

# Asia Evangelical College & Seminary

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

2025 - 2026

## STUDENT HANDBOOK



**Dear AECS Seminarians,**

Please be reminded that the principles and regulations outlined ahead are not intended to punish or ridicule, but to guide and strengthen your journey at AECS. Their purpose is to foster a wholesome and spiritually enriching experience for each of you.

We kindly ask that you embrace these precepts, so together we may cultivate an environment that reflects unity, growth, and reverence—for the glory and honor of God, and to make AECS a place of enduring memories.

# POLICIES AND PROCEDURES

## 1. Medical Care Guidelines

At AECS, your well-being is a shared priority. Should you fall ill, please follow these procedures to receive appropriate care and support:

### Immediate Reporting

If you are unwell, promptly inform one of the following designated staff members. They will assist you and, if necessary, accompany you to a nearby hospital:

- **Student Dean:** Prof. Siemboi Gangte – 8618030566
- **Warden:** Prof. Bishal Tamang – 6360238591
- **Matron:** Prof. Keyi – 8974454274
- **Administrator:** Dr. Tuang – 9845402408

### First Aid for Minor Illnesses

For common issues such as headaches, minor cuts, or colds, please contact the **Tender Loving Care** provider for immediate first aid treatment.

### Hospital Visits for Serious Conditions

In the case of more serious health concerns, students may take an auto rickshaw to the nearest hospital or government medical facility. Please ensure you are accompanied or have informed relevant staff beforehand.

### Medical Expenses and Support

Students are responsible for their own medical expenses. However, in cases where financial assistance is deemed necessary by the Staff, a voluntary collection may be organized within the seminary to provide support.

### Class Absence Due to Illness

To be officially excused from class due to illness, students must present a **doctor's note** confirming their condition.

### Permission for Off-Campus Medical Errands

Before leaving campus for any medical-related purpose (e.g., purchasing medication), students must obtain permission from the **Student Dean, Warden, or Matron**.

### Out-Pass Requirement

Any student seeking medical care off-campus is required to obtain an **out-pass** from the **Student Dean, Administrative Dean, or Matron**, which must be presented to the gatekeeper/security personnel before departure.

## 2. Academic Matters/guideline

At AECS, we prioritize academic excellence, sound doctrine, and transformative teaching. Our goal is to equip students with a comprehensive understanding of biblical truth, theological depth, and practical ministry skills. To ensure the best outcomes, all students are expected to comply fully with the following academic guidelines.

### Class Attendance

- Students must maintain at least **85% attendance** in each class. Failure to meet this requirement will result in disqualification from mid-term and/or final examinations.
- **Punctuality** is essential and expected for all scheduled classes and activities.
- Students absent **4 times in a 2-credit-hour course** or **7 times in a 3-credit-hour course** will be penalized and required to retake the course examination.
- For each credit hour missed beyond the 85% threshold, students must submit a **two-page essay** before rejoining class.
- **Scholarship students** who fall below the attendance threshold will have their scholarship revoked.
- After **three tardy notices**, students will be marked absent for one full day, subject to faculty discretion.
- **Mobile phones are strictly prohibited** during class, chapel, library, and study hours (Monday to Friday). Any violation may result in confiscation and/or fines.
- **Dormitories will be locked** during class hours.
- If students are not scheduled for a class, they must report to the library. **Attendance will be recorded.**

### Sick/Authorized Leave

- Sick leave must be approved and documented via a “Student Absence Letter” obtained from the **Warden, Student Dean, or Administrative Dean** and signed by the Academic Dean. The letter must be submitted to the respective faculty member through the class leader.

### Classroom Discipline

- **Misconduct in class** may lead to suspension or dismissal from the institution.

### Examinations & Make-up Courses

AECS emphasizes character development and ethical conduct. Students are expected to approach all assessments with **honesty and integrity**.

- Any student caught cheating during final exams will be disqualified from remaining exams that semester. The semester will be rendered **null and void**, and the student will receive a “**FAIL**” grade.
- A **minimum passing score of 50%** is required for all examinations.
- Students scoring below 50% must retake the exam and pay a **fine of ₹500 per subject**.
- Failed courses must be cleared within **one academic year**.
- Students failing **three or more subjects** will not be promoted to the next academic year.
- Students failing **more than half of their subjects** must repeat the year.
- First-semester failures must be made up in the second semester; second-semester failures must be made up in the following semester unless graduating.
- Final-year students must clear all academic requirements prior to graduation. Two-year students will have one elective subject added; three-year students will have two.
- Copying others’ work will result in a **verbal and written warning**; repeated offense may lead to dismissal or fines.
- **Intensive classes**, such as seminars by visiting faculty, are mandatory. Students must submit reports or complete assessments following these sessions.
- Students must **memorize the Five Spirits**. Written exams will be held during the first week of the academic year; oral exams during the last week of November and the third week of January. A **minimum of 80%** is required for graduation.

### **Extra-Curricular Credit Hours**

- Active participation is required in activities such as **morning devotions, exercises, Sunday School ministry**, and other ministry-related engagements.
- Attendance at **IEC Church worship services** is mandatory.
- Students must **attend a local church** on Sundays and submit a ministry report signed and sealed by the pastor.

### **Thesis & Assignments**

- Students must follow academic guidelines set forth by the Academic Dean, which will be posted on the **Student Bulletin Board**.
- All assignments must be **typed and submitted on time** to faculty or relevant department chairs.
- AECS students are expected to uphold academic standards set by the **ATA Accreditation Body**.
- Students must develop strong skills in **writing, reading, critical evaluation, and reflective thinking**.
- Plagiarized work will be rejected without exception.

### **Admission Late Penalty**

- Students arriving late for admission will incur a **penalty of ₹1000**. An additional **₹100 per day** will be charged until admission formalities are completed.

### **Plagiarism Policy**

- **Plagiarism** includes using someone else's work without proper citation or claiming it as one's own.
- AECS considers plagiarism a **grave violation** of Christian integrity and academic ethics.
- Proper citation and scholarly acknowledgment are mandatory.
- Penalties may include failure of the assignment (minimum), failure of the course, or expulsion.

### **Five Spirits Memorization**

- Memorization of the **Five Spirits** is a compulsory academic requirement. Written and oral examinations must be passed with at least **80% marks**.

### **Oral/Comprehensive Exams**

- Oral and comprehensive exams are scheduled for the **last week of November** and the **third week of January**. Failure to meet the required **80%** score results in disqualification from graduation.

### **Daily Scripture Memorization**

- Residential staff will supervise daily scripture memorization before each meal.
- Students who fail to memorize the designated verse may be denied meals.
- All students and supervisors must gather **20 minutes prior to meal time**.
- Scripture memorization is a year-round practice.


## **3. Facility Usage**

### **a. Library Guidelines**

The AECS Library is a vital resource for student development, spiritual preparation, and academic excellence. To maintain a conducive learning environment, the following policies must be observed:

- Students must carry their **library cards** to enter and check out books.
- Books are **not issued to students from other institutions** without prior written permission from the Academic Dean.
- Students are encouraged to maximize their time in the library for study and preparation for kingdom ministry.
- Books borrowed beyond the due date will incur a **fine of ₹10 per day, per book**.

- **Book check-in and check-out** must be completed between **2:00 PM and 4:00 PM** only.
- Lost or misplaced books must be either **replaced or paid for at the book's original cost**.
- While in the library, students must **refrain from using mobile phones, engaging in conversation, or disturbing others**.
- Violation of library conduct may result in the student being asked to leave or having their library privileges revoked.
- Library operating hours:
  - **Monday to Friday:** 2:00 PM – 4:30 PM
  - **Saturday:** 9:00 AM – 12:00 PM
- Library attendance during **2:00 PM – 4:00 PM** is **mandatory for all students** (working scholarship students may be exempt).
- For additional regulations and updates, students should refer to the **Library Bulletin Board**.
- Students are allowed to **check out two books per visit**.
- **Bags are not permitted** inside the library and must be placed in designated areas. All bags will be **checked by the Librarian or Assistant** before leaving the library.

 Note: Failure to follow library rules may result in revocation of access privileges.

#### **b. Internet & Computer Usage**

To support academic work and personal development, AECS provides internet and computer access under the following terms:

- Internet is available to registered students upon payment of an **annual fee of ₹1000**. Access is permitted **during library hours and designated class times**.
- The **Computer Center** operates from **2:00 PM to 5:00 PM**.
- Students may use the facility for **one hour per day**.
- Computers are available for typing **assignments, thesis papers, and other academic work**.
- **Office computers are strictly off-limits** to students.
- Additional rules and updates regarding facility usage will be displayed on the **Computer Center Bulletin Board**.
- All students are **required to have a personal laptop** during class. Students without one may **borrow from AECS at a fee of ₹5000 per academic year**.

#### **c. Maintenance**

Maintaining the cleanliness and functionality of campus facilities is a shared responsibility:

- Any issues requiring maintenance—whether personal or communal—must be **reported immediately** to the **Facility Manager, Administrative Dean, or Student Dean**.
- **Unauthorized repairs or permanent modifications** are strictly prohibited without official approval.
- Use of campus tools must be supervised and authorized.

## **4. Relationship**

### **a. Dating and Courtship**

AECS upholds a community environment that reflects purity, accountability, and spiritual maturity. In alignment with biblical values and institutional integrity:

- **Dating or courtship is strictly prohibited** on campus.

- Students found violating this policy will receive **counseling**. Continued disregard may result in **disciplinary action**.
- If a student sincerely believes that the Lord is leading them into a relationship for ministry and marriage, they must obtain **written permission** from both their **parents and the AECS President**.
- Students must not engage in private interactions such as **sitting, talking, walking, eating, or drinking alone** with a member of the opposite sex, either on or off campus.
- **Sexual harassment**, inappropriate advances, physical contact, or verbal conduct that causes discomfort or violates boundaries will result in **immediate termination** and may lead to **legal consequences**.
- Repeated or serious violations of these relationship standards will lead to **dismissal from AECS**.



#### **b. Guests**

AECS welcomes visitors within appropriate boundaries to ensure campus safety and respect for the residential community.

- Students may invite **family and friends** between:
  - **Monday to Wednesday**: 3:30 PM – 5:00 PM
  - **Saturday**: 10:00 AM – 5:00 PM
- **No guests are permitted on campus after 5:00 PM**, regardless of the day.
- Students are not allowed to visit one another's rooms unless **specifically authorized** by the **Assistant Dean or Matron**.
- AECS does not assume responsibility for lost or stolen personal items. Students must secure their valuables at all times.



#### **c. Racial Discrimination**

AECS celebrates diversity as part of God's design for humanity and maintains a zero-tolerance policy toward discrimination.

- **No racial comments, behavior, or discrimination** are allowed on campus.
- Any staff or student involved in such acts will face **serious disciplinary action**.



#### **d. Pets**

- **Pets are strictly prohibited** on AECS premises.



#### **e. Consumption or Harm to Animals**

- **Killing or consuming animals** such as dogs, rats, snakes, or any reptiles is strictly forbidden on campus.

## **5. Prayers**

At AECS, prayer is central to personal formation and community life. Students are encouraged to cultivate a posture of intercession and spiritual devotion as part of their daily rhythm.



#### **Personal & Communal Prayer**

- Students are encouraged to devote time to **personal prayer** in their rooms between **9:30 PM and 9:50 PM** each night.
- The AECS community is also urged to **pray for one another** throughout the day, fostering an atmosphere of mutual care and spiritual support.



#### **HOPE Chapel (House of Prayer for the Elected)**

HOPE Chapel serves as a sacred space dedicated exclusively to prayer.

- The chapel will remain **open during the day** to allow students time for quiet reflection and intercession.
- **Designated prayer hours** are as follows:
  - **Women:** 4:30 AM – 5:45 AM and 4:00 PM – 6:00 PM
  - **Men:** 4:30 AM – 5:45 AM and 7:00 PM – 10:00 PM
- HOPE Chapel is **closed daily between 10:00 PM and 4:30 AM.**
- As a **prayer sanctuary**, the chapel is reserved **solely for prayer.** Conversations, study, or other non-prayer activities are not permitted within this sacred space.

## 6. Dress Code Guidelines

To foster a spirit of reverence, professionalism, and community respect, AECS upholds a dress code that reflects the dignity of those preparing for ministry and academic excellence.

### For Gentlemen

- Required attire includes **button-down shirts** and **formal pants** during:
  - Office hours
  - Classroom and library sessions
  - Chapel services
  - Sunday worship services

### For Ladies

- Appropriate, modest clothing is expected at all times. Acceptable attire includes:
  - **Chudidar**
  - **Kurtis**
  - **Sarees**
  - Other culturally respectful and non-revealing garments

### General Restrictions

To maintain an atmosphere of integrity and propriety:

- **Slippers** are not permitted in classrooms, chapel, or during worship services.
- **Ripped or distressed jeans** are strictly prohibited.
- **Indecent or transparent clothing**, including half pants, sheer outfits, and any attire deemed inappropriate for academic and spiritual spaces, is not allowed in:
  - Classrooms
  - Chapel
  - Sunday worship services
  - Office and library areas

## 7. Annual Ministry Engagements

At AECS, annual ministry opportunities serve as practical avenues for spiritual growth, kingdom service, and community impact. All students are expected to participate fully in the following engagements as part of their formation and obedience to Christ's calling.

### a. Outreach Evangelism

- This ministry will take place **between the first and second semesters**.
- Participation is **mandatory**. Non-compliance will result in a **penalty of ₹500 per day** and a required **written reflection or essay** submitted to the faculty.

### b. Christmas Caroling Evangelism

- Scheduled annually from **December 10th to December 25th**, this outreach allows students to proclaim the Gospel through song and testimony during the Advent season.

### c. Sunday School Ministry


- This year-round ministry focuses on nurturing the spiritual growth of children in the following local congregations:
  - **Chellikere Church**
  - **Kammanahalli Church**
  - **Kacharakanahalli Church**
- Students are assigned to minister through teaching, storytelling, and other age-appropriate activities.

### d. Annual Fasting Prayer

- Held from **December 28th to January 1st**, this collective spiritual discipline marks the transition into a new year.
- **All students are required to participate** without exception.
- Absence will incur a **penalty of ₹2500** and must be accompanied by a **valid, written explanation** submitted to the leadership.
- This sacred season is designed to cultivate repentance, renewal, and divine vision for the year ahead.

### e. Mercy Ministries

- Throughout the academic year, students will engage in various **mercy and compassion ministries** under the guidance of the faculty.
- These may include hospital visits, community service, food distribution, and other acts of Christlike outreach.

 **Note:** Failure to participate in any of the above ministry engagements will result in **disciplinary action**. AECS considers ministry service a vital part of the student's spiritual and ministerial journey.

## 8. Extra-curricular Activities

AECS encourages student participation in extra-curricular activities that foster fellowship, physical wellness, cultural appreciation, and spiritual engagement. These events are designed to promote unity, joy, and meaningful involvement beyond the classroom.

### Sports & Recreation

- Students may engage in **football and other sports** activities **after class hours until dinner time**, on the following days:
  - **Wednesday & Thursday:** 5:00 PM – 6:00 PM
  - **Saturday:** Afternoon sessions (exact time to be announced)

- All participants are expected to uphold a spirit of sportsmanship and respect during these times.

### **Special Events**

- **Fresher's Night:** Welcoming and celebrating new students, this event will be organized **one month into the academic year.**
- **Annual Sports Event:** Held in **November**, this event fosters teamwork and healthy competition among students.
- **Outreach Night:** Conducted prior to outreach missions, this gathering is a time of encouragement, worship, and preparation.
- **Christmas Celebration Night:** Held a few days before Christmas to extend joy and witness to the neighbourhood.
  - **Attendance is mandatory.** Students who fail to participate will be subject to a **penalty of ₹250 per evening**, unless valid exemption is granted.

### **Cultural Programs**

- **Annual cultural events** will be hosted to promote unity, celebrate diversity, and encourage collegiality among students. These gatherings may include music, drama, testimonies, and traditional presentations.

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

To ensure spiritual formation, academic preparedness, and smooth access to campus services, all AECS students are required to possess specific resources approved by the Executive Committee. The following guidelines outline the expectations and associated costs:

### **Required Materials & Costs**

- **Hymn Books**
  - Students must bring their AECS Hymn Book to all **morning devotions and chapel services.**
  - **Cost:** ₹200
- **ID Cards**
  - Includes both **general identification and library access.**
  - **Cost:** ₹80
- **Student Handbook**
  - Contains institutional policies, procedures, and guidelines.
  - **Cost:** ₹40
- **Course Syllabus & Class Notes**
  - Each class will provide a syllabus priced according to its length.
  - **Cost Range:** ₹50 – ₹200 per syllabus
  - Students are responsible for **purchasing syllabi and additional class notes.**
- **Printing Charges at Computer Center**
  - General printing: **₹3 per page**
  - Thesis-related printing: **₹2 per page**

### **Possession and Compliance**

- The possession of the following items is **mandatory** for all students:
  - **ID Cards**
  - **AECS Hymnals**
  - **Student Handbooks**
  - **Course Syllabi and class materials**

- Students are expected to **read, follow, and retain** all materials provided or designated by the AECS Executive Committee.

## 10. Fees (Tuition and Room & Board)

To support the academic and residential services offered at AECS, all students are required to comply with the following fee-related policies. These guidelines ensure fairness, transparency, and proper stewardship of institutional resources.

### Fee Payment Structure

- All tuition and room & board fees must be paid **before the start of the academic year**.
- **Fees once paid are non-refundable** under any circumstance.
- At the time of admission, students are required to pay:
  - The **admission fee**
  - The **first term fee**
  - Alternatively, students may choose to pay the **entire annual fee upfront**.
- Students have the option to pay in **three installments**, due **every two months**, with full payment to be completed **no later than December** of the current academic year.
- AECS levies both **non-recurring** and **non-refundable fees** as part of its financial policies.

### Delayed Payment & Penalties

- If a student is unable to pay fees on time, they must **immediately report** to the **Administrative Office** for support and guidance.
- Students with pending dues will be:
  - **Ineligible to receive exam hall tickets**
  - **Restricted from writing semester examinations**
- **Course certificates** will only be issued after all **financial obligations** have been cleared.

### Document Handling

- When submitting original documents, students will receive an **acknowledgment receipt**, which must be:
  - **Kept securely**
  - **Presented when reclaiming the documents**
- In the event a student needs to **discontinue** their course, they must pay the **entire course fee** before any certificates or documents are returned.

## 11.Scholarship

AECS offers a range of scholarship opportunities to support students in their academic journey, ministerial training, and service commitments. Scholarships are awarded based on eligibility, character, and performance in designated roles or responsibilities.

## Types of Scholarships

- **Working Scholarship**
  - Granted based on the number of hours students serve in campus-related duties.
  - Interested students must **submit an application**, after which the **Executive Committee** will select eligible recipients.
- **Praise Scholarship**
  - Offered in recognition of spiritual growth, worship leadership, or faithful participation in praise ministry.
- **Presidential (Regional) Scholarship**
  - Awarded to students from specific regions as designated by the AECS President, supporting diverse representation and access.
- **Tenured Professors' Scholarship**
  - Provided through the support or nomination of long-standing AECS faculty members to recognize potential and commitment.
- **Academic Scholarship**
  - Awarded to students who achieve **academic distinction** or demonstrate excellence in theological studies.
- **Ministry Scholarship**
  - Intended for students actively engaged in **various ministry settings**, such as church service, outreach, and mercy ministries.

## Scholarship Accountability

- All scholarship amounts and provisions are contingent upon the **faithful completion of assigned duties** or ministry tasks.
- Students who **fail to fulfill the expectations** outlined in their job or duty description will have their scholarship **reduced by 50%**, unless otherwise directed by the scholarship committee.

## 12. Kitchen Guidelines

To ensure hygiene, proper meal distribution, and respectful use of facilities, all students and visitors are expected to adhere to the following kitchen policies:

### General Conduct

- **No items may be removed** from the kitchen at any time without explicit authorization.
- **Only students assigned to kitchen duty** or those granted special permission may enter the kitchen premises.

### Visitor Meals

- Visitors must pay **₹100 per meal**.
- Students must **notify the Administrative Office at least two hours in advance** if hosting guests for a meal.

### Meal Service for Boarding Students

- Meals are provided **daily** for all residential students, **except Sunday breakfast**, which is set aside for **fasting and prayer**.
- **Food may not be removed** from the kitchen or dining areas unless approved, in order to maintain hygienic practices.

- Special dietary accommodations will be made **only upon submission of a valid medical certificate**.

#### **Meal Coordination for Activity Participants**

- Students involved in ministries, events, or other scheduled activities must **inform the kitchen staff in advance** to have their meal reserved.
- Failure to make prior arrangements will result in **non-service of meals**.

### **13. Use of Language**

To cultivate a respectful, unified, and academically sound environment, AECS requires all students to uphold the following standards in verbal communication:

#### **English as the Medium of Communication**

- During **class hours, public gatherings, and all official meetings**, students must communicate **strictly in English**.
- Failure to comply will result in a **restitution fine of ₹20**, which will be directed toward student welfare initiatives.

#### **Abusive or Offensive Language**

- The use of **abusive, vulgar, or disrespectful language** is considered a **serious offense** and will trigger immediate disciplinary action.
- AECS follows a **progressive restitution policy** in such cases:
  - **Restitution A** will be applied for the first offense.
  - Repeated offenses will escalate to **Restitution B**, and subsequently to **Restitution D**, depending on severity and recurrence.

#### **Non-Compliance with Restitution**

- If a student **fails to fulfill Restitution A within the assigned timeframe**, disciplinary escalation will occur.
- In such cases, the student will be **directly assigned Restitution C**, bypassing intermediate warnings.

# Rules and Regulations

## AECS Rules and Regulations

These community guidelines reflect AECS's commitment to discipleship, discipline, and a Christ-centered learning environment. Each section outlines expectations and associated restitutions to foster a culture of accountability and growth.

### 1. Respect for Leadership

**Guiding Principle:** As instructed in *Romans 13*, students must honor and submit to governing authorities.

#### Leadership Bodies to Respect:

- President (Acting President)
- Acting Principal
- Executive Committee (EC)
- Academic, Student, Admission & Administrative Deans
- Registrar, Librarian, Wardens, Matrons
- Faculty & Staff
- Student Leadership (Doulos Committee)
- Room/Class Leaders

**Restitution:** Disrespect (verbal or behavioural) will incur **Restitution D to G**, administered by the Student Dean and Warden.

### 2. Morning Devotion & Exercise

- Morning devotions begin with exercise at **6:00 AM**.
- Three late arrivals = one absence.
- AECS uses the **New International Version (NIV)** for all worship services.
- Students must bring Bible, Hymnbook, Notebook, and Pen. Mobile phones are **not allowed** during this time.

#### Restitution:

- Absences: **Restitution A–D**
- Missing required items or using mobile phones: **Restitution C–E**
- Sleeping during devotion: Marked absent; absentee fine applied.

### 3. Chapel Services

- Sunday Worship: **10:30 AM**
- Weekday Chapel: **10:40 AM** (Summer: 10:30 AM)
- Students must arrive **5 minutes early** and maintain silence before/after the service.
- Two late arrivals = one absence.
- Required materials: Bible, Hymnbook, Notebook, Pen. No mobile phones allowed.
- Sleeping in chapel is considered absence.

**Restitution:**

- Tardiness: **Restitution B–D**
- Missing items or phone use: **Restitution C–E**
- Absenteeism due to sleeping: Fine applied.

#### 4. 🌿 Campus Beautification

- Students must participate in campus cleaning **three times weekly** (Monday, Wednesday, Saturday).

**Restitution:** Non-compliance will result in **Restitution B–D**.

#### 5. 📖 Study Hall (7:30 PM – 9:30 PM)

**Days Required:** Monday, Tuesday, Thursday, Friday

**Rules:**

- No mobile use, eating, watching videos, or making noise.
- Leaving early = absence.
- Improper mobile use (e.g., watching movies) is prohibited.

**Restitution:**

- General violation: **Restitution A–D**
- Misuse of mobile during study: **Restitution A–C**

#### 6. 🏠 Dormitory Life

**Prohibited Items:** Outsiders, gas/electric cookers, iron boxes, heaters, playing cards, alcoholic beverages.

**Additional Rules:**

- No entry into others' rooms without consent.
- No switching sleeping rooms.
- Mobile and laptop use allowed unless causing disruption (items may be confiscated).
- No guests overnight without prior management approval.
- Students must formally check out during holidays.

**Restitution:** Violation incurs **Restitution B–D**, depending on frequency.

#### 7. 🚫 Use of Tobacco, Alcohol, and Drugs

- Tobacco products (chewing/smoking): **Restitution E**, escalating up to **G** with repetition.
- Alcohol and drug use: **Restitution G** applied immediately.
- Damage or injury due to intoxication: Immediate **Restitution G**, determined by the Student Committee (SC).

## 8. 🧹 Room Cleanliness & Conduct

### Expectations:

- Tidy, hygienic living spaces.
- Daily cleaning of floors, trash bins, beds, clothing arrangement, windows, and walls.
- No posters, paints, tape, nails.
- Cooking in dorms is prohibited.
- No inter-dormitory visits between boys and girls.

### Restitution:

- Untidy rooms: **Restitution B**
- Weekly room inspections will occur.

## 9. 📄 Leave Permit

### Rules:

- Permission must be obtained from Student Dean/Warden before leaving campus.
- Outing is permitted only on **Saturdays (10:00 AM – 5:00 PM)**.
- Return to dorm by **5:00 PM** unless approved **3 days in advance** for overnight leave.
- Off-campus behavior must reflect **Christian character and AECS standards**.

**Restitution:** Violations result in **Restitution C–G**.

## 10. 🏠 Responsibility for College Property

### Rules:

- Damage to property (e.g., windows, furniture) must be paid at full cost.
- If no individual confesses, the responsible group will be penalized.
- Permanent room modifications (e.g., painting, stickers, taping) are prohibited.
- Hammering into walls is not allowed.

**Restitution:** **Restitution C** and full repair cost apply.

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

## 11. Student Dining Room Guidelines

To cultivate a spirit of reverence and discipline, the following guidelines govern the use of the dining facility:

- Students must **memorize one Bible verse** each day in order to participate in all three meals.
- All students must arrive **20 minutes early** for verse memorization. Those who are late or unprepared will not be served.
- Dining tables and chairs must **remain in their designated positions**.
- Each table is to have **five chairs only**. Students may not rearrange or combine tables or add extra chairs.


- Students must bring their own **plate, spoon, glass**, and related utensils.
- A **straight queue** must be maintained when waiting to receive food.
- **Tables must be cleaned** after eating.
- **Noise should be kept to a minimum**; loud conversations are discouraged.
- **Food wastage is strictly prohibited.**
- Students may not:
  - Take food to dormitories.
  - Receive food on behalf of another student.
  - Bring food for others or request extra portions.
- Meals must be taken **on time and in proper attire**. Shorts or inappropriate clothing are not permitted during meal hours.
- **Boys and girls may not sit together** at the same dining table.
- Any **celebration, birthday party, or group gathering** in the dining hall or on campus must be approved in advance by the **Administrative Committee**.

**Restitution:** Violation of dining room rules will result in **Restitution Level A**. Repeat offenses will escalate to subsequent levels.

## 12. Use of Language

To promote unity and academic excellence, AECS maintains a strict language policy:

- **English must be spoken** on campus at all times, particularly during public, academic, and communal settings.
  - Violation: ₹20 fine (used for student welfare)
- The use of **abusive or inappropriate language** is strictly prohibited and considered a serious offense.
  - **Restitution Levels A to D** will be applied progressively depending on severity and frequency.

 Note: Failure to clear a restitution within the assigned day may result in **direct escalation to Restitution Level C**.

## 13. Annual Fasting Prayer

All **students and faculty** are required to participate in AECS's **Annual Fasting Prayer**, which serves as a time of communal intercession, reflection, and spiritual renewal.

## 14. Mobile Phone and Laptop Usage

To uphold academic focus and spiritual attentiveness:

- **Mobile phones are strictly prohibited** during class, chapel, library, and study hours throughout the week.
- All devices must be **submitted to the Assistant Dean or Matron by 9:45 PM** nightly.
- Students found using phones or laptops during restricted hours will have them **confiscated**, with **no return** and a **heavy penalty** applied.
- **Gaming consoles or other non-academic electronics** may not be installed or brought onto campus.

## 15. Office Hours

Students may approach campus offices for administrative, academic, or personal concerns during designated hours:

- **1:30 PM – 3:30 PM (Monday–Friday)**
  - Restitutions, tuition payments, and miscellaneous fees may be settled at the **Accounting Office** during these hours.

## 16. Complaints and Suggestions

AECS encourages thoughtful feedback and concerns submitted through formal channels:

- Complaints or suggestions regarding fellow students or staff must be made **formally** at the **Administrative Office** with **clear documentation**.
- **Bypassing administration protocols** is **NOT** encouraged.
- Major concerns will be referred to the **Disciplinary Action Committee**.
- General suggestions may be placed in the **AECS Suggestion Box**.

### General Campus Rules and Policies

- Do not use the college's **name, phone number, or address** for any form of advertising.
- Dormitory meetings must have **prior approval** from the Student Dean.
- **English** is the required language across campus.
- Show **courtesy and kindness** to neighbours.
- Keep noise levels respectful across campus.
- Dormitory residents must be **fully dressed** when in hallways and public areas.
- **Lights out at 10:00 PM** daily.
- Students may leave campus **only on specified days**.
- Entry into administrative offices requires **prior permission**.
- Personal lamps and electronics must be **pre-approved** by the Student Dean or Warden.
- Phones must be used discreetly—**off during classes and chapel**, and respectfully around peers.
- **Designated parking areas** must be used by resident students.
- Practice **water and electricity conservation** at all times.

 **AECS Daily Schedule**

Time	Activity
5:30 AM	Arise & Shine (Personal Prayer at HOPE)
6:00 – 6:15 AM	Morning Exercise
6:15 – 7:20 AM	Morning Devotion
7:30 AM	Breakfast
7:45 AM	Campus Cleanup
8:50 AM	Classes Begin
1:20 PM	Lunch
2:30 – 4:00 PM	Library Hours
4:30 – 5:30 PM	Gym Time
6:30 PM	Dinner
7:30 PM	Study Hours
9:30 PM	Prayer & Sleep
10:00 PM	Lights Out

 **Disciplinary Actions (Restitution Levels)**

Level	Restitution Option 1	Restitution Option 2
A	1 hour of community service	₹150 if Option 1 is not completed on the same day
B	2 hours of community service	₹300 if Option 1 is not completed
C	3 hours of community service	Written warning + ₹400 fine
D	5 hours of community service	Written warning + ₹500 fine
E	Write one Gospel book	Written warning + ₹1000 + mandatory counseling
F	Write 1 Corinthians; contact church	5-day repentant fasting + ₹1000 + commitment letter
G	Serve at IEC Church or mission field	1 week or more of community ministry assignment