

Asia Evangelical College & Seminary

Procedures, Policies, Rules and Regulations for Blessed Stay on Campus

2015 - 2016

STUDENT HANDBOOK



AECS Seminarians, please be advised that the intentions of the following principles and regulations are not to punish or ridicule you, but instead to build and encourage you to have a wholesome experience at AECS. Please, kindly follow these precepts to make AECS a memorable place for all of us, for His glory and honor.

POLICIES AND PROCEDURES

1. Medical Care

- When you are ill, please report to the following people right away. They will do their best to help you and even take you to a nearby hospital:
 - The Student Dean: Dr. Abraham (Ph: 08553360539)
 - Warden: Prof. Graceson (Ph: 09742053370)
 - Matrons: Evangelist Chingman and Huimila (Ph: 9632939546 / 8904351563)
 - *Doulos* Committee Member (Tender Love Care Committee Member in Charge)
- For minor problems (headaches, cuts, cold and etc), please receive first aid treatment from the tender love care person.
- For serious problems, please take an auto rickshaw to either a nearby hospital or a government hospital.
- You are responsible to pay your own hospital bills; however, if the Staff deems that you need some financial support, a collection will be made at the seminary.
- In order to excuse you from class attendance for your sickness, you will be asked to bring a letter from your doctor.
- Prior to leaving campus for any medical reasons (to purchase medicine and so forth), you must attain permission from the Student Dean or Warden (Matron).
- The Student Dean and the Warden (Matron) will do their best to cater to your medical needs.

2. Academic Matters

- Class attendance:
 - Punctuality is highly required from all students for all timings at AECS, especially classroom participation timing.
 - Students are required to participate in all of their classes, at least 85% of the times (fully). Otherwise, the students will not be given seats during the mid-term and/or final examinations.
 - Students need to produce two-page essay per credit hour missed beyond the 85% attendance before returning to the next class.
 - Moreover, if any scholarship students fall under 85% attendance, their scholarship will be revoked.

- If you are late to your classroom, upon receiving three late notices, you will be considered absent for one day (at the discretion of the professors).

➤ Examinations and Make-up Courses

- Students are required to pass in all of their examinations with at least 50% of marks.
- Students who receive below 50% marks are considered to have failed a course. If students do not pass, they will be required to retake and pass examinations.
- In such cases, students who fail must pay the fine of 500 rupees per course in order to retake examinations.
- Failed examination should be retaken in the next academic year.
- The failed students will remain failed until the failed course is cleared up. Students are given one year to clear up.
- If there are five or more failed subjects, students may not proceed to the following academic year. FYI: All academic policies are imposed per ATA rules and regulations.
- If students fail more than half of all subjects, they must remain in the same class the following year.
- First Semester failed students need to make up the failed subject(s) during the 2nd semester. The Second Semester failed students need to make up the failed subject(s) in the following semester unless they are graduating and are not returning. In such cases, the students need to clear the certificate within one year.
- Final year students who have failed a course will receive one chance to make up with an assignment (a ten-page double spaced, Times New Romans size 12 font summary of the lecture notes need to be submitted) and take a make-up examination the following academic year. (Rs. 500 /each credit hour will be charged).
- Final year students with one year study must meet all requirements before his or her graduation. Two year study will have one subject, and three year study will receive two subject extra credit for graduation (elective subjects case only).
- Any student who copies other students' work will be dismissed from AECS or will be charged heavy fine.
- Be informed that special lectures, seminars by visiting professors will be considered as intensive classes (usually one week long). Shortly after the special lectures and/or seminars, students will be required to either submit a report or take an examination.
- As part of the academic efforts, AECS is requiring all students to memorize the 5 Spirits. (Written examination will be administered during the first week of school. Oral examinations will be administered during the last week of November and the 3rd week of January). If you do not pass one of the examinations with at least 80% marks, you will not graduate from AECS.

➤ Extra-Curricular Credit Hours

- Students are required to actively participate to take extra-curricular credit hours, such as attending morning devotion and exercise, Sunday School ministry and other ministry related courses.

➤ Thesis/Assignments:

- Students are required to follow the specific guidelines put forth by the Academic Dean. The guidelines will be posted on Student Bulletin Board.
- All academic papers must be submitted on time to the concerned professors or to the specific department chair undertaken.
- All AECS students must keep the academic standards proposed by the ATA accreditation body.
- Students are required to develop their writing skills, reading technique, critical evaluation, and reflective thinking for academic excellence.
- Term papers and class assignments will be rejected if students are found copying and pasting work from other students or sources.
- All assignments must be typed (unless instructed otherwise) and submitted by due date.

3. Facility Usage

➤ Library:

- Students must carry library cards to access the library and to check out books.
- The books will not be issued to students from other institutions without a specific permission from the Academic Dean.
- Students are strongly encouraged to spend as much time as possible in AECS library, studying and preparing for the work of the Gospel.
- During the library hour(s), students may borrow books. However, when students cross the due date, a penalty of Rs. 30 per day for each book will be imposed.
- Students who fail to pay the penalty of Rs. 30 will not be issued library books until they pay the penalty fees.
- While students are studying in the library, they are not to utilize phones or talk to or disturb other students.
- If students are found not respecting the aforementioned procedures, they may be asked to leave the library.
- Library hours are from 9 AM to 5 PM with a lunch break in the middle.
- Refer to the library hours and regulations on the bulletin board for more details.

➤ Internet & Computer Usage:

- Internet access is provided in the computer facility. The access is available to all students with registration.
- The computer center hours will be from 9 AM to 5 PM.
- Students are permitted to have one hour of access each day.
- Computers are also available for students to type their assignments and thesis.
- Students are not allowed to use office computers for any purpose.
- Further rules and regulations for the computer facility usage will be shared on the bulletin board.

- Maintenance
 - Anything that requires maintenance, please report to the Warden, Facility Manager, Administrative Dean, or the Student Dean right away (personal or corporate).
 - Unauthorized work (especially permanent) or use of tools is not permitted at any time on the campus.

4. Relationship

- Dating
 - Dating or any form of courtship is generally not permitted on the AECS campus.
 - However, if you feel that God is connecting you to the other person for the purpose of ministry and marriage, please, request permission from the President for you and the significant other to date.
 - If students fail to abide by the dating or courtship rules on campus, they will be counseled. However, even after the counseling, if the students continue to date, they will be reprimanded.
 - No gentleman or lady is to spend time in a secluded place by themselves. Never!
- Guests
 - Please, invite your guests (Family and Friends) between 3:30 PM and 6 PM on Mondays through Fridays – also on Saturdays and Sundays between 9 AM and 6 PM.
 - No guests are allowed on campus after 6 PM on any days.
 - Other students are not permitted to go into your rooms unless specifically arranged by the Warden (Matron) or the Student Dean.
 - If things are lost in your rooms, AECS is not responsible. Make sure you keep all your valuables in safe places.
- Race Discrimination
 - No racial comments or actions are acceptable on AECS campus.
 - Serious disciplines will be imposed on any staff or student who spews racial comments or actions.
- Pets are not allowed on AECS campus.
- Killing or eating animals such as dogs, rats, snakes or any kinds of reptiles is not allowed on campus.

5. Prayers

- Students are encouraged to pray in their respective rooms between 9:00 PM and 9:20 PM.
- Students are also encouraged to pray for one another all throughout the day.
- HOPE (House of Prayer for the Elected) Chapel will be opened throughout the day for students to pray.
- Sisters will use HOPE from 4pm-6pm and 4:30 AM to 5:45 AM. Brothers will use HOPE from 7 PM to 10 PM and 4:30 AM to 5:45 AM.

- HOPE chapel will be closed between 10 PM and 4:30 AM.
- The HOPE is a prayer sanctuary, and as such, only prayer is allowed in the hall.

6. Dress Code

- Gentlemen are required to wear button-down shirts and pants during class and library hours, and chapel services, and also during Sunday worship services.
- Ladies are required to wear respectful clothes: *Chudidar, Kurtis, Saree or other appropriate attire.*
- No slippers are permitted to classrooms.
- No jeans with holes are allowed.
- No indecent and transparent attire (half pants, slippers and so on) is accepted in classrooms, and during chapel and Sunday worship time.

Uniforms

- Students must wear the uniforms on Mondays and Thursdays.
- Other days, students need to wear proper attire defined as aforementioned (What is not allowed: shirts with foul meanings, transparent clothing, skin tight clothing, & slippers).

Restitution: *B, will be applied if prescribed attire is not worn.*

7. Annual Ministry Engagements

- Outreach evangelism: This ministry will transpire between the 1st and 2nd semester.
- Christmas Caroling Evangelism: This ministry will take place between the 10th day of December and the 25th of December.
- Sunday School Ministry: This ministry caters to the spiritual needs of children in Chelekere, Kammanahalli, and Kacharakanahalli churches.
- Fasting Prayer: This spiritual exercise will take place from 29th of December to 1st of January.
- Throughout the year, the students will have opportunities to engage in various mercy ministries led by the faculty.

8. Extra-curricular Activities

- Students may play football and other sports after the class hours until dinner time only on Tuesdays, Thursdays and Saturdays (5pm-6pm, Saturdays in the afternoon).
- Annual Sports Event will be arranged in the month of November.
- Fresher's Night will be arranged after one into the academic year.
- Outreach Night will be arranged before the students go out on outreaches.

- Christmas Celebration Night will be arranged a couple of days before Christmas for the neighbors.
- Cultural programmes will be held annually to encourage unity and collegiality.

9. ID Cards, Hymnals, Student Hand Books, and Course Syllabus

- You need to bring Hymn books to all morning devotions and chapels.
- ID cards (library cards included) will cost 50 Rs.
- AECS Hymn book will cost 80 Rs.
- Student Handbook will cost 40 Rs.
- Printing papers in the computer center will cost 2 Rs., however 1 Rs. for thesis related printing.
- The Course Syllabus for each class will cost anywhere from 50 Rs. To 200 Rs. depending on the number of pages. Students are responsible to pay for the Syllabus.
- The possession of ID Cards, Hymnals, Student Manuals & Guidelines and other specified materials by the AECS executive committee is compulsory for all students to buy, read and follow.

10. Fees (Tuition and Room & Board)

- All fees are due before the beginning of the academic year.
- Fees once remitted will not be refunded.

11. Scholarship

- Working Scholarship is provided based on the number of hours students work. Students need to apply for the working scholarship. The executive committee will choose the working scholarship students.
- Praise Scholarship
- Presidential (Regional) Scholarship is also provided.
- Tenured Professors' Scholarship
- Academic Scholarship for distinction students is provided.
- Ministry Scholarship is provided for students to engage various ministries.

12. Kitchen

- Do not remove any item from the kitchen.
- Visitors need to pay Rs.50 per meal at AECS. Remember to inform the office that your visitors will be staying for meal(s) two hours prior to the meal time.

- Meals are provided for all boarding students every day except for Sunday breakfast, as AECS practices fasting and prayer on Sunday mornings.
- Removal of food from the kitchen or dining room, unless authorized, is not allowed for reasons of hygiene. No special dietary needs will be catered for unless on grounds of a medical certificate.
- Only students on the kitchen duty roster, or specifically authorized, may enter the kitchen.
- Students involved in various activities must make appropriate arrangements with the Kitchen in advance to have his or her meal set aside. Otherwise no meal will be served.

13. Use of language

- Conversation, at all times must be, strictly in English during class times and official/public meetings.
- Use of abusive language is considered a grave offence and will invite immediate actions against the offender.

Rules and Regulations

1. Respect for the Leadership

Rules: Romans 13 tells us to submit ourselves to the governing authorities. As such, we are asking all AECS students to respect and submit under the following seven governing bodies:

- President (Acting President)
- The Provost/Vice Principal
- The Executive Committee
- Deans (Academic, Student, Admission and Administrative)
- Registrar/ Librarian/ Warden(s)
- Faculty and Staff
- Student Leadership (*Doulos* Committee)
- Room/Class Leaders

Restitution: If you are disrespectful (in word or action) to any of the aforementioned governing authorities, Restitution D to G will be imposed. The Student Dean and the Warden will take appropriate actions to discipline those who are disrespectful.

2. Morning Devotions/ Morning Exercise

Rules: The morning devotions begin with a morning exercise. You are required to be at the exercise by 6:00am. Three tardies (late coming) will be considered as one absence. <The Bible version AECS utilizes during all worship services is New International Version (NIV)>.

Restitution: A, if not kept, then Restitution B will apply, up to Restitution D.

3. Chapels

Sunday Worship (10:30 AM) / Sunday Afternoon Worship (5 PM)

Rules: We are called to daily worship God in spirit and truth (Acts 2:42). As such, you are required to participate in all worship services.

Restitution: B, if not kept, then Restitution C, will apply, up to Restitution D.

4. Study Hall Time (7:00 PM – 9:00 PM)

Rules: You are required to come to study hall (Monday, Tuesday, Thursday and Friday). During the study hours, you will not use mobiles, eat, watch videos/internet, or discuss.

Restitution: A, if not followed. Then Restitution B will apply, up to Restitution D.

5. Dormitory Life

Rules:

- You will not bring the following items onto AECS campus: No outsiders, gas range, electric cooker, iron box, heater, playing cards & wine (alcoholics).
- No students are allowed to enter into someone else's room without proper consent.
- No students are allowed to sleep in another room.
- Ironing service will be offered in the *Koinnonia café* (3-5pm) for the fee of 5 rupees per clothing item.
- Students are permitted to bring MP3, Mobile, Laptops - however, if the Warden or Student Dean feels that these appliances/accessories causing any kind of problems, they reserve the right to have the item(s) removed from the room. The items will be placed in a storage room until further decision is reached or until the end of the school year.
- The dormitories are not to be thought of as a hotel, hostel, motel or apartment (in other words, no friends or guests are allowed to stay without a prior consent from the management).
- Students must vacate the AECS campus during the holidays.

Restitution: B, will be applied when the rule is not kept. The third time a student is caught possessing the aforementioned items, Restitution C will be applied, up to Restitution D.

6. Use of Tobacco, Alcohol and other drugs

Rules: You are not to use tobacco, alcohol or any other drugs on or outside of AECS campus.

- Eating tobacco products, Smoking cigarettes (or chewing items)

Restitution E, will be applied. However, each time the act is repeated, the next level restitution will apply, up to Restitution G.

- Drinking alcohol and using drugs.

Restitution G, Will be applied directly. Note: when any student gets drunk and hurts or damages individuals or property at AECS, Restitution G. will apply immediately.

7. Student Rooms (keeping room cleanliness and furniture clean)

Rules:

- Your rooms need to be kept tidy and hygienic.
- The wastebasket(s) in your room should be kept empty.
- The food, drinks, gum stains on room floor should be kept clean.
- Use only tube lights in the dormitories/ Battery operated lamps are permissible with the Student Dean's approval.
- No cooking is allowed in the dormitory rooms.
- Neither boys nor girls are allowed to visit each other in their dormitories.

Restitution: Restitution B will be applied if your room is not kept clean. The management will check your rooms on a weekly basis.

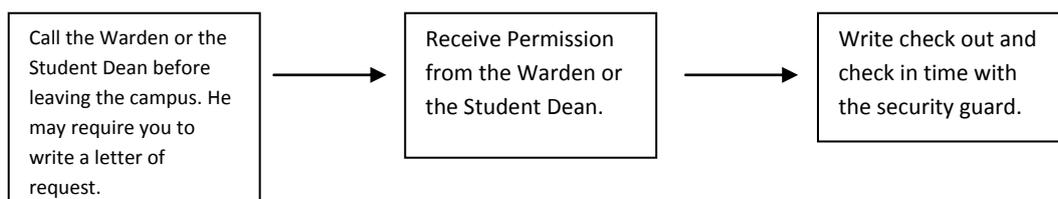
Room inspections will be done once in a week (Any time).

- Floors need to be cleaned
- Trash Bins need to be daily emptied
- Windows need to be wiped
- Beds need to be daily made
- Clothes need to be arranged
- Walls need to be kept clean
- No posters, paints, paste, and nails on the wall are endorsed

8. Leave Permit

Rules:

- You must receive permission before leaving the campus from the Student Dean or the Warden. ALWAYS!
- Students are not allowed to leave campus except on Tuesdays and Thursdays between 3pm and 6pm, Saturdays between 1pm and 6pm, and on Sundays between 12pm and 4:30pm.
- You must be back in the dormitory by 6:00 PM on ALL DAYS, unless you have the permission of the Student Dean or the Warden (Matron) to stay outside of the campus.
- While you are outside of the AECS campus, act in a manner that is consistent with Christian morals and AECS standards.



Restitution: C, will apply, however if broken again, the next level of Restitution will apply – up to Restitution G.

9. Responsibility for AECS college property

Rules:

- When you damage college property, you will pay the actual price of the item (e.g. Window glass, doors, water tap, table, chair...)
- You are not to make any permanent changes to the dormitory room or building. Permanent changes includes: painting, color markers, contact paper, tape and stickers will deface the walls and doors and necessitate costly repairs that will be charged to the student.
- No hammering into walls is permitted.

Restitution: C, will apply as well as paying the cost of actual damage.

10. Student Dining room

Rules:

- You need to memorize one Bible verse to eat three meals.
- Dining tables and chairs should not be moved.
- Five chairs must be kept around the table. Students may not put two tables together or add chairs to the table.
- You need to bring your own plate, spoon, glass and etc.
- You will make a straight line as you wait to receive food.
- Your tables need to be cleaned after eating.
- You will not make loud noise at the table
- No food should be thrown away.
- You will not take food to your rooms.
- You will not take food for another person.
- You will come on time to take the food.
- You will also wear proper attires (no shorts and so on) during breakfast, lunch and dinner times.

Restitution: A, will be applied if any of the aforementioned rules are broken. If broken again, then the next level of restitution will apply.

General Rules and Policies

- Do not use the College name, phone numbers or address for advertising.
- Students are not permitted to hold meetings in the dormitory without the prior approval of the Student Dean.
- English must be maintained as the common language on the campus.
- Courtesy and kindness should be extended to the neighbors.
- Keep the AECS campus free of excess noise.
- Dormitory residents need to be fully clothed before entering hallways or lobbies.
- Lights out at 10 PM in all AECS rooms.
- Students are permitted to leave the AECS campus ground only on specified days during the week.
- Students are not permitted to enter into the offices unless permission is granted.
- Special permission needs to be obtained from the Student Dean or the Warden to use personal lamps and all electronic equipments, including the laptops.
- Phones must be used with discretion; turn off your phones in classrooms and chapel rooms. When colleagues are around, please respect their time and space.
- Resident students will park in designated parking areas.
- Save water and electricity at all times.
- Daily Schedule:
 - 6:00 AM – 6: 15 AM: Morning Exercise – 15 minutes
 - 6:15 AM – 7:20 AM: Morning Devotions
 - 7:20 AM: Clean up
 - 7:45 AM: Breakfast
 - 8:50 AM: Classes
 - 1:20 PM: Lunch
 - 2:30 PM – 5:00 PM: Library Hours for all students
 - 4:30 PM – 5:30 PM: Koinnonia Café / Gym Time
 - 6:00 PM: Dinner
 - 7:00 PM: Study Hours
 - 9:00 PM: Prayer and Sleep
 - 10:00 PM: Lights out!

Restitution: Various restitutions will be applied by the Warden and Student Dean depending on the seriousness of the misbehavior.

Disciplinary Actions (Restitutions)

Level of Discipline	Restitution	Options
Level A	Write four chapters from Acts, Romans, Galatians, Ephesians, Philippians, Colossians, and Hebrews and submit to the main office before 6pm	A warning with 100 Rupees
Level B	Write 10 chapters from Acts, Romans, Galatians, Ephesians, Philippians, Colossians, and Hebrews and submit to the main office before 6pm	A warning with 200 Rupees
Level C	Write 4 books of the Bible two books from OT, two books from NT	A warning with 300 Rupees
Level D	Ten Hours of community service around the campus over 5 days.	A warning with 700 Rupees
Level E	A Temporary Removal for a period of two weeks with the writing of Four Gospel Books.	A warning with 2000 Rupees. Counseling is required.
Level F	A Temporary suspension (Mission field) for a period of three weeks with the writing of Pauline epistles (13 books). He/she has to come back with the pastor and with pastor's recommendation letter and with commitment letter.	Repentant fasting prayer for five days plus 1000 and with commitment letter
Level G	When necessary, students will be sent home for missionary work for one year. After one year of missionary works if the student committed the same he/she will be terminated from AECS.	