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DSCSC 2018-2019

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COMMONLY USED ABBREVIATIONS
AT DSCSC

<u>FULL NAMES</u>	<u>ABBREVIATIONS</u>
<u>Locations</u>	
Sheikh Hasina Complex Auditorium	SHCA
Auditorium 1 (Administration Block)	A1
Auditorium 2 (Academic Block)	A2
Conference Room	CR
Mirpur Hall	MH
Officers' Mess	OM
Syndicate Room	SR
Students' Computer Laboratory	SCL
<u>Dresses</u>	
Civvies	CV
Combat Dress	CD
Field Dress	FD
Games Kit	GK
Mess Kit	MK
Service Dress	SD
Working Dress	WD
<u>Modes</u>	
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
Red Ink Correction	RIC
<u>Other/ Miscellaneous</u>	
Academic	Aca
Army Directing Staff	ADS
Naval Directing Staff	NDS
Air Directing Staff	Air DS
Plan and Coordination	P&C
Training Support	TS

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<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
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)
Deputy Director (Computer)	DD (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

I take this privilege to welcome you in the exciting journey for acquiring knowledge and wisdom at Defence Services Command and Staff College (DSCSC). This is one of the most gratifying occasions of your military profession. In the same spirit, I shall also cease this opportunity to congratulate you for the hard earned selection in the DSCSC Course 2018-19. This has certainly ushered you to new thoughts and dreams for the much awaited stay in Mirpur. I am sure you are going to accomplish your dreams by dint of relentless hard work, commitment and sincere cooperation. The college is eagerly waiting to get enriched by the glittering presence of each of you and your lovely family members. May you reach the college safe and sound by the grace of Almighty.

DSCSC is the premier training institution of Bangladesh Armed Forces. It has the legacy of transforming selected military officers from home and abroad to competent military leaders who can excel in professional assignments with glorious success. The college not only offers the opportunity for pursuing academic excellence, but also allows to develop life-long bonding of a fraternity that never fades away. Appositely, the vibrant yet ever enriching social programs in a global environment will fetch you lifelong friendship with people from different parts of the world. Life in Mirpur, is the one to be treasured forever.

In upholding the motto of the college-'*Knowledge is power*', I can promise you a rewarding academic environment. The faculty members with their stunning professional brilliance and honest commitment will sail you through every event. The dedicated band of staff officers will be always vigilant in offering you the most conducive environment for the course. Now it is your turn how best you can enhance your professional skills and shape up the military acumen in order to shoulder future assignments. I wish you a very colourful and accomplished tour of journey in Mirpur.

A K M Abdullahil Baquee
Major General
Commandant
Defence Services Command and Staff College
Mirpur

DEFENCE SERVICES COMMAND AND STAFF COLLEGE

JOINING INSTRUCTIONS (2018-2019)

CHAPTER 1

OVERVIEW OF THE COLLEGE

SECTION 1

INTRODUCTORY NOTES

1. This booklet contains many essential details which you are required to follow 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 few academic exam certificates (original and one set photocopy) which need to be deposited to the Academic Wing of the college right after arrival. These certificates must show the qualification of SSC/ 'O' level or equivalent academic exam, HSC/ 'A' level or equivalent academic exam and Bachelor/ Graduation or equivalent academic exam including corresponding mark sheets/ transcripts, migration certificate (if any). These are all to be in English and the photocopies to be attested by appropriate officials/ authority. For the overseas student officers, who have appeared Qualifying/ Selection examination for the DSCSC course, the qualification certificates must be endorsed by the respective services Headquarters/ Embassies stating that the said qualifying/ selection examination is considered equivalent/ similar to Bachelor/ Graduation Degree or equivalent academic degree mentioning the grade and year, which will be considered as First Part of the Masters programme. The overseas student officers need to also produce no objection certificate from the respective services Headquarters/ Embassies that, there is no objection of the concerned authority for the participating officer to pursue his Master's Degree under Bangladesh University of Professionals (BUP).

b. Overseas student officers who are selected for DSCSC Course 2018-2019 are to be qualified in TOEFL Test/ IELTS test after September 2017 and before joining DSCSC (except officers from Australia, Canada, Fiji, India, Kenya, Liberia, Nigeria, Pakistan, Philippines, Singapore, Sierra Leone, South Africa, Sri Lanka, Tanzania, Uganda, UK, USA, Zambia and Zimbabwe). Minimum score for TOEFL: 80 on the internet based TOEFL or 550 on the paper exam or, IELTS Test: A minimum score of 6.5 on the Academic Test.

c. Bangladeshi student officers are to bring original and one set attested photocopy of graduation/ equivalent certificates and registration cards issued by BUP prior to staff college entrance exam. They also need to bring original and

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one set attested photocopy of migration certificate of their respective universities where applicable (not applicable for BUP).

d. 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 of Term-1.
- (3) Training programme (Week 1, Term 1).
- (4) Names of the College staff (including contact numbers).
- (5) Nominal rolls of student officers of the course.
- (6) List of overseas student officers' sponsors.
- (7) Course calendar (forecast of the events) and social calendar.
- (8) Sports schedule.
- (9) Précis / pamphlet issue schedule.
- (10) Officers' accommodation chart.
- (11) Loose Minute (LM) on the rehearsal of the flag raising ceremony - to the Course Leader, Wing Leaders, Division Leaders, Syndicate Leaders and all overseas student officers.
- (12) LM on welcome reception - to the Course Leader, Wing Leaders, all sponsor Bangladeshi student officers and all overseas student officers.
- (13) Circular on coordination conference to the Course Leader, Wing/ Division Leaders, Syndicate Leaders and Games Coordinators.
- (14) Application form for internet correction.

e. 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.

f. The student officers' locker is located in 'Student Officers' Tea Space', Sheikh Hasina Complex, where your name and course number are written. Hard copies of essential mails will be placed in the locker. **Please don't forget to check it daily more than once.**

g. DSCSC has a local area network. One of the prime modes of contact between the student officers and the Faculty and Staff Officers of the college regarding various training and administrative issues is through the internet

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(Microsoft Outlook). Student officers are to install the software in their respective laptop computers through the computer cell of the college at the outset of the course. Student officers are to check respective inbox several times a day for various instructions and study material. It may be mentioned here that the college will issue laptop computers to all the overseas student officers for their research and academic works (which are to be returned prior to termination of the course).

h. Student officers will require different types of attire during the course, which include:

- (1) Service dress (SD) (ceremonial with ribbon, medal, and decorations).
- (2) Mess Kit for Army, equivalent for Navy and Air Force (Ceremonial Dress for Formal Dinner).
- (3) Combat dress for Army, equivalent for Navy and Air Force.
- (4) Working dress for Army, equivalent for Navy and Air Force (Normally Half Sleeve shirt and Trousers).
- (5) Sports Kit (white shorts/ trousers, white tee shirt with collar, white keds).
- (6) Closed Collar dress (trousers, full sleeves shirt with tie).
- (7) Lounge Suit.
- (8) Required civil dress (Trousers, Shirt, shoes etc.).
- (9) Light winter clothes (mostly for the months of December, January).

j. We assume that you will have no objection being addressed by your calling name as underlined in the course student officers' list (in arrival folder). If there is any observation, please let the GSO-2 (P&C) know latest by **27 March 2018**. Also remember that your name on the 'Graduation Certificate' will be spelt as per the list.

k. College staffs are here to assist you. The Colonel General Staff (Col GS), Colonel Admin, GSO-2 (P&C) have individual lockers placed on the 1st floor of the Sheikh Hasina Complex. Please drop your requests/ comments/ suggestions in appropriate boxes. The lockers are checked daily by 0715 hours.

l. The Teaching Directing Staffs also have individual lockers in the respective syndicate rooms. You will be required to submit your assignments there on a regular basis. **Please identify those at the first opportunity.**

m. There is a digital display board in the ground floor (beside the Sheikh Hasina Complex Auditorium) showing the major training events of the day.

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n. 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 Officers In-Processing Data.** A blank proforma for the purpose of in-processing is enclosed with these instructions as Annex A. All Bangladeshi student officers including overseas student officers are to submit this proforma, duly filled in and forward the same to the college by **10 February 2018**. Overseas student officers are to hand over their proformas to Col GS or GSO 2-(SD) on arrival in addition to sending one through e-mail at the e-mail address 'dscscbd@yahoo.com' by **10 February 2018**.

Annex:

A. Student Officers' In-Processing Data.

STUDENT OFFICERS' IN-PROCESSING DATA

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

Personal

1. Personal Number: _____
2. Rank: _____
3. Full Name (In block capital): _____
(For Bangladeshi student 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/ 98-A/ 40 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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Miscellaneous

19. Which games do you play?

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

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)

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c. Children: male _____ female _____
 (Number) (Number)

27. Family Details:

a. Full name of spouse: _____
 (Both in Bangla and English for Bangladeshi)

b. Date of wedding: _____

c. Date of birth of spouse (only day and month): _____

d. Blood Group: _____

e. Educational qualification of spouse: _____

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.

c. Children : 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 name of the school if you want to avail the facilities for your child/ Children):

- a. Bangladesh International School, DOHS Mohakhali, Dhaka.
- b. BAF Shaheen School & College, Dhaka Cantonment.
- c. Adamjee Cantonment School & College, Dhaka Cantonment.
- d. Shaheed Anwar Girls' College, Dhaka Cantonment.
- e. Muslim Modern Academy, Dhaka Cantonment .
- f. Mirpur Cantt Public School and College, Mirpur Cantonment.
- g. Navy Anchorage School and College Dhaka, Namapara Khilkhet, Dhaka.

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. Student Officers' 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 **10 February 2018** positively.

2. Student Officers' 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 **Service Dress (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) **One copy** of coloured photograph for the **Couple (without children). Wife seated by left side (3R Size).**

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

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

b. **Wife. One copy (passport size)** 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 student officers from the 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 student officers were invited to attend the course. Naval Wing found its separate entity in 1982. So far student officers from 41 overseas countries have attended staff course at Mirpur.

3. By now the college has earned a worldwide reputation. The activities of the college have increased manifold. It is affiliated with Bangladesh University of Professionals (BUP) for awarding Master of Science (MSc) degree in Military Studies to the eligible student 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 to 14 student officers guided by a Directing staff (DS). There are 15 syndicates in Army Wing divided into 3 Divisions, 4 Syndicates in Naval Wing and 3 Syndicates in Air Wing respectively. All 22 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 student officers. Generally, each syndicate has 3 to 4 overseas student officers whose contributions greatly enrich the course.

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

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

b. Naval Staff Course for maximum (50 to 56) student officers (4 syndicates having 12 to 14 student officers in each syndicate).

c. Air Staff Course for maximum 42 student officers (3 syndicates having 12 to 14 student 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 the Navy or an Air Commodore from the 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 and General Staff Coordination (GS Coord). The GS Coord plans, programmes and coordinates all training activities of the College. Presently, there are fifteen syndicates in the Army Wing, four syndicates in the Naval Wing and three syndicates in the Air Wing. Directing Staff (DS) comprising of 25 Army, 7 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:

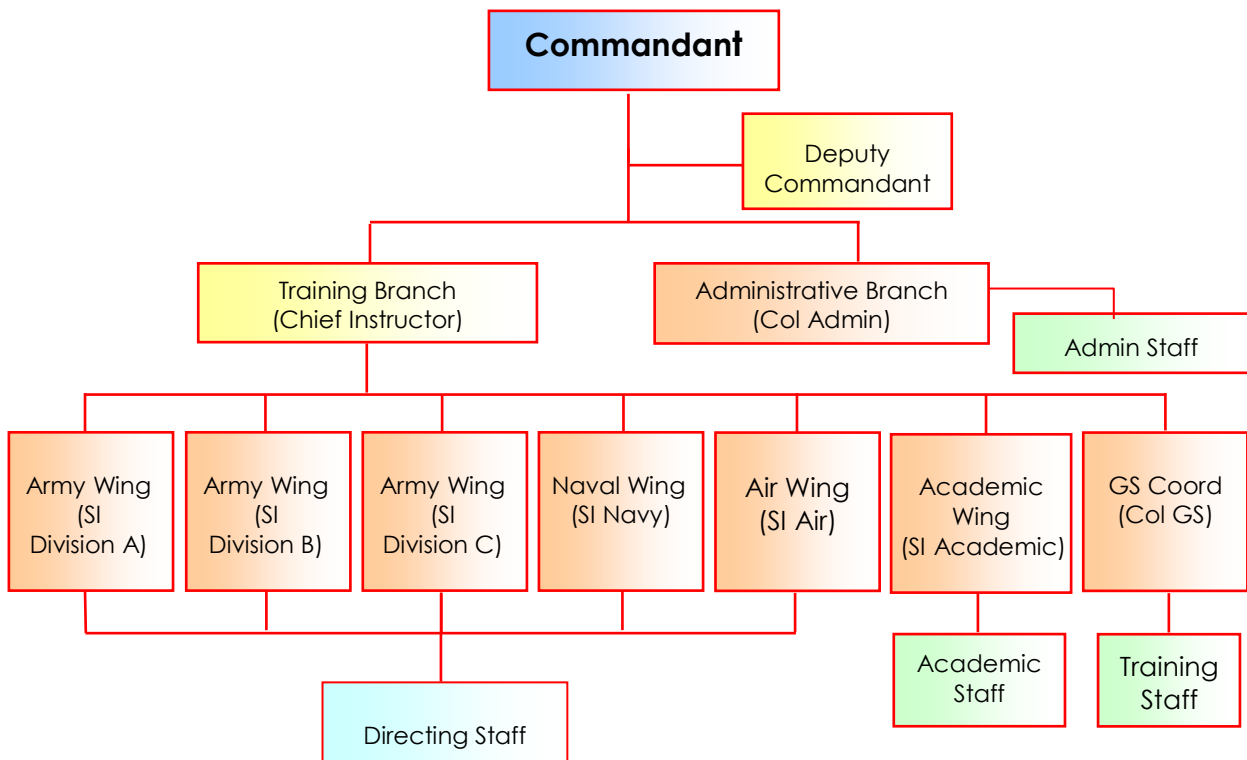


Figure 1: Organogram of DSCSC

2. Duties of DSCSC Staff Officers are briefly mentioned here for your convenience:
 - a. **GSO-2 (Plan & Coordination)**. Responsible for training coordination with Armed Force Division and Services Headquarters, issue of précis, training/visit programme, sports, reproduction and typing facilities related to training curriculum.

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- 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.
- c. **GSO-2 (Staff Duties)**. Works as overseas student officers' coordinator and responsible for ceremony, protocol, social and extra-curricular activities. Ensures reception and seeing off the overseas student officers during their first arrival and final departure. Responsible for all correspondence regarding overseas student officers and acts as their point of contact.
- d. **GSO-2 (Computer)**. Management of computer network, Cable 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 DSCSC Software, maintenance of DSCSC website etc.
- f. **GSO-2 (Academics)**. Matters related to Master of Science in Military Studies (MSc) programme, strategic studies package, 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; matters related to ladies club activities and 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)**. Responsible for the matters related to administration. Supervises/ ensure proper reception of Bangladeshi student officers. Monitors all kinds of administrative problems faced by overseas student officers and assists overcoming those problems in coordination with GSO-2 (SD).
- k. **DAA&QMG (Mess)**. Acts as Mess Secretary of DSCSC Officers' Mess. Inspects and upkeep mess fittings, single officers' accommodation, mess furniture of BOQ and mess building. Responsible for maintenance of BOQ and overseeing 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 student officers. Receives tuition fee and other dues from overseas student officers and disburses various allowances to the overseas student officers.
- m. **QM**. Responsible for ration, accommodation, furniture, clothing, equipment, conservancy etc. Ensures proper maintenance of the buildings

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before arrival of the student officers and arranges handing/ taking over of the buildings.

n. **MTO**. Controls the College MT, and is responsible for smooth functioning of MT Platoon. Details and controls 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 officers' community.

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CHAPTER 2

TRAINING INSTRUCTIONS

SECTION 4

MISSION, CONTENT AND OBJECTIVES OF THE COURSE

Mission of DSCSC

1. 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.

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 student officers have to undertake both individually and in groups on employment of forces and force structuring, professional matters/ subjects, strategic studies, contemporary security issues, socio-economic aspects, etc. Student officers are required to go through the military decision-making process both individually and as teams.

3. To enhance awareness, student officers are also exposed to relevant aspects of international relations, 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 student officers 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 2018-2019 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.

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- c. To impart knowledge and understanding on operations other than war including operations in aid to civil administration.
- 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 and 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 skills 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 excluding 2 weeks orientation programme for overseas student officers from 18 to 29 March 2018. 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 1350 hours from Sunday to Thursday (during Ramadan, working hours are from 0900 to 1445 hours). Friday and Saturday are weekly holidays. However, for training purpose, the working hours may be increased as required. Weekends may also be utilized for training purpose as necessary.

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 Security Studies
- (2) Peace and Conflict Studies.
- (3) International Relation and Military Affairs.
- (4) Defence Management.
- (5) Joint and Inter-agency Training.
- (6) Joint Planning Process.
- (7) Strategic Planning and Estimate.
- (8) Operational Art and Design.
- (9) Joint Operations.
- (10) Command, Leadership and Management.
- (11) Communication and Information Management.
- (12) Research Methodology.
- (13) Dissertation.

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:

- (1) The nature of leadership in a military context.

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(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 include:

- a. Training in the Army.
- b. Defensive Operation.
- c. Offensive Operation.
- d. Operational Environment and Military Intelligence.
- e. Military Decision Making.
- f. Maritime Operations and Air Operations.

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 student officers of Naval Wing are:

- a. International Maritime Laws and Study on Maritime Organizations.
- b. Maritime Strategy and Maritime Warfare.
- c. Maritime War Studies.
- d. Contemporary Maritime Power Studies.
- e. Maritime Operations and Planning.
- f. Land Operations and Air Operations.

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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. Intelligence, Surveillance and Reconnaissance.
- b. Doctrinal Fundamentals of Air Operations.
- c. Control of the Air.
- d. Concept of Air Operation.
- e. Air Campaign Planning.
- f. Air Power Study.

5. **Reference Books for Studies.** Given as Annex 'A' to the end of this section.

Course Schedule

6. **Outline of the Course.**

a. **Overseas Student Officers' Orientation Programme.** Each year, approximately 60 to 70 overseas student officers attend the course, which is about 25% of the course strength. All overseas student officers 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 Officers' Orientation Programme. The aim of this pre-course training is to familiarize the overseas student officers 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 **01 April 2018** and **end** on **07 February 2019**, 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.

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 officer about the entire course curriculum (four terms) at the beginning of the course. Copies of Blue training programmes are issued to the syndicate leaders for placing it in the stop press of the Syndicate room.

b. **Yellow Training Programme.** 'Yellow' programme is brought out and issued to all the student officers and all concerned in advance of the scheduled Term. For better time management within a term, the student officers are expected to study the yellow training programme carefully and plan for all major training activities well in advance. Usually, major changes are not expected in the programme once the yellow programme is out. Student officers are issued with the copies of Yellow training 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. Generally no changes are expected in white training programme. Individual copies are issued to the student officers through Microsoft Outlook (College's WAN system).

8. **Liberation War Package.** Attending Liberation War Package is mandatory for all student officers. Overseas student 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 student officers 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 Evenings, International Day, sports round-up and all other social programmes. Copies of the Course and Social Calendar will be issued to all student officers on arrival at DSCSC through 'Arrival Folder'.

Annex:

A. Reference Books for Studies.

REFERENCE BOOKS FOR STUDIES

Ser	Name of Books	Author
1.	Military Lessons of The Gulf War	Bruce W. Watson, Bruce George, B. L. Cyr and Peter G. Tsouras
2.	The Origin of War	Arther Ferril
3.	Sun Tzu – The Art of War	Samuel B Griffith
4.	The Causes of Wars, Second Edition	Michael Howard
5.	Clausewitz : A Very Short Introduction	Michael Howard
6.	Clausewitz and Modern Strategy	Michael I. Handel
7.	Makers of Modern Strategy	Peter Paret (ed)
8.	19 Stars	Edgar F. Puryear
9.	A Guide to Naval Strategy	Bernard Brodie
10.	Billy Mitchell Crusader for Air Power	Alfred F. Hurley
11.	My American Journey	Colin Powell, Joseph E. and Persico
12.	The Essential of Military Knowledge	Maj Gen D. K. Palit
13.	The Arab-Israeli War, 1973 : Strategy, Tactics and Lessons	Johnny Mehta
14.	The Making of Strategy	Williamson Murray, Alvin Bernstein and MacGregor Knox
15.	Return of Sinai	Maj Gen D. K. 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. Oeran
24.	The Strategy of Indirect Approach	B. H. Liddell Hart

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 officer 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 student officers' 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 student officers 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 student officers and presentation paper/ handouts issued by the guest speakers and DS. Student officers 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 service syndicates. Student officers are also given opportunities to chair the discussion on selected topics.
- c. **Training Films.** Training films may be screened both during programmed and evening hours. A dedicated cable TV channel may be utilised for telecasting films in the evening hours. All these films have got immense training value. As such, student officers are advised to see and derive benefits out of these films, if any film is notified to be shown.
- 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 student officers. This is usually the final application of student officers' 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 student officers to research for individual and group research projects. It is left to individuals to look ahead and plan their work and private study periods. Student officers need lot of library works and internet browsing for such works. They are expected to use

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the periods allocated for research work meticulously in order to produce a truly research based paper.

3. **Pattern of Research Works.** Student officers have to undertake number of 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 (7000 to 10000 words) for the MSc 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. Eminent scholars, academicians, university professors, renowned specialists, high officials 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/ Symposiums/ Workshops.** Seminars/ Symposiums/ Workshops are planned and conducted on selected modules. Sometimes, student officers plan and conduct the seminar/ Symposium/ Workshop 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, student officers get an opportunity to interact with the academics, experts and experienced military personnel from overseas countries. The notable foreign expert teams are:

- a. Leadership package by UK Team.
- b. International Committee of Red Cross and Red Crescent Team covers Law of Armed Conflict (LAC).
- c. Counter Insurgency Team from Sri Lanka.
- d. Media package by UK Team.

8. **Visits/ Demonstrations.** Student officers 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. **Overseas Study Tour.** During the 'DSCSC 2018-2019' course, overseas student officers may avail an 'Overseas Study Tour' (not yet finalized) which will be conducted as part of Regional/ Global studies. A 5 to 7 days tour will also give the student officers an overview of the visiting country in general with particular emphasis on the socio-political, economic and security aspects. All expenditure (i.e. air fare, hotel rent, food and other daily allowances) for the said 'Overseas Study Tour' will have to be borne by the individual overseas student officer/ government of the concerned country.

10. **Country Presentations-International Day.** As part of social calendar and training curriculum, the College organises an 'International' Day during 3rd or 4th Term of the course. In this day-long event, the overseas student officers and their families organise 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 student 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 student officers in individual work and their character traits and potentials. Under this system, marks rather than grades are used for objective assessment of the student officers.

2. Student officers are marked for individual and collective works in the syndicate and on their general performance. Syndicate DSs follow a standard guideline set by the College for marking the student officers for all graded events of the wings. CI and SIs do monitor the markings by the DSs and moderate the given marks as necessary based on their observations to achieve a common standard among the DSs of the Division/ Wing, and a common standard among the wings throughout the course.

3. A DS is only aware of the performance of the student officers of his syndicate. Assessment during individual events, marks obtained by a student officer and his overall grade and standing within the syndicate are kept secret to other DSs. You may not embarrass your DS by asking your actual grades, marks obtained in a term. Your DSs are also not aware of your overall position in the course. 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.

4. The College puts a lot of importance on the originality of works by the student officers. It is desirable that the student officers put in original efforts. Faculty checks the originality using plagiarism software. In case a DS has any doubt about the originality of a written assignment of a student officer 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 SIs and 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 DSs do maintain a record of student officers' day to day performance through observation sheets. All negative and positive aspects are taken into consideration while awarding observation/ impression mark at the end of the term.

6. If a student officer obtains 44% or below mark in a term, he is warned by the Wing/ Division SI at the end of the term mentioning that the award of the qualification 'psc' may be withheld. If the student officer fails to improve upon his performance by the 4th week of the following term, he will be warned by CI. If the student officer fails to improve his performance by the end of that term, he will be seen by the Commandant.

7. Student officers attending the Course will be returned to the unit (RTU) on following grounds:

- a. Missing 10% or more classes makes a student officer ineligible for Master of Science (MSc) degree. A student officer will qualify to be withdrawn from the course if he/ she misses 15% or more classes.

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- b. Showing continuous poor performance and lack of interest in spite of Commandant's warning.
- c. Disciplinary case.
- d. Adopting unfair means.

8. If a student officer misses Term 4 or a major course in that term, he may be RTU. This shall be at the discretion of Comdt. However, the final authority for approving RTU is the Comdt himself duly recommended by the course committee.

9. Final assessment conference is held at the end of the course. Marks obtained by the student officers 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 DSs of the concerned wing. The conference confirms student officers' grading, final order of merit and recommendations for future postings.

10. All student officers 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 student officers' performance in key exercise and events. Inputs for the term reports come from the DS observation sheets maintained by each syndicate DS and performance of each student officer.

11. The College tries to be as much definitive as possible while reflecting student officers' 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. It is expected that a student officer should not be too conscious about their grading in the course. Rather they should always try to put up their best effort and learn from the course.

SECTION 8

ACTIVITIES ON THE FIRST DAY

1. **General.** First day is an eventful day for all student officers and their families which starts with the Flag Raising Ceremony by the student officers. With this a student officer 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 student officers to represent their country by hoisting their National Flags. Col GS conducts the ceremony in front of the Mirpur Hall (MH) with the participation of CI, members of the faculty of the College staff and all student officers. The faculty, permanent staff and student officers of all wings, dressed in ceremonial/ SD with ribbon, are required to get assembled in front of Mirpur Hall at 0715 hours. The programme starts with the recitation from the holy Quran and an introductory speech by the Col GS. Time for rehearsal will be intimated to the student officers on arrival at the College.
3. **Commandant's Address.** A welcome address by the Commandant in Sheikh Hasina Complex Auditorium marks the formal beginning of the course curriculum in DSCSC. Besides reminding the student officers of their arduous journey and responsibilities, this address works as a great motivation for student officers of all the wings. Commandant also introduces deputy Commandant and CI to the student officers in this address.
4. **CI's Address.** CI highlights the aim and objectives of the course and gives his mind as to how he wants the student officers to conduct in DSCSC for next one year. He also introduces the training team and the Wing heads to the student officers.
5. **Course Photograph.** A course photograph is taken immediately after the Commandant's address in front of MH. The student officers have to look for appropriate place to stand as per the plan shown on the board.
6. **SIs' Brief.** SIs give their short but comprehensive view on different training activities in the course and inform the student officers as to how the faculty wants the student officers to conduct themselves during those events. It usually covers syndicate discussion, major exercises, briefs and presentations, written works, tactical exercises, social events and brief assessment system etc. SIs also briefly introduce the DSs of the respective division/ wing.
7. **Film Show – Mirpur Experience.** A film show named 'Mirpur Experience' regarding the life of student officers and their family at DSCSC are arranged for all student officers and their families at MH. Student officers and their spouses get a bird's eye view of their projected life at Mirpur for next 45 weeks.
8. **Term Introduction by Syndicate DS.** This is the first interaction of a student officer with his teaching DS of 1st Term. DS re-emphasises on certain aspects what the

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SIs have already told them. This is also an introductory session for the student officers and the DS.

9. **College Tour for the Spouses.** While the student officers are busy in the syndicate rooms 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 through 'Arrival Folder'.

SECTION 9

TRAINING SUPPORT FACILITIES

General

1. DSCSC provides required support to the student officers 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 of. Some of the facilities which are available for the student officers 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 student officers to find many of the reference materials related to their research or study in this library. Library membership is open to all student officers and their families. Officers are encouraged to use the facilities to the fullest. 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 every working day and in the evenings everyday from 1800 to 2100 hour 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. **Interactive Boards.** Each Syndicate room has an interactive board which facilitates faculty members and student officers to learn and discuss various issues in a systematic way.

4. **Computer Laboratory.** DSCSC has a Computer Laboratory located in the Admin Building with number of computers including printing and scanning facilities. These computers have internet and army WAN connectivity during training hours of the working days and whenever the laboratory is open. The laboratory remains open from 0730 to 1410 hours and from 1530 to 2200 hours except Friday and government holidays.

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

6. **Issuing of Laptops to the Student Officers by DSCSC.** All student officers will carry their personal laptop computers while joining DSCSC. They will use their laptop computers 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 computers from the Computer Lab for which they will be responsible. Officers have to return the same in good condition to the computer cell before the termination of the course.

7. **Internet Connectivity in the Residential Area.** The College has internet connectivity in the residential area for the use of all permanent staffs and student

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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 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 monthly charge of **Taka 375.00** or as decided by the College authority.

c. **Terms and Conditions.**

(1) A LAN Card (Network Card) has to be installed in the users' personal computer. DSCSC will neither 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 another room, providing extra patch cable etc, may be provided on payment if possible.

(3) DSCSC provides 100 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 individual computer and inform it to the Computer Cell for re-connection. The computers 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/ repaired 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 to 800.00/-

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

(d) Hardware maintenance – Tk. 500.00 to 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

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endorsing complaints are available during working hours and between 1430 to 2200 hour (except Friday and government holidays) 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.

8. **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

9. **Stationery**. The College generally provides adequate stationery support to the student officers 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. Student officers may take more than the scale, if such need arises, after taking due approval from the concerned sponsor DS. However, the student officers are required to buy their own stationery during the course.

10. **Photo Copying**. Photo copying facility will be provided within the specific time as per exercise instructions. Such facility is also available in the College Library located in SHC. Photo copying facility on payment is, however, available in the Academic Block from 0730 to 1350 hour and 1830 to 2000 hour every day except holidays.

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

12. **Other Audio-Visual Aids**. In addition to the interactive board, multimedia projections are generally used for both central presentations and any similar requirements. Syndicate leaders may contact GSO-2 (TS) if there is any difficulty in using those.

13. **Booking of Auditoriums/ Plenary**. The Mirpur Hall/ Plenary rooms and Auditorium 1 or 2 (A1/ A2) can be booked for the practice of lecture/ presentation/ playlet/ cultural programme etc. A separate register for each auditorium/ plenary room is kept with the GSO-2 (TS) for booking. Student officers are to coordinate with GSO-2 (TS) for any booking. The register is to be filled by the student officers after necessary clearance from GSO-2 (TS). Other instructions are as under:

a. Student officers 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 presentations.

b. For normal practice, student officers are to coordinate with Hall-in-Charge for any technical requirement.

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- c. For rehearsals of cultural programme, initial practice is to be conducted in MH/ A2 and final two rehearsals are to be conducted in SHC Auditorium.
- d. For International Day programme, sponsor student officers are to coordinate with GSO-2 (TS) a week before for necessary booking and support.
- e. Following booking timing need to be observed:
 - (1) **Working Days**. Office hours (as per training programme) and 1700 to 2200 hours.
 - (2) **Weekly Holidays**. 0900 to 1200 hours and 1700 to 2200 hours.
 - (3) **Government Holidays**. Closed (except under extreme compulsion).
 - (4) No booking between 1430 to 1700 hours.
- f. For all audio visual training aids, student officers are to coordinate with Hall-in-Charge of Auditorium.

Training Support Responsibilities

- 14. **General**. TS Cell of Training Branch is responsible for providing training support to the student officers. 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.
- 15. **GSO-2 (TS)**. He coordinates all training support requirements of the course. Student officers 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).
- 16. **Training JCO**. A training JCO assisted by an NCO looks after the training support requirement of student officers. He provides the following assistance:
 - a. Any requirement for syndicate room (cleanliness, air conditioner, training material etc.).

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- 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.

17. **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 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 Student officers' Tea Space 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.

18. **Technical/ Stationery Store Section**. The College generally provides most of the stationeries to the student officers 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'. Student officers are to return those items immediately after the exercise.
- c. For any loss or damage of 'loan items', student officers 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.

19. **Map and Model Section**. Maps are issued and collected by student officers from this section as per 'Exercise Instructions'. Other instructions are as under:

- a. War Game tools are issued and collected from this section. Student officers are to collect war-gaming tools from Map Section.
- b. Student officers are to fix their own maps for exercise. Sometimes folded maps are also issued to the student officers.
- c. For any damage of map sheets or war game tools, student officers are to bear the expenses.
- d. Student officers 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 staff, 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/ playground.

2. All members must have a card provided by the P&C Cell. Student officers must deposit stamp size photographs of family members, along with Taka 95.00 (Identity Card charge) within the first week of joining. Officers are also required to pay membership subscription of Taka 40 in each month through Mess Bill. 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 student 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 parade state to GSO-2 (P&C) available on the ground. Games state includes the details of absentees (if there is any). Officers are not expected to leave the sports complex before the scheduled time. If the games period is required to be cancelled due to inclement weather or any other reason, necessary instructions are passed through **Microsoft Outlook** 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 the sports complex. The ladies may use gymnasium every day except Thursday and Government holidays excluding Friday and Saturday. 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 requested to properly guide/ instruct their children. **Children are not allowed to play on the road and avail water sports facilities alone as these 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 student officers with their family members participate in the event with lot of zeal and enthusiasm.

7. **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 student officers) 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. Family members interested in boating must carry the card along with them.
- b. The officer or their spouse during the cruise must accompany guests along with the individual issued club card.
- c. Non-swimmer of any age group must wear life jacket before boating.
- d. Children must board on the boat accompanied by a guardian who knows swimming.
- e. Under no circumstances, more than 4 adult persons should board on the same boat.
- f. Boating/ canoeing is not allowed after sunset.
- g. No one will be allowed boating more than 20 minutes while others are waiting.

Conduct of Sports Competitions

8. **General**. The College Annual Sports Competition is organised and conducted by the student officers. However, administrative and other supports are provided by the College. GSO-2 (P&C) acts as Sports Secretary. Prizes for the team events i.e. Football, Volleyball and Basketball competitions are distributed immediately after the respective finals. Prizes for all other events are awarded during the College Annual Sports Round-Up towards the end of the course.

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

- a. **President**. Course Leader.

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b. **Student Members.** All Wing/ Division Leaders and Term Syndicate Games Coordinators of the Term when competition takes place.

c. **Sports Secretary.** GSO-2 (P&C).

10. **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 Sports Secretary as members. The President may co-opt other members from student officers. 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.

11. **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.

12. **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 where all officers of the College which includes permanent staffs and student officers can participate.

b. **Term Syndicates.** All competitions will be conducted Division wise or in single service syndicates of the term. Teaching DS may participate. College staffs 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).

c. **Doubles.** Doubles will be played for Tennis only where College staffs and student officers 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.

(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.

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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 concerned TC 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 points earned by the student officers by participating in different competitions as follows:

Ser	Type	Points of Event/ Tournament		
		Singles	Doubles	Team
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 Sick in Quarter (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 Sports Secretary.

13. **Schedule.** Respective TCs are to ensure that their tournaments are completed within the broad schedule mentioned in the Sports Schedule. Exact dates will be intimated to all through the Course Social Calendar as well as Yellow and White Training Programme.

14. **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.

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

16. **Dress.** For general games periods, dress is white trousers/ shorts, white vest with collar (Tucked in) 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 student officers 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 bond amongst each other.

2. **Ladies Club:**

a. DSCSC Ladies Club is one of the most vibrant ladies club 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 commence interacting 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 student 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 organizes National Parliament Visit and enrichment programmes for the ladies. The cultural programme of social evening (Golden Evening) and Food Festival are exclusively organized 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. Manners and Etiquettes, Children Psychology, Health and Hygiene, Interior Decoration, Yoga etc are also taught as part of this programme. Qualified participants are awarded with a certificate of recognition.

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

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

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 the 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. In the past, the overseas student 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 student officers 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. 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. **Syndicate Party.** In every term, towards the beginning, all student officers of each syndicate and their families get together informally to acquaint with each other. Teaching DS of that term also participates with the student officers. 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. All the participants in the syndicate party bear their own expenditure. It is expected that the student officers 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 deliver lecture at the college. A standard procedure is followed which the student officers are expected to practise:

- a. Student officers are nominated as shown on the training programme.
- b. The nominated student officer 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 officer 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 officer will not be required to do the same. Remember, no question is allowed if the red light is on.
- f. Senior most student officer 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 officer 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, a short vote of thanks to the speaker should

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suffice. An example is enclosed at the end of this section to serve as a guideline only.

Question Technique in Central Classes

2. 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. Student officers 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 officer) 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. Student officers 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 and Officers, 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 (BIISS).

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.

Officers, General Belal.

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ANNEX B TO
SECTION 12

SPECIMEN SCRIPT FOR VOTE OF THANKS

Dear Officers, I believe, all of you will agree with me that, we have been immensely benefited by the informative and educative presentation of General Abu Belal Muhammad Shafiul Huq 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 Abu Belal Muhammad Shafiul Huq, 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 sir, 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 2018-2019' 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 foreign countries of the 'DSCSC 2018 - 2019' course with assistance of Bangladeshi student officers will organize the event.
5. **Opening Ceremony.** The programme will be opened formally in the morning of international day at Auditorium. Commandant will inaugurate the day and then Colonel General Staff (Col GS) will deliver a short presentation on History of overseas participation in DSCSC (Slideshow and video clip) and details of overseas student officers of DSCSC 2018-2019. 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 student officers will move to their respective country room for necessary arrangement.
6. **Country Room/ Stall Preparation.** From 0900 to 1445 hours of international day, the overseas student officers will arrange designated rooms for display and country presentation. Bangladeshi student officers will assist overseas student officers of respective syndicate in arranging country rooms/ stalls. Wing and syndicate leaders are to coordinate and ensure assistance of syndicate members. Overseas student 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 student officers are to show video clips of respective countries between 1500 to 1700 hours on international day for BD student officers and their families including the school children.
8. **Cultural Programme.** Overseas student officers will present a cultural show at Sheikh Hasina Complex Auditorium (SHCA) from 1845 to 1950 hours on international day. Some overseas student officers will be detailed as coordinator for arranging the programme. Col GS, assisted by 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 cultural 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.

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SECTION 14

CHARTER OF DUTIES - STUDENT OFFICER APPOINTMENT HOLDERS

1. The senior most Bangladeshi student officer is nominated as the Course Leader. The senior most Bangladeshi student officer of each Wing/ Division is nominated to act as Wing/ Division Leader. Names of the leaders will be intimated to the student officers on arrival. Duties of the leaders are shown in the subsequent paragraphs.
2. **Course Leader.**
 - a. Ensure overall course discipline.
 - b. Ensure punctuality in attendance during central classes, visits, training events and games.
 - c. Report presence of the course to coordinating staff or DS/ SI/ Col GS/ CI as available during central classes, visits and games.
 - d. Act as President of Sports Committee for all sports competitions.
 - e. Organise other functions as instructed.
3. **Wing/ Division Leaders.**
 - a. Ensure overall discipline of the respective Wing/ Division.
 - b. Ensure punctuality of wing/ division student officers in attendance during all classes and other training activities.
 - c. Act as President of Tournament Committee for which he is made responsible.
 - d. Organise other functions as instructed.
4. **Syndicate Leaders.** Syndicate Leaders will be nominated in every term from amongst the single/ joint service syndicates. His/ her responsibilities are:
 - a. Ensure that all student officers are present in the syndicate room (SR)/ auditorium at least 5 minutes before the scheduled time. For central classes, he/ she reports to the Wing/ Division Leader about the presence of his/ her 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. Learn the operating procedure of interactive white board and let the operating procedure be known to other members of the syndicate.

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- e. Ensure that the interactive board including white boards if used are cleaned at the end of each class.
- f. Ensure that the wall clocks in the SR are functioning accurately at the beginning of each working day.
- g. Ensure that all lights, fans, air-conditioners, interactive board, computers or any other electric gadget are switched off before leaving the SR for the day or for any central presentation/ lectures/ tea break.
- h. Ensure that SR keys are returned to duty clerk on completion of own time work in the SR.
- j. 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) prior to the termination 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/ she 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.

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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 student officers and families.
- b. Coordinate the events.
- 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 Force Orchestra Team).
- f. Coordinate with GSO-2 (TS) for MH or any other auditorium related requirement.
- g. Organise the rehearsal and final programme.
- h. Coordinate with mess coordinator/ DAA&QMG (Mess) for follow up dinner.

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

- a. Coordinate with DAA&QMG (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 Officers' Tea Space and coordinate with concerned permanent staff for any requirement.
- e. Coordinate with DAA&QMG (Mess) for any additional messing requirement for any event.

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SECTION 15

GUIDELINES ON CONDUCT IN DSCSC IN RELATION TO OVERSEAS STUDENT OFFICERS

General

1. DSCSC is truly a global village where student officers from different parts of 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 fill 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 Student Officers

2. A good number of student officers come from friendly overseas countries. The value these student officers 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 officer will have a civil sponsor as well as a local staff and a student sponsor. Other local student officers can also help to make their stay comfortable and enjoyable in Bangladesh with their friendliness and assistance. Bangladeshi student officers must show due respect to the overseas student officers as per their seniority and consider everyone to be the guest of our country.

4. You may find an overseas student officer 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 student officers 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 student officers. 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.

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.

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Do make sure that you involve the overseas student officers 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 Student Officers' Sponsor Bangladeshi Student Officers.

7. You and your spouse should consider yourselves lucky to have been nominated to sponsor one overseas student officer and his family. This will give you an opportunity to get to know an overseas student officer, 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 officer bordering on friendship. The overseas student officer is also likely to be free with you. You, therefore, should have a better knowledge of the overseas student officers' problems, if any. You are expected to also guide them to follow college rules and regulations.

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 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 DSCSC MI Room or in CMH Dhaka.
- g. Visit daily/ every alternative day, if the overseas student officer or any of his family member is hospitalised.

10. You are expected not to accept gifts from the overseas student officer 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 officer 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 student officer, GSO-2 (SD) or GSO-1 (Trg) if you are in doubt.

Overseas Student Officer.

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

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subsequently during your entire stay here. Besides, to help you and your family the College will provide both directing staff (DS) and student officer sponsors. They will act as guides and friends in the best possible manner in keeping with our tradition. You will also be provided with a civilian sponsor.

14. Please feel free to consult your sponsor or your Syndicate DS on any matter relating to training including leave. 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. GSO-2 (SD)'s office will remain your place of contact for all purposes except administration.

16. For administrative problems or requirements like accommodation, 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 sponsor DS/ sponsor student officer 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, 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 staffs 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 Student Officers.**

a. **Reception.** Based on the intimation by respective countries, on arrival in Bangladesh, overseas student 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 1st time arrival and final departure. All overseas student 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 student officers. Individual overseas student officer is required to pay for taxable items. For details please visit www.nbr.gov.bd for baggage rules.

c. **Medical Certificate.** Each participating student officer has to obtain a 'Medical Fitness' certificate from appropriate authority as per the 'Proforma' given at Annex E. This certificate has to be submitted to college authority on arrival.

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

Schedule for Arrival

4. Student officers are to arrive at the College as per the following schedules:
 - a. **Overseas student Officers.** Overseas student officers are to arrive between 15 and 17 March 2018. They will undergo an orientation course for 02 weeks from 18 March 2018 to 29 March 2018. 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. Family, if accompanies the officer, has to be informed at the earliest.
 - b. **Bangladeshi Student Officers.** Bangladeshi student officers are to arrive between **24 and 26 March 2018.**

Accommodation

5. **Allotment of Quarters to Bangladeshi Student Officers.** It is obligatory for all Bangladeshi married student officers to reside along with their families in the accommodation arranged by DSCSC. Bangladeshi married student 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 Student Officers.** All overseas student officers have to reside in the accommodation provided in the DSCSC residential area. DSCSC may allow overseas student officers to stay outside the college campus only on receipt of written confirmation from concerned Embassy/ High Commission through Government of the People's Republic of Bangladesh, Prime Minister's Office, Armed Forces Division that the arrangement for safety, security and transportation of the concerned overseas student officer(s) will be under the responsibility of the concerned Embassy/ High Commission. Overseas student 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 student officers with families will be accommodated in the married quarters only when they bring their families. However, allotment of accommodation to the overseas student officers will also be guided by the respective Memorandum of Understanding (MOU) between the governments.

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- (2) Married officers will be accommodated in furnished apartments. These will be allotted provided you apply for at least 15 days before arrival of your family.
- (3) Standard quantity of furniture, crockery, other household items, glassware and linen will be supplied in the quarters of overseas student officers; the list is given at Annex B.
- (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 any student 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.** Student officers 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 officers' Tea Space. 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 by individual student officer.

8. **Garage.** The college has limited no of garages. Student officers allotted an accommodation at Krishnachura building, will be able to use garages as per seniority. Garage will be allotted, if available on the basis of seniority for the student officers who all are residing inside DSCSC. Student Officers staying at Dhaka Cantonment will have to apply to Station Headquarters, Dhaka Cantonment for allotment of garage.

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 Student officers' Tea Space.

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 student officers are mentioned at Annex C. Overseas student 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.

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- b. Overseas student 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.
- d. **Use of Air Conditioner.** Bangladeshi student officers are not allowed to use air conditioner at their residence other than top floor. Student officers allotted with an accommodation at top floor may apply to commandant (through proper channel) for using air conditioner and can use such, upon approval. In such cases, concerned officer has to bare the installation cost including additional wire, electric meter and other necessary fittings. Please note that without the approval of college authority, use of air conditioner of any kind (portable included) is subjected to administrative action.
11. **Charges of Bedding Items.** Overseas student officers 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 student officers. 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 student officer if the accommodation is found dirty.
13. **Mess Bill.** All student officers are to pay mess bill through cheque (except overseas student officers).
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 abides 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 (ceremonial) and mess dress or equivalent on special/ formal occasions like Armed Forces Day, graduation ceremony, social evenings International day/ National Days and for any other events as desired by College authority. Dress order is appended below:

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Ser	Events/ Day	Dress	Rmks
1.	First day of event	SD (Ceremonial) with Ribbon	
2.	Sunday, Tuesday	Cbt/ Eqvt	
3.	Monday	Working/ Eqvt	Please follow the dress mentioned in weekly programme
4.	Thursday	Closed Collar	Unless otherwise mentioned in the training programme
5.	For visiting College campus/ combined military hospital (CMH)/ cantonments/ bases.	Dress of the day	
6.	Outside military establishments for the purpose of resarch work (RW).	Civvies	

b. **Sports Kit.** White shorts/ trousers and white half sleeves Tee shirt with collar (tucked in) condition, white keds

c. **Social Events.** Specific instruction in the form of dress code will be issued before each social event. The dress code includes followers dresses:

- (1) Lounge Suit.
- (2) Closed Collar (Full Sleeve shirt with tie, Full Trouser and shoes).
- (3) **Casual.** Full sleeve safari or light colour full sleeve shirt with dark colour trousers and shoes.
- (4) Optional any one of the above.

5. **Fancy.** Half sleeve shirts/ T shirts of sober colour/ texture and decent trousers with shoes. T shirts without collar are not permitted. Overseas student officers can wear dress suitable to their national custom on international Day and Food Festival.

d. **Service/ Ceremonial Dress.** For formal military functions.

e. **Mess Dress.** For mess dinner night. Service Dress may be worn by overseas officers.

f. **Shirt Sleeve Order.** Long trousers and open neck shirt.

g. **Name Plate/ Tag.** All Bangladeshi student 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.

h. **Dress During Evening Hours in SR/ Lib/ SCL.** Student officers 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 closed collar as explained before.

- j. **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 Sec.
- b. For above mentioned officers, ration vouchers will be provided by Ration Office on cash payment to the officers by 1st of each month. Timing for collection will be intimated well before through outlook mail.
- 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 student officers who will be depositing the authority of drawing ordnance items to Administrative Branch are liable to receive demanded items from Central Ordnance Depot. Student officers not depositing such authority will draw ordnance items from their desired station. Above mentioned facility is not applicable to overseas student officers.

Milk Coupons for the Bangladeshi Student Officers

18. Available milk coupons are kept reserved for the Army Wing student officers. Naval and Air Wing student officers 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 student officers are not authorized with milk coupons.

Annexes:

- A. Entitlement of Items for Overseas Student Officers' Accommodation.
- B. Rates of Bills-Overseas Student Officers.
- C. Details of Charges-Overseas Student Officers.
- D. Specimen of Name Tag.
- E. Specimen of Medical Fitness Certificate.

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

1.	<u>Dinner Set (30 Pieces).</u>	<u>Quantity</u>
	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.	<u>Tea Set (9 Pieces).</u>	
	a. Tea Cups and Saucer	6
	b. Tea Pot	1
	c. Milk Pot	1
	d. Sugar Pot	1
3.	<u>Drinking Set (7 Pieces).</u>	
	a. Jug	1
	b. Glass	6
4.	<u>Cutleries (36 Pieces).</u>	
	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.	<u>Bedding Items (17 Pieces).</u>	
	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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6.	<u>Utensils (11 Pieces).</u>	<u>Quantity</u>
	a. Handi (8 Ltr)	1
	b. Handi (5 Ltr)	3
	c. Handi (3 Ltr)	2
	d. Towa	1
	e. Fraying pan	1
	f. Korai	1
	g. Kitchen Set	1
	h. Pira & Belna	1

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

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

9. An amount of Taka 5000.00 (Five Thousand only) will be charged from all overseas student officers 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	Taka 10.00
2.	Net Mosquito (Double)	1	Taka 25.00
3.	Net Mosquito (Single)	1	Taka 20.00
4.	Blanket (Spl)	1	Taka 100.00
5.	Blanket (Normal)	1	Taka 35.00
6.	Bed Sheet (Single)	1	Taka 20.00
7.	Bed Sheet (Double)	1	Taka 25.00

Note:

- 1. All items are used.**

RATES OF BILLS- OVERSEAS STUDENT OFFICERS1. **Accommodation/ Utilities.**

Ser	Items	Charge/ Rent
1.	Gas, Water, Microwave oven, Washing Machine and Electric Supply	As per fol existing rate: 1. Single Burner - Taka 800.00 per month (Flat rate) 2. Double Burner - Taka 850.00 per month (Flat rate) 3. Gas Oven - Taka 600.00 per month 4. Water - Taka 6.00 per month 5. Micro Oven - Taka 400.00 per month 6. W/Machine - Taka 600.00 per month 7. Electric Oven - Taka 175.00 per month 8. Electricity: (a) 1st 30 units without Tax Taka 0.16 per unit (b) Rest unit without Tax Taka 0.28 per unit (c) Tax Taka 0.05 per unit
2.	Air conditioned charges are subjected to the service. It may increase basing on the better service to the overseas student officers.	1. Family Accommodation : a. Building No 320 (A&B)- Taka 1200.00 per month b. Building No 330 & 310- Taka 700.00 per month 2. BOQ - Taka 500.00 per month
3.	Extra Charges	1. TV- Taka 600.00 (extra charge in case of two TV) 2. Fridge- Taka 600.00 (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.

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2. Washing Charges.

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

3. Other Facilities and Charges.

Ser	Items	Charge/ Rent	Remarks
1.	On payment transport bill (For School and Market)	As charged basing KM run	For all Student Officers
2.	Batman/ Maid servants' salary in BOQ	Taka 8000.00 per month (Approximate US\$ 100.00)	For Overseas Student Officers
3.	Batman/ Maid servants' salary in Family accommodation	Taka 8000.00 per month (Approximate US\$ 100.00)	
4.	Hair cutting	Taka 50.00 per cut	For all Student Officers
5.	Cable TV connection fee (200 channels)	Taka 500.00 once	
6.	Cable TV subscription	Taka 350.00 per month	
7.	Washer man bill	Taka 250.00 per month (for living with family) Taka 150.00 per month (for living in BOQ)	

4. Subscriptions (Paid with Monthly Mess Bills).

Ser	Items	Charge/ Rent per Month	Remarks
1.	Ladies Club subscription	Taka 100.00	
2.	Mess subscription:		
	(1) Officers living with family	Taka 55.00	
	(2) Officers living in BOQ	Taka 75.00	
	(3) Linen Charge in BOQ	Taka 50.00	
3.	Sports subscription	Taka 40.00	
4.	Breakage Charge	Taka 10.00	
5.	Torch Magazine	Taka 50.00	
6.	Gas Charge	Taka 45.00 (for dining members) Taka 20.00 (for non-dining members)	

DETAILS OF CHARGES - OVERSEAS STUDENT OFFICERS1. **Services.**

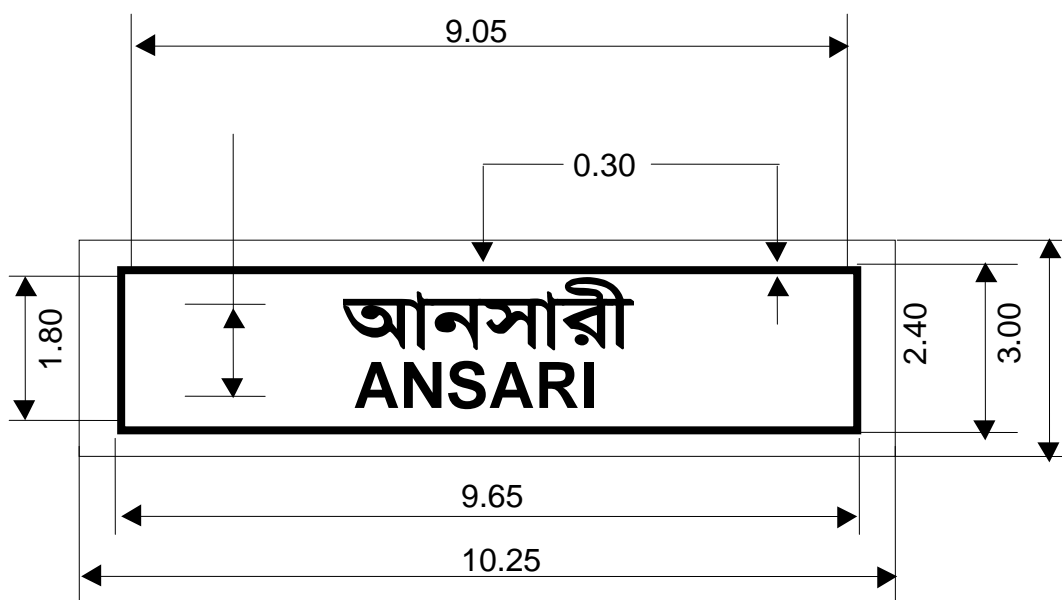
- a. Tuition - **US \$ 1400.000 per month**
- b. Fees for MSc in Military Studies Program - **US \$ 250.00** Approximately (Fee is subjected to change by competent authority).
- c. Accommodation - **US \$ 250.00** per month for single officer.
US \$ 500.00 per month for married officer living in married 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 student 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 student officers of Bangladesh Navy and Bangladesh Air Force. A specimen is given below:



3. **Overseas Student Officer.** According to the dress code of respective countries.

MEDICAL FITNESS CERTIFICATE
FOR ATTENDING 'DSCSC 2018 – 2019' COURSE
AT DEFENCE SERVICES COMMAND AND STAFF COLLEGE (DSCSC)
MIRPUR, DHAKA, BANGLADESH

Personal No..... Rank.....

Name.....

Arm/Service..... Country.....

1. **Systemic Examinations Reports:**

- a. Cardio Vascular System (Based on ECG/ Electro Cardiography)
- b. Respiratory System (Mention Test/ Tests)

2. **Surgical/Ortho Examination Report:**

.....
.....

3. **Ear, Nose and Throat (ENT) Examination Report:**

.....
.....

4. **Eye Examination Report:**

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.....

5. **Pathological Examination Reports:**

- a. Blood Group:
- b. Urine Examination:
- c. HIV Examination: Positive/ Negative (with Laboratory Report to be enclosed with date and signature of the doctor)

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 student officers 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 1530 hour and returns from New Market at 1930 hour. Conveyance is **Taka 10.00** per head. In addition, a coaster is provided every Saturday at 1000 hour for overseas student officers for going to Gulshan/ Jamuna Future Park. The coaster returns at 1300 hour. The Minimum Number of passengers in both the 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' for DSCSC residential area.

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- 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 avail 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**'.
 - 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 Student Officers.** In addition to the above facilities/ services, overseas student officers may avail College transport on the following occasions:
- a. Hazrat Shahjalal International Airport to DSCSC on first arrival only.
 - b. On final departure from Bangladesh at the end of the course they will be provided transport to the airport.
 - c. Transport will be provided for group of officers twice in the first week of their arrival for finalising banking and other necessary formalities.
 - d. For attending respective National Day function.
 - e. Officer referred to Dhaka CMH will avail routine transport.
 - f. **Other than the requirements mentioned above, no vehicle support will be provided to the overseas student officers unless it is very extreme in nature.**
 - g. In no way unauthorised driver like batman should be allowed to drive vehicle inside college premise.
7. **Private Transport.** Officers having private transports are to abide by the following instructions:
- a. 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.
 - b. All cars used/ parked inside DSCSC premised by Bangladeshi student officers must be owned (documented) by individuals and stickers will be issued against this course only.
 - c. Speed limit mentioned in the road signs/ instructions to be adhered to.
 - d. No parking is allowed under the porch or on the grass or in a traffic circuit. Only earmarked parking spaces are to be used.

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- e. Cars must be washed at the car washing point (near building no - 140) only. Space in front of the accommodation or any other place must not be used for this purpose.
 - f. Any accident/ incident inside or outside the College related to private cars should be intimated to GSO-1 (Admin)/ DAA&QMG (Admin) immediately.
 - g. 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. A list of transport facilities available at Dhaka City is highlighted below for your kind information:
 - a. Yellow AC Taxi Cab (Trust, Toma, etc).
 - b. Double Decker Bus.
 - c. AC/ Non-AC Bus.
 - d. CNG Operated Baby Taxi.

2. **Telephone Number (Trust Transport).**
 - a. Office - 8712229.
 - b. Control - 01755667171 or 01769026444.

3. **Uber Service.** Uber service is available only in Dhaka city.

SECTION 18

LEAVE – STUDENT OFFICERS

1. **General.** Student officers may avail leave during the term break/ vacation or any other holidays declared by the College. College discourages all student officers (Bangladeshi and Overseas) 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 student 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 except in case of service exigencies.

2. **Leave – Overseas Student Officers.** Overseas student officers may avail leave on extreme compassionate ground. However, it should be kept in mind that any leave during training periods will cause missing of classes. This will be recorded to take the account of missed percentage of classes. Leave policy is appended below:

a. Student Officers may avail leave during the term break/ vacation or any other holiday declared by the college.

b. If the overseas student officers want to avail leave outside Bangladesh during training period due to unavoidable circumstances, they need to put up the leave request in writing a month earlier.

c. On getting the request from the student officers, college will inform the respective Embassy/ High Commission about requested leave period including the classes that the student officer will miss and its recurring effect on the student officer.

d. On receipt of consent of leave of absence from Embassy/ High Commission, the College will decide about granting the leave.

e. Leave request is to be made in writing by own hand stating the reason and showing the entire period of leave of absence (including holidays).

f. One may proceed to leave only after getting leave certificate from the college.

g. One has to put up leave request to his/ her syndicate directing staff (DS). Channel of processing leave request is: DS (Directing Staff)→SI (Senior Instructor concerned)→CI (Chief Instructor).

h. Officers are requested not to embarrass the institution by asking leave during the training period for recreational purpose.

3. **Leave Certificate.** Upon approval of the leave by CI (Chief Instructor), leave request will be forwarded to GSO-2 (SD) office for issuance of leave certificate. Anyone proceeding on leave without a leave certificate will be considered as 'Absent Without Leave'.

SECTION 19**SCHOOL FOR CHILDREN****School 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 student 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 2018-2019 sessions is as under:

- | | |
|--|---|
| a. Distribution of Admission Form and Prospectus | : 27, 28 and 29 March
2018 (0900-1300 hours). |
| b. Submission of Admission/Readmission Form | : 01 and 03 April 2018
(0900 -1300 hours). |
| c. Placement Test | : 04 April 2018
(0900 -1300 hours). |
| d. Result of Placement Test | : 05 April 2018 at 1000 hours. |
| e. Admission, Collection of books and stationery | : 7, 8, 9, 10, 11 and 12 April
2018 (0830-1330 hours). |
| f. Orientation | : 15 April 2018 at 0900 hours. |
| g. Class starts | : 16 April 2018 at 0815 hours. |

School Bus Service for Children

3. 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:

Ser	Name of School	Location
1.	Adamjee Cantonment Public School & College	Dhaka Cantonment
2.	Shaheed Lieutenant Anwar Girls School & College	Dhaka Cantonment

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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 is 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

d. **Microbus/ Jeep.** This is primarily for the children of the officers studying in Mirpur Cantonment Public School and College.

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 0800 to 1430 hour on working days in the Medical Inspection (MI) Room of the College. Besides, every Tuesday child specialist from Dhaka CMH is coming to this MI Room to see the patients. The MI Room remains open all the time with a medical 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 hospitals are free for all Bangladeshi student 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/ her medical disposal given by Staff Surgeon. If no disposal is given an officer must join his/ her 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 more than 200 channels. 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 staffs. 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 student 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 student 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 student 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. **Military Exchange: +880-2-8000345**
- b. **FAX : 880-2-9011450**
- c. **E-mail : dscscbd@yahoo.com**
- e. **Website : www.dscsc.mil.bd**

Banking Service

9. There is a branch of the 'Sonali Bank' (Nationalized Bank) located near Military Police Gate No-1. Overseas student 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 Dhaka1212
Telephone: 8833003-4
- b. **Habib Bank**
South Avenue Tower (1st 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. **Citibank**
8 Gulshan Avenue,
Gulshan-1
Dhaka 1212 BD
Telephone: 8833567
- f. **Commercial Bank of Ceylon**
Hadi Monsion,
2, Dilkhusha C/ A
Dhaka-1000
Telephone: 7114125

Batman/ Maid Servants

10. **Instructions for Bangladeshi Student Officers.**

- a. Employment of batman/ maid is student 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 Student Officers.**

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

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- 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 student officers are requested not to employ or manage any other batman/ maid servant/ employee including driver at their own for the security reason. Officers desiring to change them may inform the DAA&QMG (Admin) 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 student 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 'Ready Mart' 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:

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	

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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. Student officers will not use any laundry man for carrying their clothes.

16. **Outside Facilities.** Student 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

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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, Jamuna Future Park, 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 'Ready Mart' 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- Thursday	1600 hour	1900 hour
5.	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 hours to take order and give delivery. Student 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 of Permanent Staff Officers of DSCSC.

**SOME USEFUL TELEPHONE NUMBERS OF PERMANENT STAFF
OFFICERS OF DSCSC**

- | | <u>Army</u> | <u>Civil</u> |
|--|--|---------------------|
| 1. <u>Mirpur Army Exchange.</u> | 902 followed by
desired extension
number | 8000345 |
| 2. <u>Dhaka Army Exchange.</u> | 901 followed by
desired extension
number | 8871234 |
| 3. <u>Some Useful Numbers of Permanent Staff Officers of DSCSC.</u> | | |

Ser	Appointment	Telephone Number	Mobile
a.	Col GS	+880-2-8000345/ 3330	+8801769-023330
b.	Col Admin	+880-2-8000345/ 3306	+8801769-023306
c.	GSO-1 (Trg)	+880-2-8000345/ 3766	+8801711-858816
d.	GSO-1 (Admin)	+880-2-8000345/ 3762	+8801769-023762
e.	DAA&QMG (Admin)	+880-2-8000345/ 3308	+8801769-023308
f.	DAA&QMG (Mess)	+880-2-8000345/ 3312	+8801769-023312
g.	GSO-2 (P&C)	+880-2-8000345/ 3334	+8801769-023334
h.	GSO-2(SD) (Overseas student officers' coordinator)	+880-2-8000345/ 3336	+8801769-023336
j.	Quarter Master	+880-2-8000345/ 3314	+8801769-023314
k.	MTO	+880-2-8000345/ 3316	+8801769-023316
l.	MT Control	+880-2-8000345/ 3316	+8801730-428024
m.	Staff Surgeon, DSCSC	+880-2-8000345/ 3460	+8801769-023460
n.	MI Room	+880-2-8000345/ 3360	+8801769-055783
p.	Combined Military Hospital, Dhaka Cantonment	+880-2-8871234/ 4999	

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 temples, pagodas and churches are located in the city where the Hindu, Buddhist and Christian officers may offer their prayers respectively. GSO-2 (SD) may be contacted for the location of churches/ pagodas/ temples.

Guests

2. Bangladeshi student 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 in 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. All are requested to adhere to the followings:

- 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. Student 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 student officers' pay and allowances including travelling/ daily allowance may be claimed through Accounts Section. Overseas student 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 requested 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, specially 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 go for angling in these lakes. Please instruct your children accordingly.
10. **Complaint Register.** There are complaint registers available at Ready Mart Canteen, Barber Shop, Dhobi Shop and Tailor Shop. You can endorse your complaints, if any. (For overseas student officers, a separate Complaint Register is held in student officers' Tea Space)
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. You are to access the 'Check out' form online in syndicate room as per guideline given in the software. The online form will show the list of items issued and bills to be paid. You will accordingly deposit back the issued items and pay the bills (if any). Then you are to collect a hard copy from GSO-2 (P&C) office and deposit it to DAA&QMG (Admin). Finally 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.

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 student officers are confidential/ restricted and copy numbered. All papers issued to the student officers either by the P&C Cell 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, student officers 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 student officers are to be returned to respective Wing's précis section by syndicate leaders without any discrepancy.

f. Précis room, reproduction area, Computer Cell (except computer Lab), GSO-2 (SD) Clerk and P&C Work Station are 'OUT OF BOUND' for all student officers.

3. **Identity Card.** The Training Branch issues a temporary identity card to all overseas student 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 GSO-1(Trg) immediately. Regarding Identity Card of batman/ maid,

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all officers have to apply in written form (which is available with Admin Branch, Civil Section) within 10 days from the 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 he allow only such persons to enter who is either belong to the College or want to visit a College Staff/ Student officer.

6. **Standing Order/ Standing Operating Procedure (SOP)/ Instructions of DSCSC.** All student officers are requested to go through the Standing Orders, SOPs and additional instructions issued by the College in the arrival folder and also issued 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 the course without their families. The Officers' Mess of the College has an Ante Room, a Ladies Room and a Billiard Room. All College staffs, student officers and their wives can use the mess. Single officers dine here. 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/ student officers.
- e. Entertainment Member : Elected from the College Staff/ student officers.

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.

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(4) All syndicate leaders.

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 subjected to change, which will be notified in time. 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)
- g. Linen Charge in BOQ : **Taka 50.00**

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 5th of each month. Student officers are to clear their mess bills by the 10th 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 has to be paid to the members of the mess staff. For service by mess staff, officers can use following number of mess staff in their personal parties where charges will be applicable as mentioned in following sub para a and b.

Number of Guest	Mess waiter	Cook	Mashalchi	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 -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 -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 a student 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. Student 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.** Student officers should dress properly while coming to the Officers' Mess for refreshment, telephone calls or for recreational activities i.e, 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.

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27. **Married Student Officers.** Married student officers may live in BOQ with their spouses over the weekend with the special permission of the PMC.
28. **Telephone.** There is a telephone in the mess (8000345 extensions: 3323). The mess waiter will inform the officer concerned in person to attend the incoming calls.
29. **Batmen of Dining Members.** Student 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. 0730-1350 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 and 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 permitted 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 (Bachelor Officers' Quarter).
 - c. Visit officers' mess with sandal/ shorts (half pants) etc. However, 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 officers' 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 female person to visit your residence when your family is NOT with you.
 - c. Visit any member of the faculty in his residence unless called in by him or there is an emergency.
 - d. Invite DS (Directing Staff) and their wives except in syndicate party organized by all members of the syndicate.
 - e. Invite other foreign nationals residing outside the college (including Defense Attaché/ Military Attaché) 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 (Directing Staff)/ Staff by presenting any gift. Gifts of commercial value are not allowed. At the end of the course, overseas student officers are allowed to exchange gifts, provided those are

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of military nature (crest and antiques which represent the armed forces or national culture). Bangladeshi student officers may refuse to accept any gift of commercial value.

4. **Gambling/ Playing Card.** Gambling of any type is forbidden. Please do not play card in the college premises.

5. **Military Police (MP)/ Regimental Police (RP).** You are requested to prove your identity or show your identity card on demand to MP/ RP at the cantonments. Please try to avoid visiting/ crossing Dhaka Cantonment after mid-night. You can come from Gulshan area through Kalshi following Fly-over over the Dhaka cantonment or Sher-e-Bangla Nagar, i.e. through Rokeya Shoroni.

6. **In Office/ College Campus.** Please **DO NOT**:

- a. Violate customs of services in showing respect to seniors.
- b. Bring ladies and children to the college campus 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.
- e. Remain absent from routine Class/ discussion/ activities/ training or other visit of the course without any prior permission from the concerned DS.

7. **During Visit/ Training Class/ Activities.** Please **DO NOT** take any photograph, audio/ video recording without the permission of concerned DS/ Staff.

8. **Dress and Turn Out.** Please **DO NOT**:

- a. Neglect your turn out; be appropriately dressed in all college activities.
- b. Neglect to have proper haircut.

9. **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.

10. **Invitation from Foreign National/ Organization.**

- a. Please do not accept invitation from foreign nationals/ organizations directly.

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- b. Seek advice of your sponsor DS/ staff when you or your families are approached directly for such invitation.
11. **Inviting Foreign Nationals by Overseas Student Officers.** Overseas Student Officers may entertain guests in their residence considering following points:
- a. To entertain any foreign (Non-Bangladeshi) guest inside cantonment, security clearance is required from DGFI through the proper channel.
- b. To get the security clearance for the non-diplomat foreign guests, the officer concerned should make a request in writing to GSO-2 (SD) along with particulars of the guest/ guests minimum 12 working days in advance. Further processing would be done by the college.
- c. For the diplomats (for example Embassy personnel), respective Embassy/ High Commission will obtain security clearance directly from DGFI.
- d. Security clearance is needed for every individual (guest).
12. **Arrival/ Departure of Overseas Student Officers' Families.** Please keep your sponsor DS (Directing staff) and GSO-2 (SD) informed well in advance about the arrival/ departure of your family/ family members.
13. **In the Airport.**
- a. Please respect the immigration/ custom rules.
- b. Seek the advice of the custom/ immigration officer when in doubt.
14. **When in Problem/ Difficulty.**
- a. Please seek the assistance of police, if you need.
- b. Call the college Authority {GSO-2 (SD)-Cell Phone: 01769023336/ Col GS- Cell Phone: 01769023330/ Sponsor DS}.
15. **Holding Parties in Own Residence/ Officers' Mess.** Due to shortage of mess staff, private parties of student officers in officers' mess and any sort of home service will not be allowed.