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DSCSC COURSE NO 21



**DEFENCE SERVICES
COMMAND AND STAFF COLLEGE
SAPUGASKANDA**

**JOINING INSTRUCTIONS
FOR
FOREIGN COURSE PARTICIPANTS**

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LIST OF ACRONYMS AND ABBREVIATIONS

ACSC	-	Army Command and Staff College
AQ Br	-	Admin and Quartering Branch
BIA	-	Bandaranaike International Airport
DS	-	Directing Staff
DSCSC	-	Defence Services Command and Staff College
DDICSP Package	-	DSCSC Delegation on International Collaboration Study
FCP	-	Foreign Course Participant
HOTT	-	Head of the Training Team
KDU -		General Sir John Kotelawala Defence University
LMS -		Learning Management System

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FORWARD

It is with profound honour and sincere pleasure that I extend a warm welcome to all Foreign Course Participants who have been selected to follow the Defence Services Command and Staff College (DSCSC) Course No. 21, commencing in the year 2027. Your nomination and subsequent selection to attend this course reflects the trust and confidence placed in your potential as future military leaders by your respective services and nations.

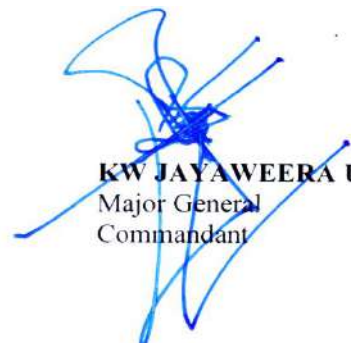
Since its inception, the Defence Services Command and Staff College has been regarded as the apex institution for professional military education for middle-grade officers in Sri Lanka. The College is firmly anchored in a legacy of excellence, discipline and strategic foresight. Its academic and training endeavors are guided by the core values of learning, punctuality, decorum, mission command, respect, professionalism, honour, innovation, excellence and pristine environment. These values are embedded in every aspect of the College's functioning and are intended to instil the highest standards of leadership and service. The motto of the College, "To War with Wisdom and Knowledge", continues to symbolise its unwavering dedication to developing intellectually empowered and ethically grounded officers, capable of addressing contemporary security challenges.

Admission to this esteemed institution is the culmination of a highly competitive and merit-based selection process. Only the most capable, committed and promising officers from each service are afforded this opportunity. This course represents a unique and distinguished phase in your professional development; a rare privilege to acquire advanced knowledge, enhance critical and analytical thinking and engage with a broad spectrum of strategic and operational concepts within a diverse and intellectually rigorous environment.

As you undertake this demanding and transformative academic journey, I strongly encourage you to maintain the highest standards of discipline and adhere strictly to the rules and regulations of the College. Further, it is expected that you will maintain the highest academic discipline and intellectual integrity, and approach all course components with diligence and scholarly curiosity. Your conduct and performance should reflect not only your personal and institutional ethos but also contribute to the enduring prestige and standard of the College.

I extend my best wishes for your success and fulfilment throughout the duration of the course and beyond.

16 September 2026



KW JAYAWEEERA USP
Major General
Commandant

COLLEGE SONG

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INTRODUCTION

BACKGROUND

1. **General.** The DSCSC considers it an honour and privilege to receive Foreign Course Participants (FCPs) from friendly foreign countries to attend the DSCSC Course No 21. The College takes upon itself the responsibility to facilitate the FCPs with the best possible means of making their stay comfortable and pleasant. DSCSC welcomes every FCP as a Military Ambassador of the respective country. This assures that FCPs who stay here in Sri Lanka are free of any discomforts. The College culture is enriched with well-known hospitality and over and above with a multitude of unique attributes, that portray Sri Lankan culture. The College ensures that all FCPs are individually looked after and cared for by a system of Sponsor DS/Sponsor Course Participant. Further to this, the College provides all amenities, required to make them feel homely in their routine life, especially concerning studies. The College also caters to orientate family members to a multi-cultural environment during their stay.

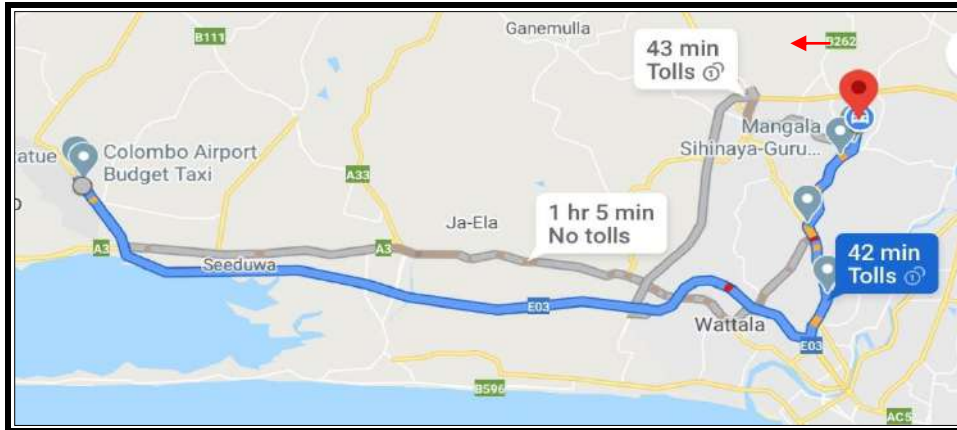
2. **Purpose.** The purpose of these instructions is to provide you with the preparatory information to facilitate your participation in the DSCSC Course Number 21.

3. **Further Information.** You may visit the College website at www.dscsc.lk or may contact the College authorities given at Annex A. Especially, FCPs can directly contact their Sponsor DS, Sponsor CPs and GSO 2 (Allied). Furthermore, FCPs of the respective services shall consult SO (Army) - Army Wing, SO (Navy) - Navy Wing and SO (Air Force) - Air Wing through the mobile numbers shown at Annex A for any ambiguity or a coordinating issue.

CLIMATE, WEATHER AND LOCATION OF THE COLLEGE

4. **Climate and Weather.** Sri Lanka has a tropical climate with very distinctive dry and wet seasons having hot weather conditions. The DSCSC being in close proximity to the South Western Coast of the Island experiences a higher humidity with an average temperature ranging from 27° C - 31° C. It receives an annual rainfall between 2500 mm - 3000 mm mainly from the South West monsoon during the months from May to September.

5. **Location of the College.** The DSCSC is located at Makola, approximately 12 km East of the city of Colombo. Route to the DSCSC from Bandaranaike International Airport (BIA) - Katunayake is as shown below:



6. The postal address of DSCSC is:
- Defence Services Command and Staff College
Makola
Sapugaskanda
11640
SRI LANKA

HISTORY OF THE COLLEGE IN BRIEF

7. The DSCSC was initially established as the Army Command and Staff College (ACSC) on 16 March 1998 with the first course consisting of 26 Course Participants (CPs). Subsequently, on the 28 August 1998, President of the Democratic Socialist Republic of Sri Lanka, Her Excellency Mrs Chandrika Bandaranaike Kumarathunga officially declared the College open on an invitation by the Commander of the Army, Lieutenant General R De S Daluwatte WWV RWP RSP VSV USP LOM ndc psc. During the 9 years of ACSC (1998-2006), the College produced 252 graduates, of whom 208 were from the Army, 22 from the Navy, 21 from the Air Force and 1 from the Department of Police.

8. On 22 January 2007, crossing an important milestone in the history of the Sri Lankan Armed Forces, all Military Doctrines, strategic level planning and teachings were brought under one entity, as practised by many other armed forces of the world, by inaugurating the DSCSC. At the inception, the College was affiliated to the General Sir John Kotelawala Defence University (KDU), which awarded a Master's Degree in Defence Studies for the CPs who successfully fulfil the stipulated requirements.

COLLEGE CREST AND MOTTO

9. The crest of DSCSC signifies all the three services of the country's defence forces. The wisdom is symbolised by the 'Owl' in the middle of the crest. The Army is represented by the crossed swords on a saffron colour background, the Navy by the anchor on a dark blue background and the Air Force by an Eagle on a light blue background. The sheaves of paddy on either side of the word **ශ්‍රී ලංකා** (Sri Lanka) on the outer circle denote prosperity. The name Defence Services Command and Staff College connotes in the

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Sinhala script as, “ආරක්ෂක සේවා අණ හා මාණ්ඩලික විද්‍යාලය”. The motto of the College is “සිහි නුවණින් රණ දෙරණට” gives the literal meaning, “To War with Wisdom and Knowledge”.



ORGANIZATION OF THE COLLEGE

10. The DSCSC is a Joint Services training institution under the State Ministry of Defence. The College is administered by a Board of Management (BOM) consisting of the Secretary to the Ministry of Defence, Commander of the Army, Commander of the Navy, Commander of the Air Force, Vice-Chancellor of KDU, the Commandant of the College, an Additional Secretary of the Ministry of Defence, an Additional Director from the Treasury as members and the Brigadier Coordinating of the College who hold the appointment of the Secretary to the Board. The Commandant is responsible to the Board of Management for the administration and conduct of training in the College. The College is organized into four wings. The three wings namely Army, Navy and Air, with greater emphasis on Joint Environment which is collectively called ‘the Faculty’ while Coordinating Wing functioning as the supporting element to the faculty. The organisation of the College is given briefly at Annex B.

THE VISION

11. The vision of DSCSC is ‘to be the premier centre of excellence in preparing emerging leaders of the three services and selected public officials to meet evolving defence and security challenges.’

THE MISSION

12. The mission of the 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 in single service, joint and inter-agency operational environments.’

CORE VALUES

13. The College has adopted 10 core values and a driving tenet that shape the affairs of the College fundamentally. Ten core values that are entwined in the teaching of the College are:

- a. Learning.
- b. Honour.
- c. Respect.
- d. Decorum.
- e. Excellence.
- f. Innovation.
- g. Responsibility.
- h. Professionalism.
- i. Mission Command.
- i. Pristine Environment.
- k. Driving Tenet: Common Sense

OBJECTIVES

14. The six objectives of the DSCSC are as follows:

- a. To understand the art of applying command functions and staff techniques in war, peacetime and in Operation Other Than War.
- b. To know the roles, structure, employment, and interdependence of the Sri Lanka Armed Forces within the entire spectrum of military employment.
- c. To understand the mechanism of formulating the national defence policy and its correlation with military doctrine.
- d. To develop in-depth analytical thinking and logical reasoning capability in day-to-day to daily life as well as in an operational environment.
- e. To develop a comprehensive understanding on joint, inter service and inter-agency operations.
- f. To inculcate the required skills to be able to communicate effectively both orally and in writing.

COMPOSITION OF COURSE PARTICIPANTS

15. The Course generally consists of Course Participants from Sri Lanka Army, Sri Lanka Navy, Sri Lanka Air Force, occasionally Sri Lanka Police and civilian administrative officers from Governmental Ministries. In addition, CPs from foreign countries are also given an opportunity to attend for each course. Each CP will be under one of the three wings of the faculty.

16. For teaching purposes, the CPs in each wing are grouped into syndicates. There are wing specific syndicates and also joint syndicates during joint teaching, indoor and outdoor exercises. A Wing specific syndicate will usually have 9 to 12 CPs and a joint syndicate will have approximately 10 to 14 Course Participants (can vary according to the total number of CPs in each wing). The number of syndicates are as follows:

a. Wing Specific Syndicates.

(1) Army Wing - 8.

(2) Naval Wing – 3.

(3) Air Wing - 3.

b. Joint Syndicates - 14.

17. Course Participants will be distributed among wing specific and joint syndicates considering their arms and performance in each term. Each CP is given a locker in a system known as ‘Pigeon-hole’ and the locker number is used as a term of reference of the respective CP. The list of locker numbers will be issued prior to the commencement of the course at DSCSC. Correspondence by the CPs of the course is done through the Learning Management System (LMS) of the College. The login ID and password for LMS will be issued to each CP prior to the commencement of the course at DSCSC.

THE COURSE IN BRIEF

18. The interdisciplinary course curriculum covers subjects of defence, strategy, management, international relations and other aspects of social science. The participant fraternity includes not only officers from Tri-Services but also officers from the Sri Lanka Police, mid-level civil service executives from key ministries and officers from friendly foreign countries. The course entails upholding the unique traditions and ethos of the respective Services and Civil Administrators. It provides opportunities for all those involved in building networks and experiencing teamwork under extreme demands. The College uses time tested blend of activities to transpire teaching which is educative, fun, frolic and socially binding. The activities of the College involve not only the Course Participant but his whole family. The course is comprised of two segments; the joint phase and the service-specific phase. The Breakdown of the overall syllabus reflecting the Tri-Service and departmental packages are as follows:

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a.	Total number of Weeks	-	49
b.	Periods per week (Without Weekends)	-	45
c.	Total number of periods	-	2931
d.	Total Joint Service periods	-	1206
e.	Service Specific periods:		
	(1) Army	-	494
	(2) Navy	-	612
	(3) Air Force	-	567
f.	Number of Terms	-	4

19. At the completion of a one-year residential course, officers are conferred with 'passed staff college (psc)' qualification and Master of Science in Defence and Strategic Studies' (MSc in D&SS) as a parallel programme of education.

MASTER OF SCIENCE DEGREE PROGRAMME

20. Master of Science in Defence and Strategic Studies (MSc in D&SS) covers the subjects of International Affairs, Strategic Studies, International Security Studies, Statistics and Management Studies. In addition, all CPs of DSCSC are required to carry out an analytical research study on a given topic as partial fulfilment of the MSc programme. During the course, the Course Participants should adapt to the college's time schedule where they are required to submit the tentative work progress as per the time plan. Each Course Participant is provided with an Academic Supervisor (nominated by KDU) as well as a Supervising Directing Staff (nominated by the college) for the research work. Additionally, during the process of developing the research, Course Participants are given with necessary research assistance on request with a view to enhancing the quality of the research work. However, the fee for the registration of the MSc Programme has to be borne by each CP. Other expenses, including training, logistics, and administrative costs, are managed by the College through government funding.

COURSE CURRICULUM

21. The Course starts with an orientation module. The Course Curriculum is divided into 4 progressive terms as specified below.

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a. **Term 1 - Foundation Studies (14 Weeks):**

- (1) Arms and Services.
- (2) Combat Service Support.
- (3) Command, Command Support and Decision Making.
- (4) Doctrine, Operations and War Fighting.
- (5) Operational Staff Work.
- (6) Intelligence Staff Duties.
- (7) General and Logistics Staff Duties.
- (8) Maritime Warfare Studies.
- (9) Air Warfare Studies.
- (10) International Affairs.

b. **Term 2 - Operations of War and International Affairs (16 Weeks):**

- (1) Operations of War.
- (2) Air Warfare.
- (3) Naval Warfare.
- (4) Concept of Joint Operations.
- (5) Strategic Studies.
- (6) DSCSC Delegation on International Collaboration Study Package (DDICSP).

c. **Term 3 - Operations Other Than War (OOTW), Counter Insurgency Operations (COIN) and Strategic Studies (12 Weeks):**

- (1) Operations Other Than War (OOTW).
- (2) Counter Insurgency Operations.
- (3) Joint Warfare Workshop.

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(4) Military Assistance to the Civil Authorities.

(5) Administrative Studies.

(6) International Security Studies.

d. **Term 4 - Military Technology and Management Studies (7 Weeks):**

(1) Military Technology Workshop.

(2) Training for Operations. Nuclear, Biological and Chemical Warfare.

(4) UN Peace Support Operations.

(5) International Humanitarian Law (IHL).

(6) Management Studies.

22. **Graduation.** On successful completion of the course, CPs will be awarded post-nominal symbol 'psc' at the Graduation Ceremony, graced by the Head of the State or a representative nominated by him.

h

METHOD OF STUDY

23. **Self-Research Work (SRW).** Course Participants are issued with a Course Participant's Guide (CPG) including questions to be addressed in the syndicate. CPG will guide the CPs towards the relevant précis and the necessary source documents. CPs are expected to study source documents referred to the CPG in order to derive answers. Furthermore, SRW is allocated to continue the completion process of the Commandant Research Paper (CRP) which is significant to award of the MSc.

24. **Syndicates.** The syndicate system has two arrangements in place. When wing specific subjects are conducted wing specific syndicates will be in function which will have nearly 10 CPs each from the same Service. During joint studies, joint syndicates will function which will have 10 to 11 CPs. In each term, the CPs will be allocated to different syndicates. A 'Syndicate Directing Staff (DS)' is appointed to oversee each syndicate, for wing specific or joint. The CPs will be changed into both syndicates at the end of each term and have different DSs as well. This gives each CP a fair chance of being assessed by at least eight different DSs within the duration of the Course.

25. **Instructional Pattern.** The language of instructions in the College is English. All CPs nominated for the Staff Course are expected to be able to communicate in English as no extra privileges would be accorded for those who are not conversant with the language. The syllabus is taught in the following manner:

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- a. Study of précis for background knowledge.
- b. Syndicate Room Discussions (SRD) to amplify the subject studied and to confirm the knowledge gained.
- c. Presentations or demonstrations to consolidate the subject studied.
- d. Indoor Command Post Exercises (CPEX), Indoor Map Exercises (MAPEX), telephone battles and Tactical Exercises Without Troops (TEWT) to utilize the knowledge.
- e. Assimilation tests, analytical writing and periodically tests to test the understanding of CPs.
- f. Red Ink Correction (RIC) to test the application of knowledge.

26. **Syndicate Room Discussion.** Course Participants are expected to express their views, ideas, criticisms, agreements and disagreements during SRDs. The DS will assess a CP mostly on his assimilation based on the contributions that he makes during SRD. The right selection of parlances during discussions will showcase the depth of accrued knowledge. Therefore, it is evident that a CP has to make a thorough study and meticulous preparation for SRD and transpire himself.

27. **Other Instructional Techniques.** In addition, Course Participants will attend or participate in the following:

- g. Central lectures by Service personnel or civilian speakers.
- h. Group studies and presentations.
- i. Oral presentations.
- j. Written exercises.
- k. Individual research projects.
- l. Visits and study tours.

28. **Individual Work.** Course Participants are required to complete a number of written exercises, outside the scheduled working hours. The CPs exercise submissions are handwritten in blue ink/printed and corrected by the Syndicate DS in red ink/pencil and the Red Ink Corrections (RIC) in red ink.

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29. **Outdoor Exercises.** Outdoor exercises are conducted to enable the Course Participants to find practical solutions to tactical problems without troops. Course Participants plan on the map, discuss in the syndicate rooms or outdoors and then ascertain the feasibility of executing the plan on ground.

30. **War-Gaming.** War games play a key part in training at the DSCSC. They cover a wide variety of different formations and models in both tactical and operational level conflicts. War-gaming is used principally for concept analysis, as a Command and Staff trainee and to develop an understanding of combined arms, naval and air aspects, and joint operations. The range of wargames includes seminars, discussions, games, telephone battles and MAPEX.

PRE-COURSE PREPARATION

31. **Background Knowledge.** The syllabus of the course includes a variety of military subjects as indicated at the 'Course Curriculum' and the CPs are expected to be familiar with all topics. However, experience has shown that CPs do not usually update themselves before attending the course. To prevent unnecessary wastage of time, especially in Term 1, CPs are advised to revise the subjects before the commencement of the course. CPs should endeavour to obtain a good working knowledge on subjects to derive maximum benefit from the course.

32. **Computer Literacy.** Nominated CPs are expected to be computer literate and encouraged to use their own laptop computers, as they would be expected to submit their solutions to the various exercises in typed form.

33. **Course Reading Material.** Course Participants are to collect course reading materials on arrival from Training Support Division at the Coordinating Wing and GSO 1 (Trg Sp) is the officer who has the authority to issue them. All Course reading materials are to be preserved for possible future use.

34. **Past Course Participants' Course Knowledge.** Using and possessing Past CPs' Course Knowledge is prohibited within the course. Any reference made to such solutions during the course will prompt severe disciplinary measures, including expulsion from the College.

35. **Colour Code for Writing.** Course Participants are to use only blue ink. The respective CI/HOTT will use black ink. The DS will use red ink for corrections and blue ink for routine work. Green is reserved for the Commandant. The DSCSC preference of font for all typed correspondence/assignments is "Times New Roman" and size 12 pt.

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MAIN EVENTS OF THE COURSE

36. The duration of the course (49 weeks) is divided into four terms. Below is the tentative calendar of events:

- | | | | |
|----|--------------|---|----------|
| a. | Assembly | - | January |
| b. | Inauguration | - | January |
| c. | Term One | - | January |
| d. | Term Break | - | April |
| e. | Term Two | - | April |
| f. | DDICSP | - | July |
| g. | Term Break | - | August |
| h. | Term Three | - | August |
| i. | Term Break | - | October |
| j. | Term Four | - | October |
| k. | Graduation | - | December |

37. The graduation ceremony will be held in a suitable location decided by the College authority. FCPs will be briefed on the details of the graduation activities appropriately.

CONDUCT OF COUNTRY PRESENTATIONS, INDEPENDENCE AND INTERNATIONAL DAY CELEBRATION

38. Country Presentations and the International Day celebrations are two significant events in the College's academic calendar. Therefore, the instructions and guidelines for the preparation and conduct for those events are attached as Annex C.

RECEPTION

39. **General.** Course No 21 is scheduled to be commenced from 04 January 2027. Foreign Course Participants are expected to report to DSCSC on 02 January 2027.

40. **Family Members.** Course participants shall be permitted to be accompanied solely by their immediate family members, namely spouses and children, for the duration of their stay at the College. It is compulsory to accompany his/her spouse or caretaker to look after kids if accompanied. Facilities available at the College are extended only to

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immediate family members (As specified above) and Course Participant may bear the cost of any other facilities enjoyed. Other than the immediate family members students are not authorised to keep anyone without prior approval from the College. Officers are required to seek the permission from the Commandant prior to accommodate the aforesaid family members. In addition, details of the said family member should be reached to the College through the High Commission/Embassy of their respective countries. Moreover, the FCPs are not allowed to accompany the family members to the field exercises and at the field training exercise areas.

41. **Travel Arrangement.** It is required to forward flight details of the Course Participants and their family members at the earliest to the DSCSC. The details to be made available to the GSO 1 (Trg) and respective contact numbers and e-mail addresses are included in the booklet. The DSCSC does not organise the air passage of the Course Participant or the family yet necessary facilitation and coordination will be extended.

42. **Entry Clearance.** The Course Participant is responsible for immigration clearance and customs clearance of his family.

43. **Baggage.** The FCP may clear baggage and the College will facilitate dispatch/transportation from BIA to Course Participant's accommodation at the DSCSC.

REGISTRATION

44. Upon settling at DSCSC, every FCP is required to complete and submit the personal profile and the acknowledgement statement attached as Annex D and E by providing the necessary information requested by the College. Further, each FCP is required to bring a copy of his/her highest academic qualification certificate for the registration process at the KDU.

45. Moreover, each FCP is required to pay a registration fee of LKR 5,000 to the affiliated University for the registration of the Master's Degree Programme.

ENTRY AND EXIT

46. All FCPs may obtain a 'Residence Visa' for the period of their stay in Sri Lanka. Formalities for obtaining a 'Residence Visa' will be facilitated by the DSCSC. Course Participants and their immediate family members (i.e, spouse and children of the Course Participant only) of foreign countries can obtain 'Residence Visa'.

47. Course Participants and members of their families may submit the following to apply for a 'Residence Visa':

- a. Two passport size photos.
- b. Duly completed application forms provided by the DSCSC.

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48. Course Participants may submit medical certificates of HIV clearance which is provided by the respective countries and forms submitted by the College and authoritative medical department within two weeks to the medical section on arrival. They will also be directed for a basic medical check-up.

49. Foreign Course Participants may check-in at the DSCSC, three days prior to the commencement of the course and vacate the DSCSC within three days after the graduation. The DSCSC will provide accommodation and transport facilities only during the specified period.

PASSPORT AND VISA

50. Course Participant may check the approved period of Visa and Passport. FCP shall inform the College authorities with regard to the term of Visa extension or residence permits, 30 days prior to the termination date of the Visa. The participants should coordinate with the GSO 2 (Allied) in extending Visa for the rest of the stay if necessary. During the course, if anyone wishes to get down immediate family members, should inform the GSO 2 (Allied) two months prior the arrival for initiating the visa formalities.

51. In case of the termination of Visa or Residence Certificate, the participant himself/herself or his/her country's Mission in Sri Lanka may apply to the Department of Immigration and Emigration for his/her Visa extension and related payments are to be borne by the respective officer.

52. The FCP may ensure the return to Sri Lanka with the approved multiple entry Visa if he/she leaves Sri Lanka during the course. A Foreign Course Participant's Visa for a third country should be handled by himself/herself or his/her country's Mission.

53. Upon reporting to the College, FCP will be issued an identity card after submitting their passport to the College.

OFFICIAL REFERENCES/LETTERS

54. The FCP may submit a request in writing through the Sponsor DS or Foreign Cell sanctioned by the respective Wing Head and the Coordinating Wing, for the approval of the Commandant before 48 hr to obtain any document, official reference or a letter from the DSCSC. Specimens of such requests are attached in this booklet as Annex F and G respectively.

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OBTAINING CONSENSUS FROM THE COUNTRY'S MISSION

55. Vacating the College for any reason during the course may only be possible with a letter of 'No Objections' personally obtained from the respective country's mission by the respective officer. Same required for leaves as well.

SPONSOR DIRECTING STAFF AND SPONSOR COURSE PARTICIPANT

56. A Sponsor Directing Staff and a Sponsor Course Participant will be nominated for each FCP to provide all assistance during his or her stay at DSCSC. The spouse of the Sponsor Course Participant will be the sponsor for the FCP's spouse. A FCP may submit a request for his Sponsor Directing Staff to change his/her Sponsor Course Participant based on valid reasons.

CIVIL SPONSOR FAMILIES

57. The College would endeavour to introduce a decent Civil Sponsor Family for each FCP. The College may invite these sponsor families for College functions and the College will permit the respective FCP and his family to participate in any function organized by them. The College encourages and facilitates to maintain this family bond and interaction to make every FCP's stay comfortable in Sri Lanka.

WORKING HOURS

58. Course Participants are expected to do a considerable amount of study and research outside programmed times. However, except during visits and certain exercises, the normal programmed working hours are as follows:

Ser	Time	Remarks
(a)	(b)	(c)
1.	0800 – 0840	Period 1
2.	0850 – 0930	Period 2
3.	0940 – 1020	Period 3
4.	1020 – 1050	Tea
5.	1050 – 1130	Period 4
6.	1140 – 1220	Period 5
7.	1230 – 1310	Period 6
8.	1320 – 1400	Period 7
9.	1400 – 1500	Lunch
10.	1500 – 1540	Period 8
11.	1550 – 1630	Period 9

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59. **College Routine.** Working days in the DSCSC are from Monday to Friday. Sundays are generally considered holidays. However, Saturdays are spared for research work studies. 'National Holidays' declared by the government will be observed subjected to the demands of the course requirements such as exercises.

ADMINISTRATIVE INSTRUCTIONS

60. **Arrival and Departure.** All CPs are required to report to DSCSC not later than two days prior to the commencement of the course which is scheduled on 04 January 2027. They must be fully prepared to settle down, organise administrative and other logistic matters and attend an orientation programme before the commencement of the course. An orientation module for Course Participants is held on the first week of the programme. The FCPs will be allowed to depart from the College after the Graduation Ball which is usually the last event of the course.

61. **Academic Infrastructure Facilities.** The DSCSC academic and administrative blocks are scattered within the College. Therefore, it is appropriate to get to know the premises early. The College layout given in Annex H will facilitate a broader picture. The following buildings will cater for the mentioned needs:

- a. **Maroon Hall.** The Maroon Hall is the main auditorium and there are three other auditoriums namely Green, Blue and Grey Auditoriums. The Maroon Hall is located close to the 'A' gate of the College. The Maroon Hall is used for joint sessions of the course, presentations, seminars and ceremonial/social events.
- b. **Green Hall.** The Green Hall is the specific auditorium for Army CPs. It is located in the War-game Centre building. The Green Hall is used for arm-specific presentations and events.
- c. **Blue Hall.** The Blue Hall is the specific auditorium for Navy CPs. It is located in the IT building. The Blue Hall is used for arm-specific presentations and events.
- d. **Grey Hall.** The Grey Hall is the specific auditorium for Air Force CPs. It is located in the War-game Centre building. The Grey Hall is used for arm-specific presentations and events.
- e. **White Hall.** The White Hall is utilized for special occasions mainly for foreign dignitaries and the academic staff.
- f. **Purple Hall.** The Staff Development Centre or the Purple Hall was established in order to train, guide and improve teaching skills and knowledge of the Academic Staff, especially the faculty.

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- g. **Syndicate Rooms.** Fourteen syndicate rooms are available for group discussions, and other meetings.
 - h. **Computer Laboratory.** The Computer Laboratory is a common facility for the Cps of the course. This houses computers, CD writers, scanners and printers for the use of the CPs. It also has an internet facility.
 - i. **Wargaming Centre.** The DSCSC is having an advances Wargaming Centre to conduct wing specific and joint operation exercises to impart the advanced wargaming methods to CPs.
 - j. **Local Area Network (LAN).** The DSCSC LAN could be used for ‘e Submissions’ as desired through the email addresses allocated to each DS and CPs. The CPs are given access ability to the LAN upon their arrival for the book pack distribution.
 - k. **Online Training.** There may be certain occasions, lectures and SRDs to be conducted online (Zoom/MS Team) due to the difficulty of getting down visiting lecturers. Therefore, the College will provide free Wi-Fi/cable connection to CPs for online training.
 - l. **Wisdom Building.** The Library and Exam Halls are located at the Wisdom building. Instructions regarding using the library will be issued separately.
 - m. **Cafeteria.** The cafeteria for CPs is located at the Ground Floor of Abode of Wisdom building. Newspapers are also available in the cafeteria for the use of all.
62. **Social Programmes.** Social programmes are arranged for course members and their families, which are well spread throughout the course in order to make the life during the course easy and enjoyable for both the course members and their families. These programmes are mandatory for course members. It is highly desired that his/her spouse will also attend the programme. College provides necessary support for successful conduct of these programmes.
63. **Other Facilities.** Following facilities will be available for CPs:
- a. **Welfare Shop.** A welfare shop is located in the vicinity of family accommodation to cater for the daily requirements of the CPs and their families.
 - b. **Telephone.** All married quarters will be provided with an internal telephone line.

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- c. **Internet Protocol (IP) TV.** The facility will be available for all CPs at their accommodations. However, the CP will have to pay the monthly bill.
 - d. **Wi-Fi Facility.** Wi-Fi facility is provided free of charge to all CPs.
 - e. **Barber.** Service of the barber is available in the College barber saloon on payment basis. Calling the barber to married/single accommodation areas is strictly prohibited under any circumstances.
 - f. **Tailor Shop.** Tailor shop service is available at the facility complex for all CPs of the College.
 - g. **Laundry.** Laundry facilities are available in the College. Course Participants can obtain this service on payment basis.
 - h. **Holiday Bungalow.** A fully furnished Holiday Bungalow is available for the use of Course Participants to stay short periods with their families and when the requirement arises. Course Participants have to apply for the holiday bungalow and the application form is attached as Annex L.
64. **Stationery.** All CPs buy their own requirement of special stationery during the course. CPs can obtain general printed forms required for official purposes from the GSO 2 (Trg Sp). Under mentioned facilities along with many stationery items could be obtained by CPs on payment basis from the College stationery shop.
- a. Photocopying.
 - b. Scanning of documents.
 - c. Binding facilities.
 - d. Laminating facilities.
 - e. Colour printing.
65. **Safety of Children.** It has been observed in the past that many children tend to play on the internal roads unsupervised. Therefore, Course Participants are responsible for the safety of their children within the DSCSC premises and to ensure supervision
66. **Out of Bound Areas.** Following areas will be out of bound to all CPs unless otherwise summoned:
- a. Commandant's Office.
 - b. Deputy Commandant's Office

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- c. Chief Instructors' Offices.
- d. Brigadier Coordinating's Office.
- e. Heads of the Training Team (HOTT)/DS Offices.
- f. General Staff/Col Administration and Quartering Office.
- g. Training Support Division.
- h. Directing Staff/Permanent Staff Accommodation Areas.
- i. Other Ranks and Civilian Accommodation Areas and their Messes.

ACCOMMODATION

67. **General.** The DSCSC will provide fully furnished family or single accommodation with one Air Conditioner to all FCPs. It is preferable for FCPs to apply for married quarters online to avoid inconvenience. Further, it is advised that relatives/friends are not allowed in the accommodation other than the domestic aid permitted by the College.

68. **Responsibility.** The Course Participant who occupies the accommodation is responsible for maintenance of the accommodation along with all issues of stores and other equipment which are provided by the College.

69. **Handing/Taking Over.** Officers occupying the quarters must sign the necessary documents, provided by the DSCSC for buildings, including electrical and engineering fittings. Each house occupant may maintain the quarters free of damages. At the end of the course and prior to the departure, Course Participants must hand over the quarters without damages. Any loss or damage will be recovered from the individual officer.

70. **Rentals.** Occupants will not be charged with any periodical rent for the quarters. However, excessive consumption of electricity and water will be charged accordingly.

71. **Damages Due to Negligence.** Course Participants may replace any breakage or damage of any item issued (Value of the item or the repair cost). The cost of any barrack damages also will be charged from the officer and no willful breakage is expected.

72. **Replacing of Domestic Items.** The occupant may replace economical domestic items of a short lifespan.

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TRANSPORT

73. The College will provide free transport facilities only on the following circumstances:

- a. **Reception Arrangement at BIA.** Transport facilities from BIA to College will be provided only for the FCPs initial arrival to Sri Lanka.
- b. **Departure Arrangement to BIA.** FCPs and their families will be provided transport facilities from the College to BIA in departure only for the termination of the course.
- c. **Official Functions.** The Course Participant and the family will be provided with transport to travel to any official function if duly informed by the respective Embassy, with proper correspondence.
- d. **Shopping.** Shared transport for the families of the FCPs will be provided up to Kaduwela/ Kiribathgoda, once during weekends and to Colombo twice a month.
- e. **Friday Prayers.** Transport on every Friday may be provided for required officers to attend prayers.
- f. **Schooling.** Transport for children on every schooling day will be provided up to Yoshida International School, Sapugaskanda.
- g. **KDU Hospital.** Travel to KDU Hospital Colombo and return to the College will be provided based on the necessity as recommended by the College Medical Officer.
- h. **Private Vehicles.** Private vehicles will not be permitted to be parked within the DSCSC premises without prior authority of the College. In addition, students are authorised to use hired vehicles and approval from the Commandant to be obtained having attached respective documents (Endorsed International Driving License by the Department of Motor Traffic, Sri Lanka, Vehicle Insurance Card, Vehicle Registration Certificate, the agreement made with the vehicle owner). Moreover, approval will be given subjected to undermentioned conditions:

- (1) The College has no responsibility over repairs, damages and accidents caused and you should negotiate with the vehicle owner for matters pertaining to above.
- (2) Forwarding a copy of the agreement made with the vehicle owner to the Coordinating Wing.
- (3) Inform the respective mission in Sri Lanka/India in this regard.
- (4) Should ensure the strict compliance of road discipline.

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74. Course Participants are not allowed to seek the service of private cab/taxi service within the College premises. The College will provide transport from main gate to the accommodation. The service of 'Three-Wheelers' to move within the College premises is not allowed.

75. Following are reputed and recommended Cab Services in Colombo:

- a. Uber - Download application from the Play Store.
- b. PickMe - Download application from the Play Store.
- c. Kangaroo Cabs - <https://www.kangaroocabs.com>

MESSING/ MESS BILLS

76. All FCPs upon their arrival are considered ordinary members of the DSCSC Officers' Mess. The facilities at the mess are provided on equal terms for beneficiaries and abiding by rules and regulations with a high standard of decorum is mandatory.

77. All FCPs can obtain meals and other food items from the Officers' Mess DSCSC as per the availability, subject to regulations and formalities. The food preference form is attached as Annex I and FCPs can request the foods as their requirement from the officers' mess. The monthly Mess Bill should be settled in cash/online payments before the 08th of each month. Failure to settle mess bills may lead to suspension of mess facilities.

78. An initial pack of food items and provisions will be made available to every FCP family which will be billed. The preparation of food is not allowed in the single accommodation blocks. Further, all members of the mess should adhere to the mess constitution.

DSCSC DELEGATION ON INTERNATIONAL COLLABORATION STUDY PACKAGE

79. All Course Participants of the course with the consent of the respective mission in Sri Lanka will embark on a DSCSC Delegation on International Collaboration Study Package (DDICSP) as part of the course. The Course Participants may visit countries selected by the College on the basis of historical relations, strategic significance, social and economic achievements deemed important for the course of studies at DSCSC.

80. The duration of the DDICSP will be approximately 12 days. The cost of the DDICSP shall be borne by the participating officer or the relevant authorities of their respective countries. The total estimated expenditure per individual is approximately USD

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7,500 which covers meals, accommodation, air travel, and other related expenses. For Foreign Course Participants (FCPs) from countries operating on a payment basis, expenses will be met by the College only upon receipt of the requisite payment from the respective country. All Course Participants should participate in DDICSP as a part of the course. The participating officers should follow all guidelines issued by the College including the dress code both civil and military attires. All foreign course participants are not permitted to accompany their family members to the DDICSP unless they have been provided with a “No Objection Letter” from their respective forces, embassies, and other relevant supporting documents.

INLAND STUDY TOUR

81. Inland Study Tour (IST) is scheduled during the ‘Ex Magnum Force’ in the training programme of the course curriculum. The participating officer or relevant authorities of their countries should bear the cost of the IST. The total estimated cost per individual will be approximately USD 1000.00 for meals, accommodation and transport. In addition, the Course Participants may accompany their family members and may bear their expenses separately. The Transport for the inland tour will be provided by the College. Any additional expenses should also be borne by Course Participants.

MONTHLY STIPEND

82. Every FCP on gratis basis will be paid an allowance of LKR 30,000.00 per month. This stipend will be credited to their respective bank accounts.

83. Bank accounts for each officer will be maintained at the Bank of Ceylon (BOC) Branch at Makola. The Course Participant is responsible to properly terminating the bank account prior to the departure from the College at the conclusion of the course.

LEAVE

84. The FCPs may leave College premises during the term break or any other holidays declared by the College. College discourages all Course Participants to avail leave during training hours/ days. No leave will be granted during the training periods except on extreme compassionate cases.

85. Request for extension of leave is not expected from any officer. 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 which all Course Participants should maintain 80% for the award of ‘psc’. Leave policy to be followed and adhered is as follows:

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STANDING ORDER PROCEDURES FOR LEAVES AND PASSES FOR FCPS

Ser	Factor	Condition		
		(c)	(d)	(e)
1.	Description	Walking Out	Stay away overnight (only one night) within 60 km radius	Stay away overnight (more than one night) within or beyond 60 km radius
2.	Applicable document	Entry in the 'Walking Out Register'.	Submission of 'Leave/Night Out Performa'.	Submission of 'Formal Leave Request'.
3.	Document submission instructions	'Walking Out Register' to be forwarded to the respective Head of the Training Team (HOTT) by the Syndicate Senior through the Syndicate Directing Staff.	'Leave/Night Out Performa' to be forwarded to the respective Chief Instructor (CI) in submission file with cover sheet.	'Formal Leave Request' to be forwarded to the Commandant in submission file with cover sheet.
4.	Time of submission	By 1400 hours on the day prior to walking out.	At least three (3) working days before the leave commence.	At least three (3) working days before the leave date.
5.	No Objection Certificate (NOC)	Not required.	Not required.	Required.
6.	Approving authority	Respective HOTT.	Respective CI.	Commandant.

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(a)	(b)	(c)	(d)	(e)
7.	Returning instructions	Report back to the College before 2200 hours on the same day.	Report back to the College before 2200 hours on the day of return.	Report back to the College before 2200 hours on the day of return.

86. All CPs and their families shall use Gate 'A' for entry and exit. Furthermore, the use of Gate 'B' by any CP for entry or exit is strictly prohibited. All vehicles entering and leaving the DSCSC will be subjected to identification/inspection and required to log details in the vehicle in/out register at the A Gate guardroom.

87. All CPs are issued with an access card and are instructed to use it for entry to and exit from the College. The access card shall be punched at the machine located at Gate 'A' during both entry and exit.

88. Any FCP travelling overseas during the course may seek prior official approval and the respective officer may return to DSCSC on time and report to the College. Failing to stick to the rule should be conveyed to the respective Embassy/High Commission office and the College. (FCP is to keep the Sponsor DS and the Sponsor Course Participant informed).

89. Leaves will be granted only during holidays indicated in the course calendar or in extreme circumstances. Anyone proceeding on leave without a leave certificate will be considered as Absent Without Official Leave (AWOL). Anyone going out of Sri Lanka without leave approved by the Commandant will warrant withdrawal from the course. Moreover, example format for the leave/ night out Performa and forma leave request is attached as Annex J and K respectively.

LADIES' CLUB

90. The DSCSC Ladies' Club will meet frequently and this is an ideal opportunity for ladies and children to establish new friendships and participate in a myriad of interesting activities. A briefing will be conducted by the sponsor DS after which the Ladies' Club will be officially opened. Furthermore, Lady Officers attending the DSCSC course shall be permanent members of the Ladies' Club, including those who are unmarried. Standing Instructions for the Ladies' Club is at Annex L. The application form for the membership of the Ladies Club is at Appendix 1 to Annex L.

91. A sum of LKR 500.00 will be deducted from each Course Participant the membership fee for the Ladies' Club Fund from the monthly mess bills.

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HEALTHCARE

92. Course Participants can report sick at the College Medical Inspection Room (MI Room) with sick reporting forms from respective wings. Limited medical/dental facilities are provided for Course Participants and their families in College MI Room. This will include OPD and inward minor treatments. Course Participants may direct to KDU hospital for specialised investigations and have the discretion to use private medical facilities at their own expense.

93. A Medical Officer will be available at the College and in addition, a Dentist will be available on a fortnightly basis on Wednesday. Further, trained medical staff is available 24 hrs basis at the MI Room for emergency services.

94. The Medical Inspection Room can facilitate the family members of the FCPs also when required. All Course Participants and their family members are required to strictly adhere to the medical instructions issued by the College for any disease/pandemic.

CHILD EDUCATION

95. The FCPs have to bear the expenses for the schooling of children. Yoshida International School in close proximity to the DSCSC provides the London Curriculum with classes up to Advanced Level.

96. DSCSC will facilitate Course Participants to enroll their children to Yoshida International School. Similarly, the College will provide transport and caretaker facility for children only for aforesaid school on daily basis during movement.

UTILITY BILLS

97. Use of electricity up to 225 units will be provided free of charge and water up to 12 units. It is the prime responsibility of the respective officer to use electricity/ water economically. Any exceeding units of electricity/water bill will be reckoned with the bill of respective Course Participant as charged by Ceylon Electricity and Water Boards.

98. A connection from a local Satellite TV provider is available. The Course Participant should bear the monthly Satellite TV bills and it will be included in his monthly mess bill. Furthermore, the charges for reconnection should be borne by the officer and the usage bill will be effective to total 12 months stay in Sri Lanka.

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NEWSPAPERS

99. Daily or weekend local English newspapers can be obtained on a payment basis. The cost incurred will be added to the mess bill at the end of each month. Besides, the Sri Lankan daily English newspapers are available at the College library.

INTERNET, TELEPHONE AND LAPTOP/DESKTOP

100. Free high-speed internet facility is provided by the College. Each FCP is entitled to a monthly 40 GB package and an additional 40 GB will be provided for FCPs who are living with their families. In addition, the coordination to purchase pre-paid SIM card of a local mobile service provider will be arranged for the telephone communication. The desktops/Laptops are provided for the examinations conducted at the DSCSC. However, it is advised to bring personal laptops for personal correspondence and self-research works. School will not provide personal laptops/ desktop for Course Participants.

VISITORS

101. Visitors can be entertained with the prior approval of the Commandant. No visitor will be allowed to enter the College without proper prior approval. The respective officer may seek the permission of the President Mess Committee (PMC) with a duly prepared request to entertain a visitor before 72 hrs which will be sanctioned by the Commandant. The Course Participant may forward requests through the proper channel to the Commandant and it is restricted to accommodate any outsiders other than the immediate family members.

BATMEN SERVICES

102. Civilian workers of the College may not be forced to serve as batmen and the College will not provide batmen services for Course Participants during their stay at the College. Course Participant may hire batmen on payment basis with the approval of the College subjected to undermentioned conditions.

- a. The salary is to be paid on the last day of every month to his/ her respective account.
- b. The working timings and durations are to be coordinated by the Course Participants, and the College authority will not be involved with these matters for any reason. Further, night stay for batmen is prohibited.
- c. The security of personal belongings is to be ensured by the officers and the College has no responsibility for that.

SPORTS FACILITIES

103. The DSCSC has adequate facilities for sports and physical activities. The College takes care of the basic requirement of all Course Participants, faculty members and permanent staffs, including their spouse and children. The following facilities are available:

- a. Sports complex with badminton, tennis, squash, volleyball, and basketball courts.
- b. Gymnasium including sauna and steam room and fitness centre only for officers and spouses.
- c. Swimming pool.
- d. Children's Park.

DISCIPLINE

104. **General.** Every FCP and the members of his family are subjected to the law of the country, during his stay in Sri Lanka as no immunity is granted by the rule of law. A high standard of discipline is expected from FCPs both in and outside the College when managing their official or personal affairs. Officers committing malpractices of any nature in the College and any FCP caught with conduct unbecoming of an officer that amounts to copying or malpractice may be dealt with appropriate disciplinary action. FCPs are therefore advised to face their challenges squarely and work towards self-improvement and not merely aim at scoring high grades by adapting to unacceptable methods.

105. **Absence from Training.** Any Course Participant who fails to attend training sessions for a period of one week continuously will be liable to discontinue the course.

106. **Outdoor Exercises.** Attendance at all outdoor exercises is mandatory for all FCPs, as these are major activities in the academic calendar. Furthermore, participants are not permitted to accompany family members to such exercises. The College will not provide accommodation for family members in the outdoor exercise areas; accommodation will be provided only for course participants.

107. **Punctuality.** All FCPs should be punctual for lectures/classes as specified in the training programme. Any Course Participant, who is not attending the scheduled training without prior permission or proper medical disposal, is liable for disciplinary action.

108. **Dress Code.** All FCPs shall wear the prescribed working dress in accordance with the regulations of their respective countries and services. Equivalent dress standards shall be maintained by all FCPs for various activities, including indoor classes (working

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dress), outdoor exercises (combat dress and recreational/sports attire), study visits, and special occasions, as appropriate attire, such as mess dress, ceremonial dress, and any other dress as required by the curriculum, shall be worn for the respective events. The dress code for each event will be mentioned in the weekly time table. Further, they should strictly adhere to the College Dress Code, Dress Code for Officers' Mess on every occasion and should avoid the following observations.

- a. Entering office premises in inappropriate dress.
- b. Roaming inside the College in improper Physical Training Dress.
- c. Not adhering to the dress code prescribed at indoor and outdoor events.

109. **Academic Misconduct.** This includes any action or attempted action by a FCP that may result in an unfair academic advantage for the FCP, or an unfair academic advantage or disadvantage for other students. Academic misconduct includes, but is not limited to:

- a. **Cheating.** Matters regarding cheating are as follows.

- (1) Accessing, purchasing, exchanging or offering for purchase any item to be submitted as an assessment task.
- (2) Behaving deceitfully or dishonestly in examinations, in the preparation of assessable items or during in-class assessments.
- (3) Using or possessing prohibited equipment or material during an examination.
- (4) Sending, receiving or accessing or endeavouring to send, receive or access any source of stored electronic information during the course work unless specified by the assessor (use of data transfer device by the students should be strictly at the discretion of the assessor).
- (5) Drawing or writing on materials, other than the exam papers provided, during an examination.

- b. **Collusion/Facilitating Academic Dishonesty.** Matter regarding collusion/facilitating academic dishonesty are as follows.

- (1) Assisting another Course Participant, intentionally or recklessly, to commit an act of academic misconduct.
- (2) Unauthorised collaboration with other Course Participants on assessable work.
- (3) Uploading a copy of a subject outline or other subject or course materials to a website or server without the prior express permission of the College, for any other reason than personal use (permission should be

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sought from the Subject Coordinator for subject materials or academic staff for all other material).

(4) Removing or endeavouring to remove from the examination room any question or answer paper, other paper provided for the use by the FCP during the course of the examination, or other material which is the property of the DSCSC, unless authorised by the examination supervisor and examiner. All Course Participants should actively take part in all exercises scheduled as per the course curriculum.

c. **Fraud.** Impersonating another Course Participants or a Course Participant another individual to impersonate him/her, for the purpose of completing an exam, assessment task or online activity.

d. **Misrepresentation/Fabrication.** Formulated Matters regarding the misrepresentation/fabrication are as follows:

(1) Submitting a piece of work, including an assessable group work item, with the intention of deceiving the assessor regarding individual contributions to the work.

(2) Intentional and unauthorised falsification or invention of any information, experimental data or citation in an assessable item.

(3) Misleading ascription of authorship (including claiming authorship of parts of a group assignment prepared by other students).

(4) Representing data or information incorrectly, improperly or falsely.

(5) Falsely indicating participation, or recording attendance on behalf of another student, in an activity where attendance is required for assessment purposes.

(6) Submitting a text/code-matching software originality report that falsely represents the originality of an assignment submitted for assessment.

e. **Obstruction/Interference.** Behaving in any way that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

f. **Plagiarism.** Matters regarding plagiarism are as follows:

(1) Using another person's ideas, designs, words or any other work without appropriate acknowledgement.

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- (2) Re-using one's own work without appropriate acknowledgement.
- (3) A zero-tolerance policy is followed towards plagiarism; however, only up to 15% of similarities, due to general English and common terminology, would be accepted, which would be taken up case by case.
- (4) As and when any other similar or different software to be used to determine academic integrity criteria stipulated for such software may be used in future.

PERSONAL SECURITY

- 110. **General.** Personal security is a prime responsibility of the individual. The parents must take adequate care of children during all functions and stay at DSCSC.
- 111. **Security of Belongings.** All Course Participants are requested to keep their belongings under lock and key so that they remain out of reach of any interlopers. Bank Safety lockers on a payment basis can be arranged on request.
- 112. **Security of Control Items.** All FCPs are requested to be cautious on control items issued to them and to return them without shortfall/damage.

DEPARTURE FROM THE DSCSC

- 113. **Clearance.** Foreign Course Participants should obtain clearance from all the Branches/Sections with the assistance of the Sponsor Course Participant before obtaining the Movement Order from Admin and Quartering Branch (AQ Br) DSCSC, before the departure. The Movement Order will not be issued until the clearance form is handed over to AQ Branch. It is instructed, not to submit any request of leave without duly adopting standard procedures/formalities.
- 114. **Flight Schedule.** All FCPs should submit their flight schedules one month prior to the graduation ceremony.
- 115. **Transport.** Transport will be provided up to BIA Katunayake on departure.
- 116. **Emigration.** The FCPs are responsible for emigration clearance, customs clearance etc of him and his family.
- 117. **Baggage.** The baggage will be dispatched by the College from the Course Participants' accommodation to the departure terminal of the BIA. Onward handling is the responsibility of the individuals. All expenses for extra luggage should be borne by the Course Participant.

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ALUMNI ASSOCIATION

64. The Alumni Association has been established for graduates of ACSC and DSCSC and all the graduates of ACSC and DSCSC are to obtain the membership. Hence, CPs of Course No 21 are to join the society by submitting the Performa online visiting **www.dscsc.lk** after their graduation.

CONCLUSION

65. While congratulating the CPs for being nominated to attend DSCSC Course, this brief is meant to update they are on what exactly expected from the Course Participants during the course and how best they could deliver it. It is aimed at facilitating the pre-course preparations and settling down quickly for the course. Studying at the DSCSC is a unique experience. CPs should come prepared to work and obtain maximum benefit from the course. You will continue to receive briefs/instructions as may be required throughout the period of the course.

Annexes:

- A. Important Telephone Numbers of DSCSC.
- B. Organisation of the DSCSC.
- C. Guidelines for the Conduct of Country Presentations, International Day and National / Independence Day Celebrations DSCSC.
- D. Defence Services Command and Staff College Personal Profile – Foreign Course Participants.
- E. Acknowledgment Statement.
- F. Specimen Letter - Format 1.
- G. Specimen Letter - Format 1.
- H. College Layout.
- I. Food Preference Form.
- J. Leave/Night Out Performa.
- K. Formal Leave Request.
- L. Standing Instructions for The Ladies Club – DSCSC.

Appendixes:

- 1. Ladies' Club of Course No 21- Enrolment Form.

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ANNEX A TO
JOINING INSTRUCTIONS FOR
DSCSC COURSE NO 21

IMPORTANT TELEPHONE NUMBERS

Ser	Rank and Name	Appointment	Number
(a)	(b)	(c)	(d)
1.	Maj Gen KW Jayaweera USP psc	Comdt	Office: 0112963205 Mobile: 0766907308
2.	Maj Gen PMS Karunathne psc	Dy Comdt	Office: 0112962284 Mobile: 0770351572
3.	Brig M S P Bandara USP psc	Brig Coord	Office: 0112962148 Mobile: 0761353605
4.	Col GPAP Hapuarachchi	Col AQ	Office: 0112962146 Mobile: 0740540248
5.	Col KPC Dharmasiri RSP USP psc	Col GS	Office: 0112964390 Mobile: 0775002921
6.	Gp Capt BMH Balasooriya USP psc	DAS	Office: 0112964441 Mobile: 0776046785
7.	Lt Col PKT Devapriya RWP RSP USP psc SLLI	GSO 1 (Trg)	Office: 0112962175 Mobile: 0741275503
8.	Lt Col DMP Amarakoon RWP RSP USP psc	Registrar	Office: 0112964441 Mobile: 0740450259
9.	Maj DDMD Thilakasiri psc SLAC	GSO 2 (Allied)	Office: 0112964391 Mobile: 0772078935
10.	Maj RK Rupasinghe psc SF	SO (Army)	Mobile: 0705508632
11.	LCdr(G) HPBN Lakmal psc	SO (Navy)	Mobile: 0761174552
12.	Sqn Ldr KTS Nimalsiri psc	SO (Air Force)	Mobile: 0769053901
13.	DSCSC Telephone Exchange		0112963792 0112964218
14.	DSCSC Officers' Mess Manager		Mobile: 0764993013

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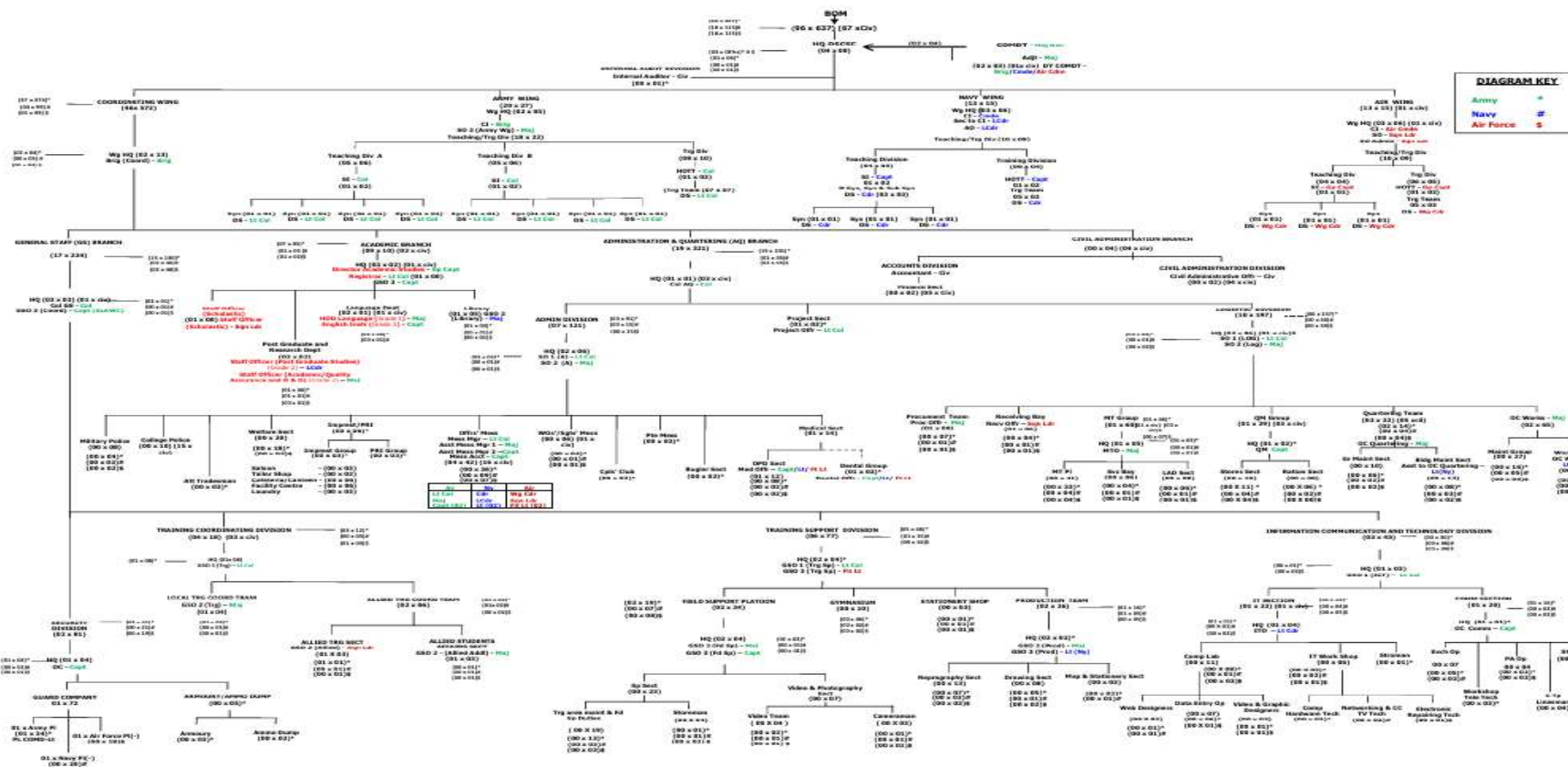
CONTACT EMAIL ADDRESSES

Ser	DSCSC Email Addresses
1.	dscscsl@gmail.com
2.	dscsc@army.lk
3.	dscsc20@dscsc.lk

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ANNEX B TO
JOINING INSTRUCTIONS
FOR DSCSC COURSE NO 21



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ANNEX C TO
JOINING INSTRUCTIONS
FOR DSCSC COURSE NO 21

GUIDELINES FOR THE CONDUCT OF COUNTRY PRESENTATIONS,
INTERNATIONAL DAY AND NATIONAL / INDEPENDENCE DAY
CELEBRATIONS DEFENCE SERVICES COMMAND AND STAFF COLLEGE
(DSCSC)

SCOPE

1. These guidelines are issued to standardize the conduct of Country Presentations, International Day Celebrations and National / Independence Day Celebrations at DSCSC Sapugaskanda.
2. The objective is to ensure uniformity, professionalism, cultural sensitivity and efficient coordination while allowing the LCP/FCPs to showcase their respective countries.
3. These events are intended to promote mutual understanding, strengthen international military cooperation and provide an opportunity for cultural exchange among Course Participants.

COUNTRY PRESENTATIONS

4. Guidelines for the conduct of Country Presentations are as follows:
 - a. Each presentation shall be limited to 20 minutes for a single presenter and a maximum of 30 minutes for a group presentation.
 - b. The Senior Local Sponsor Course Participant (CP) shall introduce the speaker(s).
 - c. Introduction shall not exceed 03 minutes for a single presenter. In case of multiple presenters, total introduction time shall not exceed 05 minutes. The introduction shall include the FCP's photograph in uniform and a family photograph (with the consent of the respective FCPs).
 - d. Presentations shall not include commercially oriented promotions relating to the country.
 - e. Most recent and updated photographs and video clips should be incorporated to ensure relevance and authenticity.

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- f. Presentation content should broadly cover the following aspects:
 - (1) Geography.
 - (2) Demography.
 - (3) Culture and heritage.
 - (4) Government structure.
 - (5) Military overview.
 - (6) Economy.
 - (7) Natural beauty, climate and wildlife.
- g. Presentations shall be scheduled once a week before 1630 hrs. Both presenters and the audience shall be in uniform. The family members of the CPs residing inside the College may attend to witness the presentations.
- h. Other arrangements:
 - (1) Snacks or lunch/dinner shall not be served.
 - (2) Only one item (sweet / beverage / finger food unique to the country) may be offered only if desired by the host.
 - (3) Displays/dances shall not be arranged.
- j. The Sponsor Directing Staff (DS) shall review and approve the presentation content beforehand.

INTERNATIONAL DAY CELEBRATIONS

- 5. Guidelines for the conduct of International Day Celebrations are as follows:
 - a. All countries represented by Course Participants shall arrange and display a country stall. Comdt will grace the event as the Chief Guest and all officers and their spouses of the Faculty and Permanent Staff will attend the event as guests. Family members of the CPs are to be accompanied by the CPs.
 - b. FCPs may host guests with snacks or food unique to the country of their choice, if they wish.

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c. The Commandant, accompanied by the three Chief Instructors and the Brigadier Coordinator, will first visit the stalls in the order in which they are lined up. The second group will

consist of the Heads of Training Teams (HOTTs) of the three wings, the Colonel GS, Colonel AQ, and DAS. This will be followed by the faculty members, the permanent staff, and the Course Participants (CPs). A reasonable gap shall be maintained between each group, and no group shall enter a stall until the preceding group has completely vacated it.

d. A common waiting area with refreshments shall be arranged at the site for officers and their families to assemble until it is their turn to commence the stall visit.

e. If dinner is hosted, a separate buffet shall be reserved for the Chief Guest and accompanying distinguished guests. No other officers shall use this buffet until the Chief Guest has completed dinner.

f. FCPs are permitted to invite a maximum of five (05) personal guests of their Nationality, subject to:

(1) Prior approval of the College.

(2) Submission at least one week before the event.

g. All expenses related to stall arrangements shall be borne by the respective LCP/FCPs.

h. Souvenirs may be distributed; however expensive gifts are to be discouraged.

j. FCPs are encouraged to dress in attire representing their national culture.

k. Local Course Participants (LCPs) shall be dressed in Sri Lankan cultural attire.

l. The transport and administrative arrangements required to be provided by the Cood Wing upon timely requests made by the CP committees/FCPs.

NATIONAL DAY / INDEPENDENCE DAY CELEBRATIONS

6. Guidelines for the conduct of National Day / Independence Day Celebrations are as follows:

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- a. Hoisting of the National Flag of the respective country shall be arranged in conjunction with the morning flag hoisting parade by the Coord Wing. The officer/officers of the celebrating country may attend the flag hoisting ceremony at his/her discretion. A photographer shall be arranged to cover the event.
- b. A cake shall be arranged by the PMC Officers' Mess - DSCSC. Additionally, two snack items and beverage shall be provided.
- c. The National Anthem of the respective country shall be obtained from the relevant Course Participant and played during the celebration, together with the video clip/presentation slide, prior to the cake cutting ceremony. Wearing of berets/peak caps inside the Mess is not required. The Sponsor CP shall be held responsible for coordination of arrangements with College authorities.
- d. The Sponsor DS shall supervise the arrangements.
- e. Sponsor LCP shall welcome the Comdt and the audience to the gathering and invite the FCP of the respective country to display the arranged video/presentation slide.
- f. A video clip not more than 03 minutes depicting the National Day / Independence Day significance shall be screened. A single slide with background music can be displayed in case of an unavailability of a video clip. No formal presentation or speeches shall be conducted.
- g. The event shall be conducted during morning tea time in the program. All participants shall be in uniform.
- h. The Sponsor DS shall preview and approve the video content beforehand to ensure suitability.

GENERAL INSTRUCTIONS

- 7. All events shall be conducted maintaining military decorum, discipline and cultural respect.
- 8. Any deviations from these guidelines shall be subject to prior approval of the Commandant.

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ANNEX D TO
JOINING INSTRUCTIONS
FOR DSCSC COURSE NO 21



DEFENCE SERVICES COMMAND AND STAFF COLLEGE
PERSONAL PROFILE – LOCAL COURSE PARTICIPANTS

(All Foreign Course Participants selected to follow the DSCSC Course should fill this form available at the DSCSC web page and submit via email and a hard copy upon the arrival at the commencement of the Course)

Photograph
(3.5 cm x 4.5 cm)
In uniform without
headgear

1. Officer Number:
2. Rank:
3. Name in Full:.....
4. First Name/Preferred Name:.....
5. Date of Birth:.....
6. National ID No:

7. Passport:

Passport No	Expiry Date	All Country (Yes/No)	Profession Indicated

8. Military ID No and Expiry Date:.....
9. Residential and Mob Tel Nos:.....
.....
.....

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10. E-Mail:
11. Marital Status.....
12. Residential Address:
13. District :
14. Province :
15. Service (Army/Navy/Air Force):.....
16. Date of Enlistment:.....
17. Date of Commission:
18. Date Promoted to the Present Rank:.....
19. Corps/Regt/Unit/Branch:.....
20. Location of Unit HQ :
21. Main Appointments held during last 5 years (*Indicate in the descending order*):

	<u>Appointment</u>	<u>Location</u>	<u>Duration</u>
a.			
b.			
c.			
d.			
e.			
f.			
g.			

22. Highest Educational Qualification:.....
.....
.....

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23. Military Training:

	<u>Title of the Course</u>	<u>Training Institution</u>	<u>Year</u>
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i.			
j.			

24. Hobbies:

a.	
b.	
c.	
d.	

31. Games Played (*Indicate Highest Level*):

a.	
b.	
c.	
d.	

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32. Medical Category :.....

33. Blood Group :

DETAILS OF THE FAMILY

34. Details of the NOK (If not married)

a. Name:.....

b. Relationship:.....

c. Address:.....

.....

d. Telephone No:.....

35. Full Name of Spouse:.....

(Underline First Name/Preferred

Name):.....

36. Occupation:.....

37. Place of Work:.....

(Address and Telephone Number)

38. Number of Children:

39. Names of Children:

Ser	Name (<i>Underline First Name</i>)	DOB	Sex

40. Family Photograph of the Course Participant: (*Post Card Size*)

RESTRICTED

Date:

.....
Signature of the Course Participant

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ANNEX E TO
JOINING INSTRUCTIONS
FOR DSCSC COURSE NO 21

ACKNOWLEDGEMENT STATEMENT

1. I hereby acknowledge that I have carefully read and fully understood the contents of the document titled “Joining Instructions for Local Course Participants – Course No 21” issued by the Defence Services Command and Staff College (DSCSC).

2. I confirm that I am aware of and understand the rules, regulations, procedures and guidelines stipulated therein, and agree to abide by them throughout my stay and participation.

- a. Name:
- b. Rank:
- c. Signature:
- d. Date:

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ANNEX F TO
JOINING INSTRUCTIONS
FOR DSCSC COURSE NO 21

SPECIMEN 1 OF A FORMAL REQUEST

(File Reference)

Defence Services Command
and Staff College
SAPUGASKANDA

Tel:

Email:

The Commandant
Through the Brigadier Coordinating

(Date)

Sir

OBTAINING VISA FOR FAMILY MEMBERS

1. I have the honour to submit following aspects for your kind perusal and favourable consideration in order to obtain Residential Visa for my family members.

a. It is kindly intimated that, my family is planning to arrive Sri Lanka on 01 March 2027 and stay at DSCSC until 15 December 2027.

b. Details of my family members are as follows:

Ser	Name	Relationship	Passport No
(a)	(b)	(c)	(d)
1.			
2.			

2. Therefore, considering aforesaid facts, it is requested to facilitate obtaining necessary Visa for my family members during their stay in Sri Lanka.

Yours obediently

(Signature)

NAME

Rank

RESTRICTED

ANNEX G TO
JOINING INSTRUCTIONS
FOR DSCSC COURSE NO 21

SPECIMEN 2 OF A FORMAL REQUEST

(File Reference)

Defence Services Command
and Staff College
SAPUGASKANDA

Tel:
email:

The Commandant
Through the Brigadier Coordinating

(Date)

Sir

OBTAINING A LETTER FROM THE COLLEGE

1. I have the honour to submit following aspects for your kind perusal and favourable consideration in order to obtain a letter from the College addressed to

a. It is kindly intimated that, I along with my family have planned to visit
on

b. Particulars of my family members are as follows:

Ser	Name	Relationship	Passport No
(a)	(b)	(c)	(d)
1.			
2.			
3.			

2. Therefore, considering aforesaid facts, it is requested to issue me a facilitating letter to accommodate the requirement.

Yours obediently

(Signature)

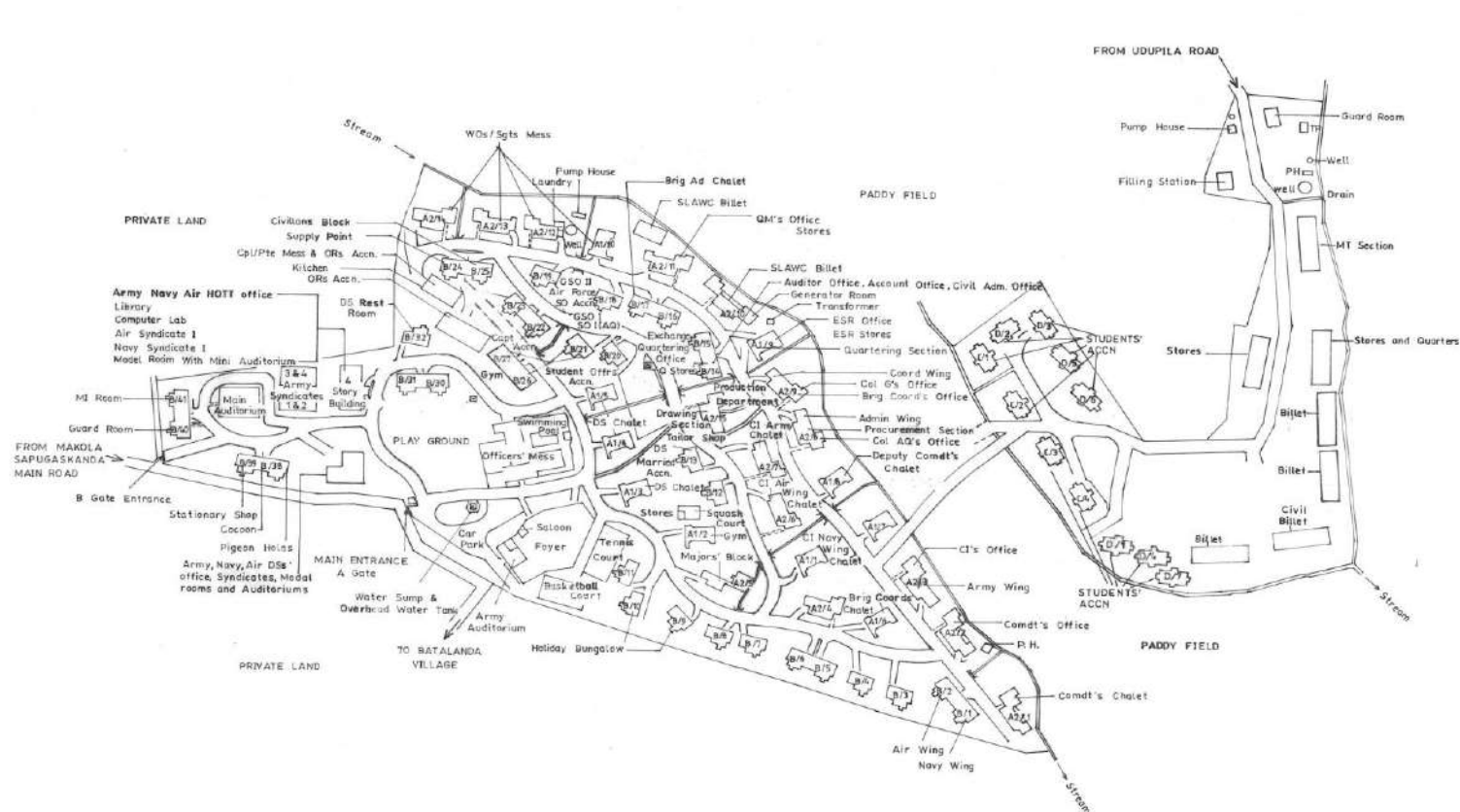
NAME

Rank

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ANNEX H TO
TO JOINING INSTRUCTIONS
FOR DSCSC COURSE NO 21

COLLEGE LAYOUT



H-1

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ANNEX I TO
JOINING INSTRUCTIONS
FOR DSCSC COURSE NO 21

FOOD PREFERENCE

1. Rank:.....
2. Name:.....
3. Service:.....
4. Details of Food Preference of the Course Participant, Spouse and Children:

a. Preference

Ser	Name and Relationship	Pure Vegetarian Only	Non Vegetarian (Please specify)	Alcohol Consumption (Yes/No)	Wine Consumption (Yes/No)	Food Allergies

- b. Do you and your family need Halal Food?.....
- c. Is rice acceptable as the main item of the daily menu?.....

5. Any other matter regarding food?
.....
.....

Date

.....
Signature

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ANNEX J TO
JOINING INSTRUCTIONS
FOR DSCSC COURSE NO 21

LEAVE/NIGHT OUT PERFORMA

1. Officer No: Locker No: Rank:
2. Name:
3. Syndicate:
4. Country:
5. Contact No:
6. Leave Period: Fromhrs on2027 to hrs on.....2027
7. Number of Days :
8. Reason:
.....
9. Address and Contact No During the Leave:
.....
.

Date :

.....
Signature of the Applicant

RECOMMENDATION OF SYNDICATE DS

Leave is recommended/ Not recommended

If any Comments:
.....

Signature:

Date:

Name:

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RECOMMENDATION OF HOTT

Leave is recommended/ Not recommended

If any Comments:.....
.....

Date :

Signature :.....

APPROVAL OF CI

Leave is approved / Not approved

If any Comments:.....
.....

Date:

Signature:.....

FOR COORD WING USE ONLY

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ANNEX K TO
TO JOINING INSTRUCTIONS
FOR DSCSC COURSE NO 21

FORMAL LEAVE REQUEST

(Locker No/Course No)

Defence Services Command and
Staff College
SAPUGASKANDA

Tel: (**WhatsApp/ Mobile No**)
e-mail: (**Personal e - mail**)

The Commandant
Through the Brigadier Coordinating

Date

Sir

REQUEST FOR LEAVE - RANK, NAME AND (OFFICER NUMBER)

1. I, (**Rank and Name**) of (**Country**) have the honour to request that I may be granted your permission to be away from the College from (**Time**) hrs on (**Date**) to (**Time**) hrs on (**Date**) to (**Reason**).
2. The address and the contact number during the period of leave will be as mentioned below and No Objection Certificate received from the (**Country**) **Embassy/High Commission in Sri Lanka/India** is attached herewith:
 - a. Address - (**Residing**).
 - b. Contact No - (**Residing**).
3. Forwarded for your kind consideration and approval please.

Yours obediently

(Signature)
(NAME)
(Rank)
Course Participant

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ANNEX L TO
JOINING INSTRUCTIONS
FOR DSCSC COURSE NO 21

STANDING INSTRUCTIONS FOR THE LADIES CLUB DSCSC

1. The DSCSC expects the regular participation of all the ladies of the Course Participants for the Ladies' Club activities.
2. A lady officer appointed by the Commandant will be the secretary of the club. All matters pertaining to the Ladies' Club should be brought to the attention of the College authorities through the secretary.
3. The Ladies' Club shall prepare the year planner for the respective year of the club at the first meeting after the inauguration of the club in concurrence with the Commandant.
4. The Ladies' Club shall organize their monthly meetings to coincide with the College programme as far as possible.
5. A common transport will be provided by the College on request from pre-designated locations for such meetings.
6. All Ladies' Club activities to be handled by the members of the club.
7. The DSCSC will not provide any financial assistance for the Ladies' Club activities. However, services and material support will be provided on request of the club.
8. It is expected that all accouterments required for events organized by the Ladies' Club should be managed within available individual resources. Procuring items and accouterments are not advocated and encouraged.
9. Financial burdens on cost-sharing unnecessary expenses among Course Participants are not advised by the DSCSC.
10. Ladies' Club may seek the assistance of well-wishers or organize fundraising activities in order to raise funds with the approval of the Commandant. However, a proper accounting procedure and transparency should be maintained for all financial matters.

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11. A sum of Rs. 500.00 will be deducted from each local Course Participant as a monthly subscription and will be retained in the College account and any expenditure will be with the approval of the Commandant.
12. Respective office bearers are responsible for keeping the accounts ready to be examined by the Commandant as and when required.
13. All Lady Course Participants of the Course shall be compulsory members of the Ladies' Club, irrespective of their marital status.

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APPENDIX 1 TO ANNEX L TO
JOINING INSTRUCTIONS
FOR DSCSC COURSE NO 21



LADIES' CLUB OF COURSE NO 21
ENROLMENT FORM

(To be filled by the spouse of the Course Participant. The form should be mailed to reach DSCSC)

1. Name in Full:
.....
.....
2. First Name/Preferred Name:
3. Husband's Rank and Name:
4. Date of Birth:
5. Residential Address:.....
.....
6. Tele Nos:..... Resi: Mob:
7. Email Address :
8. Occupation:
9. Place of Work:
10. Office Address:
11. Official Tele No :
12. Hobbies:
 - a.
 - b.
 - c.
13. Number of Children :

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14. Details of the Children:

Ser	Name	First Name and Last Name	Birth Day	Male/Female

15. Do you have any experience or specialization in any field/ extracurricular activity? (Yes/No). (If Yes, *please state the details*).

a

b

16. Do you like to conduct a demonstration/lecture on above stated fieldfor the benefit of other members of the club? (Yes/No).

Date:

.....
Signature