

# STUDENT INSTRUCTION MANUAL

## INTRODUCTION

Kanyakumari Theological College (KKTC), established under the Senate of Serampore College (University), is a distinguished institution dedicated to providing holistic theological education. It prepares students for ministry and service within both the Church and the broader society. The college community comprises men and women from diverse states, cultures, denominations, and backgrounds, all united by a shared calling to serve God.

The college is governed by a Governing Board, which provides overall guidance and oversight, while the daily operations are managed by an administrative team. This team ensures the smooth functioning of the institution and upholds academic, spiritual, and administrative standards.

At KKTC, the spiritual, academic, and personal well-being of each student is of utmost importance. This responsibility is entrusted to dedicated individuals who offer continuous guidance, care, and support throughout the student's journey at the college.

The Principal, Vice Principal, Bursar, Academic Dean, Class Teachers, Chaplain, Hostel Wardens, Librarian, Fellowship Group Advisors, Field Education Coordinators, Extracurricular Activities Coordinators, and Campus Development Coordinator form a cohesive team. Together, they are entrusted with the responsibility of nurturing and guiding students in all aspects of their lives. Each member of this team plays an integral role in maintaining discipline and fostering an environment of spiritual growth, academic excellence, and personal development. They are committed to creating a space where students can thrive in their journey of faith, knowledge, and service.

This manual serves to outline the rights, duties, and responsibilities of students, encouraging them to embrace a disciplined, harmonious, and Christian way of life. The goal is to create an environment that promotes growth in knowledge, faith, and service, equipping students for future roles in ministry and leadership.

## I. CAMPUS INTEGRITY

Students are expected to uphold the College's reputation by exhibiting good conduct both on and off campus. Integrity, honesty, and respect for others are core values that every student is expected to demonstrate. Any form of misconduct, including but not limited to theft, dishonesty, moral misconduct, plagiarism, examination malpractice, or any act of academic dishonesty, shall be dealt with promptly and seriously. Such offences may result in disciplinary action, including suspension or expulsion from the College, depending on the nature and severity of the violation. Students are encouraged to report any observed violations of integrity to the relevant authorities for immediate action.

## II. DRESS CODE

The dress code emphasizes modesty, neatness, and appropriateness for both daily campus life and formal events. Students are expected to dress respectfully, keeping in mind that the College is a sacred institution. Formal attire is mandatory for chapel services, worship events, classrooms, the library, and meetings. While T-shirts are permitted in the dining hall, short pants, *lungis*, nightwear, and inappropriate attire are strictly prohibited in the chapel, library, classrooms, meetings, and dining hall. Violations of the dress code will result in a warning, and repeated offenses may lead to more severe consequences, including disciplinary action.

### **III. ACADEMIC LIFE**

At KKTC, the academic life of students is carefully nurtured under the leadership of the Academic Dean, Class Teachers, Course Instructors, and other assigned responsible individuals. These leaders are dedicated to fostering a conducive learning environment that encourages excellence, discipline, and a commitment to theological and academic growth.

#### **a) Attendance Requirements**

Students are required to maintain a minimum of 75% attendance in all classes. No student is allowed to miss a class without prior permission from the Class Tutor and the Course teacher. As a rule, an absence will be excused only for acute illness or death in the immediate/close family members. For absences of a full day or more, students must seek formal permission from the Class Tutor, Hostel Warden, and the Vice Principal. Failure to adhere to these guidelines without valid reasons will restrict writing in examinations and other academic activities.

#### **b) Leave Guidelines**

Leave application by a student must follow a simple and clear process.

(a) If a student cannot attend class due to minor illness (like stomach pain, headache, or back pain) or any other reason, s/he must submit a leave request to the class tutor or course instructor. Just informing the Class Representative verbally is not enough. The student should also inform the Hostel Warden and the Class Teacher, who will forward the request to the Vice Principal for approval. If the leave is approved, a copy will be given to the concerned teachers. Please note that there is a limit to 'Excused Leave' in each semester, and such leave will still affect the required 75% attendance.

(b) Any student who wishes to leave the campus must submit a written leave application to the Vice Principal/Dean. The application shall be duly recommended and forwarded by the Class Tutor and the Hostel Warden. The Hostel Warden shall sign the Leave Register/Leave Book only after obtaining the approval of the Vice Principal/Dean.

Absence from a class without prior intimation and approval shall attract a fine of Rs. 50 per class. Absence from the campus on a working day without prior permission shall attract a fine of Rs. 200 per day. Any absence without proper authorization or approval shall be treated as a disciplinary matter and may result in appropriate disciplinary action.

#### **c) Classroom Conduct**

Punctuality, attentiveness, taking proper notes during lectures, and mutual respect are foundational values in the classroom. Disruptive behaviour, misconduct, or failure to observe classroom rules and discipline shall be dealt with through appropriate disciplinary measures. Such actions are intended to maintain order, uphold academic standards, and ensure a conducive learning environment for all students.

#### **d) Usage of Library:**

As instructed by the Senate of Serampore University, students are strongly encouraged to make full use of the library resources as outlined in the syllabus. The college timetable includes designated library hours, and if a course instructor is unavailable to take a class due to unavoidable circumstances, students are required to go to the library and spend time reading. Students must record their visit in the library logbook. Going to the hostel room or

leaving the campus during this time is strictly prohibited. All scheduled library hours, including the night study session from 8:00 p.m. to 10:00 p.m., are mandatory for all students. Students are expected to be present in the library during these designated hours unless prior permission has been obtained from the concerned authority. Absence from the library without prior intimation and approval shall attract a fine of Rs. 50 per session.

**e) Academic Integrity**

Maintaining academic integrity is of utmost importance at KKTC. All students are expected to uphold the highest standards of honesty and ethical conduct in their academic work. Any form of academic dishonesty, including cheating, plagiarism, fabrication, falsification, or misrepresentation of work in examinations, assignments, projects, or other academic activities, is strictly prohibited.

Any student found engaging in such misconduct shall be subject to disciplinary action. A student found copying or attempting to copy during an examination shall be immediately debarred from continuing the examination. Disciplinary measures may include the cancellation of examination results, suspension, expulsion, or any other penalties deemed appropriate by the College authorities.

All cases of academic misconduct shall be dealt with in accordance with the regulations and disciplinary norms of KKTC and the rules and regulations prescribed by the Senate of Serampore College (University).

**f) Assessment and Evaluation**

Timely submission of academic work is essential. Assignments, projects, and other evaluations must be completed and submitted within the stipulated deadlines. Failure to do so without proper justification will negatively impact the student's academic standing and progression.

This structured approach to academic life ensures that students not only excel in their studies but also develop the discipline, integrity, and commitment required for effective ministry and service.

**g) Student Exchange Program:**

The college envisions providing multifaceted exposure for its students. In line with maintaining academic and moral integrity, the college offers opportunities for students to spend one semester at various theological colleges affiliated with the Senate of Serampore University, enabling them to explore diverse cultural studies.

Additionally, the college is committed to offering international exposure programs to meritorious and well-disciplined students, based on their final semester grades and faculty reports. This initiative aims to broaden their academic and cultural perspectives.

**h) Participation in External Seminars and Programs:**

Students will be nominated to attend educational and ministerial programs outside the college based on invitations received. The selection will be made during faculty meetings, considering the students' responsibility, integrity, academic excellence, and conduct in campus life. Efforts will be made to ensure equal opportunities for all students and to avoid nominating the same student repeatedly.

**IV. SPIRITUAL LIFE**

At KKTC, God holds the foremost place in every aspect of life. Spiritual growth and a disciplined Christian life are essential for each student. It is vital to dedicate time to God's

presence individually, in groups, and as a community, while actively serving God and God's people in local congregations and communities. The following guidelines ensure a deep and meaningful spiritual experience for all:

The Bible commands, *"You shall love your neighbor as yourself," "Whatever you do, do all to the glory of God,"* and *"Strive for peace with all people and for the holiness without which no one will see the Lord."*

### **1. Leadership and Guidance for Spiritual Life**

The spiritual life of the theological community at KKTC is overseen by the Chapel & Worship Committee, which includes both faculty and students. This committee operates under the leadership of the Chaplain, who is a faculty member. Supporting the Chaplain are the Chapel Secretaries, and the Prayer Secretary, who assist in coordinating various spiritual activities throughout the academic year.

The Chaplain, with the help of the Chapel Secretaries, is responsible for preparing the Chapel Rota, organizing Fellowship Groups for leading the worship, planning Retreat Programs, and coordinating other worship services, such as Christmas Day, College Day, National and Regional important events and Church festivals. These activities are planned for the entire year and cover all services.

The Chaplain also monitors the attendance of students at chapel services to ensure consistent participation. Additionally, the P.A. System-In-Charge, Projector-in-Charge, and Musicians work under the guidance of the Chapel & Worship Committee, contributing to the smooth execution of worship services.

### **2. Duties of Stewards:**

The Chapel & Worship Committee will prepare a weekly steward rota, with two students assigned to serve as stewards for each week. Stewards are responsible for preparing the worship places. Their duties include opening and cleaning the worship spaces, ringing the bells two times (15 minutes before the service), and once to begin the worship.

Stewards also collect offerings, carry the keyboard and other instruments to the worship places, greet and welcome people and guests, distribute worship orders, and read scripture passages as required by the Chaplain, Chapel Secretary, preacher, or leader.

Additionally, stewards must ensure that chairs, tables, the communion table, the pulpit, and any other furniture used during worship or special services are returned to their original places. Stewards are expected to carry out these duties throughout the day, concluding with the vesper.

### **3. Duties of Worship Leader:**

The Worship Leader is responsible for consulting with the group in advance to ensure that the selected songs are appropriate. They should provide song numbers to the Keyboardist, prepare the worship order, and distribute worship parts to participants beforehand. Effective communication and preparation are key to leading the worship service smoothly.

### **4. Duties of Holy Communion Assistants:**

The Holy Communion Assistants are expected to meet with the Celebrant ahead of time to receive instructions for the service. They are to execute their duties in accordance with the guidelines provided, ensuring the smooth conduct of the Holy Communion service.

### **5. Duties of Instrumentalist:**

The authorized instrumentalist, appointed by the Chaplain and Worship Committee, is responsible for the care and maintenance of the keyboard/piano and other musical instruments in the Chapel. They must arrive in advance to check the equipment, ensure that the instruments are in proper working condition before the service begins, and securely store them after use. The Organist/Pianist/Keyboardist also rotates with other musicians during worship services. Additionally, the authorized instrumentalist shall coordinate with other musicians to ensure smooth worship sessions.

#### **6. Duties of P.A. System-In-Charge Persons:**

The P.A. System In-Charge persons are responsible for the setup and maintenance of the sound systems. They should arrive early to ensure everything is in working order and to avoid any sound disturbances during the worship service. It is essential to maintain the P.A. system in top condition to enhance the worship experience.

#### **7. Duties of Projector-In-Charge:**

The Projector-In-Charge, authorized by the Chaplain and Worship Committee, is responsible for the setup, operation, and maintenance of the projector and related equipment in the Chapel. They must arrive early to ensure the projector is in proper working condition and that all presentations and media files are correctly loaded and displayed without interruptions. It is essential to coordinate with the worship team for smooth transitions of slides and videos during the service. The Projector-In-Charge must also securely store the equipment after use and report any technical issues promptly.

#### **8. Management of Chapel Properties:**

The Chapel & Worship Committee is responsible for the maintenance and supervision of all chapel properties, including worship spaces, P.A. systems, musical instruments, Holy Communion elements, decorative items, songbooks, and liturgies. Proper permission must be obtained for the use of any chapel property, and they must be handled with care. Apart from scheduled worship services, any other programs to be organized or taking place in the chapel premises must obtain formal written permission from the Chaplain. Offerings collected during services belong to the Chapel & Worship Committee and are used to cover regular expenses, including new purchases and repairs of worship necessities. Proper accounting practices must be strictly followed, including maintaining bills and vouchers. Any proposed expenses beyond regular costs must be submitted to the faculty meeting for approval and authorization from the Principal. All accounts are subject to auditing and accountability.

#### **9. Personal Devotion and Bible Reading**

The college emphasizes the importance of personal prayer and Bible reading as part of a disciplined Christian life. Students are encouraged to spend daily time in God's Word and in prayer to foster spiritual growth.

#### **10. Morning and Evening**

- a) Morning Devotions are conducted in the College Chapel at 6:45 a.m. from Monday to Friday. Attendance is compulsory for all students, except in cases of illness or when prior permission has been obtained from the Chaplain.

Any student who is absent from Morning Devotions without prior intimation or approved leave shall be liable to a fine of Rs. 50. Students arriving late for the service shall be required to pay a fine of Rs. 10.

- b) Evening Devotions (Vespers) are held in the College Chapel at 7:30 p.m. Attendance is compulsory for all students unless they are unwell or have obtained prior permission from the Chaplain.  
Any student who is absent from Evening Devotions without prior permission or approved leave shall be subject to a fine of Rs. 20.

### **11. Sunday Community Worship Service**

A worship service is held every Sunday at 6:15 p.m. in the College Chapel or another designated location arranged by the worship leader. Students are expected to attend and participate actively in the service, unless excused by the Chaplain and Vice Principal due to illness or other valid reasons. Any student who is absent from the Sunday Community Service without prior information will be required to pay a fine of Rs. 200.

### **12. Christian Discipline and Holiness**

A life of holiness and Christian discipline is the standard that God honours. Students who face challenges in adhering to these standards are encouraged to seek assistance from their fellowship Faculty Advisor or other appropriate authorities through open and honest dialogue.

### **13. Ecumenical Spirit**

As an ecumenical institution, KKTC fosters closer Christian fellowship among students from various denominations. Students are strictly prohibited from influencing others to change their denomination or church membership.

### **14. Diverse Worship Opportunities**

KKTC organizes a variety of worship services for students, faculty, and the broader community. Attendance at these services is expected to be consistent and sincere.

### **15. Required Materials for Worship**

All students are required to have an NRSV Bible and a College Songbook to actively participate in worship services.

### **16. Attendance at Worship and Consequences**

Students are required to attend Sunday Community Worship, Daily Morning Worship, Special Worship, and Opening Worship regularly. Absences from these essential spiritual gatherings will not be tolerated and will result in restrictions on academic provisions. Participation in the college's spiritual life is considered integral to overall academic and personal development. Therefore, failure to attend these worship services—without a valid reason or prior permission—will impact the student's eligibility to participate in academic activities, including examinations and course-related provisions. In the case of serious sickness, prior permission needs to be taken from the college chaplain and the Vice-Principal and a doctor's prescription should be produced if asked for. Anyone absenting in any service more than 3 times without valid reasons will be liable to be called in the Disciplinary Committee

## **V. LITURGY & SERMON EVALUATION CLASS**

The Liturgy & Sermon Evaluation Class is a vital component of the student's development at KKTC, where they are assigned specific texts to preach and conduct worship services. This exercise aims to assess their knowledge and skills in worship leadership and sermon delivery, crucial for their growth as ministers in the Church.

Each week, students are assigned to lead worship services, ensuring they gain practical experience in liturgical settings. Additionally, for the BD final-year students, a Critical

Sermon and Worship will be conducted, and its evaluation gauges the depth of their theological understanding and preaching abilities.

The critical sermon is evaluated by both faculty and students. Based on these evaluations, students receive marks and awards.

### **1. Sermon Script and Worship Order:**

Weekly assigned worship leaders and critical sermon leaders must submit their liturgy and sermon scripts to the concerned Fellowship Leader at least one week in advance for guidance and corrections, following the rota worship specialties. For critical sermons, the leaders are required to submit the script of both the liturgy and the sermon at least two days before the scheduled day of the critical sermon worship. The script must be submitted to both the assigned faculty respondent and the student respondent.

### **2. Evaluation Class:**

Attendance at all Evaluation Classes is mandatory. All Bachelor of Divinity (B.D.) students are required to be present at the designated evaluation venue on the scheduled date and time. Verbal requests for leave will not be entertained; any absence must be supported by a written leave application submitted through the proper channel.

Students who fail to attend an Evaluation Class without prior approval or a valid leave application will be subject to appropriate disciplinary action. All Evaluation Classes are conducted by the Chaplain, who serves as the Class Teacher and is responsible for the administration and supervision of these sessions.

## **VI. Integration Seminars**

Integration Seminars are an integral part of the academic program at Kanyakumari Theological College (KKTC). They are arranged for the **faculty, special guests, and students** to facilitate the exchange of ideas, academic discourse, and research discussions.

### **1. Seminar Structure:**

- a. **Faculty Involvement:** Special guest speakers, along with faculty members, will be presenting academic papers related to their areas of expertise. These seminars provide an opportunity for faculty members and students to engage with cutting-edge research and academic developments.
- b. **Publications:** The papers presented during the seminars will be considered for publication in relevant academic journals. This ensures that the content shared in the seminars reaches a wider audience and contributes to the academic body of knowledge.
- c. **Moderator and Respondent:** Each seminar will be moderated by a faculty member, and there will also be an official faculty respondent who will provide a critical analysis and facilitate further discussion on the presented papers.
- d. **Student Involvement:** Students will have the opportunity to respond to the paper and to engage in discussions following the presentations. This provides a platform for students to ask questions, offer insights, and learn from the experts in the field.

### **2. Attendance Policy:**

- a. As seminars are crucial for academic development and intellectual engagement, attendance is compulsory for all students as per the scheduled timetable.

- b. Students are expected to attend the seminars regularly and actively participate in the discussions. Failure to attend without valid reasons may result in consequences as per the academic policies of the college.

## **VII. Field Education (Practical Ministry)**

Field Education is a compulsory component of the Bachelor of Divinity (B.D.) programme and is evaluated and graded in the same manner as other academic subjects. Therefore, all B.D. students are expected to participate diligently and fulfill all Field Education requirements with seriousness and commitment.

### **Attendance and Absence**

- Absence with prior permission/information: Fine of Rs. 10
- Absence without prior permission/information: Fine of Rs. 50

Repeated or unjustified absences may adversely affect the student's Field Education assessment and overall academic standing.

### **Components of Field Education**

Field Education consists of two components, each carrying 50% of the total grade:

**A. Intensive Field Education** – 50% of the total grade

**B. Concurrent Field Education**– 50% of the total grade

Students are required to satisfactorily complete both components in order to fulfill the requirements of the B.D. programme.

#### **A. Intensive Field Education**

Intensive Field Education focuses on social engagement activities, providing students with hands-on experience in serving communities and addressing social issues. This includes visiting social engagement places, servicing local communities, participating in awareness programs, and cleaning or other community service activities. The program is divided into two categories based on duration:

##### **1. Weekly Intensive Field Education/ Leitch Ministry**

This type involves students participating in community activities weekly. These activities are designed to engage students with their local surroundings and community. Students will be involved in visiting social engagement places, such as welfare centers, hospitals, or orphanages, as well as cleaning activities in and around the college environment and the local community.

Students will engage in field education for a designated number of hours each week. Typically, this will involve 4 hours per week dedicated to these activities. This includes visiting and engaging with social welfare locations, as well as cleaning up and maintaining the surroundings in and around the college campus and nearby areas. The purpose is to offer consistent community service, fostering a deeper connection between students and the local environment. These ongoing engagements allow students to contribute to the maintenance and improvement of the college's physical surroundings while also gaining insights into social welfare needs.

##### **2. Intensive 20-Day Program**

This category of Intensive Field Education is organized for all BD years with specific focuses:

- i. BD-I students are assigned to Mission Field activities,
- ii. BD-II students focus on Agricultural and related fields,

- iii. BD-III students engage in Industrial and related fields, and
- iv. BD-IV students participate in Interfaith Dialogue and related activities.

These field education programs also include engagements with church missions, projects, and relevant NGOs as part of the curriculum. This program requires students to participate in 20 consecutive days of intensive fieldwork, involving large-scale community service projects or social engagement initiatives, such as conducting awareness campaigns or large-scale cleaning or welfare activities.

Guidelines for Participation:

- i. **Travel Restrictions:** Students are strictly prohibited from using or traveling by their vehicles during the field education program.
- ii. **Service Hours:** As per the field schedule, students are required to obey, cooperate, and carry out the assigned tasks diligently. They must adhere to the schedule and instructions provided by the field supervisors and actively participate in all activities. This approach emphasizes discipline, teamwork, and commitment to the objectives of the Intensive Field Education program.

### **3. Financial Arrangements**

The college will grant a financial amount to cover the expenses of the 20-day Intensive Field Education program. The amount will be based on the fee that the students have paid for Field Education. This grant will assist with travel, accommodation, and other necessary expenses incurred during the 20-day program. Students must manage their stay and meet all expenses within the minimum allotment amount provided. No additional financial support will be given.

### **4. Field Education Reporting:**

Every student is required to present a brief report on their field education activities during a session organized by the Intensive Field Education coordinator. This session serves as an opportunity for students to reflect on their learning, share experiences, and discuss the impact of their ministry on the communities served.

In addition to individual reports, each group, under the leadership of the Group Leader, must prepare a comprehensive group report accompanied by a video presentation. Both soft copies and hard copies of these reports are mandatory for evaluation and documentation purposes. This process ensures that the experiences and learnings from the field are systematically recorded and assessed.

## **B. Concurrent Field Education/ Ecclesial Ministry**

Concurrent Field Education is a mandatory component for all BD students. It is not an optional subject, and therefore, no student will be permitted to be absent from the concurrent ministry without a pressing and valid reason. Any student who, for unavoidable reasons, needs to be absent from the concurrent ministry must seek prior permission (in writing) from the concerned authority. Absence without prior written approval will be taken seriously and will result in disciplinary action.

### **1. Categories of Concurrent Field Education:**

Concurrent Field Education is divided into three categories based on the student's year of study:

**BD I Year: Ecumenical Visit.**

BD I students will engage in ecumenical visits to foster greater understanding and cooperation among different Christian traditions.

**BD II and III Year: Outreach Ministry.**

BD II and III students will be involved in Outreach Ministry, which includes a variety of activities such as community outreach, social work, evangelistic missions, and engagement with people outside the church.

**BD IV Year: Church Ministry.**

BD IV students will be assigned to different churches for practical ministry training. They will be involved in various aspects of church life, including preaching, pastoral care, and other ministry-related tasks. However, BD IV students are not permitted to participate in administrative activities within the church, as their role is purely for ministry training.

Note: All BD students are also required to be actively involved in Finance Campaigns organized by the college. These campaigns are integral to the development and maintenance of the college's resources and outreach programs.

**2. Assignment to Churches:**

The Concurrent Field Education Coordinator will provide a letter explaining why the students are assigned to specific churches. Students must carry this letter whenever attending the assigned church or churches. Once a student is listed in a specific group, they are not allowed to make changes to their assigned group without prior written permission from the concerned authority.

**3. Attendance and Cooperation:**

Students must sign the attendance sheet (which will be available with the group leaders) each time they attend the Outreach Ministry, Ecumenical Visit, or Church Ministry program. Students are expected to fully cooperate with their group leaders. Any student who fails to cooperate will face disciplinary action. Group leaders are responsible for organizing and preparing the team for their respective ministries. Leaders must ensure that every member is actively participating in the field education activities. If any issues arise with group members, it must be immediately reported to the coordinator by the group leader.

**4. Reporting and Submission:**

Leaders of the Outreach/Leitch Ministry, Church/Ecclesial Ministry, and Ecumenical Visit groups must prepare a brief report summarizing their group's activities. These reports must be presented during a reporting session organized by the Concurrent Field Education Coordinator at the end of every semester. A copy of the report must also be submitted to the coordinator.

**5. Group Assignment Policy:**

No student will be allowed to switch from their assigned group to another. Exceptional cases may be considered, but permission must be requested in writing from the concerned authority.

**6. Church Ministry Reporting:**

Leaders of Church Ministry groups must ensure that the concerned church leader(s) sign the attendance sheet each time the group attends the church ministry. These signed sheets should be submitted to the Field Education coordinator immediately upon return to the college. Additionally, church leaders should be asked to send a confidential report at the end of each

semester. Group leaders must also prepare a brief report of their group's activities and submit it to the Dean, as well as present it during the semester's reporting session.

#### **7. Scheduling of Concurrent Field Education:**

Sundays are designated as working days for BD students to support their ministerial formation. Students are not permitted to participate in any other activities independently without the explicit permission of the Concurrent Field Education Coordinator. They are required to fully engage in the ministerial exposure programs assigned by the coordinator and must adhere to the given instructions.

Concurrent Field Education will be scheduled on Sundays, excluding summer and winter holidays or examination periods. Students must strictly follow the coordinator's instructions concerning their attendance and active participation in the assigned activities.

### **VIII. LIBRARY**

The library plays an essential role in the academic development and intellectual growth of every student. It is a place where knowledge is accessed, nurtured, and expanded. The proper use of the library fosters an environment conducive to learning, research, and self-development. As students of this institution, it is crucial to utilize the library's resources to the fullest extent, ensuring that the environment remains orderly, respectful, and productive.

In this regard, the Librarian holds a key responsibility for maintaining discipline and ensuring the smooth operation of the library. At the end of each academic year, the faculty will appoint two students as Student Librarians (a Library Secretary and an Assistant Library Secretary) based on nominations from the Librarian. The Librarian, Student Librarians, and library staff are also entrusted with duties that contribute to creating a well-organized and respectful environment for all users. Every student must extend proper respect to the Librarian, the Student Librarian, and all library staff always. Their efforts in managing and maintaining the library's resources are vital to ensuring the library's continued success in supporting your academic journey.

#### **Library Rules**

1. All students are expected to use the library as a primary resource for their academic work, dedicating ample time apart from regular classes and worship services. Library attendance is compulsory for all BD students.
2. All students must utilize the library during the designated hours as per the timetable, and between 8:00 PM and 10:00 PM on weekdays, except Fridays and Saturdays. They are also allowed to use the library on Sundays.
3. All students must sign in and sign out in the library register upon entering and exiting the library. No student is permitted to sign for others. Any violation of this will be considered a serious breach of discipline, and strict disciplinary action will be taken.
4. Students must maintain silence inside the library. The use of mobile phones is strictly prohibited. The library should be a quiet and focused space for study and reflection.
5. Electronic devices, including earphones or headphones, and smart phones are not allowed inside the library. Only laptops and tablets may be used for study purposes, and any misuse of these devices will result in confiscation by the College authority.
6. Personal books and journals are permitted in the designated reading area where students may review materials.

7. Bags (including laptop bags) other than the study materials are to be kept in the allotted space in the library.
8. Photocopying with the permission of the librarians will be allowed.
9. Books in the archives/reference section are not allowed for circulation. The books in the temporary reference may only be checked out at 9.45 p.m. and returned to the next working day morning at 9.00 a.m. Late returns will incur a fine of Rs 5/- per hour.
10. Books in the stack room may be borrowed using the library card.
11. Books checked out from the stack room are allowed for circulation for a maximum of 15 days. If books are not returned by the due date, a fine of Rs 5/- per book per day will be charged.
12. A fine of Rs. 100 will be imposed on those students who check out books without the permission of the librarian and library staff.
13. Library cards are non-transferable. If a library card is lost, it must be reported immediately to the librarian, and a replacement will be issued against a fee of Rs 100/- per card.
14. All library materials/books must be handled with great care, particularly old or fragile books.
15. Damage or loss of library materials is strictly prohibited. If a student is found responsible for damaging or losing library materials, they will face disciplinary action and be required to pay a penalty. The cost may be double the price of the book, or in the case of rare materials, the penalty may exceed Rs 5000/-.
16. Library dues must be cleared promptly. Any outstanding fines or library dues should be cleared regularly to avoid complications in accessing library services. Students with overdue dues will not be allowed to borrow further materials until the dues are settled.
17. The Library Committee is responsible for ensuring the smooth functioning of the library. Any issues, needs, or suggestions regarding the library should be directed to the faculty in charge of the library.

## **IX. HOSTEL LIFE AND ACTIVITIES**

Kanyakumari Theological College (KKTC) offers a unique opportunity for living and learning with others from different nationalities, cultures, backgrounds, denominations, and languages. Despite these diversities, it is essential to make every effort to live out Gospel values and make life pleasant for all. The college fosters a community where each student is encouraged to respect and uphold these values as they interact with one another.

The college provides hostel facilities for all theology students, offering the necessary space for spiritual enlightenment, physical development, and ministerial formation. The hostel is a place where students can build relationships, engage in fellowship, and grow in their calling as they prepare for future ministry. The hostel wardens, provide necessary assistance in terms of accommodation. The hostel secretaries, the Assistant Hostel Secretary, and the Hostel Committee, elected by the hostellers assist the wardens in the day-to-day functioning of the hostel. The wardens are entrusted with the authority to ensure that proper discipline

### **A. Hostel Administrative Structure:**

1. The Hostel Secretary and Assistant Hostel Secretary are both selected from the BD Final Year and function under the leadership of the Warden. The Hostel Secretary is

responsible for the overall management and coordination of hostel activities, while the Assistant Secretary assists in these duties and serves as a coordinator in case of the Secretary's absence. Both are responsible for maintaining a harmonious atmosphere, enforcing rules, and supporting hostel welfare. Women students will have separate Warden and Secretaries similar to Men's Hostel.

2. **Hostel Executive Committee:** The Hostel Executive Committee consists of the Wardens, Hostel Secretaries, Assistant Hostel Secretaries, all other secretaries (Garden Secretary, Health Secretary, Entertainment Secretary, Games Secretary- elected from the second- or third-year students) and two auditors elected by the Hostel general body. The hostel executive committee oversees the implementation of hostel rules, handles any grievances, ensures the maintenance of discipline, and works on improving the quality of life in the hostel. The Hostel secretary with the prior permission of the Warden convenes meetings and makes collective decisions to enhance the hostel environment.
3. **Mess Management Committee:** Every month, a Mess Management Committee will be formed with the consent of the Executive Committee during the Hostel General Body meeting. The members of this committee will consist of:
  - i. A Chief Steward from the Final Year (ensuring all final-year students get an opportunity to serve as a Chief Steward).
  - ii. A Cashier from the Third Year.
  - iii. An Accountant and a Storekeeper from the Second Year.
  - iv. Mess Stewards from the First Year — at least two or more, with the option to increase the number of stewards from each class based on the need, as approved by the Hostel General Body.

The committee's responsibilities include managing meal schedules, ensuring the quality of food, maintaining cleanliness, and addressing any issues or suggestions related to the food service. The members will rotate regularly to provide an opportunity for all students to participate in the management process.

The Mess Management Committee must strictly follow the Mess Menu approved by the Hostel General Body. Any changes to the menu due to unavoidable situations must be immediately reported to the Hostel Secretary and the Hostel Warden for approval and further instructions.

This arrangement aims to maintain a transparent and efficient management system for the hostel mess, ensuring satisfaction and fairness for all hostellers.

#### **B. General Rules:**

1. **Permission for Overnight Stay:** Students must seek permission from the Warden for an overnight stay outside the hostel for a day. For extended leave, approval must be obtained from the Vice Principal and the concerned Hostel Warden.
2. **Weekend Off-Campus Visits:** Going off-campus during weekends is discouraged for all students.
3. **Hostel Absence:** Any student who is absent from the hostel for a day without obtaining prior permission or providing prior information to the concerned authorities shall be liable to pay a fine of Rs. 200.

4. **Use of Language:** English is the official language of the college. As a matter of courtesy, students should avoid speaking vernacular or their mother tongue inside the campus, in classrooms, the dining hall, and other social gatherings. Students must communicate in English to gain proficiency and improve their language skills.
5. **Maintaining Peace in the Hostel:** Students should not disturb others in the hostel by singing loudly, howling, shouting, or playing music and musical instruments loudly.
6. **Hostel Visiting Restrictions:** Male students are not allowed to visit the Women's Hostel, and female students are not allowed to visit the Men's Hostel.
7. **Privacy, Safety, and Security:** The privacy, safety, security, and time management of students are of utmost importance.
8. **Hostel Gate Timings:** Hostel gates are open at 6:00 AM and closed at 10:30 PM. No one will be entertained beyond these timings except in emergency situations.
9. **Dress Code:** Students must attend chapel, classes, and the dining hall in decent attire. (Refer II).
10. **Hostel Mess Rules:** The hostel mess is run by the college administration and students. Students are expected to claim their food within 15 minutes from the commencement of each meal. Food wastage is not allowed, and students must inform the mess committee or manager through hostel secretary if they will not be taking their meals.
11. **Reporting Illness:** All illnesses must be reported to the wardens. Self-medication is strongly discouraged.
12. **Sports Timing:** Indoor and outdoor games may be played between 4 PM - 6:30 PM unless otherwise permitted.
13. **Use of Games Facilities by Outsiders:** Outsiders are not allowed to use the games facilities unless they are accompanied by hostel inmates.
14. **No External Visitors in the Hostel:** Students should not entertain any visitors inside the hostel who come for any help or donations.
15. **Permission for Outsiders in the Hostel:** Outsiders are not allowed in the hostel without the permission of the warden.
16. **Pets in Hostel:** Students are not allowed to keep or encourage pets in the hostel.
17. **Repair or Replacement Requests:** Any requests for repairs or replacements in hostel rooms must be submitted to the Hostel Warden through the Hostel Secretary. Provisions can be made based on the necessity assessed by the college administration and the availability of materials.
18. **Cooking in Rooms:** Cooking inside the hostel room is strictly prohibited.
19. **Permission for Staying During Vacation:** If a student wants to stay in the hostel during the winter or summer vacations, prior permission must be obtained from the administration. Charges for accommodation and electricity will apply. No food will be provided during these times.
20. **Storage of Belongings During Vacations:** During the summer and winter vacations, students participating in the Intensive Field Education program or taking long leave must vacate their rooms. The college will arrange for the storage of their belongings in a designated area. Students who wish to stay for the entire Christmas or summer

vacation must obtain prior permission from the administration. Additional charges for accommodation and electricity will apply.

21. **Prohibition of Tobacco and Intoxicants:** The use of tobacco in any form (chewed, smoked, etc.), as well as intoxicants or narcotics (alcohol, drugs, etc.), is strictly prohibited. Serious disciplinary actions will be taken against anyone found indulging in such activities, including being summoned before the Disciplinary Committee.
22. **Cleanliness and Maintenance Responsibilities:** Students are responsible for maintaining the cleanliness of their rooms and surrounding areas. The college encourages students to take active responsibility for keeping both the hostel and campus clean, not only during the academic session. To promote cleanliness, students are divided into different groups by the Eco-Club Committee. During the College Day celebrations, a Cleanliness Award will be presented to the best group for maintaining a clean and green campus.  
Additionally, surprise visits to the hostel premises and rooms will be conducted by the Principal, Vice Principal, Wardens, and Fellowship leaders to ensure cleanliness and adherence to standards.
23. **Loss of Belongings:** The college administration will not take responsibility for the loss of any belongings in the hostel during the academic session. Students must securely lock their rooms when not in use.
24. **Vacating Rooms for Vacations:** Before leaving for summer or winter vacations, students must vacate their belongings and securely lock their rooms, submitting the keys to the concerned warden. A fine of Rs. 100/- per day will be imposed for failing to submit the keys.
25. **Switching Off Lights and Fans:** Students must switch off the light and fan before leaving their rooms. A fine of Rs. 50/- will be imposed if this rule is violated. If lights or fans are kept running during vacations/leave a fine of Rs. 100/- per day will be imposed.
26. **Prohibited Electronic Appliances:** The use of additional electronic appliances like electric heaters, immersion heaters, electric cookers, induction stoves, air coolers, etc., is prohibited. Defaulters will be fined Rs. 500/- and the items will be seized.
27. **Damage or Loss of College Property:** Any loss or damage to college property, including furniture, electrical fittings, and sports materials, caused by students will be the student's responsibility, and they will be required to replace the items at their own cost.
28. **Student Lobbying and Groupism:** Student lobbying, groupism, and ragging are strictly prohibited. If these rules are violated, the issue will be addressed by the Wardens and Vice Principal. If the matter is found to be serious, it may be referred to the Disciplinary Committee.
29. **Fighting and Quarrelling:** Stealing, quarrelling, fighting, and any form of physical handling will lead to stern disciplinary action.
30. **Leaving Campus After Timings:** Students should not leave the campus after 8:00 PM on weekdays except Fridays and 9:00 PM on weekends without permission from the hostel wardens. A fine of Rs. 100/- will be imposed for each violation.

31. **Unnatural Relationships:** The college promotes healthy and natural relationships within the community but disapproves of intimate or unnatural relationships. If students are found indulging in such activities, they will be counselled by the wardens/fellowship leaders, and if necessary, the matter may be referred to the Disciplinary Committee.
32. **Sexual Harassment:** The college does not tolerate sexual harassment in any form. Any student found guilty of such behaviour will face disciplinary action, which may include referral to the Disciplinary Committee.
33. **Immoral or Malicious Behaviour:** Students engaging in immoral, malicious talk, insulting language, lying, cheating, deceit, or fighting will be called to explain their actions. If necessary, the matter may be referred to the Disciplinary Committee.

## **X. MARRIED STUDENTS' HOSTEL**

### **1. Purpose of the Hostel**

The Married Students' Hostel is provided to facilitate theological education by offering a safe, peaceful, and conducive environment for married students and their families. All residents are expected to uphold Christian values and contribute positively to the hostel community.

### **2. Eligibility**

- a. Accommodation in the Married Students' Hostel is reserved exclusively for married students officially enrolled in the College and their immediate family members.
- b. No other relatives or guests may reside in the hostel without the prior written permission of the Principal.

### **3. Spiritual Life**

- a. Married students are expected to participate regularly in the worship life, prayer meetings, retreats, and other spiritual activities organized by the College.
- b. Families are encouraged to maintain regular family prayer and Christian fellowship within their homes.

### **4. Conduct and Discipline**

- a. Residents shall conduct themselves in a manner consistent with Christian ethics and the standards of the College.
- b. Any form of misconduct, immoral behavior, abuse, violence, harassment, or disturbance of peace is strictly prohibited.
- c. Residents shall respect the privacy, dignity, and property of fellow residents.

### **5. Attendance and Academic Responsibilities**

- a. Married students shall attend all classes, field education programs, chapel services, and other compulsory college activities.
- b. Family responsibilities shall not be used as grounds for habitual absence from academic or institutional obligations.

### **6. Visitors and Guests**

- a. Visitors may be received only during approved visiting hours.
- b. Overnight stay of guests is not permitted without prior written permission from the Principal.
- c. Residents shall be responsible for the conduct of their visitors.

## **7. Maintenance of Accommodation**

- a. Residents shall keep their quarters clean, hygienic, and well maintained at all times.
- b. Any damage to hostel property shall be reported immediately and the cost of repair or replacement shall be borne by the resident concerned.
- c. Periodic inspections may be conducted by the College authorities.

## **8. Safety and Security**

- a. Residents shall ensure that doors, windows, electrical appliances, and gas connections are properly secured.
- b. The use of illegal electrical connections or unsafe appliances is prohibited.
- c. Any safety hazard shall be reported immediately to the Hostel Warden or College authorities.

## **9. Noise and Community Life**

- a. Residents shall maintain a peaceful atmosphere conducive to study, prayer, and family life.
- b. Loud music, excessive noise, or activities causing inconvenience to others shall be avoided.
- c. Mutual respect and cooperation among residents shall be maintained at all times.

## **10. Absence from Hostel**

- a. Students leaving the hostel overnight or for an extended period shall inform the Warden and obtain prior permission.
- b. Emergency absences shall be communicated to the Warden at the earliest opportunity.

## **11. Financial Responsibilities**

- a. Hostel fees, utility charges, and other dues shall be paid promptly within the stipulated time.
- b. Failure to clear dues may result in disciplinary action or cancellation of hostel accommodation.

## **12. Prohibited Activities**

- a. Consumption, possession, or distribution of alcohol, tobacco, narcotic substances, or any prohibited items is strictly forbidden.
- b. Gambling, unlawful activities, and behavior contrary to Christian witness are prohibited.

## **13. Authority and Compliance**

- a. All residents shall comply with the rules and regulations of the College and the Married Students' Hostel.
- b. Violation of these rules may result in disciplinary action, including withdrawal of hostel privileges or eviction from the hostel.

## **14. Married Student Hostel Administration**

The Married Students' Hostel Warden shall oversee the administration, discipline, welfare, and day-to-day functioning of the Married Students' Hostel. All residents are expected to cooperate with the Warden and comply with the instructions issued for the orderly management of the hostel.

## **XI. Fellowship Group Meetings**

All students are divided into different Fellowship Groups, each under the guidance of a regular faculty member. These groups provide an opportunity for spiritual growth, prayer, and community interaction. Fellowship Group Meetings are ordinarily held every Monday. In exceptional or urgent circumstances, the faculty may reschedule these meetings as deemed necessary to meet institutional requirements and pastoral needs.

Each Fellowship Group shall be led by a Group Leader and, where applicable, a Joint Leader. They shall work together to coordinate the activities of the group and ensure the smooth and effective conduct of its meetings and programs. The group members follow the guidance and instructions given by the Group Leader. The meetings involve a combination of prayer, fellowship, games, and informal socializing over a cup of tea. This allows students to bond and share in a relaxed environment.

The primary purpose of the fellowship groups is to promote personal and spiritual growth. Members are encouraged to share their concerns and struggles with their fellowship leader, who will provide counsel and support. The fellowship leader also has the responsibility of closely monitoring the chapel attendance, personal conduct, and spiritual development of the group members.

Furthermore, the Fellowship Groups take an active role in leading the morning devotions and community worship each week on a rotational basis. During these sessions, the group members are encouraged to be creative and innovative in their approach to worship and other performances. This fosters leadership skills, enhances community involvement, and encourages active participation in spiritual life.

## **XII. Houses and Sports Activities at KKTC**

All community members of KKTC are organized into different House Groups for sports activities and inter-house competitions. These activities are managed by the Sports Committee of the college, which is led by a Faculty Advisor. The committee includes the Faculty Advisor, the Sports Secretary from the final year, House Captains from the final year, and Vice Captains selected by the group members within each house. These leaders are responsible for organizing sports events, fostering team spirit, and coordinating house-based activities.

The Sports Secretary, under the guidance of the Faculty Advisor, oversees all sports-related activities, ensuring proper coordination of events and effective communication between the houses and the administration.

Each house has a House Captain and a Vice Captain who serve as the primary leaders for their respective houses. The House Captains are responsible for leading their teams during competitions, motivating house members, and ensuring the smooth execution of all house activities. The Vice Captains assist the Captains and step in when necessary.

The House Groups participate in a variety of sports activities throughout the year, including indoor and outdoor games, athletic events, and team-building activities. These events promote unity and sportsmanship among the students while encouraging a balanced lifestyle that integrates both academic and physical development.

The Sports Committee, under the leadership of the Faculty Advisor, Sports Secretary, and House Captains, plays a crucial role in organizing these events and ensuring that they are conducted in a fair, friendly, and competitive manner. This system aims to nurture not only

the physical well-being of students but also their ability to work in teams and develop leadership skills.

In addition to campus activities, the Sports Committee may organize Inter-Church and Inter-College sports activities to enhance ecumenical fellowship in society. Such events require proper permission from the Principal and must be approved in the faculty meeting.

### **XIII. Activities of Interest Groups**

At Kanyakumari Theological College (KKTC), students are required to participate in a variety of interest group activities based on their individual talents and skills. These activities play a crucial role in the holistic development of students, helping them build leadership, communication, and teamwork skills, while also enriching their college experience beyond academics. Active participation in these groups is considered an integral part of the educational experience at KKTC.

All students must be regularly involved in interest group activities throughout the academic year. They are assigned to specific roles or tasks and are obligated to contribute their skills, ideas, and enthusiasm meaningfully. Participation in these activities helps students gain practical experience and fosters a spirit of cooperation and creativity.

Each interest group is guided by a designated Faculty Coordinator who provides direction, supervision, and support to the students. The Faculty Coordinator plays a key role in planning, organizing, and evaluating the activities of the group, ensuring that they align with the values and mission of KKTC.

Some of the active Interest Groups at KKTC include:

1. Eco-Interest Group – Focuses on environmental awareness and sustainable practices.
2. Music Interest Group – Encourages musical talents and organizes performances.
3. Communication Group – Manages newsletters, media, and social outreach.
4. Fine Arts Group – Promotes creativity through painting, sculpture, and other art forms.
5. Others – Additional groups may be formed based on contextual relevance and the needs of the students.

These interest groups serve as platforms for students to explore their passions, enhance their skills, and work collaboratively with peers. Through these activities, KKTC aims to nurture well-rounded individuals who can contribute positively to both the church and society.

### **XIV. Planning and Execution of Various Programs (College, Regional, and National)**

At the beginning of each academic year, a structured approach will be followed to ensure effective planning and execution of programs at Kanyakumari Theological College (KKTC).

#### **1. Formation of the Program Coordination Committee**

The committee will consist of:

- i. Program Faculty Advisor (Head) — appointed by the faculty.
- ii. Student Program Secretary — a final year selected by the students of the final year to lead.
- iii. Class Representatives — one from each class, selected at the start of the year.

#### **2. Preparation of Program Schedule and Budget**

The committee, under the guidance of the Program Faculty Advisor, will prepare a comprehensive program schedule based on the college calendar. The schedule will include

various events, celebrations, and activities for the entire year. Create a budget for each event, detailing expected expenses and required allocations. Submit the budget to the college administration for approval and allocation of funds. Identify and secure additional sources of funding if necessary to ensure the successful organization of events.

### **3. Role Allocation for Programs**

For each program, a Student Coordinator from the final year will be appointed to lead the event. A Faculty Convenor will be nominated by the faculty meeting to supervise and guide the program. Individual teams will be formed for each event and encouraged to organize efficiently. Appreciation will be given to teams that execute events successfully.

### **4. Approval and Execution**

The program schedule and budget must be submitted to the Principal for approval. The Principal will present them at the faculty meeting for formal authorization. Upon approval, the committee will proceed with organizing the events as per the approved time, date, and venue.

### **4. Financial Accountability and Reporting**

- i. The Program Coordination Committee must maintain proper accounting for all program expenses.
- ii. Each individual group's Student Coordinator must submit bills and financial statements with the approval of the Faculty Convenor to the Program Coordination Committee.
- iii. The committee will review the accounts, which must be approved by the Program Faculty Advisor and signed by the Student Program Secretary before submitting them to the college administration for the faculty meeting within a week after the program.
- iv. This process ensures transparency, accountability, and integrity in managing funds.

## **XV. Managing Bills and Financial Transactions**

To ensure accountability and transparency in all financial transactions, the following procedures must be strictly followed:

### **1. Managing Bills:**

- a. All bills related to college activities, including programs, events, facilities, and services, must be processed through the respective authority (Faculty Coordinator/Advisor, Librarian, Chaplain, Hostel Warden) responsible for the activity or area in question.
- b. All bills related to any program, or the running of the mess must be submitted to the concerned committee within 5 days of the event or transaction. Failure to submit bills within the stipulated time will be considered as misappropriation of funds and may lead to appropriate actions as per the college's financial policies.
- c. Each bill must be countersigned by the Principal to verify that the expenditure is in line with the college's budgetary allocations and policies. This serves as the final confirmation that the transaction is legitimate and has received the necessary approval.
- d. Once countersigned by the Principal, the bills must be forwarded to the Bursar's Office for settlement and record-keeping. The Bursar will handle the disbursement of funds and ensure that all payments are made in a timely and accurate manner.

### **2. Accountability and Auditing:**

- a. All financial transactions and accounts are subject to regular audits to ensure accuracy, integrity, and compliance with college policies. This includes a thorough examination of bills, receipts, and supporting documentation.

- b. The college administration reserves the right to conduct an enquiry if any discrepancies or irregularities are found during the audit process. This is to maintain transparency, ensure proper use of funds, and uphold the financial integrity of the institution.

### 3. General Guidelines:

- a. All financial records must be properly documented and maintained for future reference and audit purposes. It is essential to retain receipts, invoices, and any relevant paperwork for verification during audits.
- b. The Bursar's office will oversee the final settlement of all bills and ensure that they are processed according to the prescribed procedures.

## XVI. RULES RELATING TO DISCIPLINARY ACTIONS

### 1. Areas of Misconduct

Misconduct by students may occur in various areas such as academic, hostel, chapel & worship, library, and student life both on and off-campus. Misconduct in these areas will lead to disciplinary action by the Disciplinary Committee.

### 2. Meaning of Misconduct

Misconduct refers to actions that are inconsistent with the principles of being a theology student, both inside and outside the campus. The following areas of misconduct are recognized:

#### A. Misconduct in Academic Life

- i) **Attendance:** Students with less than 75% attendance in class may be debarred from appearing in College and Senate examinations, except in exceptional and genuine cases.
- ii) **Class Conduct:** If a student's behaviour does not meet the standards expected by the course teacher, the teacher has the authority to recommend debarment from examinations.
- iii) **BD Thesis:** Students must strictly adhere to the criteria for writing BD thesis.
- iv) **Academic Prizes:** BD final-year students with unresolved papers will not be eligible for academic prizes on Valediction Day.

#### B. Misconduct in Hostel Life

Misbehaviours inside the hostel and its surroundings, including violation of community standards, will attract disciplinary actions. The college provides a unique living and learning environment, and students must respect the communal and Gospel values.

#### C. Misconduct in Chapel & Worship Life

- i) **Chapel Attendance:** Students missing the morning chapel on two occasions will receive a First Warning from the Chaplain.
- ii) **Final Warning:** A student missing chapel on three occasions will be called for an explanation by the Vice Principal.
- iii) **Disciplinary Hearing:** More than three missed chapel services will result in a disciplinary hearing.
- iv) **Special worship services:** Failure to attend special required worship services will also lead to disciplinary actions.

#### **D. Misconduct during Departure & Late Arrival**

- i) **Late Arrival:** No student is allowed to return late after vacation; defaulters will face a fine of Rs 500 per day/ more than 2 days delay will result in a disciplinary hearing.
- ii) **Unauthorized Departure:** Leaving the campus without permission is a violation.

#### **E. Misconduct In & Outside College Campus**

Students must adhere to Christian conduct both on and off campus. Misconduct includes:

- i) Violating the Student Instruction Manual or any college rules.
- ii) Engaging in inappropriate relationships or illegal activities.
- iii) Unauthorized collection of money within the college premises.
- iv) Any behavior that disrupts the peace, such as drunkenness, disorderly conduct, etc.
- v) Misrepresentation of facts detrimental to the college's reputation.
- vi) Involvement in administrative issues that go against college decisions.

#### **3. Code of Conduct Violations**

- i. Disobedience to lawful orders issued by the college authorities will result in disciplinary action.
- ii. Violating hostel rules, library rules, or academic discipline, including gender-specific regulations is strictly prohibited and will be dealt with seriously.
- iii. Engaging in strikes or disruptive activities that affect the smooth functioning of the college is forbidden.
- iv. Theft or dishonesty involving college or students' property will lead to severe consequences.
- v. Refusing to vacate accommodations when required or misappropriating space will invite disciplinary measures.
- vi. Damaging college property intentionally is a serious offense and will be subject to penalties.
- vii. Holding unauthorized meetings within the campus premises is not allowed.
- viii. Creating unauthorized social media groups without prior approval from the college administration is strictly prohibited.
- ix. Posting any content that contradicts the discipline and values of the college will result in appropriate action.

#### **4. Parameters for Disciplinary Action**

Disciplinary action may be taken based on misconduct in the following areas:

##### **A. Academic Life:**

- i. Failure to maintain 75% attendance.
- ii. Incomplete or late assignments.
- iii. Malpractice in exams.
- iv. Absence in academic seminars and evaluations.

##### **B. Hostel Life:**

- i. Misuse of hostel facilities.
- ii. Substance abuse or physical violence.
- iii. Misbehaviour with peers or the opposite sex.

##### **C. Chapel and Worship Life:**

Unexcused absences from the chapel and other required worship services.

#### **D. Departure & Late Arrival:**

Returning late from breaks without permission.

#### **5. Procedures for Disciplinary Action**

- i. Preliminary hearing: Alleged misconduct will first be reviewed by the fellowship leader for a preliminary hearing.
- ii. Report submission: After the hearing, the fellowship leader will report to the vice-principal.
- iii. Disciplinary hearing: If necessary, a disciplinary hearing will be arranged by the vice-principal, with the consent of the principal.

#### **6. Types of Disciplinary Action**

The Disciplinary Committee will apply one of the following measures based on the severity of the misconduct:

- i. Level 1: Written warning to the student
- ii. Level 2: Asking them to bring an apology and bring consent to the students' Sponsoring Church for sponsoring the student and guardian's consent for self-supporting student and a fine of Rs. 500/-
- iii. Level 3: Debarment from specific exams and a fine of Rs. 750/-
- iv. Level 4: Suspension for one semester and a fine of Rs. 1000/-
- v. Level 5: Suspension for one academic year and a fine of Rs. 2000/-
- vi. Level 6: Expulsion from the college and loss of any paid fees.

#### **7. Disciplinary Action Regarding Leadership and College Privileges**

- i) Students who are disciplined will be ineligible for leadership positions or privileges such as scholarships, exposure programs, etc.,
- ii) Any student leader facing disciplinary action will be required to step down.

#### **8. Interpretation of the Manual**

The faculty is responsible for interpreting the Student Instructions Manual, and their decision will be final in case of any dispute.

#### **9. Conduct/Training and Vocation/ Restoration**

- i. **Certificate of Conduct:** The college does not issue a "Certificate of Character/Conduct" to students. However, students may request one for sending to their sponsoring church or organization.
- ii. **Training and Vocation:** The college's aim is to equip students for their vocations.
- iii. **Restoration:** The college endeavours to restore students who falter and guide them towards spiritual maturity.

#### **Conclusion**

The college cautions students that they may encounter evilness or temptation that seeks to lead them astray and cause harm. All students need to remain vigilant, stay alert, and continue in prayer.

Upon leaving the college, the student will not be a completed work. There will still be much to learn, with life's challenges serving as ongoing lessons. The Holy Spirit will guide them as their Teacher, and Christ will be their ultimate Teacher and example. May God bless each one, empowering and strengthening them daily to live for God's glory.

#### **Amendments**

The College reserves the right to amend, modify, or add to these rules and regulations whenever deemed necessary for the welfare of the institution and its residents.