major exercises, briefs and presentation, written works, tactical exercises, social events and brief assessment system. SIs also briefly introduces the DS of the respective divisions/wings.
7. **Film Show – Mirpur Experience.** A film show and a slide presentation regarding the life of a student and his family are arranged for all students and their families at Mirpur Hall. Student officers and their spouses get a bird's eye view of their projected life at Mirpur.
8. **Term Introduction by Syndicate DS.** This is the first interaction of a student with his teaching DS of 1st Term. DS re-emphasises on certain aspects what the SIs have already told them. This is also an introductory session for the students and the DS.

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9. **College Tour for the Spouses.** While the students are busy in the syndicate room interacting with the DS and other course members, the ladies are taken for an orientation tour around the College campus. All lady wives of the student officers are required to attend the tour. The ladies join their husbands during the film show at MH.
  
10. **Training Programme of First Week.** The training programme of first week will be issued to you on arrival to DSCSC.



## **SECTION 9**

### **TRAINING SUPPORT FACILITIES**

#### **General**

1. DSCSC provides required support to the students during the course remaining within the bounds of its resource. However, over a period of time certain facilities have come up to a level for which the College can take pride. Some of the facilities which are available for the students are mentioned in the subsequent paragraphs.

#### **Library**

2. **College Library.** The Library is well-stocked and well-staffed with books, pamphlets, periodicals, journals, research works and seminar papers. It is usually possible for a student to find many of the reference materials related to his research or study in this library. Library membership is open to all students and their families. Officers are encouraged to use the facilities to the full. Using the integrated computer networking system the readers can find the availability of the books by using the title of the book, name of author and subjects sitting in his syndicate room terminal. Library remains open in the evenings except Friday, Sunday, Public holidays and during College Social Programmes. Families are welcome to avail the facilities both in the working hour and in the evening session.

#### **Computer and Internet Facilities**

3. **Computer Laboratory.** DSCSC has a Computer Laboratory located in the Sheikh Hasina Complex (SHC) with 14 computers including printing and scanning facilities. These computers have internet and army WAN connectivity during training hour of the working days and whenever the laboratory is open. The laboratory remains open from 0730 to 1410 hour and from 1900 to 2100 hour except Friday and government holidays.

4. **Computers in the Syndicate.** All the syndicates have computers with printers connected to the Local Area Network (LAN) established in DSCSC. All the syndicate rooms also have WIFI facilities.

5. **Issuing of Laptops to the Student Officers by DSCSC.** All student officers will carry their personal laptop PCs while joining DSCSC. They will use their laptop PCs for the course purpose. In case of emergency Computer Cell may provide official laptops for which they will be responsible and should use with care. Overseas student officers will be issued with laptop PCs from the Computer Lab for which they will be responsible. Officers to return the same in good condition to the computer section at the end of the course.

6. **Internet Connectivity in the Residential Area.** The College has internet connectivity in the residential area for the use of all permanent staff and student officers. The service is available for 24 hours with sufficient bandwidth on payment basis. The terms and conditions for the residential internet connectivity are as follows:

- a. **Application for Internet Connection.** Officers residing inside DSCSC Officers' residential area and BOQ may apply for an internet connection on prescribed form (will be issued with the arrival folder). Users should inform their

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desired connection date at least two days in advance to facilitate operators to plan and execute smoothly.

b. **Connection Fee and Monthly Charges.** All internet users have to pay a nominal connection fee of **Taka 400.00** to DSCSC. It is one time and non-refundable. Users have to pay a monthly charge of **Taka 375.00** per month or as decided by College authority.

c. **Terms and Conditions.**

(1) A LAN Card (Network Card) has to be installed in the users' Desktop computer. DSCSC will not provide any LAN card nor install it for internet connection.

(2) DSCSC will provide the internet connection basing on the existing facilities. Other facilities like shifting of line from one room to other room, providing extra patch cable etc, may be provided on payment if possible.

(3) DSCSC provides 50 Mbps dedicated full duplex shared bandwidth. Higher bandwidth requirement for individuals will not be entertained.

(4) Users are responsible to keep their computers virus free. For common interest, any computer found infected will be temporarily isolated/blocked immediately by the network administrator. User when notified has to take effort to eliminate virus from his PC and inform it to the Computer Cell for re-connection. The PC shall be reconnected only after the administrator is satisfied that the infection has been cured.

(5) Technical expertise will be available in the residential area to provide support to the users for their technical difficulties (Soft and hardware problems). If any student officer needs to get his personal computer or other accessories maintenance/repared by the computer lab the associated charges will be as follows:

(a) Windows installation – Tk. 200.00/-

(b) Corporate Antivirus/Internet security – Tk. 700.00~800.00/-

(c) Data recovery – Tk. 300.00~500.00/-

(d) Hardware maintenance – Tk. 500.00~2000.00/-

(e) Spare parts/accessories – Tk. as per market price.

(6) Users should endorse complaint / feedback in the complaint register kept in Computer Laboratory for faster recovery. Responsible clerks for endorsing complaints are available during working hours and between 1900 to 2100 hour (except Friday) at telephone no **3454**.

(7) All bills/charges will be served and collected through DSCSC Officers' Mess. Users should not go for any sort of direct monetary transaction with anybody else.

7. **Lady Wives' Computer Course.** DSCSC arranges various enrichment and educative programmes for lady wives. Among those "Computer Course for Lady Wives" is one of the most important and attractive programmes for them. This is arranged twice in a staff course duration having 08 weeks of length each. After successful completion of the course certificate is awarded from this institution.

### **Other Training Supports**

8. **Stationery.** The College generally provides adequate stationery support to the student during the course. These are issued during the major exercises or as per exercise instructions only. The scale of issue differs from exercise to exercise and it is mentioned in the exercise instructions. Students may take more than the scale, if such need arises, after taking due approval from the concerned sponsor DS. However, the students are required to buy their own stationery during the course.

9. **Photo Copying.** Photo copying facility will only be provided within the specific time as per exercise instructions. Such facility is also available in the College Library located in the administrative block. Photo copying facility on payment is, however, available in the Academic Block from 0730 to 1410 hour and 1830 to 2000 hour every day except holidays.

10. **Binding and Lamination.** Limited binding and lamination facilities are extended to the students during major exercises and submission of research work only.

11. **Other Audio-Visual Aids.** Multimedia projections are generally used for both central and SR presentations or any similar requirements. Syndicate leaders may contact GSO 2 (TS) if there is any difficulty in using those.

12. **Booking of Auditoriums.** The Mirpur Hall and other two auditoriums can be booked for the practice of lecture/ presentation/ playlet / cultural programme etc. A separate register for each auditorium is kept with the GSO 2 (TS) for booking. Students are to coordinate with GSO 2 (TS) for any booking. The register is to be filled by the students after necessary clearance from GSO 2 (TS). The other instructions are as under:

- a. Students are provided maximum two practices in (once in office time and another in off time) the respective auditoriums where they are supposed to deliver their presentation.
- b. For normal practice, students are to coordinate with Hall-in-Charge for any technical requirement.
- c. For rehearsals of cultural programme, initial practice is to be conducted in A-2 and final rehearsals in MH.
- d. For International Day programme, sponsor students are to coordinate with GSO 2 (TS) a week before for necessary booking and support.
- e. Following booking timing need to be observed:

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- (1) **Working Days.** Office hour (as per training programme and 1700 to 2200 hour.
- (2) **Weekly Holidays.** 0900 to 1200 hour and 1700 to 2200 hour.
- (3) **Government Holidays.** Closed (except under extreme compulsion).
- (4) No booking between 1430 to 1700 hour.

f. For all audio visual training aids students are to coordinate with Hall-in-Charge of Auditorium.

### **Training Support Responsibilities**

13. **General.** TS Cell of Training Branch is responsible for providing training support to the students. You may go through the subsequent paragraphs in order to have a clear idea about various training support aspects those are required during the course.

14. **GSO 2 (TS).** He coordinates all training support requirements of the course. Students may coordinate with GSO 2 (TS) for following requirements:

- a. Use of training aids.
- b. Auditorium bookings.
- c. Seat plan of auditoriums.
- d. Preparation for presentations.
- e. Photo requirement.
- f. Issue of stationeries, computer accessories and audio-visual aids.
- g. Administrative requirement related to the course.
- h. Souvenir items (on payment).

15. **Training JCO.** A training JCO assisted by an NCO looks after the requirement of students. He provides the following assistance:

- a. Any requirement for syndicate room (cleanliness, air conditioner, training material etc).
- b. Any requirement of training aids.
- c. Any exercise requirement related to manpower and training aids.
- d. Any other administrative requirements related to the course.

16. **Photo Section.** For any sort of still photography and video coverage, GSO 2 (TS) is to be contacted. Only the major events will be covered by Photo Section (still

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and video). It may be noted that DSCSC Photo Section covers only official events and purposes of similar nature. Photography for any personal purpose will not be entertained. Moreover, DSCSC does not have any photo laboratory facility. So, it may take two days to provide still photo after the demand is placed. The procedures to be followed are:

a. Demand of still photo (only for cultural programme and graduation ceremony) is to be placed after being displayed in the Students' Tea Bar and for video CD after two days of the events.

b. Still photos and Video CDs will be provided after two days of the demand placed to GSO 2 (TS) through a prescribed demand slip supplied from photo section.

c. No negative or master copy will be handed over to the students.

17. **Technical/Stationery Store Section.** The College generally provides most of the stationeries to the students during the exercises. It is issued as per DS issue instruction. The other instructions are as under:

a. Selling of stationery from TS store is prohibited.

b. There are few loan items which are issued as per "Exercise Instructions". Students are to return those items immediately after the exercise.

c. For any loss or damage of 'loan items', students are to bear the expenditure.

d. For the issue of printer cartridge, syndicate leaders are to deposit empty cartridge to the store and replace it with a fresh one.

18. **Map and Model Section.** Maps are issued and collected by students from this section as per "Exercise Instructions". Other instructions are as under:

a. War Game tools are issued and collected from this section. Students are to collect war-gaming tools from Map Section.

b. Students are to fix their own maps for exercise. Sometimes folded maps are also issued to the students.

c. For any damage of map sheets or war game tools students are to bear the expenses.

d. Students are to return maps, war game tools etc to Map and Model Section immediately after the exercise.

## **SECTION 10**

### **GAMES AND SPORTS ACTIVITIES**

#### **General**

1. DSCSC has adequate facilities for sports and physical activities. The institution takes care of the requirement of all student officers, permanent staffs, ladies and the children. The following facilities are available:

- a. Sports Complex with tennis, squash, volleyball, football and basketball grounds.
- b. Gymnasium and Fitness Centre for officers and ladies.
- c. Swimming pool.
- d. Lake for water sports (Canoeing, paddle boat, etc).
- e. Children's park/play ground.

2. Officers are required to pay membership subscription. Organised games and sports activities are arranged generally three days in a week. Competitions are also organised in teams and among individual participants where the winners are given prizes. All officers and their families are allowed to use the facilities with due precaution.

#### **Routine Games**

3. All officers are to assemble in the football ground before the games period. Games coordinators of respective syndicates are to hand over the parade state to course leader 5 minutes prior to the games time on every game day. Course leader is to break off the parade and hand over the games state to GSO-2 (P&C) in the ground. Games state includes the details of absentees. Officers are not expected to leave the sports complex before the scheduled time. Officers are required to put on white trousers/shorts, white vest with collar and PT keds during games. If the games period is required to be cancelled due to inclement weather or any other reason, necessary instructions are passed through **Outlook Express** at appropriate time. Student officers are requested to plan the Asar prayer before or after the games period.

#### **Arrangement for Ladies**

4. Ladies can avail the sports and gymnasium facilities available within sports complex. The ladies may use gymnasium every day except Thursday and holidays. Sometimes, physical training classes are organised by ladies club exclusively for the ladies.

#### **Children's Park/Play Ground**

5. There are children's parks/play grounds behind building no 140, 160 and other places within the officers' residential area. Children may play around but parents are

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requested to properly guide/instruct their children. **Children are not allowed to play on the road and avail water sports facilities alone as this could be hazardous.**

### **Special Sporting Events**

6. **HASH**. Fun race 'HASH' was introduced in 1978 and is still organised within the foot trails of DSCSC. All members participate in the event with lot of zeal and enthusiasm. Attractive prizes are given to the participants at the end.

7. **X-Country**. Another fun event 'X-Country' is introduced in DSCSC 2015-2016 for the first time. All members participate in the event with lot of zeal and enthusiasm. Attractive prizes are given to the participants at the end.

8. **Water Sports-Boating and Canoeing**. A Boat Club operates all boats/canoes in the DSCSC Lake and is controlled by P&C Cell. All officers (permanent and students) will be the members of this club. The officers and their families can use boats/canoes in the College Lake. Only officers (swimmer) will be allowed for canoeing. Officers will be responsible for their safety during such use. Children will not be permitted to get into the boat if not accompanied by their parents or male adult swimmer. Following instructions must be complied with:

- a. All members must have a card provided by P&C Cell showing the photographs of all family members.
- b. Student officers must deposit stamp size photographs of family members, along with Taka 110.00 (Identity Card charge) within the first week of joining.
- c. Family members interested in boating must carry the card along with them.
- d. The officer or their spouse during the cruise must accompany guests along with the individual issued club card.
- e. Non-swimmer of any age group must wear life jacket before boating.
- f. Children must board on the boat accompanied by a guardian who knows swimming.
- g. Under no circumstances more than 4 adult persons should board on the same boat.
- h. Boating/canoeing is not allowed after sunset.
- j. No one will be allowed boating more than 20 minutes while others are waiting.

### **Conduct of Sports Competitions**

9. **General**. The College Annual Sports Competition is organised and conducted by students. However, administrative and other support is provided by the College. GSO 2 (P&C) acts as Sports Secretary. Prizes for the team events i.e. Football, Volleyball and Basketball will be distributed immediately after the respective final.

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Prizes for all other events are awarded during the College Annual Sports Round-Up towards the end of the course.

10. **Sports Committee (SC)**. The committee for organising and conducting the competitions during this course comprises as under:

- a. **President**. Course Leader.
- b. **Student Members**. All Wing/Division Leaders and Term Syndicate Games Coordinators of the Term when competition is held.
- c. **Sports Secretary**. GSO 2 (P&C).

11. **Tournament Committee**. A Tournament Committee (TC) will be formed for each sporting event comprising Wing/Division Leader responsible for organising it as its President and Term Syndicate Games Coordinators, Team Captains and also Sports Secretary as members. The President may co-opt other members from students. The committee will be responsible for smooth conduct of the tournament. Instructions including fixtures are to be brought out by respective Wing/Division Leaders at least 2 weeks in advance to intimate all. An example of a fixture is given towards the end of this instruction.

12. **Jury of Appeal**. SC will act as Jury of Appeal adjudicating only on appeals handed over to the President/Secretary in writing within 30 minutes after the match.

13. **Terms of Reference**. The following terms and conditions will be followed to conduct the Annual Sports Competition:

- a. **Participation**. A single open tournament for each event will be held in which all officers of College staff and students can participate.
- b. **Term Syndicates**. All competitions will be conducted Division wise or in single service/joint syndicates of the term. Teaching DS may participate. College staff may join any of the syndicates on mutual agreement. SIs and non-teaching DSs may also participate with any one syndicate within the Wing (Division for Army Syndicates). Designated DS acts as DS games coordinator for conduct of all sports/games tournaments during the entire course.
- c. **Doubles**. Doubles will be played for Tennis only where College staff and students will pair separately on mutual selection.
- d. **Rules**. All tournaments will be played as per current international rules (and only on DSCSC bye-law in respect of Volleyball) as follows:
  - (1) **Basketball**. In case of a tie on points in the stipulated time, SC will give decision.
  - (2) **Squash**. There will be no side-outs as per latest rules. However, if the game is to be played out of 9 points with side-outs (as per old rule), TC may decide after obtaining consent of players.



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(3) **Tennis.** It will be played for best of 3 sets and in case of a tie at 6-6, as per rules a tiebreaker will decide, in both singles and doubles.

(4) **Volleyball.** There is no need for rotation of the players. Volleyball will be played as per new rules, and games will terminate at 25. In case of tie at 24, difference of 2 will decide the winner.

e. **Best of Three.** Apart from water sports (boat race) which are held on the basis of timing, football which is on goals, basketball which is on points; all other competitions will be held on the basis of best of 3 sets/games, as applicable.

f. **Best Player/Man of the Match.** The TC concerned will decide the best player in the final of each team event.

g. **Sportsman of the Year.** An officer can take part in all competitions. Sportsman of the Year will be judged on the basis of score of points from among the student participants as follows:

<u>Ser</u>	<u>Type</u>	<u>Points of Event/Tournament</u>		
		<b>Singles</b>	<b>Doubles</b>	<b>Team</b>
1.	Champion	10	8	5
2.	Runner-up	7	5	2
3.	Best Player	-	-	7

h. **Mode of Conduct.** All matches of all tournaments will be played on knock out basis after fixtures are completed on lottery.

j. **Fixture/Lottery.** Desirous participants are to submit their names to Sports Secretary in writing. On receipt of names, fixtures will be made on lottery held in presence of TC. Competitions may be programmed on all working days, changeable only on following occasions:

- (1) A player placed in SIQ (only once).
- (2) The match postponed by the College authority.

k. **Issue of Ball.** GSO 2 (TS) will issue new Tennis balls after receiving the demand from sports Secretary. Besides, new balls will be issued on all semi-finals and finals.

l. **Queries.** For any guidance and queries, anyone is requested to contact Col GS/Sports Secretary.

14. **Schedule.** Respective TCs are to ensure that their tournaments are completed within the broad schedule mentioned in the Sports Schedule. Exact dates will be

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intimated to all through the Course Social Calendar as well as Yellow and White Training Programme.

15. **Attendance**. Officials detailed and players are to be present at least 5 minutes before scheduled time. Opponent will be automatically eligible to get a 'walk-over' in case a player fails to turn up in time. These are to be ensured by the TC.

16. **Submission of Games State**. Same as Paragraph 3.

17. **Dress**. For general games periods, white trousers/shorts, white vest with collar and PT keds. Respective Service pullover may be put on during winter. During team competitions, SC will provide necessary jersey.

## **SECTION 11**

### **SOCIAL CURRICULUM**

1. **General.** Social activities are an important feature of DSCSC curriculum. To keep the students and their families away from the monotony and boredom, social activities play an important role. These also give opportunities of mixing up and interacting with each other thus maintaining a healthy social life. Many talents are found in such activities who can contribute in building up a good social bondage amongst each other.

2. **Ladies Club.**

a. DSCSC Ladies Club is one of the most vibrant ladies clubs of our Armed Forces. All lady wives are automatically members of this club. Attendance of the ladies is compulsory in all ladies club activities. At times the officers may have to seek help of their other family members/relatives to ensure participation of their lady wives in the programme.

b. Dress for club activities for Bangladeshi ladies is always Sharee. Lady wives are expected to display the normal social norms and taste while interacting with each other. It is suggested that the ladies should interact early in the course in order to create more cordial and family environment as the time passes by. It is expected that the lady wives will show proper respect to each other according to service customs and etiquettes.

c. Usually, the ladies club activities are planned on non-games days so that the officers can look after the children at their home. Any function requiring attendance by a group of ladies outside the college campus will need clearance from the college authority.

d. Club subscription at the rate of **Taka 100.00** per month is collected through monthly mess bill of the officers. The club has its own limited facilities of indoor games. Ladies Club organises cooking classes, flower decoration, interior designing classes and enrichment seminars/lectures for the ladies. The cultural programme of 'Pohela Boishakh' (the 1<sup>st</sup> day of Bengali New Year), social evening (Golden Evening) and Food Festival are exclusively organised by the members of the Ladies Club. Some salient features and programme of the calendar are explained briefly in the subsequent paragraphs.

3. **Enrichment Programme.** This is the most significant educational activity of the Ladies Club. A number of experts and renowned personalities conduct sessions on current issues through discussion and counselling. Cooking, baking, embroidery, health and hygiene interior decoration, stitching, etc are also taught as part of this programme. Qualified participants are awarded a certificate of recognition.

4. **Social Evening.** Social evenings are organised to give opportunities to the officers and their spouses to interact and know each other. Seven social evenings are organised during the course, six by the students and one by the ladies club. Volunteers are welcome to sing and perform according to their choice. Participation of the overseas students always make such programmes colourful. Despite a busy schedule in DSCSC, student officers and their spouses are expected to be forthcoming in

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participating in the social evenings. Attendance in these social evenings with spouse is mandatory. These events are followed by informal sumptuous dinner with attractive menu.

5. **Golden Evening**. This is one of the most attractive and eagerly awaited social events organised and conducted by the Ladies Club. A mix of songs, jokes, skits, drama, recitation, fashion show, etc are performed by the members of Ladies Club.

6. **Food Festival**. The Food Festival is organised by the Ladies Club. This is also one of the most colourful events of the Ladies Club. It is an evening where one can have a taste of the cuisine of culinary delights from different countries. One may dine out from home for the whole day just for the rich and tasty dishes that will be especially prepared. In the past, the overseas officers and their ladies have always whole heartedly participated in this event to make the programme rich and colourful.

7. **Gala Night**. All social activities of the course culminates into the Gala Night arranged towards the end of the course. All students and their spouses plan and conduct this most pleasant and memorable cultural evening. They are given a chance to give a decent vent to their pent up feelings and all amusing anecdotes treasured throughout the year.

8. **'Pohela Boishakh'**. 'Pohela Boishakh' the Bengali New Year, is observed with due flavour of Bangladeshi culture at the beginning of the course (If falls within the course schedule). All officers and their families have a scope to enjoy traditional Bangladeshi dishes prepared by DSCSC Mess. Besides, cultural programme by the local performers, dance show by snake charmers, joy rides in a traditional horse drawn cart etc are much appreciated by the children and families.

9. **Course Picnic**. Course picnic is planned to have some funs with the family members towards the end of the course. It is usually planned outside the College, in a beautiful venue to attract the participants. Various fun games for ladies and kids and a cultural programme by the ladies are organized to make the day very colourful.

10. **Syndicate Party**. In every term, towards the beginning, all students of each syndicate and their families get together informally to acquaint with each other. Teaching DS of that term also participates with the students. This is traditionally organised outside the campus, in a restaurant where the families get a scope to interact more closely with each other over a reasonably good menu. It is expected that the students should not get involved in an unhealthy competition of spending money during such parties.

**SECTION 12**

**INTRODUCING GUEST SPEAKERS AND QUESTION TECHNIQUE IN  
CENTRAL CLASSES**

**Introducing Guest Speakers**

1. Traditionally, the student officers introduce the guest speakers invited to give lecture at the college. A standard procedure is followed which the students are expected to practise:

- a. Students are nominated as shown on the training programme.
- b. The nominated student is to collect the speaker's bio-data from GSO 2 (P&C)/ GSO 2 (Aca), prepare a draft script to introduce the speaker and get it approved from the Col GS/ SI (Aca) and Sponsor DS at the earliest.
- c. For most introductions, the N-T-I-S formula serves as a handy guide in organising the facts collected as suggested by Dale Carnegie:
  - (1) **'N' Stands for Name of Speaker.** At the outset, start by welcoming the speaker and giving out his name distinctly and clearly.
  - (2) **'T' Stands for Topic.** Introduce by giving the exact title of the speaker's talk.
  - (3) **'I' Stands for Important.** In this step, show the connection between the topic and the particular interests of the group.
  - (4) **'S' Stands for Speaker.** List the speaker's outstanding qualifications, particularly those that relate to the topic.
- d. On the day of lecture, GSO-2 (P&C)/GSO-2 (Aca)/Introducing speaker is to usher speaker into the hall up to his seat. The introducing officer would introduce the speaker from left corner rostrum and senior student conduct the speaker on to the right corner rostrum.
- e. Immediately after the last question (after red light) is answered and the speaker concludes, the nominated student should come up to the same spot and thank the speaker on behalf of the College. In case the word of thanks is given by the Commandant or any other faculty members the introducing student will not be required to do the same. Remember, no question is allowed if the red light is on.
- f. Senior most student will thereafter conduct the speaker out of the hall.
- g. A maximum of 90 repeat 90 seconds may be taken for the entire delivery of the introduction. Remember that the audience is to be only introduced to the speaker for whose deliberations they are eagerly waiting. The introducing student should not digress from this main issue by deliberating unnecessarily on other matters by making his introduction longer. At the end of the question and answer session, just one sentence giving a vote of thanks to the speaker should suffice. An example is enclosed at the end of this section to serve as a guideline only.

**Question Technique in Central Classes**

2. Mirpur Hall (MH) and SHCA are places of liberty for quest of knowledge and hall of free thinking. Discussions and questions are not attributable to service. However asking questions is an art and to invite an appropriate thought provoking answer, it has to be well articulated, thought out and delivered. Students should frame the question in their minds or better yet on a paper, well in advance. It should be only one question that is short, clear and crisp rather than longwinded and confusing. If the question starts with a 'Why', 'Where', 'How' straightaway, it is even better. Whatever may be the content of the questions, one has to be polished and polite in asking question. Remember, the Guest Speakers at DSCSC are of high social and academic esteem and they are never to be embarrassed with awkward and unwelcoming questions. Please follow the sequence given below while asking questions:

- a. Raise hand before asking a question.
- b. Stand up only when nominated by the speaker and give out rank, name, service (and country in case of overseas student) first.
- c. Speak up loud enough to be heard by the audience and doing so clearly, slowly and crisply without any ambiguity.
- d. If one happens to be the first person to ask question for the session, then one should begin with a word of thanks to the speaker for delivering the lecture.
- e. Ask only one question and avoid lengthy statements so that others also get a chance. Students are welcome to make appropriate comments on the speaker's text or anything connected with it. A second question will be welcome only when it becomes evident that no other question is forthcoming.
- f. Question "Not to know but to show" to be avoided.

**Annexes:**

- A. Specimen Script for Introducing Guest Speakers.
- B. Specimen Script for Vote of Thanks.

**SPECIMEN SCRIPT FOR INTRODUCING GUEST SPEAKERS**

**CAS BANGLADESH ARMY**

Bismillahir Rahmanir Rahim,

Commandant, Ladies and Gentlemen, Assalamu Alaikum.

We are privileged to have with us today the Chief of Army Staff, Bangladesh Army General Abu Belal Muhammad Shafiul Huq. He is going to speak to us on Military Leadership.

General Abu Belal Muhammad Shafiul Huq was born on 01 December 1958. The General was commissioned on 25 June 1978 in the Armoured Corps.

General Belal attended several professional courses at home and abroad. His foreign courses include Armoured Officers Basic Course in China, Armoured Advance Course and Airborne Course in USA. He is a graduate of Defence Services Command and Staff College, Mirpur and Command and General Staff College, USA. He attended National Defence Course and Capstone Course at NDC, Bangladesh.

General Belal has a mix of three types of appointments available in the Army i.e Staff, Instructor and Command. He commanded two Armoured Battalions, two Infantry Brigades, an Armoured Brigade and two Infantry Divisions. As a staff he served as the ADC to the Hon'ble President of Bangladesh, Brigade Major of an Infantry Brigade and Colonel Staff of an Infantry Division.

He also served as Military Secretary, Adjutant General of Bangladesh Army and as Principal Staff Officer in the Armed Forces Division. As an Instructor he served in Bangladesh Military Academy. The General also served as Directing Staff, Senior Instructor and Chief Instructor in Defence Services Command and Staff College, Mirpur. Besides, the General was Commandant of Defence Services Command and Staff College, Bangladesh Military Academy and Armoured Corps Centre & School. He had a tour of duty as Director General of Bangladesh Institute of International and Strategic Studies (BISS).

General Belal was a member of the pioneer Group of Officers sent to UN Peace Keeping Mission from Bangladesh. He was an observer in UNIIMOG in 1988-1989 and Deputy Force Commander of UNMEE in 2007-2008.

His vast knowledge and colourful service experience as a successful military leader make him the most appropriate person to talk on today's topic.

Without further ado, may I now invite General Belal to speak on Military Leadership.

Ladies and Gentlemen, General Belal.

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**ANNEX B TO**  
**SECTION 12**

**SPECIMEN SCRIPT FOR VOTE OF THANKS**

Ladies and Gentlemen, I believe, all of you will agree with me that, we have been immensely benefited by the informative and educative presentation of General Iqbal Karim Bhuiyan on Military Leadership. This presentation has definitely widened our vision and knowledge.

On behalf of Commandant and all members of Staff College, I take the privilege to express our sincere thanks and heartfelt gratitude to General Iqbal Karim Bhuiyan, Chief of Army Staff, Bangladesh Army for sparing his valuable time to come here and deliver this enlightening presentation.

May I now request all of you to please rise and join me in giving him a big round of applause.

Thank you Ladies and gentlemen, thank you all.

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## **SECTION 13**

### **INSTRUCTIONS FOR INTERNATIONAL DAY**

1. **General** As per the decision of College authority an 'International Day' will be observed for the 'DSCSC 2017-2018' course. The date will be finalized and circulated through course calendar of the college.
2. **Aim.** The aim of this instruction is to inform the student officers about few of the details for smooth conduct and coordination of the event.
3. **Theme of the Day.** *Hearts Across The Ocean.*
4. **Organizing Countries.** All participating countries of the 'DSCSC 2017 - 2018' course with assistance of Bangladeshi student officers will organize the event.
5. **Opening Ceremony.** The programme will be opened formally at 0830 hours on D-Day at Auditorium. Colonel General Staff (Col GS) will act as Master of the Ceremony (MOC). He will deliver a short presentation on History of overseas participation in DSCSC (Slideshow & video clip) and details of overseas officers-2016/17. At the end of the presentation Col GS will readout the 'Proclamation' of the day. Then copy of the declaration will be handed over to the senior most overseas and Bangladeshi student officers by the Commandant. That will end the opening ceremony of the programme and overseas officers will move to their respective country room for necessary arrangement.
6. **Country Room/Stall.** From 0900 – 1845 hours of D-Day, the overseas officers will arrange designated rooms for display and country presentation. Bangladeshi student officers will assist overseas officers of respective syndicate in arranging country rooms/stalls. Wing and syndicate leaders are to coordinate and ensure assistance of syndicate members. Overseas officers may also be assisted by their respective embassies, sponsor Directing Staffs, sponsors student and civil sponsors.
7. **Video Show.** While working in the country rooms, overseas officers are to show video clips of respective countries between 1100 – 1400 hours on D-Day. Interested persons/families will be invited to enjoy the video show.
8. **Cultural Programme.** Overseas officers will present a cultural show at Sheikh Hasina Complex Auditorium (SHCA) from 1845 – 1930 hours on D-Day. Nominated DSs will act as sponsor DS for organizing the cultural show. Some overseas student officers will also be detailed as coordinator for arranging the programme. GSO-2(SD) will act as main coordinator for arranging the programme. A showcase/fashion parade of national dress/traditional dress will be included as one of the events of the cultural programme. At the end of the MH programme, the guests will proceed to visit country rooms/stalls.
9. **Outline of Whole Day's Programme.** Outline of the whole day's programme will be circulated through 'General Instructions' well in advance of the event day.

**SECTION 14**

**CHARTER OF DUTIES - STUDENT APPOINTMENT HOLDERS**

1. The senior most Bangladeshi student is nominated as the Course Leader. The senior most Bangladeshi student of each Wing/Division is nominated to act as Wing/Division Leader. Names of the leaders will be intimated to the students on arrival. Duties of the leaders are shown in the subsequent paragraphs.
2. **Course Leader.**
  - a. Ensures overall course discipline.
  - b. Ensures punctuality in attendance during central classes, visits, training events and games.
  - c. Reports presence of the course to coordinating staff or DS/SI/Col GS/CI as available during central classes, visits and games.
  - d. Acts as President of Sports Committee for all sports competitions.
  - e. Organises other functions as instructed.
3. **Wing/Division Leaders.**
  - a. Ensure overall discipline of the respective Wing/Division.
  - b. Ensure punctuality in attendance during all classes and other training activities.
  - c. Act as President of Tournament Committee for which he is made responsible.
  - d. Organises other functions as instructed.
4. **Syndicate Leaders.** Syndicate Leaders will be nominated in every term from amongst the single/joint service syndicates. His responsibilities are:
  - a. Ensure that all students are present in the SR/auditorium at least 5 minutes before the schedule time. For central classes, he reports to the Course Senior about the presence of his syndicate prior to the start of the class.
  - b. Report absence of any syndicate member on account of sickness, hospitalization, leave etc to teaching DS and GSO 2 (P&C).
  - c. Coordinate all sports activities with Games Coordinator.
  - d. Ensure that the white boards are cleaned at the end of each class.
  - e. Ensure that the wall clocks in the SR are functioning accurately at the beginning of each working day.

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f. Ensure that all lights, fans, air-conditioners, computers or any other electric gadget are switched off before leaving the SR for the day or for any central presentation/lectures.

g. Ensure that SR keys are returned to duty clerk on completion of own time work in the SR.

h. Receive certain items from GSO 2 (TS) at the beginning of the term and hand over the same to the next term syndicate leader. The 4th Term Syndicate Leader will return all the items to GSO 2 (TS) at the end of the course. Following items will be drawn from the GSO 2 (TS):

- (1) Stapler machine.
- (2) Punching machine.
- (3) Pencil sharpener.
- (4) Keys of syndicate file cabinet.
- (5) Dictionary.
- (6) SD book.

5. **Syndicate Games Coordinators.** Syndicate games coordinator will be nominated in every term from the single service syndicates. He is responsible for following:

a. Ensure attendance of whole syndicate on games days and give parade state to Course Leader before start of the game.

b. Act as member of the Tournament Committee.

c. Ensure that syndicate members are made aware of general instructions of the sports being conducted in the particular term and ensure timely submission of names of the participating officers of the syndicate.

d. Attend coordination conference in the office of Sports Secretary as per schedule given in the general instructions.

e. Ensure that syndicate members adhere to the orders given in the general instructions.

6. **Cultural Coordinator.** Social events are important features of the course curriculum. These give opportunities to plan and organise cultural events of different kinds. The cultural coordinator is responsible for following:

a. Identify the talents among students and families.

b. Coordinate the events.

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- c. Coordinate with GSO 2 (SD) for different requirement of the events.
- d. Decoration of stage.
- e. Coordinate the concerned orchestra (Example: Army/Navy/Air Orchestra Team).
- f. Coordinate with GSO 2 (TS) for MH or any other related requirement.
- g. Organise the rehearsal and final programme.
- h. Coordinate with mess coordinator/DQ (Mess) for follow up dinner.

7. **Mess Coordinator.** He is responsible for following:

- a. Coordinate with DQ (Mess) regarding any messing requirement of students and their families.
- b. Preparation of menu and coordinating the food arrangement for outdoor activities.
- c. Ensure timely payment of mess bill by the student officers.
- d. Ensure the cleanliness of Student Tea Bar and coordinate with concerned permanent staff for any requirement [for example TV with GSO 2 (TS)].
- e. Coordinate with DQ (Mess) for any additional messing requirement for any event.

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## **SECTION 15**

### **GUIDELINES ON CONDUCT IN DSCSC IN RELATION TO OVERSEAS OFFICERS**

#### **General**

1. DSCSC is truly a global village where student officers from all around the globe form a well knit family. Such military fraternity not only upholds the individual faith and custom but also rekindles the norms and values of diverse background in the most respectable manner. The accompanying family members also enjoy living in the vibrant community of Mirpur through series of social events and enrichment programs. In fetching the most rewarding return from such an environment, one has to be respectful, sensible, and sensitive with other nation's tradition, value and pride. Under no circumstances, others' feelings are to be hurt with fun even in happy hours. It is the responsibility of all local student officers to feel the hearts of overseas friends with our rich cultural and behavioural delight. It is to be noted by the local student officers, the famous remarks on Bengali hospitality by the great globe trotter Ibn Battuta "Bangladesh has one golden gate to enter but has not any exit". It is to remind the local officers that our overseas friends will be with us for 10 months, but they shall be our ambassadors throughout.

#### **Local Students**

2. A good number of students come from friendly overseas countries. The value these students get from the course and the contribution that they can make to the success of the course largely depend on how well they involve themselves with the environment at the Staff College.

3. Each overseas student will have a civil sponsor as well as a local staff and a student sponsor. Other local students can also help to make their stay comfortable and enjoyable in Bangladesh with their friendliness and assistance. Please remember that they are our guests and you should treat them as such. You must show due respect to the overseas student officers as per their seniority.

4. You may find an overseas student living next to you. Please offer assistance where possible, eg, in shopping, schooling of their children, transport to social functions etc. Please do not hesitate to invite them at social functions if it is convenient to you. Remember, you shall be the ambassadors of your country, and the reputation of the College, the Bangladesh Armed Forces and your country largely depends on how you interact with your overseas course-mates.

5. Some overseas students may find our social customs and etiquette strange and indeed different from theirs and difficult to understand. Any guidance you can give in these fields will always be appreciated. A point worth mentioning here is the use of vernacular in presence of overseas students. Please appreciate and understand that it is not only rude and discourteous but also unfriendly to speak amongst yourselves in vernacular in presence of overseas guests.

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6. Some may have difficulty while communicating in English. This should not deter us in our effort to ensure that their stay in Mirpur is both worthwhile and enjoyable. Do make sure that you involve the overseas students fully in your syndicate discussions and presentations and give them proper opportunity to make positive contribution towards the course from their experience from which we shall be benefited.

### **Overseas Students' Sponsors**

7. You and your spouse should consider yourselves lucky to have been nominated to sponsor one overseas student and his family. This will give you an opportunity to get to know an overseas student, his family and his country better.

8. You, being a student and colleague, are expected to be able to develop an intimate rapport and acquaintance with the overseas student bordering on friendship. The overseas student is also likely to be free with you. You, therefore, should have a better knowledge of the overseas student's problems, if any.

9. You should also get your spouse involved in this respect. You and your family can particularly help your guests in respect of:

- a. Learning Bangladeshi social customs and etiquette.
- b. Shopping.
- c. Learning Bangla.
- d. Giving company to the family/children etc when needed.
- e. Help in understanding the course curriculum without jeopardizing own preparation or compromising the security of training material.
- f. Assist in availing medical facilities at MI Room or in CMH.
- g. Visit daily/every alternative day, if the overseas officer or any of his family members is hospitalised.

10. You are expected not to accept gifts from the overseas student which could bear a 'profitable bargain economically'. However, you may accept gifts as token of friendship and you are expected to reciprocate.

11. Please be courteous and entertain the overseas student in your house or in a restaurant in keeping with our traditions of hospitality and to introducing them to our food. Courtesy and friendly relationship justifies that you and your family may accept their invitation, provided no other overseas nationals are involved.

12. Please contact staff sponsor of the overseas officer, GSO 2(SD) or Col GS if you are in doubt.

### **Overseas Student**

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13. We appreciate that you may find some difficulty to settle down quickly in a new environment. The College will do everything it can to help you settle down and subsequently during your entire stay here. Besides, to help you and your family the College will provide both staff and student sponsors. They will act as guides and friends in the best possible manner in keeping with our tradition.
14. Please feel free to consult your sponsor or your Syndicate DS on any matter relating to training. They will give you guidance on your workload and how best to get around it. However, you are responsible for the individual tasks and assignments.
15. On any official matter you should first contact GSO 2 (SD) who will either do the needful or let you know the procedure to follow. You may also contact your staff sponsor if you so wish. GSO 2 (SD)'s office will remain your place of contact for all purposes except administration.
16. For administrative problems or requirements like accommodation, ration, furniture, equipment etc, you are requested to contact DAA&QMG (Admin) or the QM. However, for further details please go through the Administrative Instructions.
17. You should consult your staff/student sponsor for any social requirement as and when necessary, eg, guiding or briefing you about our social customs and etiquette, social functions of the College etc. You are also most welcome to seek assistance from anyone else you come across.
18. Protocol personnel will assist you during first arrival and final departure. In between, no protocol assistance will be provided. Protocol personnel should not be expected to carry luggage from or to the airport terminal.
19. Finally, do bear in mind that we will be able to help you if we are aware of your problem. Please do not hesitate to contact your sponsor DS or student sponsor or GSO 2 (SD).

**DEFENCE SERVICES COMMAND AND STAFF COLLEGE**

**CHAPTER 3**

**ADMINISTRATIVE INSTRUCTIONS**

**SECTION 16**

**ADMINISTRATION - GENERAL**

**General**

1. It is important for you to know the administrative facilities and instructions so that you are comfortable. This will help you to devote yourself fully for the course without any worry in your mind. The subsequent paragraphs give out the details.

**Arrival and Reception**

2. **Bangladeshi Student Officers.** Bangladeshi student officers should report to the reception centre established by Quarter Master near the main gate of DSCSC residential area. You will find the representatives from Admin Branch, Military Engineering Services (MES), Barrack NCO, Regimental Police and clerks available at the reception centre. These staff will help you with the in-processing activities. Barrack NCO will hand over the key of the accommodation in front of MES representative. You will receive the letter of allotment from the College specifying the date and house on arrival. You should maintain the dates suggested by the College in order to avoid congestion inside the officers' accommodation area.

3. **Overseas Students.**

a. **Reception.** Based on the intimation by respective countries, on arrival in Bangladesh, overseas officers and their families will be received at Hazrat Shahjalal International Airport (HSIA) by representatives of the College Protocol Section. Transport for the officers and their families will be provided by the College only during the 1<sup>st</sup> time arrival and final departure. All overseas officers are requested to arrive in Bangladesh after obtaining 1 year visa from Bangladesh Missions. If the visa is to be renewed at Dhaka, required visa fees to be paid by the individual officer.

b. **Custom Formalities.** Existing baggage rules and regulations in vogue are applicable to all overseas officers. Individual overseas officer is required to pay for taxable items. For details please visit [www.nbr.gov.bd](http://www.nbr.gov.bd) for baggage rules.

c. **Medical Certificate.** All overseas officers (including family members) will have to submit a medical certificate on their arrival to the College from appropriate medical authority, stating that, they are free from all communicable diseases including HIV/AIDS.

d. **Student In-processing Data.** Overseas officers are to hand over the proforma to Colonel GS or GSO-2 (SD) on arrival in addition to sending one through mail (e-mail: dscscbd@yahoo.com).



**Schedule for Arrival**

4. Students are to arrive at the College as per the following schedules:
  - a. **Overseas Officers.** Overseas officers are to arrive between 15 and 17 March 2017. They will undergo an orientation course for 02 weeks from 19 March 2017 to 30 March 2017. Arrival dates are to be informed through letter of confirmation processed through the embassy. The itinerary of the overseas officer may be sent through e-mail/fax.
  - b. **Bangladeshi Officers.** Bangladeshi officers are to arrive between **25 and 27 March 2017.**

**Accommodation**

5. **Allotment of Quarters to Bangladeshi Students.** It is obligatory for all Bangladeshi married officers to reside along with their families in the accommodation arranged by DSCSC. Bangladeshi married officers accompanied by their families will be allotted with a quarter at DSCSC, Residential Area or other family accommodation inside Mirpur/Dhaka Cantonment on seniority basis. Single officers will be provided with single accommodation in the DSCSC Officers' Mess or any selected complex. Married/Single accommodation allotted to the officer needs proper maintenance and regular cleaning by the occupant. Adequate care should be taken of the furniture, various household items and other fittings and fixtures.
6. **Allotment of Quarters to Overseas Students.** Overseas officers will be accommodated in the prescribed overseas accommodation of the College as under:
  - a. **Single Accommodation.** Single officers and married officers not accompanied by their families will be accommodated in the Bachelor Officers Quarters (BOQ). Accommodation consists of a bed room, a drawing-cum-study room, a veranda and an attached toilet. All rooms are furnished and air-conditioned.
  - b. **Married Quarters.**
    - (1) Overseas officers with families will be accommodated in the married quarters only when they bring their families. However, allotment of accommodation to the overseas officers will also be guided by the respective Memorandum of Understanding (MOU) between the governments.
    - (2) Married officers will be accommodated in furnished apartments. These will be allotted provided you apply soon enough and on first-come-first-serve basis.
    - (3) Standard quantity of furniture, crockery, other household items, glassware and linen will be supplied in the quarters of overseas officers; the list is given at Annex B.

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- (4) Additional items including TV, VCD, cable TV connection etc may be made available on rent, if requested.
- (5) A married officer arriving without his family will not be provided with married accommodation. In case his family is to arrive later, he will be issued with married accommodation one week in advance subject to availability.
- (6) A married officer will be eligible for a family quarter if his intended stay with his family is of minimum 3 months.
- (7) If an officer's family leaves the quarter after arrival and fails to rejoin within 2 months, he will be required to shift to the BOQ.

7. **MES Complaint/Repair.** Students officer are requested to forward complain related to damage/disorder directly to MES over telephone. The number is 800345 extensions 4366. If the action is delayed or no action is taken within 48 hours then the officer may forward his points on a register available at Student's Tea Bar (SD sec for overseas officers). It will be helpful if complain number is endorsed. If no action is taken or action is delayed, you may contact directly to QM, DSCSC. Fancy items like hand shower and rim lock (for the main door only) will be issued against any residence only for once. Additional plug points for fridge, computer, oven and washing machine (other than the existing one) have to be paid for by individual officer.

8. **Garage.** The College has limited number of garages. Basing on availability, these will be allotted building wise as per service seniority to student officers. Efforts will be made to allot a garage nearer to your accommodation. Officers are requested not to ask for a garage for any purpose other than private transport. Officers willing to change their garage must inform in writing to Colonel Administration. Please do not keep your transport in a garage which is not allotted to you.

9. **Repair and Maintenance of Electric Appliances.** You are requested not to engage yourself or employ any other unauthorized personnel to rectify the fault/defect of electric fittings. You should either ring MES complain (telephone number 4366) or lodge the complaints in the register kept at Students' Tea Bar.

10. **Electricity/Gas/Water and Other Bills.**

- a. Officers will have to pay the electricity/ gas/water bills. Bills are served to the officers by the MES monthly. These bills will be recovered as per laid down policy or through concerned officers' mess bills. Rates for different bills for Overseas Officers are mentioned at Annex C. Overseas Officers willing to get a TV on rent may request DAA&QMG (Mess). Procedure for payment (local or foreign currency) of the bills are given at Annex C.
- b. Overseas officers will be provided additional facilities like chair, sofa, refrigerator, gas, oven, carpet, curtains and crockery etc. Some of these items might be used by the officers of the previous courses.
- c. Officers are to pay for telephone, electricity, gas and water supply bills in addition to the rent for the quarter depending on usage.

11. **Charges of Bedding Items**. Overseas students will receive bedding items on arrival along with other household items issued for the accommodation. Few extra bedding items are also available on monthly rental basis both for overseas and Bangladeshi students. Please note that the bedding items are used previously.

12. **Breakage/Damage**. Officers are required to pay for any breakage or damage to furniture, properties, accommodations and all other items issued to them on occurrence at existing market price. Officers are expected to leave their accommodation in the same state as on the date of taking over. The College authority will ascertain the exact state of accommodation and cleanliness during final handing/taking over. Cleaning charges will be forwarded to the individual officer if the accommodation is found dirty.

13. **Mess Bill**. All students are to pay mess bill through cheque (except overseas students).

14. **Handing/Taking Over**. Proper handing/taking over of the accommodation and special stores will be carried out in the presence of the concerned staff of MES. All officers are advised to take over each item from respective staff and endorse the documents. Necessary damage charges are to be paid before handing over.

### **Dress Regulation**

15. DSCSC tends to abide by strict code of conduct. Standard military dress codes are practiced here. For most programmed events, dress code will usually be mentioned in the training programme. Details of dress regulation are given below:

a. **Special Occasion**. Student officers will be required to put on SD and mess dress or equivalent on special/formal occasions like Armed Forces Day, graduation ceremony, dinner nights, national days and for any other events as desired by College authority.

b. **Normal Working Days**. Working uniform with standard military gears except Thursday. Dress for Thursday will be informal unless otherwise mentioned in the training programme basing on the training curriculum. **Bangladeshi Army student officers will put on uniform as per PS Directorate instructions unless otherwise mentioned.** Service Dress with ribbon will be put on at the first day of each term and on various ceremonies as per the training programme. Besides these, student officers will put on following dresses on various occasions as mentioned below:

(1) **Uniform**. For visiting College campus/combined military hospital (CMH) /cantonments/bases.

(2) **Casual**. Outside military establishments for the purpose of research work (RW).

c. **Sports Kit**. White short/ trouser and half sleeve white vest/T shirt with collar.

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- d. **Social Events.** Specific instruction in the form of dress code will be issued before each social event. The meanings of these dress codes are:
- (1) **Formal.** Lounge Suit.
  - (2) **Informal.** Closed Collar/ Combination.
  - (3) **Casual.** Safari (full sleeve) or light colour full sleeve shirt with dark colour trousers and shoes.
  - (4) **Fancy.** Half sleeve shirts/T shirts of sober colour/texture and decent trousers with shoes. T shirts without collar are not permitted. Overseas officers can wear dress suitable to their national custom.
- e. **Service/Ceremonial Dress.** For formal military functions.
- f. **Mess Dress.** For mess dinner night. Service Dress may be worn by overseas officers.
- g. **Shirt Sleeve Order.** Long trousers and open neck shirt.
- h. **Name Plate/Tag.** All Bangladeshi officers will bring double named (Bangla over English) name plate. In addition, Bangladeshi Army officers will bring minimum 2 name tags to be worn with combat uniform as per the specimen at Annex D.
- j. **Dress during Evening Hours in SR/ Lib/ SCL.** Students would often be required to work in SR, Lib or SCL in the evening hours. During their visit to the College campus they are required to put on casual dress as explained before.
- k. **Dress for the Ladies/Spouses.** Ladies are integral part of military community. Ladies will attend most of the events of the College. Spouses of local officers are to put on Sarees for all kinds of social events including Ladies Club activities. On special occasions like course picnic, HASH, various sporting events, Salwar–Kamiz may be put on. Overseas ladies may put on befitting dresses suitable to their national custom.

### **Ration**

#### 16. **Dry Ration.**

- a. Payment ration to the Bangladeshi Army officers living with family will be provided as per the programme/schedule brought out by QM Br.
- b. Ration vouchers will be provided by Ration Office on cash payment to the officers by 1<sup>st</sup> of each month. Timing for collection will be intimated well before through circular in the Academic tea bar notice boards.
- c. In case of any of the above mentioned days be a closed holiday, payment ration will be issued on the next working day.

**Resale to Officers' Items**

17. Bangladeshi officers who will be depositing the authority of drawing ordnance items to Administrative Branch are liable to receive demanded items from Central Ordnance Depot. Students not depositing such authority will draw ordnance items from their desired station. Above mentioned facility is not applicable for overseas students.

**Milk Coupons for the Bangladeshi Students Officers**

18. Available milk coupons are kept reserved for the Army Wing student officers. Naval and Air Wing students will have their coupons from their respective services headquarters. The College can forward their applications only. Milk coupons will be available in the QM office. Money for collection of milk coupons is required to be deposited well before. Overseas officers are not authorized with milk coupons.

**Annexes:**

- A. Entitlement of Items for Overseas Officers' Accommodation.
- B. Rates of Bills-Overseas Students.
- C. Details of Charges-Overseas Students.
- D. Specimen of Name Tag.

**ENTITLEMENT OF ITEMS FOR OVERSEAS OFFICERS' ACCOMMODATION**

1.	<b><u>Dinner Set (30 Pieces).</u></b>	<b><u>Quantity</u></b>
	a. Rice Plate	6
	b. Half Plate	6
	c. Quarter Plate	6
	d. Soup Plate	6
	e. Rice Dish (L)	1
	f. Rice Dish (S)	1
	g. Curry Bowl	4
2.	<b><u>Tea Set (9 Pieces).</u></b>	
	a. Tea Cups and Saucer	6
	b. Tea Pot	1
	c. Milk Pot	1
	d. Sugar Pot	1
3.	<b><u>Drinking Set (7 Pieces).</u></b>	
	a. Jug	1
	b. Glass	6
4.	<b><u>Cutleries (36 Pieces).</u></b>	
	a. Table Spoon	6
	b. Table Fork	6
	c. Table Knife	6
	d. Serving Spoon	4
	e. Tea Spoon	6
	f. Sauce Ladle	1
	g. Serving Spoon – Rice	1
	h. Soup Spoon	6
5.	<b><u>Bedding Items (17 Pieces).</u></b>	
	a. Pillow	4
	b. Net Mosquito (Double)	1
	c. Net Mosquito (Single)	2
	d. Blanket	2
	e. Pillow Cover	4
	f. Bed Sheet (D+S)	4

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<b>6.</b>	<b><u>Utensils (11 Pieces).</u></b>	<b><u>Quantity</u></b>
	a. Handi (08 Ltr)	1
	b. Handi (05 Ltr)	3
	c. Handi (03 Ltr)	2
	d. Towa	1
	e. Fraying pan	1
	f. Korai	1
	g. Kitchen Set	1
	h. Pira & Belna	1

<b>7.</b>	<b><u>Kitchen Items (3 Pieces).</u></b>	
	a. Chopping Board	1
	b. Knife (Kuwi) Big	1
	c. Knife (Kuwi) Medium	1

<b>8.</b>	<b><u>Electronics Items (5 Pieces).</u></b>	
	a. TV	1
	b. Washing Machine	1
	c. Refrigerator	1
	d. Micro Oven	1
	e. Rice Cooker	1

9. An amount of Tk=5000.00 (Five Thousand only) will be charged from all overseas officer through their first month's mess bill as mess utensils and utility charge.

**10. Extra Bedding Items Issued to Officers with Charges.**

Ser	Items	Quantity	Rates per Month
1.	Pillow (with cover)	1	<b>Taka 10.00</b>
2.	Net Mosquito (Double)	1	<b>Taka 25.00</b>
3.	Net Mosquito (Single)	1	<b>Taka 20.00</b>
4.	Blanket (Spl)	1	<b>Taka 100.00</b>
5.	Blanket (Normal)	1	<b>Taka 35.00</b>
6.	Bed Sheet (Single)	1	<b>Taka 20.00</b>
7.	Bed Sheet (Double)	1	<b>Taka 25.00</b>

**Note:**

1. **All items are used.**

**RATES OF BILLS- OVERSEAS STUDENTS**1. **Accommodation/Utilities.**

<b>Ser</b>	<b>Items</b>	<b>Charge/Rent</b>
1.	Gas, Water, Microwave oven, W/Machine and Electric Supply	As per fol existing rate: 1. Single Burner - <b>Taka 600.00</b> per month (Flat rate) 2. Double Burner - <b>Taka 650.00</b> per month (Flat rate) 3. Gas Oven - <b>Taka 600.00</b> per month 4. Water - <b>Taka 6.00</b> per month 5. Micro Oven - <b>Taka 400.00</b> per month 6. W/Machine - <b>Taka 600.00</b> per month 7. Electric Oven - <b>Taka 175.00</b> per month 8. Electricity: (a) 1st 30 units without Tax <b>Taka 0.16</b> per unit (b) Rest unit without Tax <b>Taka 0.28</b> per unit (c) Tax <b>Taka 0.05</b> per unit
2.	Gas charge for officers living in BOQ	<b>Taka 90.00</b> per month
3.	AC Charges	1. Family Accommodation : a. Bldg No 320(A&B)- <b>Taka 1200.00</b> per month b. Bldg No 330&310- <b>Taka 700.00</b> per month 2. BOQ - <b>Taka 500.00</b> per month
4.	Extra Charges	1. TV- <b>Taka 600.00</b> (extra charge in case of two TV) 2. Fridge- <b>Taka 600.00</b> (extra charge in case of two Fridge)

**Note:**

- Gas, water and electric charges are subject to change from time to time as per government rate received through MES bill.
- Remote, battery and rice cooker replacement will not be done and to be paid by individual.
- All the household items are old/used and replacement will only be done on payment by the individual.
- All the charges are subject to change as per government rate.

2. **Washing Charges.**



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<b>Ser</b>	<b>Items</b>	<b>Charge/Rent</b>	<b>Remarks</b>
1.	Net Mosquito (Double)	<b>Taka 40.00</b>	Amount to be paid with the last month's mess bill before departure
2.	Net Mosquito (Single)	<b>Taka 30.00</b>	
3.	Blanket	<b>Taka 400.00</b>	
4.	Pillow (With Cover)	<b>Taka 15.00</b>	
5.	Bed Sheet (Single)	<b>Taka 20.00</b>	
6.	Bed Sheet (Double)	<b>Taka 30.00</b>	

**3. Other Facilities and Charges.**

<b>Ser</b>	<b>Items</b>	<b>Charge/Rent</b>	<b>Remarks</b>
1.	On payment transport bill (For School and Market)	As charged basing KM run	For all students
2.	Batman/Maid servants' salary in BOQ	<b>Taka 8000.00</b> per month (Approximate US\$ 100.00)	For Overseas students
3.	Batman/Maid servants' salary in Family accn	<b>Taka 8000.00</b> per month (Approximate US\$ 100.00)	
4.	Hair cutting	<b>Taka 40.00</b> per cut	For all students
5.	Satellite TV connection fee (50 channels)	<b>Taka 100.00</b> once	
6.	Satellite TV subscription	<b>Taka 250.00</b> per month	
7.	Washer man bill	<b>Taka 250.00</b> per month	

**4. Subscriptions (Paid with Monthly Mess Bills).**

<b>Ser</b>	<b>Items</b>	<b>Charge/Rent per Month</b>	<b>Remarks</b>
1.	Ladies Club subscription	<b>Taka 100.00</b>	
2.	Mess subscription		
	(1) Officers living with family	<b>Taka 55.00</b>	
	(2) Officers living in BOQ	<b>Taka 75.00</b>	
	(3) Linen Charge in BOQ	<b>Taka 50.00</b>	
3.	Sports subscription	<b>Taka 40.00</b>	

**DETAILS OF CHARGES-OVERSEAS STUDENTS**1. **Services.**

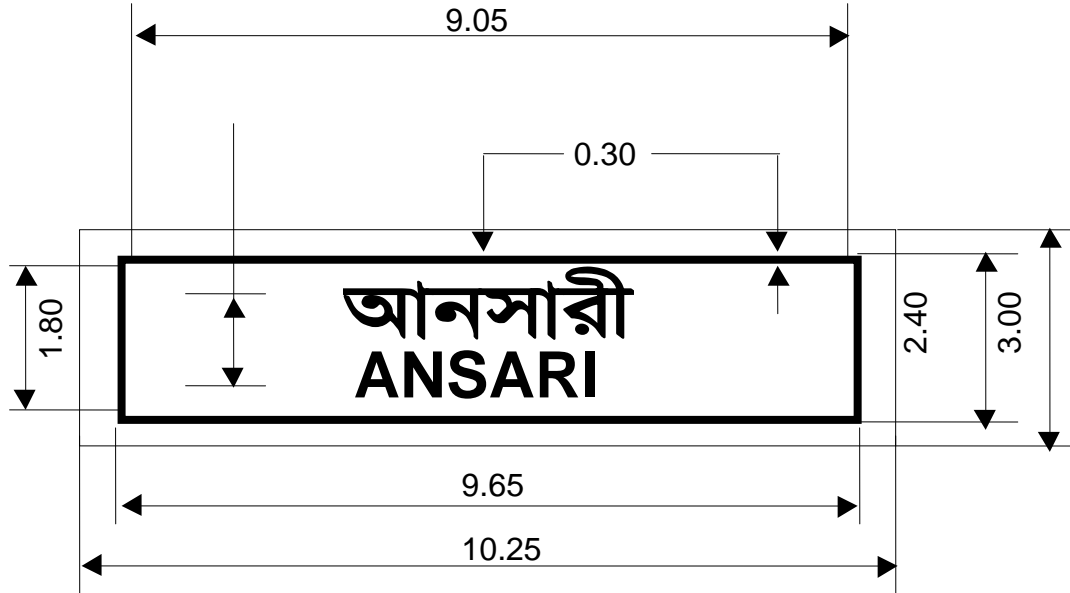
- a. Tuition - **US \$ 1400.00 per month**
- b. Fees for Masters in Military Studies Program - **US \$ 250.00** (Approximate) 20250.00 (Twenty thousand two hundred fifty) Taka for each Officer.
- c. Accommodation - **US \$ 250.00** per month for single officer.  
**US \$ 500.00** per month for married officer living in married quarters.

2. **Personal Expenditure.** Messing in the Officers' Mess, telephone, water, gas and electricity charges are required to be paid in local currency by all student officers. Besides the above, charges for household items including the additional household items, servant, laundry, mess/club subscription etc are also to be cleared in local currency.

3. **Recovery of Charges (where applicable).** Claims for service charges covering tuition and accommodation are prepared towards the end of the course by DSCSC and forwarded to the local mission of the officer. Payment of bills by cheque/draft in US \$ are to be made to the Defence Services Command and Staff College within 3 months of termination of the course.

**SPECIMEN OF NAME TAG**

1. **Bangladesh Army.** Fabric made tag (presently used in the Army) will be used on combat uniform by all officers of Bangladesh Army. A specimen is given below:



2. **Bangladesh Navy and Air Force.** Plastic made nameplate as per existing service standard (size and colour) will be used by all officers of Bangladesh Navy and Bangladesh Air Force. A specimen is given below:



**SECTION 17****TRANSPORT FACILITIES**

1. **General.** Being a training institution DSCSC has a small fleet of different types of vehicles. MTO is the key contact for use of vehicles on training and administration. Beside the training activities, College transports are provided to the students on number of occasions which are given in the subsequent paragraphs.

2. **Transport for Medical Support.**

a. Emergency ambulance service from DSCSC Medical Inspection (MI) Room to CMH Dhaka, as and when required.

b. In addition to emergency ambulance, one bus and one microbus go to CMH Dhaka on every working day. Detailed timings are mentioned below:

Ser	Start Point	Time	Transport	Patients	Remarks
1.	DSCSC MI Room	0900 Hour	Bus	Other ranks	All office days and Saturday
2.	CMH Dhaka	1300 Hour	Bus	Other ranks	All office days and Saturday
3.	DSCSC MI Room	0930 Hour	Microbus	Officers and their families	All office days and Saturday
4.	CMH Dhaka	1200 Hour	Microbus	Officers and their families	All office days and Saturday

3. **School Bus/Coaster Service.** Details of school bus services are explained at Section 19.

4. **Bashundhara City/Gulshan Bus Service.** No student officer is provided with amenity payment transport facilities. However, a bus goes to New Market on group amenity (every alternative Friday) payment during the weekends. It starts from 'Ready Mart' canteen area at 1500 hour and returns from New Market at 2000 hour. Conveyance is **Taka 10.00** per head. In addition, a coaster is provided every Thursday at 1600 hour for overseas officers for going to Gulshan/Jamuna Future Park. The coaster returns at 2000 hour. The Minimum Number of passengers in these cases must be above 10.

5. **Miscellaneous.**

a. Student officers are given lift from residential area to the College Academic Building by the College bus during inclement weather.

b. For attending College functions/ceremonies or social evening/ladies club activities, separate transport arrangements are made as per timing of weekly training programme. The start point is 'Ready Mart'.

c. Officers may avail transport on group amenity payment for attending parties/functions organized by syndicates once in a term. Written demand of transport is to be routed through Syndicate DS.

d. Officers & their families may available Bus/Coaster for shopping at CSD, Dhaka Cantonment. Transport is detailed for this purpose on first Tuesday of each month. The vehicle departs from 'Ready Mart'.

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- e. In addition to DSCSC transport facilities explained above, other public transport facilities available at Dhaka City are given at Annex A to this section for your information. These transport companies run on payment as per the rates fixed by their authority.
6. **Transport Services for Overseas Students.** In addition to the above facilities/services, overseas officers may avail College transport on the following occasions:
- Hazrat Shahjalal International Airport to DSCSC on first arrival only.
  - On final departure from Bangladesh at the end of the course they will be provided transport to the airport.
  - Transport will be provided for group of officers twice in the first week of their arrival for finalising banking and other necessary formalities.
  - For attending respective National Day function.
  - Officer referred to Dhaka CMH will avail routine transport.
  - Other than the requirements mentioned above, no vehicle support will be provided to the overseas officers unless it is very extreme in nature.**
7. **Private Transport.** Officers having private transports are to abide by the following instructions:
- College sticker to be fixed on the left top of the windscreen. GSO 2 (TS) to be contacted for collection of sticker on payment. Sticker also must be returned at the end of the course.
  - All cars used/parked inside DSCSC premises by Bangladeshi student officers must be owned (documented) by individuals and stickers will be issued against this course only.
  - Speed limit mentioned in the road signs/instructions to be adhered to.
  - No parking is allowed under the porch or on the grass or in a traffic circuit. Only earmarked parking spaces are to be used.
  - Cars must be washed at the car washing point (near bldg no - 140) only. Space in front of the accommodation or any other place must not be used for this purpose.
  - Any accident/incident inside or outside the College related to private cars should be intimated to Col Admin/DAA&QMG (Admin) immediately.
  - No student officer is allowed to park in the college area without proper authorization/allocation of parking space.
8. **Driving License.** Officers must be in possession of valid international driving license or a license from Bangladesh Road Transport Authority. This is mandatory for driving in Bangladesh.

### **Annex:**

- A. Transport Facilities in Dhaka City.

**TRANSPORT FACILITIES IN DHAKA CITY**

1. **Trust AC Taxi Cab (Yellow Cab)**. A small list of transport facilities available at Dhaka City is highlighted below for your kind information please:
  - a. **Rent**. First 2 km **Taka 85/-** and next each km **Taka 32/-** Waiting charges in traffic signal or jam is **Taka 8.50/-** per 2 minute. Charge is double outside Dhaka City, Or Taka 350 per hour. However the rent may vary with the hike of fuel price.
  - b. **Telephone Number (Trust Transport)**.
    - (1) Office - 8712229.
    - (2) Control - 01755667171 or 01769026444.
2. **CNG Operated Baby Taxi**.
  - a. **Rent**. First 2 km **Taka 40/-** and next each km **Taka 12/-** Waiting charges in traffic signal or jam is **Taka 2.00/-** per minute. Charge is double outside Dhaka City, Or Taka 350 per hour. However the rent may vary with the hike of fuel price.
3. **Double Decker Bus**.
  - a. **Route**. Mirpur 12---Mirpur 10---Sheorapara---Farmgate---Shahbag---Press club---Motijheel.
  - b. **Rent**. Anywhere from Mirpur-12 (near Cantonment stoppage) to Farmgate is **Taka 20/-**. Anywhere from Mirpur-12 to Motijheel is **Taka 35/-** and vice versa.

## **SECTION 18**

### **LEAVE – STUDENT OFFICERS**

1. **General.** Students may avail leave during the term break/vacation or any other holidays declared by the College. College discourages all students (Bangladeshi and Overseas students) to avail leave missing classes. No leave will be granted during the training periods except on extreme compassionate cases. Request for extension of leave is not expected from any officer. Leave request is to be made in writing duly signed by individual concerned in the leave request register and approached through the concerned DS. After termination of the course 15 days part of privilege leave will be granted to all Bangladeshi student officers from respective Services Headquarters.
  
2. **Leave – Overseas Officers.**
  - a. If the overseas officers want to avail leave outside Bangladesh they need to put up the request a month earlier. On getting their request, College will inform the respective embassies about the requested leave period including the classes that they will miss and its recurring effect on the student. Only on receipt of the consent for leave of absence from the embassies, the College decides to sanction leave.
  
  - b. Leave request is to be made in writing with own hand in a plain paper stating the reason and showing the entire period of leave of absence (including holidays). Please note that missing more than 25% classes may result in Return to Unit (RTU) from the course.
  
  - c. During the term break or on government holidays, if any officer wishes to go to places outside Mirpur Cantonment, he has to take leave from college authority. Officers must not leave the station without leave certificate.
  
  - d. Officers are requested not to embarrass the institution by asking leave during the training period for recreational purpose. It will not be sanctioned.
  
  - e. Officers are requested to make early arrangement in their own countries so that they may not be in the requirement of asking for leave on grounds of petty family commitments.
  
3. **Leave Processing.** Leave of local students are to be processed through the Syndicate DS. Leave of overseas officers will be processed by Staff Duties Section working under Col GS. The channel of putting up leave request is: Applicant – DS – SI - GSO 2(SD) – Col GS – CI – Commandant. Respective syndicate DS and SI are to be kept informed by the student. Both Bangladesh and Overseas students should proceed on leave only after getting a leave certificate signed by the concerned staff. Anyone proceeding on leave without a leave certificate will be considered as 'Absent Without Leave'.

**SECTION 19**

**SCHOOL FOR CHILDREN**

**Schools for Children**

1. **Torch Kindergarten.** “Torch Kindergarten” is an English medium school located within the residential area of DSCSC. The College runs this school basically for the Children of officers of the College only. Classes include Play Group, Nursery, KG, Standard I and Standard II. For grown up children, there are other local English medium schools in Dhaka city and Cantonment area. Overseas officers may contact GSO 2 (SD) and GSO 2(Aca) for admission of their children to such schools.

2. **Admission.** Student officers are required to fill in the appropriate column of the In-processing data form to avail the facilities of Torch Kindergarten. Officers have to personally contact with the other school authority for admission formalities. Schedule for admission in Torch Kindergarten for 2017-2018 sessions is as under:

- a. Distribution of Admission Form and Prospectus : 26, 27, 28, 29 and 30 March 2017 (0900-1300 hours).
- b. Submission of Admission/ Readmission Form : 02, 03 and 04 April 2017 (0900 -1300 hours).
- c. Placement Test : 05 April 2017 (0900 -1300 hours).
- d. Result of Placement Test : 06 April 2017 at 1000 hours.
- e. Admission, Collection of books and stationery : 9, 10, 11 and 12 April 2017 (0830-1330 hours).
- f. Orientation : 13 April 2017 at 0900 hours.
- g. Class starts : 16 April 2017 at 0815 hours.

**School Bus Service for Children**

3. Presently, one school bus and one school minibus run from Mirpur Cantonment to Dhaka Cantonment and adjacent schools. The details of the school transports, pick-up/drop-off points, pick-up times and specified schools for each vehicle are given below:

- a. **DSCSC Bus.** This is the main service for children of Dhaka Cantonment schools. The pick-up points are ‘**Ready Mart**’ canteen area and the Mosque area at 0650 hours on every school day. This bus covers the following schools:



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Ser	Name of School	Location
1.	Adamjee Cantonment Public School & College	Dhaka Cantonment
2.	Shaheed Anwar Girls School & College	Dhaka Cantonment
3.	Cantonment Girls Public School, Dhaka	Dhaka Cantonment
4.	Shaheed Ramij Uddin High School & College	Dhaka Cantonment

b. **DSCSC Coaster Service.** This is primarily for the children of the officers studying in the English medium schools. The pick-up/drop-off point is near the 'Ready Mart' canteen area and the pick-up time is 0655 hour. Schools covered are:

Ser	Name of School	Location
1.	Bangladesh International School and College	DOHS, Mohakhali

c. **DSCSC Microbus Service.** This primarily for the children of the officers studying in the under mention schools. The pick-up/drop-off point is Ready Mart area and the pick-up time is 0720 hours.

Ser	Name of School	Location
1.	BAF Shaheen School, Tajgaon	Tajgaon, Dhaka
2.	BAF Shaheen School, Kurmitola	Kurmitola, Dhaka Cantonment

4. **Timing and Routes.** The timings and routes have been worked out after many trials and errors. Any change desired may upset the already established service of the whole community. The capacity of the buses is also inadequate at times depending on the number of school going children travelling.

5. **Identity Card System in School Bus.** Student officers are welcome to avail the existing school bus services for their children (please bear with minor inconveniences for the community interest). No attendant is permitted to accompany with the children due to shortage of seats. The parents of students willing to avail school bus services have to submit the particulars of their children along with two copies of photograph to MTO so that necessary Identity Card can be issued.

6. **Transport Charge.** Taka 35.00 per month to be charged for each child availing the transport service.

## **SECTION 20**

### **OTHER ADMINISTRATIVE FACILITIES/SERVICES**

#### **Medical Facilities**

1. One medical specialist, a gynaecologist, a dentist and a lady doctor are available from 0730 to 1400 hour on working days in the Medical Inspection (MI) Room of the College. The MI Room remains open all the time with a nursing assistant on duty. In the College MI Room routine medical check-up and outdoor treatment of ordinary ailments are provided. Ambulance services are provided for evacuation of sick/casualties from residence to MI Room. Serious patients are evacuated to the CMH Dhaka. Medical facilities at the military hospital are free for all Bangladeshi officers and their families as prescribed in the Service Rules of Bangladesh. In case of overseas student officers, only their spouse and children are entitled to get medical facilities besides them. Officers intending to report sick must take permission from his Syndicate DS and inform Syndicate Leader/any other course member of the syndicate and also clearly know his medical disposal given by Staff Surgeon. If no disposal is given an officer must join his class. In case a disposal is given, this must be informed to Teaching DS and also Syndicate Leader/any member of the syndicate. Following facilities are also available in MI Room:

- a. ECG.
- c. Dressing.
- d. Dental surgery.

#### **Cable TV**

2. The College can provide Cable TV connection in officers' quarters. It has the provision of about 200 channels including one training channel, which operates as per instructions given in the weekly training programme/notice board. Every subscriber has to pay Taka 500/- (Non-refundable) as initial connection charge. **Taka 350.00** per month is to be paid as monthly line rent. Officers should contact GSO 2 (Com) in this regard.

#### **Telephone/Fax**

3. Mirpur military exchange is presently providing telephone services to the office complex and residence of the permanent staff. From DSCSC Course 2013-2014 all student officers are given with a military telephone connection in their residence from newly procured digital exchange in Mirpur Cantonment.

4. Overseas officers may be provided with telephone if desired. Charge levied by the telephone authority to be deposited to account section each month. In this regard they should contact GSO 2 (SD).

5. Some useful Telephone numbers are given at Annex A to this section.

### **Postal Service**

6. All officers will receive their incoming mails in their respective lockers. Overseas officers willing to mail their letters within Bangladesh or outside Bangladesh may go to the College Campus Post Office located between Sports Complex and Officers' Mess. For detailed information regarding this, overseas officers may contact GSO 2 (SD).

7. The postal address of the College is:

Defence Services Command and Staff College  
Mirpur Cantonment  
Dhaka - 1216  
Bangladesh

8. **FAX/E-mail Address:**

a. **Telephones:**

+880-2-9008158 (Col GS Office: Coordinator)  
+880-2-9008028 (Col Admin Office)  
+880-2-8000345/3308 [DAA&QMG (Admin)]  
+880-2-8000345/3334 [(GSO 2 (P&C))]  
+880-2-8000345/3336 [GSO 2(SD)] - Overseas Student Coordinator

b. **Military Exchange: +880-2-8000345**

c. **FAX : 880-2-9011450**

d. **E-mail : dscscbd@yahoo.com**

e. **Website : [www.dscsc.mil.bd](http://www.dscsc.mil.bd)**

### **Banking Service**

9. There is a branch of the 'Sonal Bank' (Nationalized Bank) located near Military Police Gate No-1. Overseas officers may get the service from this local bank. However, officers willing to open account in other international banks located in Gulshan and Motijheel may contact GSO 2 (SD). Following overseas banks operate in Dhaka:

a. **Standard Chartered Bank**

67 Gulshan Avenue,  
Gulshan Dhaka 1212  
Telephone: 8833003-4

b. **Habib Bank**

South Avenue Tower (1<sup>st</sup> Floor)  
Gulshan -1, Dhaka -1212  
Telephone: +8802-9883505, 9884954  
Fax: +8802-9883064

- c. **American Express**  
18-20, Motijheel Commercial Area, Dhaka-1000  
Telephone: 9561751-2, 9561496-7  
Telex: 632305. AEDBGT. FAX: 880-2-861380.
  
- d. **HSBC**  
SWIFT: HSBC BD DH  
House SWG 2 (Corner of Road No-5)  
Gulshan Avenue, Dhaka-1212  
Telephone: 8802-966447, Ext: 162  
Fax: 8802 8817604
  
- e. **City Bank**  
109 Gulshan Avenue,  
Road No-39  
Dhaka 1212. BD  
Telephone: 8833567
  
- e. **Commercial Bank of Ceylon**  
Hadi Monsion,  
2, Dilkhusha C/A  
Dhaka-1000  
Telephone: 7114125

### **Batman/Maid Servants**

#### 10. **Instructions for Bangladeshi Officers.**

- a. Employment of batman/maid is officers' individual responsibility. Their conduct, discipline, behaviour and dress must be controlled/ checked by the officers themselves to avoid any untoward incident. Maid/batman must be instructed and advised not to play in the children's play ground and not to sit under the umbrella in the residential areas. Officers are requested to advise their domestic employees to conduct in an appropriate manner.
  
- b. Officers are to submit the list and bio-data of their batman/maid servant along with two copies of passport size and one copy stamp size photographs to DAA&QMG (Admin) within 1st week of arrival for issue of temporary security pass. Employing part time maids are discouraged. However, in unavoidable circumstances officers are to arrange pass for them, if employed, from the DAA&QMG (Admin).

#### 11. **Instructions for Overseas Officers.**

- a. The College has the provision to extend batman/maid facility for the overseas officers on monthly payment.
  
- b. Officers living in the BOQ can have batman (male servant) only.

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- c. Officers living with family in the married accommodation can employ batman/maid or both, through College authority.
- d. Officers living at BOQ can employ a batman at a rate of **Taka 8000.00** (Approximate US\$ 100.00) per month.
- e. Officers living at family accommodation can employ a batman/maid at a rate of **Taka 8000.00** (Approximate US\$ 100.00) per month (Maid only for officers living with family).
- f. The batman of a single officer will live in the batman's accommodation attached to the BOQ. They may have food from the civilian mess of the College on payment. The expenditure is to be borne by the individual batman.
- g. Officers living with family may keep their batman/maid in their respective accommodations up to **2000** hour. Batman/maid will not be allowed to stay overnight at officer's accommodation. In case of emergency individual will have to be duly compensated.
- h. Batman/maid should be given at least one day rest/break once in a week.
- j. Batman/maid provided by the College is verified by the Police, medically examined and is issued with security passes. As such, overseas officers are requested not to employ or manage any other batman/maid servant at their own for the security reason. Officers desiring to change them may inform the DAA&QMG (Administrative) in writing and will have to wait for a period of minimum 07 days for necessary action/replacement.
- k. Employing part time maids are discouraged, and can only be employed through DAA&QMG (Admin).
- l. If any overseas officer intends to bring maid servant of foreign nationality, then it should be notified to the college before their arrival. Necessary documents e.g. Photo copy of passport, Bangladeshi visa, Bio-data with photo etc. should be sent to this college for clearance.

### **Laundry Services**

- 12. **Location.** Laundry shop is located beside the canteen.
- 13. **Services Charge Rate.** An amount of **Taka 250.00** for married officers and **Taka 150.00** for single officers is to be paid to the laundry contractor per month for washing of uniform and pressing of all types of clothes. However, the laundry will press not more than 10 pieces of clothing per officer per day. Officers are to pay for washing of clothes other than uniform.
- 14. **Single Item Rates.** Officers not willing to avail the monthly services may get clothing washed and pressed as single items. The washing and pressing charges for single item of clothing are as under:

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Ser	Items	Washing and Pressing Charge	Only Pressing Charge	Only Washing Charge
1.	Uniform	6.00	3.00	3.00
2.	Suit (Complete)	7.00	7.00	
3.	Trouser (All types)	6.00	3.00	3.00
4.	Shirt (All Types)	6.00	3.00	3.00
5.	Saree (Other than cotton)	8.00	6.00	2.00
6.	Bed Sheet (Single)	15.00	5.00	10.00
7.	Bed Sheet (Double)	20.00	5.00	15.00
8.	Bed Cover	10.00	3.00	7.00
9.	Pillow Cover	5.00	2.00	3.00
10.	Mosquito Net (Single)	20.00	8.00	12.00
11.	Mosquito Net (Double)	30.00	10.00	20.00
12.	Children's Net Clothing	5.00	2.00	3.00
13.	Curtain (Per Piece)	12.00	4.00	8.00
14.	Blanket (Dry Wash)	Prevailing dry wash rate in the market	-	-

15. **Service Time.** The laundry services will be available every day from 0600 to 1000 hour, 1530 to 2030 hour. Laundry will remain closed on the day before holidays. Handing over/receipt of clothes to and from the laundry to be arranged by the officers at their own arrangement. Officers will not use any laundry man for carrying their clothes.

16. **Outside Facilities.** Officers may also avail laundry facilities for dry cleaning etc from outside under own arrangement. Following are few of the dry cleaning/laundry shops available in the city:

- a. BAND BOX, Arong Building, Mirpur Road.
- b. ISHIYA, Pallabi, Mirpur-11.
- c. TOPCLEAN LAUNDRY SERVICE  
CSD, Dhaka Cantonment
- d. HOTEL RUPOSHI BANGLA  
Kazi Nazrul Islam Avenue.
- e. THE WESTIN HOTEL  
Gulshan-2, Dhaka
- f. THE REGENCY HOTEL  
Airport Road, Nikunja-2, Dhaka-1229
- g. TOPCLEAN LAUNDRY SERVICE  
Mirpur DOHS

**Canteen Facilities**

17. A privately owned canteen named 'READY MART' is located in the residential area. Items of daily necessities including perishables are available at reasonable price. Demand may be placed to the canteen for the items not readily available. Any complaint regarding the price/quality of items sold in the canteen may be endorsed in the complaint/suggestion register kept in the canteen.

**Shopping Facilities**

18. Duty free sales and display centres are located at Hazrat Shahjalal International Airport, Mohakhali and Gulshan within Dhaka City. Besides, there are number of shopping centres in the city, namely New Market, Stadium Market, Baitul Mokarram, Bashundhora City, Eastern Plaza, Rapa Plaza, Rifle Square, Century Arcade, Paltan Super Market, Bishal Centre, Mouchak, Banani Super Market, Gulshan, Rajdhani Super Market and many more. Bongo Bazaar could be your market of interest for ready-made garments.

**Hair Cutting Facilities**

19 Barber will be available in the barber shop located in Canteen Area as per the schedule mentioned below:

Ser	Day	From	To
1.	Saturday	0800 hour	1200 hour
		1600 hour	2000 hour
2.	Sunday	1600 hour	1900 hour
3.	Monday	Closed	Closed
4.	Tuesday	1600 hour	1900 hour
5.	Wednesday	1600 hour	1900 hour
6.	Thursday	1600 hour	1900 hour
7.	Friday	0800 hour	1200 hour

20. The rate is Taka 50.00 per person. Barber service will not be available at residence / BOQ.

**Tailor Counter**

22. A Tailor Counter near laundry is open daily from 0900 to 1200 hour and 1600 to 2000 hour to take order and give delivery. Officers are to pay at the rate available with Tailor Counter for any kind of alteration/making of clothing.

**Annex:**

A. Some Useful Telephone Numbers.

**SOME USEFUL TELEPHONE NUMBERS**

- |   | <b><u>Army</u></b>                             | <b><u>Civil</u></b> |
|---|--|---------------------|
| 1. <b><u>Mirpur Army Exchange.</u></b>                                      | 902 followed by<br>desired extension<br>number | 8000345             |
| 2. <b><u>Dhaka Army Exchange.</u></b>                                       | 901 followed by<br>desired extension<br>number | 8871234             |
| 3. <b><u>Telephone Number of Various Embassies and High Commission.</u></b> |  |                     |

<b>Ser</b>	<b>Country</b>	<b>Telephone Number</b>	<b>E-mail</b>
a.	Brunei	8819552, 8813304, 9861837	bruhcomm@citech-bd-com
b.	China	8824862, 8824164	chinaemb_bd@mfa.gov.cn
c.	India	9888789, 8820243-7	hoc@hcidhaka.org
d.	Indonesia	9881640-41, 8812260	indhaka@bangla.net
e.	Jordan	0092-51-229 7383, 221 1712	jordanem@isb.paknet.com.pk
f.	Kuwait	8801724-278107	bangladesh@kuwaitarmy.gov.kw
g.	Malaysia	8827759/60, 9891651, 9885543	mwdhaka@citechco-bd.com
h.	Maldives	0094-11-5516302-3, 2587827	maldhe@visualnet.lk
j.	Myanmar	9896373, 9896298	mynembdk@dhaka.net
k.	Nepal	9892490, 9892568	rnedhaka@dbn.net
l.	Nigeria	0091-11-24122142-4	nhcnder@vsnl.com
m.	Pakistan	8825388-9	paredka@bangla.net
n.	Philippines	9881590-93, 9881578	philemb 1 @citechco.net, philemb 2 @citechco.net, philemb 3 @citechco.net
p.	Saudi Arabia	8829125, 8829128-9, 8826989	BDEMB@mofa.gov.sa
q.	Sri Lanka	9896353	slhc@citechco.net
r.	Singapore	9880404, 9880337	-
s.	Sudan	0092-51-2263926, 2263975	sudanipk@isb.compol.com
t.	Thailand	8812795-6, 8813260-1	thaidac@mfa.go.th
v.	Turkey	8822198, 8823536, 8813297	dakkabe@citech-bd.com
u.	UAE	9882244, 9882255, 9882266, 9882277	uaedac@bol-online.com
w.	USA	8855500-22	-



**SECTION 21**

**MINOR ADMINISTRATIVE INSTRUCTIONS**

**Religious Rights**

1. In the College premises we have a beautiful mosque where the Muslims may offer their prayers. Besides, number of churches, pagodas and temples are located in the city where the Christian, Buddhist and Hindu officers may offer their prayers. GSO 2 (SD) may be contacted for the location of churches/pagodas/temples.

**Guests**

2. Bangladeshi officers are free to entertain guests at their houses/mess except foreigners. Single officers may entertain guests in the Mess with the permission of the Col Admin. Lady guests are not allowed to stay overnight in the Mess.

**Area Maintenance**

3. All officers are expected to be mindful of maintaining the College and residential area in the best possible manner. All efforts will be made by the College to maintain a high standard in this regard. However, whole-hearted cooperation of all will be required to keep the area clean. The following are requested to be adhered to by all:

- a. Officers will kindly ensure that garbage/other disposal are properly put in the garbage box regularly. Please do not keep the garbage in front of the building at any time.
- b. Servants must be instructed not to carry the garbage openly. Throwing garbage in any place of the College is strictly prohibited. Please instruct your maid/batman not to throw garbage bags through the windows of the kitchen.
- c. Officers are also requested to use the rooftops for clotheslines. Inconvenience, if any, caused by doing so must be accepted for the sake of clean and healthy community living.
- d. Officers are advised not to keep packing materials, i.e, wooden/steel boxes, crates etc in the staircases and under the porch.

**Plantation**

4. The College regularly participates in annual nationwide plantation programme as well as occasional beautification programme since 1977. The College has a total area of 104.24 acres. Plantation is done every year. Officers are requested to take special care of small plants/saplings in the College Area. Please instruct your children and batman/maid servants not to damage or uproot any plant/sapling. No one is allowed to pluck flowers from the garden.

**Miscellaneous**

5. **Dealing with Troops and Civilians.** Please contact respective staff officers for all your requirements, be it training or administrative. You are instructed to follow the procedure strictly and receive orders only from the concerned staff officer/DS.

6. **Pay and Allowances.** Bangladeshi officers' pay and allowances including travelling/daily allowance may be claimed through Accounts Section. Overseas officers may contact their respective embassy/high commission. However, the College will always extend help, if needed. DAA&QMG (Accts) may be contacted for any kind of financial matter.

7. **All Bangladeshi student officers are request to bring 06 (blank) Form D from their respective Units.**

8. **Nor'-Wester.** Nor'-westers may hit places of Bangladesh between March and June and may cause considerable damages to life and properties. As such, you are requested to be careful about nor'-wester, especially for the preservation of the glass doors and windows of residential accommodation and mess. It is advisable that in your absence, doors and windows be kept closed.

9. **Angling.** Although there are two lakes in the College premises but you are not allowed to do angling in these lakes. Please instruct your children accordingly.

10. **Complaint Register.** There are complaint registers available at Canteen, Barber Shop, Dhobi Shop and Tailor Shop. You can endorse your complaints, if any. {For overseas - Complaint Register is held in GSO-2 (SD) office}.

11. **Forbidden Possessions.** Officers are forbidden to bring any of the following:

- a. Dogs or other pets.
- b. Fire-arms and ammunition.

12. **Clearance Certificate.** All officers will be required to get necessary clearance from concerned branch, Wing, section, office and stores before leaving the College. A form is available in Establishment Section in this regard. You are to complete the form in all respect and deposit it to DAA&QMG (Admin) and in turn you will be issued with the movement order. You are also requested to inform the Barrack NCO/MES personnel who will remain present during your departure to get the keys.

13. **Bank Rates of Currency Exchange.** Approximate exchange rate as on October 2016 is as follows:

<b><u>Currency</u></b>	<b><u>Selling (Taka)</u></b>	<b><u>Buying (Taka)</u></b>
Dollar (US)	Taka 78.10	77.10
Euro	Taka 102.20	98.23
Pound (UK)	Taka 128.66	124.69
Saudi Riyal	Taka 20.82	20.55

**SECTION 22**

**SECURITY**

1. **Security of Personnel.** Personal security is primarily individual responsibility. You are requested not to allow your children to go near the water lines of the lake or rowing boats without an adult male swimmer accompanying them. No one is allowed to climb trees in the College. Parents must take adequate care of their children and instruct their batman/maid servants accordingly. Children are not allowed to go to roof of the building as this may be hazardous. The College gives security pass to all civilian employees including MES personnel.

2. **Security of Materials and Information.**

a. You are requested to keep your valuable materials under lock and key so that those articles remain out of reach of servants/maid servants or any other outsider.

b. If you send some item for any purpose out of the College through your batman/maid/or anyone else, please give a written chit. Regimental Police (RP) in the gate will inspect/inquire about this whenever they will feel necessary. Remember, they are on duty for security reasons and you must comply with the instructions. All are expected to assist the RP to discharge their duties for your safety and security.

c. All printed matters issued to the students are confidential/restricted and copy numbered. All papers issued to the students either by the P&C Branch or the DS are to be returned. Any loss of exercise papers is to be reported to the Col GS immediately.

d. At the end of the course, students may retain some of the Staff College précis and publications unless otherwise instructed to return, but they must be safe guarded.

e. When the précis are no longer required they should be burnt or destroyed as classified waste under college arrangement. Under no circumstances they should be treated as routine waste. At the end of the course all such précis will be centrally destroyed under the responsibility of the Admin Branch.

f. All exercise folders and connected papers issued to students are to be returned to respective Wing's précis section by syndicate leaders without any discrepancy.

g. Précis room and reproduction area and computer cell of (P&C) Branch are OUT OF BOUND for all students.

3. **Identity Card.** The Administrative Branch issues a temporary identity card to all overseas officers on arrival. It is to be returned on termination of the course. You are requested to take care about its security. Any loss of the identity card must be informed to Colonel Admin immediately. Regarding Identity Card of batman/maid all officers to apply in written form which is available with Admin Branch (Civil Section), within 10 days from date of joining.

4. **Opening of Syndicate Rooms.** Student officers who wish to open their syndicate rooms during off hours may do so with permission from GSO 2 (TS) or Syndicate DS. Officers are to draw the keys from Duty Clerk and deposit it back on completion of the job. The officer drawing the key must sign the key register with the Duty Clerk.
  
5. **Security of Access.** At the College entrance gate a uniformed person is posted. He will verify the identity of all persons who wish to enter the College, and will allow only such persons to enter who either belong to the College or want to visit a College Staff/Student.
  
6. **Standing Order/Standing Operating Procedure (SOP)/ Instructions of DSCSC.** All officers are requested to go through the Standing Orders, SOPs and additional instructions issued by the College in the arrival folder and also issued from time to time at later stages.

**SECTION 23**

**MESS FACILITIES AND MESS RULES**

**Mess Facilities.**

1. DSCSC Officers' Mess provides food and accommodation to bachelor officers and officers attending course without their families. The Officers' Mess of the College has an Ante Room, a Ladies Room and a Billiard Room. All College staff, students and their wives can use the mess. Single officers dine here. Two separate menu, Bangladeshi and continental are catered for Bangladeshi and overseas officers respectively. No alcohol is available neither is allowed in the Officers' Mess. Apart from dining members, others may also avail the normal mess facilities. For details, officers are requested to go through the Mess Rules explained in the subsequent paragraphs.

**Mess Rules**

2. The Mess Rules of DSCSC are similar to other Services Officers' Mess Rules. The important ones, that mention about the officers' privilege, officers' conduct in the mess and some of the important DOs and DON'Ts which affect the routine mess life, are highlighted here. Officers should read the Mess Rule book and abide by them ignorance will not be accepted as an excuse for any infringement. The rule book is available with the DAA&QMG (Mess).

3. **Mess Committee.** Management of the Mess lies with the President, Mess Committee (PMC). The Committee consists of following:

- a. President : Colonel Administration.
- b. Mess Secretary : DAA&QMG (Mess).
- c. Food Member : Elected from the dining in members.
- d. Café & Garden Member : Elected from the College Staff/students.
- d. Entertainment Member : Elected from the College Staff/students.

4. **Control of Mess Staff.** Officers other than members of the Mess Committee shall not order the mess staff regarding the routine functioning of the mess. Complaints, if any, should be referred to the PMC, Mess Secretary or to a member of the Mess Committee.

5. **Mess Meeting.**

a. Mess Meetings should be held once in 06 months or as ordered by the Commandant. The following officers will attend:

- (1) All members of College staff.
- (2) All dining members.
- (3) Course leaders.
- (4) All syndicate leaders.

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b. Student officers are to give their points through their Syndicate leader or course leader.

c. Notice for the meeting is to be published well in time so that all members can submit proposals to the PMC in writing at least 48 hours prior to the meeting.

6. **Mess Subscriptions**. These will be paid through the monthly mess bills. The rates are subject to changes, which will be notified duly. The rates are as follows:

- a. Mess Subscriptions : **Taka 75.00** (for dining members.)  
**Taka 55.00** (for non-dining members)
- b. Sports : **Taka 40.00.**
- c. Breakage Charges : **Taka 10.00.**
- d. Ladies Club : **Taka 100.00** (married officers only).
- e. Gas charge : **Taka 45.00** (for dining members).  
**Taka 20.00** (for non-dining members).
- f. Torch Magazine : **Taka 50.00** (for all students including Permanent members).

7. **Messing**. Actual expenditure on daily messing will be charged as per daily messing register and marketing register.

8. **Mess Cafe**. A charge/profit on Mess Cafe items may be made, not exceeding 2%.

9. **Mess Bills**. The Mess Secretary shall issue the monthly mess bills by 5<sup>th</sup> of each month. Officers are to clear their mess bills by the 10<sup>th</sup> of the each month. No part payment will be accepted. The PMC is to report, in writing, to the commandant, if any officer fails to pay his bills in time. All student officers must settle their accounts before departing from the College. Errors in mess bills are to be brought to the notice of the Mess Secretary within 48 hours on receipt of the bill.

10. **Rolling money**. All student officers will pay Taka 3000.00 in advance after joining the College. This will be adjusted with the mess bill before they depart from the College

11. **Extra Duty Pay**. There will be occasions when extra duty pay is paid to members of the mess staff. For service by mess staff officers can use following number of mess staffs in their personal parties where charges will be as follows:

Number of Guest	Mess waiter	Cook	Meshalchi	Non-Combatants
Less than 50	03	03 (including 01 Head Cook)	01	01
50-100	06 (including 01 Mess Chief)	05 (including 01 Head Cook)	03	02
100 and above	01 for every 20 guest	As required	As required	As required

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- a. For each personal party officer has to pay the service charges as follows
- (1). Head Cook/Butler -Taka 300.00.
  - (2). Mess Waiter/Cook/Mashalchi/ Non-Combatants-Taka 200.00 per person.
- b. For each official party mess staffs will get the following service charge:
- (1). Head Cook/Butler -Taka 200.00.
  - (2). Mess Waiter/Cook/Mashalchi/ Non-Combatants-Taka 100.00 per person.
12. Sitting Lunch/Dinner is not allowed in personal party.
13. **Meal Timings.** Meal timings are:
- a. **Breakfast.**

(1) Working days	0645 to 0715 hour
(2) Holidays	0800 to 0900 hour
  - b. **Lunch.**

(1) Working days	1400 to 1500 hour
(2) Holidays	1300 to 1500 hour
  - c. **Tea.** 1730 to 1830 hour
  - d. **Dinner** 2030 to 2230 hour
14. **Warning In /Out.**
- a. Warning out is not allowed for in-living student members except on week end/leave. Dining members warning out must enter in the "Dining In/Out (Warning In/Out Register) by 2000 hour of the previous day. Register is available in the Mess. Failure to do so will result in messing charges being raised for the day on which the meals were not taken.
  - b. A member taking two major meals in a day will be charged for the whole day. Major meals are breakfast, lunch or dinner.
15. **Inviting Guests.** Officers inviting private guests for meals should follow the procedure mentioned above.
16. **Private Functions/Ceremonies.** Due to shortage of mess staff private parties of student officers and any sorts of home service will not be allowed.
17. **Crockery/Cutleries.** These can be provided for syndicate parties in the official residences of officers if these can be made available without disturbing the

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normal function/commitment of the mess. However, collection of these items from the mess and their return will be the responsibility of the officer concerned. Under no circumstances the mess staff will be used. Any breakage/damage/loss once the items are out from the mess store and until it is returned to the store will be liability of the concerned officer. Table cloth and napkins will not be issued from the mess. No mess waiters/cooks shall be provided for service/cooking in the residence of an officer.

18. **Meals Served in Rooms/Married Quarters.** Meals will not to be served to members in their rooms. Married officers and officers sick in quarter (SIQ) may, however, take food in the rooms by their batman.

19. **Chit System.** Officers ordering for extra food items are to ensure that their order is written on a separate 'chit' which they should sign with date. Credit chits should be written clearly, with individual names and personal numbers and the number of items ordered for, both in figures and words, so as to prevent fraud and to facilitate preparation of bills correctly. Mess members are to keep in mind that the signing of chit is the individual responsibility. Officers must ensure signing of chit immediately after any order. Mess staff should not be blamed for non signed chits.

20. **Cash Payment.** Mess staff or Barmen are not authorised to accept cash payment. Casual visitors should sign chits giving their names, number and other information. Bills will follow later.

21. **Mess Dress.** Officers should dress properly while coming to the Officers' Mess for refreshment, telephone calls or for recreational activities ie watching TV, reading newspapers, playing cards etc. Sports dress may be worn in the mess for taking evening tea. **Officers should not enter the dining room in sports dress.**

22. **Breakage.** Any breakage of mess item is to be entered in the breakage register. For carelessness the defaulter has to bear the loss. The cost will be as per the last procurement price.

23. **Smoking.** Smoking in the ante room, dining room or any other air conditioned room of this mess is prohibited.

24. **Papers and Periodicals.** Papers and periodicals are to be purchased as decided by the Mess Committee and placed in the TV room. Newspapers should only be removed from the TV room if they are to be read in the dining room. In no case it will be taken to officers' room.

25. **Guests.** An officer inviting a private guest into the mess is to be responsible for that guest and his/her conduct in the mess.

26. **Ladies.** Ladies will normally be admitted into the public rooms of the mess provided there is no objection from the senior living-in member present. Children may accompany their parents into the mess when visiting informally, but the provision again applies: children must be looked after so that the others do not feel disturbed.

27. **Dining Married Student Officers.** Dining married student officers may live with their spouses over the weekend with the special permission of the PMC.



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28. **Telephone.** There is a telephone in the mess (8000345 extensions: 3323). The mess waiter will inform the officer concerned in person to attend incoming calls.
29. **Batmen of Dining Members.** Officers will arrange their own civilian batmen during their stay in the mess. Their discipline, conduct and security clearance will be the responsibility of the officers employing the batmen.
30. **Gambling.** No gambling is allowed in the mess. However, cards can be played in the card room. Card room will not be used during working hour, i.e. 0730-1400 hour on weekdays.
31. **Complaints and Suggestions.** Complaints and suggestions may be entered in the suggestion book kept in the mess.
32. **Security.** It is the duty of all mess members to ensure the entry of authorised persons into the mess. Particular attention should be paid to security standing orders. In addition, officers should ensure that the duty waiter locks items of value.
33. **Use of Ante Room and Main Dining Hall.** Ante room and Main Dining Hall will be used only for College functions or parties. No children or civilian guests will be allowed in the ante room and main dining hall unless ordered by the college authority.

**SECTION 24**

**DO'S AND DON'TS**

1. **Officers' Mess.** Please **DO NOT**:
  - a. **Consume alcohol in the Officers' Mess. Drinking wine or any kind of alcohol and taking drugs are strictly prohibited.**
  - b. Allow any lady to visit the BOQ.
  - c. Visit mess with sandal/shorts (half pants) etc. During the afternoon, i.e. prior to games one is allowed to visit the Officers' Mess in games dress for tea. Jeans and leather jackets are not allowed in the mess.
  - d. Keep/bring any pet animal.
  - e. Discuss controversial subjects like politics, religion, women etc in the mess.
  - f. Keep large amount of cash/valuables unattended or in insecure places.
  
2. **Residential Area.** Please **DO NOT**:
  - a. Keep any maid servant if your family is NOT with you.
  - b. Allow any lady to visit your residence when your family is NOT with you.
  - c. Visit the DS/staff in their residences unless called in by them or there is an emergency.
  - d. Invite DS and their wives except in syndicate party organised by all members of the syndicate.
  - e. Invite other foreign nationals residing outside the College campus to your quarters without clearance from the College authority.
  - f. Hang/place clothing in front of the building or in the field for drying.
  - g. Allow your maid servant/batman to play in the children's play ground/sports complex.
  - h. Allow your civil guests to visit College campus unattended.
  - j. Keep your accommodation and surroundings untidy.
  
3. **Gifts.** You are requested not to embarrass the DS/Staff by presenting any gift. Gifts of commercial value are not allowed. At the end of the course, overseas officers are allowed to exchange gifts provided those are of military nature (crest and antiques which represent the armed forces or national culture). Bangladeshi officers may refuse to accept any gift of commercial value.

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4. **Gambling/Playing Card**. Gambling of any type is forbidden. Please do not play card on stake in the College premises.
5. **Military Police (MP)**. You are requested to prove your identity or show your identity card on demand to MP at the cantonments. Please try to avoid visiting/crossing Dhaka Cantonment after mid-night. You can come from Gulshan area through Sher-e-Bangla Nagar, ie through Rokeya Shoroni.
6. **In Office**. Please **DO NOT**:
  - a. Violate customs of Services in showing respect to seniors.
  - b. Bring ladies and children to the College complex during working hours unless otherwise specified or programmed.
  - c. Visit places made out of bound for you.
  - d. Allow your children to visit sports complex on games day.
7. **Dress and Turn Out**. Please **DO NOT**:
  - a. Neglect your turn out; be appropriately dressed in all College activities.
  - b. Neglect to have proper hair cut.
8. **In Public**. Please **DO NOT**:
  - a. Walk arm in arm or hand in hand with ladies.
  - b. Eat/smoke in the open during the holy month of Ramadan.
  - c. Visit public places in shorts (half pants).
  - d. Go out without your College identity card.
  - e. Drive without your driving license.
9. **Invitation from Foreign National/Organisation**.
  - a. Please do not accept invitation from foreign nationals/organisations directly.
  - b. Seek advice of your sponsor DS/staff when you or your families are approached directly for such invitation.
10. **Arrival/Departure of Overseas Students' Families**. Please keep your sponsor DS/staff informed well in advance about the arrival/departure of your family/family members.
11. **In the Airport**.
  - a. Please respect the immigration/custom rules.
  - b. Seek the advice of the custom/immigration officer when in doubt.

12. **When in Problem/Difficulty.**

- a. Please seek the assistance of Police, if you need.
- b. Call the College Authority (Col GS/Col Admin/Sponsor DS) over telephone.

13. **Days of National Importance.**

a. **Eid.** After the holy month of Ramadan, Eid-ul-Fitr and after the Hajj Eid-ul-Azha are observed. On these days, it is customary to exchange Eid Greetings with Commandant as per college instructions:

- (1) Student Officers.

b. **National and Independence Day.** 26 March of every year is observed as National and Independence Day of Bangladesh.

c. **Armed Forces Day.** 21 November of the year is observed as the Armed Forces Day. On this day, a reception is held at the Services Officers' Club where overseas officers with their wives are invited. Officers are required to put on Mess Kit or National Dress on this occasion.

d. **Victory Day.** 16 December of the year is observed as the Victory Day.