

RESTRICTED

DSCSC COURSE NO 18/2024



**DEFENCE SERVICES
COMMAND AND STAFF COLLEGE
SAPUGASKANDA**

**JOINING INSTRUCTIONS
FOR
LOCAL STUDENT OFFICERS**

RESTRICTED

CONTENT

FORWARD.....	1
COLLEGE SONG	2
INTRODUCTION	4
LOCATION OF THE COLLEGE	4
HISTORY OF THE COLLEGE IN BRIEF.....	5
COLLEGE CREST AND MOTTO	5
ORGANIZATION OF THE COLLEGE	6
THE VISION	6
THE MISSION	6
CORE VALUES	6
OBJECTIVES	7
COMPOSITION OF STUDENT OFFICERS	7
THE COURSE IN BRIEF	8
MASTER OF SCIENCE DEGREE PROGRAMME.....	9
COURSE CURRICULUM	9
METHOD OF STUDY	11
PRE-COURSE PREPARATION.....	12
ABSENCE FROM INSTRUCTION	13
MAIN EVENTS OF THE COURSE.....	13
RECEPTION.....	13
WORKING HOURS.....	14
ADMINISTRATIVE INSTRUCTIONS	14
USAGES OF ELECTRONIC DEVICES	23
ALUMNI ASSOCIATION	23
CLEARANCE CERTIFICATE	23
CONCLUSION.....	23

RESTRICTED

ANNEXES

IMPORTANT TELEPHONE NUMBERS..... A-1

OUTLINE ORGANIZATION OF THE DSCSC B-1

DEFENCE SERVICES COMMAND AND STAFF COLLEGE PERSONAL PROFILE –
LOCAL STUDENT OFFICERS C-1

DRESS CODES AND A SUGGESTED LIST OF CLOTHES/ACCESSORIES..... D-1

ACADEMIC MISCONDUCTE-1

COLLEGE LAYOUT.....F-1

STANDING ORDERS FOR OCCUPANTS OF
MARRIED ACCOMMODATION..... G-1

APPLICATION FOR ENTERTAINING GUESTS AT OFFICERS’ MESS.....H-1

FOOD PREFERENCE.....I-1

APPLICATION FOR PARKING STAFF VEHICLES/
STUDENT OFFICERS’ VEHICLES IN DSCSC PREMISES J-1

MEDICAL EXAMINATION FORM OF COURSE NO 18 /2024..... K-1

APPLICATION FOR THE DSCSC HOLIDAY BUNGALOW.....L-1

LIST OF RECOMMENDED STATIONERY AND OTHER ITEMS..... M-1

STANDING INSTRUCTIONS FOR THE LADIES CLUB DSCSC N-1

APPLICATION FOR REGISTRATION OF ELECTRONIC DEVICES..... O-1

RESTRICTED

FORWARD

It gives me a great pleasure to congratulate and welcome all the local and foreign Officers who have opted to follow the Defence Services Command and Staff College (DSCSC) Course No. 18 in the year 2024.

You have earned the opportunity to join this prestigious institute which is considered as the apex of military education for middle-grade officers of the Defence Forces of Sri Lanka. The DSCSC produces officers who are well-rounded and responsible for their respective services and the prosperity of its nation.

The College has entwined the core values in all activities that would shape your character and will serve as a guide not only during your stay here but also in your entire life at large. It is my wish that those values would be absorbed by the entire student fraternity.

The erudition you all earned in the College would undoubtedly be a guiding light in your pursuit for success throughout your lives and to stand against all odds and to stand against the pressures of time by coping up with any given situation in your official, family and personal lives.

Moreover, the assiduously designed course curriculum focuses on transforming in equivalence with novel trends, whilst establishing the foundation of wisdom in future military leadership of our beloved motherland and across the globe. Moreover, it enables to enhance critical, analytical and decision making skills with a focused vision as well.

In addition, I wish to emphasize you, as the most important commodity will be able to augment the previous and the newly imparted knowledge together to expose to a systemic way of working that it is only during your tenure here.

Therefore, I urge you to embrace learning habits in this learning environment at the College, perform well and achieve true excellence while giving special considerations for the Core Values stipulated at the college. I strongly believe that all student officers will display their professional competence acquired at this prestigious College, and live up to its motto 'To War with Wisdom and Knowledge'.

I wish to extend a warm welcome to all students and their beloved family members. Further, I emphasize that the assorted nature of the unique environment undoubtedly would provide an opportunity to have productive interactions and a wonderful exposure to various military cum multicultural spheres by means of mingling and participating in varied events organized by the College and enjoying facilities. I am certain that the unique culture nurtured in the College will facilitate the pursuit of the course with a renewed vigour of strength to face the hardships of the course curriculum.

Please keep in mind that the rules laid out by the College must be strictly followed and are in place to ensure the smooth functioning of all components.

Finally, I would like to extend my best wishes for a fruitful learning experience and hope you will pursue knowledge with the highest level of determination and enthusiasm.


BKGML RODRIGO RSP
Major General
Commandant

28 August 2023

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COLLEGE SONG

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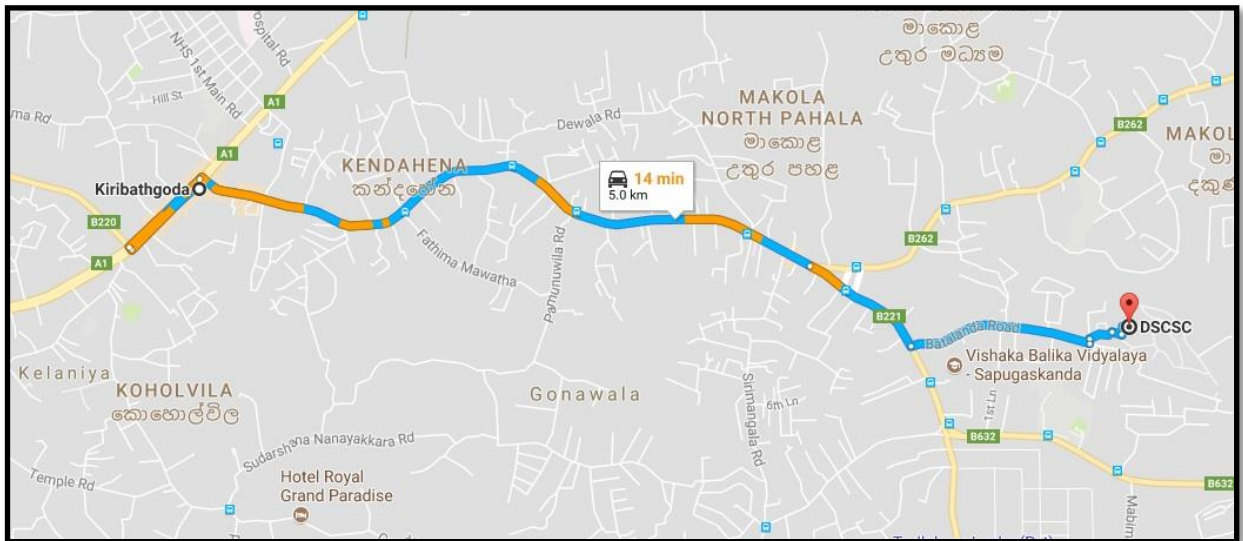
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INTRODUCTION

1. **General.** The Commandant and staff of the Defence Services Command and Staff College (DSCSC), congratulate you on your selection to attend the Staff Course at the DSCSC. The College expects that you will enjoy your stay at the DSCSC while reaping optimal academic benefits out of the course.
2. **Purpose.** The purpose of these instructions is to provide you with the preparatory information to facilitate your attendance in the DSCSC Course Number 18/2024.
3. **Further Information.** You may visit the college website at www.dscsc.lk or may contact the college authorities given at Annex A. Especially, Student Officers 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.

LOCATION OF THE COLLEGE

4. The DSCSC is located at Makola, approximately 12 km east of the city of Colombo. Route to the DSCSC is as shown below:



5. The postal address of DSCSC is:

Defence Services Command and Staff College
Makola
SAPUGASKANDA

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HISTORY OF THE COLLEGE IN BRIEF

6. The Defence Services Command and Staff College was initially established as the Army Command and Staff College (ACSC) on 16 March 1998 with the first course consisting of 26 Student Officers. 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.

7. 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 Defence Services Command and Staff College (DSCSC). At the inception, the college was affiliated to the University of Kelaniya which awarded a Master’s Degree in Defence Studies for the Student Officers who successfully fulfil the stipulated requirements. Subsequently, DSCSC was accredited to General Sir John Kotelawala Defence University.

COLLEGE CREST AND MOTTO

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



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ORGANIZATION OF THE COLLEGE

9. The DSCSC is a Joint Services training institution under the State Ministry of Defence. The College is administered by a Board of Management consisting of the Secretary to the Ministry of Defence, Chief of Defence Staff, Commander of the Army, Commander of the Navy, Commander of the Air Force, Vice-Chancellor of General Sir John Kotelewala Defence University, the Commandant of the College, an Additional Secretary of the Ministry of Defence and an Additional Director from the Treasury as members, while the Brigadier Coordinating of the college is 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

10. 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

11. 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

12. 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.

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- g. Responsibility.
- h. Professionalism.
- i. Mission Command.
- j. Pristine Environment.

Driving Tenet: Common Sense

OBJECTIVES

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

14. The Course generally consists of Student Officers from Sri Lanka Army, Sri Lanka Navy, Sri Lanka Air Force, Sri Lanka Police and occasionally civilian officers from Governmental Ministries. In addition, Student Officers from Friendly Foreign Countries are also given an opportunity to attend for each course. Each Student Officer will be under one of the three wings of the faculty.

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15. For teaching purposes, the Student Officers 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 Student Officers and a joint syndicate will have approximately 10 to 11 Student Officers (can vary according to the total number of Student Officers 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

16. Student Officers will be distributed among wing specific and joint syndicates considering their arms and performance in each term. Each Student Officer 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 Student Officer. The list of locker numbers will be issued prior to the commencement of the course at DSCSC. Correspondence by the Student Officers 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 Student Officer prior to the commencement of the course at DSCSC.

THE COURSE IN BRIEF

17. The interdisciplinary course curriculum covers subjects of defence, strategy, management, international relations and other aspects of social science. 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 Student Officer 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:

- 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

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- e. Service-specific periods:
 - (1) Army - 494
 - (2) Navy - 612
 - (3) Air Force - 567

- f. Number of terms - 4

18. At the completion of a one-year residential course, officers are conferred with ‘passed staff college (psc)’ qualification. Furthermore, the college is accredited to the General Sir John Kotelawala Defence University (KDU) Sri Lanka for the award of ‘Master of Science in Defence and Strategic Studies’ (MSc in D&SS) as a parallel programme of education.

MASTER OF SCIENCE DEGREE PROGRAMME

19. 60 per cent of Credit Allocation for ‘Master of Science in Defence and Strategic Studies’ (MSc in D&SS) covers the subjects of Sri Lankan Studies, International Affairs, Strategic Studies and Management Studies which are covered during the course. In addition, all Student Officers 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, Student Officers should adapt to the college’s time schedule where they are required to submit the tentative work progress as per the time plan. Each Student Officer 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, Student Officers are given with necessary research assistance on request with a view of enhancing the quality of the research work. However, the fee for the registration of the MSc Programme in KDU has to be borne by each Student Officer.

COURSE CURRICULUM

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

- a. **Term 1 - Foundation Studies and Sri Lankan Studies (14 Weeks)**. Subjects covered during the term are as follows:
 - (1) Arms and Services.
 - (2) Combat Service Support.
 - (3) Command, Command Support and Decision Making.
 - (4) Doctrine, Operations and War Fighting.

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- (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)**. Subjects covered during the term are as follows.

- (1) Operations of War.
- (2) Air Warfare.
- (3) Naval Warfare.
- (4) Concept of Joint Operations.
- (5) Strategic Studies.

c. **Term 3 - Operations Other Than War (OOTW), Counter Insurgency Operations (COIN) and Strategic Studies (12 Weeks)**. The subjects covered during the term are as follows:

- (1) Operations Other Than War (OOTW).
- (2) Counter Insurgency Operations.
- (3) Joint Warfare Workshop.
- (4) Military Assistance to the Civil Authorities.
- (5) Administrative Studies.
- (6) DSCSC Delegation on International Collaboration Visit (DDICV).
- (7) International Security Studies.

d. **Term 4 - Military Technology and Management Studies (7 Weeks)**. Subjects covered during the term are as follows:

- (1) Military Technology Workshop.
- (2) Training for Operations.
- (3) Nuclear, Biological and Chemical Warfare.
- (4) UN Peace Support Operations.
- (5) International Humanitarian Law (IHL).
- (6) Management Studies.

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

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METHOD OF STUDY

22. **Self Research Work (SRW).** Student Officers are issued with a Student Preparation Guide (SPG) including questions to be addressed in the syndicate. SPG will guide the Student Officers towards the relevant précis and the necessary source documents. Student Officers are expected to study source documents referred to the SPG in order to derive answers.

23. **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 Student Officers each from the same Service. During joint studies, joint syndicates will function which will have 10 to 11 Student Officers. In each term, the Student Officers will be allocated to different syndicates. A 'Syndicate Directing Staff (DS)' is appointed to oversee each syndicate, for wing specific or joint. Student Officers will be changed into both syndicates at the end of each term and have different DSs as well. This gives each Student Officer a fair chance of being assessed by at least eight different DSs within the duration of the Course.

24. **Instructional Pattern.** The language of instructions in the college is English. All Student Officers 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:

- 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. Red Ink Correction (RIC) to test the application of knowledge.

25. **Syndicate Room Discussion.** Student Officers are expected to express their views, ideas, criticisms, agreements and disagreements during SRDs. The DS will assess a Student Officer 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 Student Officer has to make a thorough study and meticulous preparation for SRD and transpire himself.

26. **Other Instructional Techniques.** In addition, Student Officers will attend or participate in the following:

- a. Central lectures by Service personnel or civilian speakers.
- b. Group studies and presentations.

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- c. Oral presentations.
- d. Written exercises.
- e. Individual research projects.
- f. Visits and study tours.

27. **Individual Work.** Student Officers are required to complete a number of written exercises, outside the scheduled working hours. The Student Officers' exercise submissions are handwritten in blue ink and corrected by the Syndicate DS in red ink. They are graded and generally called Red Ink Corrections (RIC).

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

29. **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

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

31. **Computer Literacy.** Nominated officers are expected to be computer literate. Student Officers are encouraged to use their own laptop computers, as they would be expected to submit their solutions to the various exercises in typewritten form.

32. **Course Reading Material.** Student Officers 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.

33. **Past Student Officers' Course Knowledge.** Using and possessing Past Student Officers' Course Knowledge is prohibited within the course. Any reference made to such

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solutions during the course will prompt severe disciplinary measures, including expulsion from the college.

34. **Colour Code for Writing.** Student Officers 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.

ABSENCE FROM INSTRUCTION

35. A Student Officer who misses 1 week of instructions consecutively, will be withdrawn/terminated from the course. Student Officers are, therefore, advised to ensure personal affairs are well organized before the commencement of the course. However, exceptional instances may be considered on a case-by-case basis by the Commandant.

MAIN EVENTS OF THE COURSE

36. The duration of the Course (49 weeks) is divided into 4 Terms. Below is the tentative calendar of events:

a.	Assembly	-	January
b.	Inauguration	-	January
c.	Term 1	-	January
d.	Term Break	-	April
e.	Term 2	-	April
f.	Term Break	-	August
g.	Term 3	-	August
h.	DDICV	-	September
i.	Term Break	-	October
j.	Term 4	-	October
k.	Graduation	-	December

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

RECEPTION

38. Upon arrival, all Local Student Officers will be received at the DSCSC by GSO 1 (Trg).

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WORKING HOURS

39. Student Officers 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

40. **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

41. **Arrival and Departure.** All Student Officers are required to report to DSCSC not later than two days prior to the commencement of the course which is scheduled on 02 January 2024. 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 Student Officers is held on the first week of the programme. The Student Officers will be allowed to depart from the college after the Graduation Ball which is usually the last event of the course. Local Student Officers should fill the personal profile forms attached as Annex C and submit on the date of registration.

42. **Discipline.** Student Officers are expected to strict adherence to the followings:

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- a. **Punctuality.** All Student Officers should be punctual for lectures/classes as specified in the training programme. Any Student Officer, who is not attending the scheduled training without prior permission or proper medical disposal, will be regarded as an act of misconduct rendering liable to disciplinary action.
- b. **Dress Code.** All Student Officers must be in possession of all service dresses as per the respective service dress regulations. Dresses will be stipulated for outdoor activities with instructions for work/exercises. Unauthorized shoes, badges and wearing of trinkets and jewellery will be strictly prohibited. Working dress includes mufti on indicated days. The classification used at the college for civilian dresses and a suggested list of clothes/accessories is given as Annex D. The dress code for each event will be mentioned in the weekly time table.
- c. **Attendance for College Functions.** It is mandatory for the Student Officers to attend all College functions that they are invited or stipulated in the course program, informed or made aware of. It is mandatory for a Student Officer to accompany the spouse to functions if indicated to do so. Exceptions will be sanctioned only by the respective CI.
- d. **Conduct Unbecoming of an Officer.** All Student Officers are reminded of the consequences of malpractices of any nature in the college. Any Student Officer caught with conduct unbecoming of an officer that amounts to copying or malpractice will face appropriate disciplinary actions. Student Officers are therefore advised to face their challenges squarely and work towards self-improvement and not aim at scoring high grades by adapting to unacceptable methods.
- e. **Academic Misconduct.** All Student Officers are reminded of the consequences of Academic Misconduct. Therefore, any Student Officer caught with Academic Misconduct face appropriate disciplinary actions. The instructions on Academic Misconduct is given at Annex E.
- f. **Compliments.** The Student Officers should always be mindful of the joint environment of the college and ensure inter-services harmony at utmost priority and their wishes and compliments should flow unhesitatingly. It is expected from a Student Officer to pay compliments to the members of the Directing Staff irrespective of their seniority.
- g. **Commitment.** All Student Officers are expected to participate actively in the syndicate, sub syndicate and extra-curricular activities as their abilities allow. A Student Officer may be withdrawn from training at any stage in the course if he is unable to maintain a high standard of personal and professional discipline.
43. **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.

RESTRICTED

The College layout given in Annex F 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 Student Officers. 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 Student Officers. 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 Student Officers. 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.
- g. **Syndicate Rooms.** Sixteen syndicate rooms are available for group discussions, and other meetings.
- h. **Computer Laboratory.** The Computer Laboratory is a common facility for the Student Officers of the course. This houses computers, CD writers, scanners and printers for the use of the Student Officers. It also has an internet facility.
- i. **Local Area Network (LAN).** DSCSC LAN could be used for 'e Submissions' as desired through the email addresses allocated to each DS and Student Officer. The Student Officers are given access ability to the LAN upon their arrival for the book pack distribution.
- j. **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 Student Officers for online training.

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k. **Library.** The Library is located at the 1st floor of Abode of Wisdom building. Instructions regarding using the library will be issued separately.

l. **Cafeteria.** The cafeteria for Student Officers is located at the Ground Floor of Abode of Wisdom building. Newspapers are also available in the cafeteria for the use of all.

44. **Out of Bound Areas.** Following areas will be out of bound to all Student Officers:

- a. Commandant's Office.
 - b. Deputy Commandant's Office.
 - c. Chief Instructors' Offices.
 - d. Brigadier Coordinating's Office.
 - e. Heads of the Training Team (HOTT)/DS Offices.
 - f. Col General Staff/Col Administration and Quartering Office.
 - g. Training Support Division.
 - h. DSs/Permanent Staff Accommodation Areas.
 - i. ORs and Civilian Accommodation Areas and their Messes.
- } Unless otherwise summoned.

45. **Accommodation.** Due to the nature of the course, it is essential that all Student Officers must live in throughout the course. A limited number of married accommodation will be provided for the Student Officers who accompany their families. The general instructions and application for married quarters are at Annex G and Appendix 1 to Annex G respectively and are also available online. Details pertaining to accommodation are as follows:

a. **Married Accommodation.** Fully furnished married accommodation comprising of two bedrooms, one office room with other general amenities will be provided to Student Officers who are with their families. Student Officers must adhere to the standing orders at Annex F pertaining to married quarters. It is also compulsory that all married accommodation be handed over back to the college within three days after the graduation ceremony.

b. **Single Accommodation.** All other Student Officers will be provided with single accommodation. The Student Officers who are occupying single accommodation are not permitted to cook or consume meals in their rooms as dining is compulsory at the Officers' Mess unless in the medical category of Sick In Quarters (SIQ) or authorized by the college.

c. **Handing and Taking Over.** Handing and taking over of the accommodation and stores would be done in the presence of the Mess/Quartering staff. All Student Officers are advised to take over each item carefully and ensure that all existing breakages/damages are noted in the documents prior to taking over.

RESTRICTED

d. **Breakages/Damages.** All Student Officers are expected to pay for any breakage or damage of any fitting/fixture or stores/equipment that occurs due to negligence or bad maintenance.

e. **Barrack Damage Fund.** A Student Officer who does not occupy a married quarter will be charged Rs. 100.00 per month as a contribution to the College's Barrack Damages Fund. The collected money will be utilized to repair any legitimate damage which is not due to any negligence or carelessness of the occupants.

f. **Utility Bills.** Each Local Student Officer is provided with 50 units for Electricity and 5 units for water, free of charge. Any excessive usage of the above will be charged from relevant Student Officers as per the meter readings. Electricity and water will be charged from the occupants of the married quarters on monthly basis as per the meter reading.

g. **Satellite Television Connection.** A satellite television service provider will provide a connection on rental charges. The amount depends on the package used by the client. The client has to pay all bills including connection/disconnection charge and monthly rental. The Student Officer has to pay the total monthly bill for the month of December.

46. **Officers' Mess.** A copy of the mess rules is included in the initial book pack. All Student Officers need to deposit a refundable sum of Rs. 40,000.00 and it will be collected by the Mess Manager at the reception counter upon arrival. A nominal amount of Rs. 500.00 will be deducted monthly, from all Student Officers to compensate the annual expenses of the Ladies' Club. Payment of Mess Bills has to be paid in cash/online (All Student Officers should have online/digital banking services prior to joining the course) and cheques and to be settled in full within 5 working days in each month after receiving the Mess Bill. Prior approval is required to entertain guests at the Officers' Mess by any member of the mess. The application form to entertain guests at Officers' Mess is at Annex H. The food preference form is at Annex I to be handed over to the Mess Manager at the reception counter on registration day.

47. **Transport.** Transport provided by the college will be available on the following occasions:

a. For official requirements on request.

b. To transport those sick personnel from the DSCSC to Military Hospital.

c. Any Student Officer who is provided with transport by the respective service may utilize the same as per the regulations governing the use of official transport by the respective Service.

RESTRICTED

d. Common transport facilities for families of Student Officers will be provided up to the nearest Kiribathgoda town for shopping on every Wednesday at 1630 hrs. In addition, the same transport will be provided up to Colombo 3 for shopping on every Saturdays at 1300 hrs.

e. A school bus service is available to ‘Yoshida Shokanji International School’ Sapugaskanda during morning and afternoon on school days. Those Student Officers who wish to patronise the services need to register at the MT Office. A nominal fee will be charged per child.

f. Help Desk for the benefit of the students is established at the Facility Centre collocated with the Cafeteria which is functional from 0730 hrs to 2200 hrs every day. This will be functional to accommodate day-to-day household issues.

48. **Vehicle Discipline.** Strictly adhere to following:

a. The main entrance of the DSCSC is exclusively for the Commandant, Deputy Commandant, Wing Heads and the Senior Officers in the rank of one star and above. In addition, all the special guests approved by the Commandant.

b. **Use of Commandant’s Driveway.** Student Officers are not permitted to use the Commandant’s Driveway (starting from Accommodation Block B-7 via the Commandant’s Office area up to the Youth Council Complex turn). Student Officers are to use the road via the Coordinating Wing area instead.

c. **Parking of Vehicles.** Student Officers who occupy married quarters could park their official vehicles in their respective compounds on approval by the college. Student Officers who occupy single accommodation should park their vehicles as the parking plan that the college will implement. Vehicles including motorcycles are not permitted to be parked in the study areas or restricted areas within the DSCSC complex. Vehicles are not permitted to be parked in front of the Officers’ Mess, syndicate rooms or guard room during working days of the college.

d. **Private vehicles.** Private vehicles (other than those owned by Student Officers) will not be permitted to be parked within the DSCSC premises without prior authority of the college. The application for parking of vehicles is at Annex J. Student Officers should possess an authorized driving license if they drive a vehicle/ motorcycle inside the DSCSC.

e. **Speed Limits.** Student Officers who use private or official vehicles and motorcycles should note that the speed limit within the college is 20 Kmph. Drivers (if any) are also to be educated on the same and to be strictly adhered to. All motorcycle riders and bike riders must wear head guards/helmets.

RESTRICTED

- f. **Call Cabs and Three-wheelers.** Travelling by call Cabs and Three-Wheelers inside the DSCSC is not permitted.
49. **Entrance.** All Student Officers and their families should use the A Gate for entry and exit. 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.
50. **Service of the Permanent Staff.** Student Officers under no circumstances should endeavour to obtain the services of the non-academic staff of the DSCSC for private purposes.
51. **Leave.** Student Officers may proceed on leave during the term breaks. No leave will be granted during training periods except on extreme compassionate grounds. Student Officers should first obtain authority from the CI through proper channel and then formally apply in writing at least 48 hrs in advance. Term breaks will be considered as leave since the college will be closed during this period. Any form of Student Officer's leave has to be sanctioned by the Commandant. Any officer who wishes to walk out during working hours including Self Research Work (SRW) periods, should submit his request on the Walking Out Register by 1330 hrs through the Syndicate Senior with recommendations of the syndicate DS to respective CI/HOTT for approval.
52. **Medical.** A medical doctor will be available from 0830 hrs to 1630 hrs daily except on holidays, at the College Medical Centre. The medical centre remains open 24 hrs with a medical orderly/nursing assistant on duty. Any serious patient will be evacuated to the Government Hospital Kiribathgoda/ Ragama or Service hospitals in Colombo and Welisara. A dental doctor will be made available every fortnight on Wednesdays. Any Student Officer reporting sick and hospitalised for duration over a week will be discontinued from the Course. However, if the officer wishes to; he/she may make a written submission to respective service HQ, to follow the course with the next year batch of Student Officers. Officers have to complete the medical report attached as Annex K at the beginning of the course. All Student Officers and their family members are required to strictly adhere to the medical instructions issued by the college for any disease/pandemic.
53. **Orderlies.** As per the instructions by the AHQ, each Regimental Headquarters will provide orderlies on the basis of one orderly per Student Officers while the Navy and the Air Force will provide one mess assistant per four Student Officer who will be accommodated within the college. All such personnel must report to the DSCSC on a movement order. Their movements must be recorded in the register of the College Police (CP) Section at the college gate and to be notified through the respective wing to the Coordinating Wing. Military orderlies will not walk around the DSCSC premises in civil attire during working hours. Orderlies will not walkout of the DSCSC without prior permission from respective CI/HOTT/DS. Student Officers are advised that orderlies who are categorised 'Ex uniform' should not be brought along. The College will not be able to provide batman facilities to Student Officers during their stay at DSCSC. Student Officers are totally responsible for the discipline of their orderlies.

RESTRICTED

54. **Guests.** Student Officers living in married accommodation may entertain guests in their compounds. Further, all Student Officers may entertain their guests in the Officers' Mess with the prior permission of the President of the Mess Committees (PMC). No guests will be allowed in single accommodation areas. Application indicated at Annex H to be submitted through syndicate DS to CI for final approval of the Commandant.

55. **Gifts and Parties to Directing Staff.** Student Officers or their families are prohibited from offering gifts of any nature to the DSs or any non-academic staff member. It is also inappropriate to invite the DS for private parties or functions.

56. **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.

57. **Sports.** The DSCSC has limited sports facilities for Cricket, Tennis, Basketball, Volleyball, Squash and Badminton. The Student Officers may utilize the gymnasium and the swimming pool during stipulated times.

58. **Restricted Items.** Student Officers are not allowed to bring any firearm, ammunition, dangerous drugs, proscribed substances or pets into the college.

59. **Other Facilities.** Following facilities will be available for Student Officers:

a. **Welfare Shop.** A welfare shop is located in the vicinity of family accommodation to cater for the daily requirements of the Student Officers and their families.

b. **Telephone.** All married quarters will be provided with an internal telephone line.

c. **Internet Protocol (IP) TV.** The facility will be available for all Student Officers at their accommodations. However, the officer will have to pay the monthly bill.

d. **Wi-Fi Facility.** Wi-Fi facility is provided free of charge to all Student Officers.

e. **Barber.** Service of the barber is available in the college barber salon on payment basis. Calling the barber to married/single accommodation areas is strictly prohibited under any circumstances.

RESTRICTED

f. **Laundry.** Laundry facilities are available in the college. Student Officers can obtain this service on payment basis.

g. **Holiday Bungalow.** A fully furnished Holiday Bungalow is available for the use of Student Officers to stay short periods with their families and when the requirement arises. Student Officers have to apply for the holiday bungalow five days prior and the application form is attached as Annex L.

h. **Children's Education.** The Yoshida Shokanji International School is situated approximately 3 km away from DSCSC. The College will liaise with the school to facilitate the admission of children. All terms and conditions with regard to the fees would be according to the stipulated regulations of the school. The term fee is around Rs. 22,000.00 and subjects taught are English, Mathematics, Japanese, Hindi, Islam, Buddhism, Environmental Science, General Science and Arts. This school is closed for 2 to 3 weeks during April and August for vacation.

60. **Stationery.** Student Officers are required to buy their own requirement of special stationery during the course. Student Officers can obtain general printed forms required for official purposes from the GSO 2 (Trg Sp). Following facilities along with many stationery items could be obtained by Student Officers on payment basis from the college stationery shop. Therefore, all selected Student Officers are required to fill stationery requirement mentioned at Annex M and to be handed over to the GSO 2 (Trg Sp) at the reception counter on registration day in order to stocks to be made available at the stationery shop on your arrival to the college.

- a. Photocopying.
- b. Scanning of documents.
- c. Binding facilities.
- d. Laminating facilities.
- e. Colour printing.

61. **Controlled Items.** Student Officers may bring following items since those items are frequently used by the Student Officers during their indoor/outdoor TEWT/Ex:

- a. GPS.
- b. Binocular.
- c. Protractor.
- d. Compass.

62. **Safety of Children.** It has been observed in the past that many children tend to play on the internal roads unsupervised. Therefore, Student Officers are responsible for the safety of their children within the DSCSC premises and to ensure supervision.

64. **Ladies' Club.** The Defence Service Command and Staff Course Ladies' Club will meet frequently. 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

RESTRICTED

DS after which the Ladies' Club will be officially opened. Standing Instructions for the Ladies' Club is at Annex N. The application form for the membership of the Ladies Club is at Appendix 1 to Annex N.

USAGES OF ELECTRONIC DEVICES

65. Student Officers are strictly prohibited to use mobile phones during tutorial activities and exercises. All electronic devices should be declared separately using the form at Annex O.

66. Personal staff/orderlies of Student Officers may use phones, but their illegal usages of phones or such electronic devices should be closely supervised by the Student Officers in order to ensure the high standard of their discipline. The Annex O to be duplicated prior to fill-up and same to be filled by the personal staff/ orderlies, after an inspection of electronic devices under the supervision of the respective Student Officer.

ALUMNI ASSOCIATION

67. 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, Student Officers of Course No 18 are to join the society by submitting the Performa online visiting www.dscsc.lk after their graduation.

CLEARANCE CERTIFICATE

68. Before the final departure from the college, Student Officers are required to obtain a clearance certificate from the college authority. However, Student Officers should obtain clearance prior to the Graduation Ceremony. Bank clearance is also required to accompany to the clearance certificate. Student Officers will be issued with the clearance form by the Administration and Quartering Branch. It needs to be completed by the individual member and submitted to the Coordinating Wing to obtain the clearance certificate.

CONCLUSION

69. While congratulating the Student Officers for being nominated to attend Defence Services Command and Staff Course, this brief is meant to update they are on what exactly expected from the Student Officers 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.

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Studying at the DSCSC is a unique experience. Student Officers 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.

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ANNEX A TO
JOINING INSTRUCTIONS FOR
COURSE NO 18 /2024

IMPORTANT TELEPHONE NUMBERS

Ser	Rank & Name	Appointment	Number
1.	Maj Gen BKGML Rodrigo RSP psc IG	Commandant	Office: 0112963205 Mobile: 0766907308
2.	Brig AP Wickramasekara USP psc	Dy Commandant	Office: 0112962284 Mobile: 0770351572
3.	Brig HMEG Herath RSP USP psc	Brig Coordinating	Office: 0112962148 Mobile:0761353605
4.	Col JMR Jayasinghe psc Lsc	Col AQ	Office: 0112962146 Mobile: 0763404942
5.	Col RSK Ranathungamage RSP psc	Colonel GS	Office: 0112964390 Mobile: 0775002921
6.	Lt Col WKST Kannangara psc SLE	GSO 1 (Trg)	Office: 0112962175 Mobile: 0777598904
7.	Lt Col RV Dissanayake RWP USP psc SLR	GSO 1 (Academic)	Office: 0112964441 Mobile: 0711304526
8.	Sqn Ldr LRTPB Senavirathne psc	SO (Air Force)	Mobile: 0772229456
9.	Maj SPRS Palliyaguru psc SLA	SO (Army)	Mobile: 0771092203
10.	Maj DPN Gunasekara psc SLA	GSO 2 (Allied)	Office: 0112964391 Mobile: 0772649979
11.	L Cdr (G) RAKC Udayanga psc	SO (Navy)	Mobile: 0755140571
12.	DSCSC Telephone Exchange /Fax		0112963792 0112964218 Fax: 0112962151
13.	DSCSC Officers' Mess Manager		Mobile: 0764993013
DSCSC CONTACT EMAIL		dscscsl@gmail.com	
		dscsc@army.lk	
		dscsc17@dscsc.lk	

ANNEX C TO
JOINING INSTRUCTIONS FOR
COURSE NO 18 /2024



DEFENCE SERVICES COMMAND AND STAFF COLLEGE
PERSONAL PROFILE – LOCAL STUDENT OFFICERS

(All Sri Lankan Student Officers selected to follow the DSCSC Course should fill this form available at the DSCSC web page and submit via email before 15 October 2023 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 & Expiry Date :
- 9. Residential and Mob Telephone Nos :
- 10. E-Mail :
- 11. Marital Status :
- 12. Residential Address :

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- 13. Nearest Police Station :
- 14. District :
- 15. Province :
- 16. GS Division & No :
- 17. MOH Division :
- 18. DS Division :
- 19. Election Division & No:
- 20. Service (Army/Navy/Air Force/Police/Civil):.....
- 21. Date of Enlistment :
- 22. Date of Commission :
- 23. Date Promoted to the Present Rank:.....
- 24. Corps/Regt/Unit/Branch:
- 25. Location of Unit HQ :

26. 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.

27. Highest Educational Qualification:
.....
.....
.....

28. Schools Attended and the Period:

- a.
- b.
- c.
- d.
- e.

29. 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.

30. Hobbies:

- a.
- b.
- c.

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

- a.
- b.
- c.

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:

<u>Name (Underline First Name)</u>	<u>DOB</u>	<u>Sex</u>	<u>Name of School</u>
a.
b.
c.
d.

40. Family Photograph of the Student Officer: (*Post Card Size*)

Date:

.....
Signature of the Student Officer

RESTRICTED**ANNEX D TO**
JOINING INSTRUCTIONS FOR
COURSE NO 18 /2024**DRESS CODES AND A SUGGESTED LIST OF CLOTHES/ACCESSORIES**1. **Dress Codes:**

Ser	Code	Dress for the Officer	Spouse/Lady
(a)	(b)	(c)	(d)
1.	Ceremonial dress	Army - No1(No 4 when specified) Navy - No 2 Air Force - No 1 B Civilians - Lounge suite Foreign - Appropriate service dress	Osari (Kandyan)/ Saree or National Dress
2.	Mess dress	Army - 2 (No 2 A when specified) Navy - No 3 (No 4 when specified) Air Force - No1C(Redsea rig when specified) Civilians - Lounge suite Foreign - Mess dress	Osari/ Saree or National dress
3.	Working dress	Army - No 6 (No 5 when specified) Navy - No 5 (No 5 A when specified) Air Force - No 3 (No 2 D when specified) Civilians - Long sleeved shirt and tie Foreign - Appropriate service dress	Not applicable
4.	Ex dress	Army - No 7 Navy - No 11/ No 6 for Indoor Ex Air Force - Camouflage (No5D when specified) Foreign - Appropriate service dress	Not applicable
5.	PT dress	College polo shirt and short with sports shoes	
6.	Recreation dress	College tracksuit with sports shoes. College T shirt and short worn underneath	
	Recreation dress (Alternative)	Gray polo shirt	Gray polo shirt, sports shoes
7.	Formal dress	a. All - Lounge suit	Osari/saree or National dress
		b. All - National dress	National dress
8.	Formal dress (Alternative)	a. Closed collar, tie/college tie with blazer/jacket	Osari/saree or National dress
		b. Closed collar, tie/college tie	Osari/saree or National dress
		c. Open collar with blazer/jacket	Osari/saree, National dress or appropriate dress

RESTRICTED

9.	Smart casual	Long sleeved shirt with open collar, matching trouser and laced shoes.	Osari/saree, National dress or appropriate dress
10.	casual	Half sleeved shirt of light colour trousers and casual shoes.	An appropriate dress. Shorts are not permitted
11.	comfort	Half-sleeved shirt or polo shirt of sober colour, decent trouser/jeans with shoes.	An appropriate dress. Shorts are not permitted

2. **Suggested List of Clothes/Accessories:**

Ser	Dress	Type and Qty	Remarks
1.	Army	No 1 1 No No 2 1 No No 2A 1 No No 4/No 5 1 No No 6 3 Nos No 7 2 Nos Designated footwear, headgear and accessories	
2.	Navy	No 5 4 Nos No 5A 1 No No 2 1 No No 3 1 No No 4 1 No No 6 1 No Designated footwear, headgear and accessories	
3.	Air Force	No 1B 1 No No 1C 1 No Red Sea Rig 1 No No D5 1 No Camouflage 1 No Designated footwear, headgear and accessories	
4.	Common to all	a. College tracksuit 1 Pair * b. College polo shirt 2 No * c. College short 2 No * d. Gray polo shirt 1 No ** e. Sports shoes 1 Pair f. National dress (pure white)with tunic collar and cuffs 1 No g. Traditional Dress(Sarong and	

RESTRICTED

	half sleeved shirt)	
	h. Foreign student officers: National dress	1 Costume
	i. Lounge suit (dark)	1 No
	j. Service Blazer/Jacket	1 No
	k. Trousers:	
	(1) Black	1 No
	(2) Dark	2 No
	(3) Light	2 No
	(4) Gray	1 No *
	l. Long Sleeved Shirts:	
	(1) White	1 No
	(2) Light	2 Nos
	(3) Dark	2 Nos
	(4) Black	1 No
	m. Short Sleeved Shirts:	
	(1) White	1 No
	(2) Light	2 Nos
	(3) Dark	3 Nos
	n. Tie:	
	(1) Service pattern	1 No
	(2) College pattern	1 No*
	(3) Black	1 No
	(4) Other	2 Nos
	o. Belts:	
	(1) Black (D buckled)	
	(2) Brown (D buckled)	
	p. Shoes:	
	(1) Black (with lace)	1 pair
	(2) Brown(with lace)	1 pair
	(3) Sport	1 pair
	(4) Casual	1 pair
	q. Sandals	1 pair
	r. Socks:	
	(1) Black colour	1 pair
	(2) In colours match to trousers	
	s. Handkerchief (include white)	10 Nos
	t. Dressing Gown	
	u. Swimwear	
	v. Towel:	
	(1) Bath towel	2 Nos
	(2) Hand towel	1 No
	(3) Face towel	2 Nos
	(4) Gym towel	1 No

RESTRICTED

		w.	Bathroom slippers	1 pair	
		x.	Other accessories:		
			(1) Cuff links	2 Pairs	
			(2) Sunglasses		
			(3) Cloth brush		
			(4) Toiletries bag		
			(5) Cloth hanger	25 Nos	

Notes:

1. If spouse is a serving military officer appropriate uniforms may be required.
2. * Will be prepared by college on payment.
3. ** Will be prepared by college on payment for all family members.

ANNEX E TO
JOINING INSTRUCTIONS FOR
COURSE NO 18 /2024

ACADEMIC MISCONDUCT

1. Academic misconduct includes any action or attempted action by a student that may result in an unfair academic advantage for the student, or an unfair academic advantage or disadvantage for other students.

2. Academic misconduct includes, but is not limited to:

a. **Cheating.**

(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.**

(1) Assisting another student, intentionally or recklessly, to commit an act of academic misconduct.

(2) Unauthorised collaboration with other students on assessable work.

(3) Uploading a copy of a subject outline or other subject or course materials to a website or server without express permission of the College, for any other reason than personal use (permission should be 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 student during

RESTRICTED

the course of the examination, or other material which is the property of the DSCSC, unless authorised by the examination supervisor and examiner.

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

d. **Misrepresentation/Fabrication.**

(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 unauthorized certification 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.**

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

(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 used to determine academic integrity criteria stipulated for such software may be used in the future.

ANNEX G TO
JOINING INSTRUCTIONS FOR
COURSE NO 18 /2024

STANDING ORDERS FOR OCCUPANTS OF
MARRIED ACCOMMODATION

GENERAL

1. Married accommodation may be provided if available to any married student officer who wishes to live with his or her family once the laid down criteria is met. Period of occupation shall end with the termination of the particular course or if ordered to vacate at any time during the course by the Commandant.

PRIORITY OF ALLOCATION

2. Allocation of married quarters will be at the discretion of the Commandant.

ELIGIBILITY

3. Once a married quarter is provided to an officer, he or she must reside in it with his or her family. Failure to occupy the quarters with the family for a period of two weeks at any stage would disqualify them from occupying such quarters and he or she will be instructed to move into single accommodation.

MAINTENANCE AND CARE

4. **Responsibility.** Care and maintenance of the buildings/stores and the equipment provided is the responsibility of the officer occupying. The officer in charge of quartering (SO II (Quartering)) should be informed of any damage, fault or malfunction promptly.

5. **Requests for Repairs.** Officers occupying married quarters must make a service requisition to SO II (Quartering) promptly who will attend to it depending on the nature of the repair.

HANDING / TAKING OVER

6. Officers occupying any married quarters must sign the necessary documents provided by DSCSC for buildings including electrical and engineering fittings. All other barrack items will be issued on an AFQ 5.

RENTALS AND OTHER CHARGES

7. **Rentals.** Occupants will not be charged with any other general rent for the quarters as they are provided on a temporary basis.

RESTRICTED

8. **Damages due to Negligence.** Officers are expected to pay for any breakage or damage of any barrack items issued on an AFQ 5 on the basis of the replacement value of the item or the repair cost if the item is repairable. The cost of any barrack damages too will be charged from the officer.
9. **Electricity and Water.** Remittance will be levied for the supply of water and electricity as per the meter readings.
10. **Barrack Damage Fund.** Maintenance of fully furnished houses will be a costly endeavour and at times the required funds/material are not available due to various reasons. Hence, officers occupying married quarters will be charged with a nominal sum of Rs. 100/= per month as contributions to the Barrack Damage Fund.

PRIVATE FUNCTIONS

11. Student officers may hold private functions on a low key at the married quarter. Those desirous of holding such functions will have to obtain prior written permission from the Commandant at least 72 hours in advance. Officers are solely responsible for their guests and the guests' list should be enclosed with the letter of request.

LINEN AND CURTAINS

12. Linen for the quarters will not be provided. However, curtains would be provided by the ALO (Quartermaster) who will arrange for laundering the same periodically.

REFUSE COLLECTION

13. There is no possibility of providing separate refuse pits for each house as the quarters are in close proximity. Hence, the refuse will be collected centrally every morning between 0900 - 1000 hours. The occupants must ensure that all refuse is kept ready for collection during the stipulated timings.

COOKS

14. Cooks will not be provided to any married quarters from the college. If the individual officer is of a rank, which entitles him to these facilities, he or she may obtain them through the respective Services / Regimental Centres.

DOMESTIC AID

15. Officers occupying married accommodation may employ their own servants. However, this should be limited to one per family. The officer will be solely responsible for the behaviour and conduct of such persons employed. Any officer who wishes to employ a servant must forward all personal details of the servant to Brig Coord with the Police Clearance Certificate and Grama Sevaka Residency Certificate for official use.

MAINTENANCE OF GARDENS

16. Officers must maintain their respective gardens/compounds befitting the DSCSC environment. They may obtain any plants/foliage required for this purpose from 2IC (Quartering). The College, however, will not provide labour for these endeavours.

APPENDIX 1 TO
ANNEX G TO
JOINING INSTRUCTIONS FOR
COURSE NO 18 /2024

APPLICATION FOR MARRIED QUARTERS

1. Name of Applicant:.....
(No/Rank/Name)
2. Service:
3. Regiment:
4. Status (Student/Staff):.....
5. Particulars of Children:

<u>Name</u>	<u>Age</u>	<u>Name of the School (If attending)</u>
.....
.....
.....
6. Present Residential Address:
7. If the applicant is presently occupying Government Married Quarters furnish full details:
 - a. Date of Occupation
 - b. Whether notice has been served to vacate:
 - c. Whether under penal rental deduction:.....
8. If the applicant was in occupation of Government Married Quarters previously state duration:.....
9. Particulars of own house if the applicant is not occupying it:
 - a. Address:
 - b. Rented or Vacant:
.....
10. Particulars of dependents / Servants who will live with the applicant:

<u>Name</u>	<u>Age</u>	<u>Relationship</u>
.....
.....
11. State if there is any special reasons that you should be given preference:

.....
Date

.....
Signature

Note: If this facility is required, submit this request by hand/post to reach DSCSC before 15 October 2023.

ANNEX H TO
JOINING INSTRUCTIONS FOR
COURSE NO 18 /2024

APPLICATION FOR ENTERTAINING GUESTS AT OFFICERS MESS

Part 1

Service : Officer No : Rank :
Name :
Appointment : Tel No :
Date : From : To :
Reason :
Name of guests and relationship:
..... (if the given space is insufficient, you may attach the list)

Date :-
.....
Signature of Applicant

Part 11

Any other event on above duration:-
.....
.....
.....

Date :-
.....
Mess Manager / Asst Mess Manager

Part 111

Recommend / not Recommend

Date :-
.....
Mess Secretary

Part 1V

Recommend / not Recommend

Date :-
.....
President Mess Committee

Part V

Approved / not Approved

Date :-
.....
Commandant

RESTRICTED

ANNEX I TO
JOINING INSTRUCTIONS FOR
COURSE NO 18 /2024

FOOD PREFERENCE

1. Rank:
2. Name:
3. Service:
4. Details of Food Preference of the Student Officer, 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

Note: To be handed over to the Mess Manager - DSCSC on 15 October 2023

ANNEX J TO
JOINING INSTRUCTIONS FOR
COURSE NO 18 /2024

APPLICATION FOR PARKING STAFF VEHICLES/
STUDENT OFFICERS' VEHICLES IN DSCSC PREMISES

1. **Details of the Officer.**

- a. Number : Rank : Name :
- b. Designation :
- c. Official Address :
- d. Residence Address :
- e. Telephone No: Official : Mobile :
- Residence :

2. **Details of the Vehicle.**

- a. Type of Vehicle :
- b. Service Number :
- c. Civil Number :
- d. Time Duration of Parking :

3. **Details of the Driver.**

- a. Number : Rank : Name :
- b. ID Nos National : Service :
- c. Driving License Nos Civil : Service :
- d. Residence Address :
- e. Telephone No Mobile :
- Residence :

Date :

Signature of the Officer

RECOMMENDATION OF COL AQ/SO 1 (A)/SO 1 (Log)

Parking the above vehicle is recommended/not recommended

Date :

Col AQ/SO 1 (A)/SO 1 (Log)

APPROVAL OF THE BRIG (COORD)

Parking the above vehicle of is approved/not approved in the DSCSC premises.

Date :

Brig (Coord)

Note: If this facility is required, submit this request by hand/post to reach DSCSC before 15 October 2023.

MEDICAL EXAMINATION FORM OF COURSE NO 18 /2024

PERSONAL HISTORY

(To be filled by the Student Officer and certified by an authorized medical officer)

1. **Personal Details.**

- a. Service :
- b. Service Number :
- c. Rank :
- d. Name with Initials :
- e. Full name :
- f. Date of Birth :
- g. Age as at 01 January 2023 :
- h. Gender : Male/Female
- i. Civil Status : Married/Unmarried
- j. If married; No of children :
- (1) Sons :
- (2) Daughters :

2. **Allergic History.**

- a. Food (specify) : YES / NO (Specify)
.....
- b. Drugs (specify) : YES / NO (Specify)
.....
- c. Plasters : YES / NO (Specify)
.....
- d. Others : YES /NO (Specify)
.....

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3. **Past Surgical History.**

Surgeries undergone : YES / NO
.....

(Specify with the mode of anesthesia)

4. **Past Medical History.**

- a. Asthma : YES / NO
- b. Fits (Epilepsy) : YES / NO
- c. Diabetes Mellitus : YES / NO
- d. High Blood Pressure : YES / NO
- e. Dyslipidemia : YES / NO (Specify)
.....
- f. Ischemic Heart Disease : YES / NO (Specify)
.....
- g. Other : YES / NO (Specify)
.....

5. **Current Medications, if any :**

.....
(Specify with generic names)

6. **Family History.**

- a. **Spouse.**
 - (1) Age :
 - (2) Medical conditions : YES/NO (Specify)
.....
 - (3) Current medications, If any: YES/NO
.....
(Specify with generic name)
 - (4) Surgeries undergone: YES/NO (Specify)
.....
 - (5) Allergies :YES/NO (Specify)
.....
 - (6) Any other relevant information :
.....

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b. **Children.**

Number of children : _____

Ser	Name	Age	Gender	Allergies	Medical Condition	Any Other Relevant Condition

EXAMINATION

(To be filled and certified by an authorized Medical Officer)

7. **General Examination.**

- a. Weight : _____
- b. Height : _____
- c. BMI : _____

8. **Cardiovascular System.**

- a. Pulse : _____
- b. Blood Pressure : _____
- c. Auscultation : _____
- d. Peripheral arteries : _____
- e. Varicose veins : _____

9. **Digestive System.**

- a. Abdomen : _____
- b. Hernia : _____
- d. Hemorrhoids : _____
- e. Anal fistulae / fissures: _____

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10. **Respiratory system / Lung fields :**

11. **Nervous system.**

- a. Motor functions :
- b. Sensory Function :
- c. Reflexes :

12. **Ear/Nose/Throat.**

- a. Ear :
- b. Nose :
- c. Throat :
- d. Vision :
- e. Hearing :

13. **Skeletal System.**

- a. Skull :
- b. Spine :
- c. Upper limbs :
- d. Lower limbs :

14. **Psychological State :**

15. **Dental Assessment :**

INVESTIGATIONS

(To be filled and certified by an authorized Medical Officer)

16. **Full Blood Count.**

- a. WBC :
- b. Hemoglobin :
- c. Hematocrit :
- d. Platelets :

17. **Fasting Blood Sugar.**

HBA₁C :

18. **Lipid Profile.**

- a. Total Cholesterol :
- b. HDL Cholesterol :
- c. LDL Cholesterol :
- d. Triglycerides :
- e. CHO/HDL Ratio :

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19. **ECG** :

20. **Exercise ECG** (if age above 40 years) :

I hereby declare that the details furnished above are true and accurate to the best of my knowledge.

.....
Date

.....
Signature of Student Officer

.....
Date

.....
Signature of Authorized Medical Officer

(Official Stamp)

Notes: To be handed over this form along with the Service specific medical form and the vaccination booklet to the Medical Officer - DSCSC upon the arrival at the commencement of the Course.

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ANNEX L TO
JOINING INSTRUCTIONS FOR
COURSE NO 18 /2024

APPLICATION FOR THE DSCSC HOLIDAY BUNGALOW

1. Rank and Name of the Officer :
2. Locker Number :
(For Student Officers only)
3. Period Required : hrs on20.... tohrs on 20.....
4. No of Guest(s) Expecting :
5. Names of Guest(s) (Including children(s) and relationship) :
.....
.....
.....
.....
.....
- Date :
Signature of Applicant

6. Registered No & Date :
7. Quarter No : Approved / Not Approved.
8. Signature of the Authorized Officer (with the stamp):

9. No of Guests Resided : Adults: Children :
10. Total Charges for the Period :Day(s) Rs :
11. Receipt No :
12. Signature of Caretaker:

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ANNEX M TO
JOINING INSTRUCTIONS FOR
COURSE NO 18 /2024

LIST OF RECOMMENDED STATIONERY AND OTHER ITEMS

Ser	Items	Requirements
(a)	(b)	(c)
1.	A 4 Photocopy paper.	
2.	A 4 Typing paper.	
3.	A 4 Colour paper.	
4.	Talc sheet.	
5.	Pens: (specify the type and colours) Ink fountain, Ballpoint, Sign, Erasable Pen.	
6.	Markers: (specify the colours and different nib sizes) Permanent, Non-permanent.	
7.	Foot ruler.	
8.	Scissors large/small.	
9.	Paper cutter.	
10.	Bulldog clips medium/small.	
11.	Glue stick.	
12.	Map marking pens.	
13.	Pencils HB.	
14.	Stencils letters large/small.	
15.	Stapler No 10/No 369.	
16.	Envelope opener.	
17.	Magnifying glass.	
18.	Stick Notes.	
19.	Books CR 80 pages/120 pages.	
20.	Files/ file clips.	
21.	Cello tape.	
22.	Ribbons (specify the colours and different widths).	
23.	Posting tags.	
24.	Sticker paper.	
25.	Drawing pins colour.	
26.	Tracing paper.	
27.	CD/DVD.	
28.	Conqueror paper.	
29.	Highlight pen	
30.	Brief case. *	

I wish to purchase the above from the college stationery shop.

.....
Signature
Rank :
Name :

Date:.....

Notes:

1. The above stationery and items will be the initial requirement.
2. College will produce and will be made available at the stationery shop.
3. To be handed over to the GSO 2 (Trg Sp) - DSCSC on 15 October 2023.

RESTRICTED

ANNEX N TO
JOINING INSTRUCTIONS FOR
COURSE NO 18 /2024

STANDING INSTRUCTIONS FOR THE LADIES CLUB DSCSC

1. The DSCSC expects the regular participation of all the ladies of the Student Officers 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 Student Officers 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.
11. A sum of Rs. 500.00 will be deducted from each local Student Officer 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.

APPENDIX 1 TO
ANNEX N TO
JOINING INSTRUCTIONS FOR
COURSE NO 18 /2024



LADIES' CLUB OF COURSE NO 18 /2024
ENROLMENT FORM

(To be filled by the spouse of the Student Officer. The form should be mailed to reach DSCSC before 15 October 2023)

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 :
14. Details of the Children:

	<u>Name (First Name & Last Name)</u>	<u>Birth Day</u>	<u>Male/Female</u>
a.
b.
c.

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 field for the benefit of other members of the club? (Yes/No).

Date: Signature

ANNEX O TO
JOINING INSTRUCTIONS FOR
COURSE NO 18 /2024

APPLICATION FOR REGISTRATION OF ELECTRONIC DEVICES

The user of electronic devices required to complete details mentioned below:

- 1. Svc No: 2. Rank: 3. Name:
- 4. Unit/Branch: 5.NIC No: 6. Svc ID No:
- 7. Personal Address:

8. Details of the Electronic Devices: (fill as appropriate).

Electronic Device	Make and Model	EMEI No	SIM No	Phone No	Purpose (Voice/Data)
Mobile 1	a.				
	b.				
Mobile 2	a.				
	b.				
Tab	a.				
	b.				
Laptop					
Other					

9. Owner of the Mobile Packages:

10. Billing Addresses:

I hereby confirm that all the details mentioned above are true and accurate to the best of my knowledge and also agree to provide a details bill when required.

Date:

.....
Owner's Signature

I hereby recommended the usage of above mentioned electronic devices of the Offr/ SNCO/NCO.

Date:

.....
Sig of CI (Ay/Ny/Air)

OFFICE USE ONLY

Ser No: Reg No:

- 1. Svc No: 2. Rank: 3. Name:
- 4. Unit/Branch: 5. NIC No: 6. Svc ID No:
- 7. Personal Address:

RESTRICTED

Electronic Device	Make and Model	IMEI No	SIM No	Phone No	Purpose (Voice/Data)
Mobile 1	a.				
	b.				
Mobile 2	a.				
	b.				
Tab	a.				
	b.				
Laptop					
Other					

9. Owner of the Mobile Packages:
10. Billing Address:

I hereby recommended that above electronic devices are registered in the College.

Date:

.....
 Brig Coord/Col GS

Notes:

1. This form to be duplicated and same to be filled by the personal staff/ orderlies, after an inspection of electronic devices under the supervision of the respective Student Officer.
2. The registration forms of Student Officers and personal staff/ orderlies to be handed over separately to the IT Officer - DSCSC upon the arrival at the commencement of the Course.

Core Values

Learning

Honour

Respect

Decorum

Excellence

Innovation

Punctuality

Professionalism

Mission Command

Pristine Environment

Driving Tenet: Common Sense