

STUDENT HANDBOOK

FILADELPHIA BIBLE COLLEGE

Office of the Dean of Students

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WELCOME TO FILADELPHIA

Welcome to Filadelfia Bible College!

We are pleased that you have chosen to be a student here. This student handbook was developed in an attempt to help ease the transition from your previous life to being a student at FBC. It contains information about both academic regulations as well as college student life in general.

There are many resources and traditions at FBC that isn't necessarily obvious when you first walk into the campus. We hope that this handbook will help you to find the resources you need as well as help you to better understand the life and work of our college. If you have questions that aren't answered in this handbook, please ask either any faculty member or staff or any senior student. Only by working together and through open communication will we be able to build a healthy community through your time at FBC.

Yours sincerely
Dean of Students

OUR HISTORY

In 1962, God called a young college student, Thomas Mathews aged 19. God saved his life miraculously from drowning. He was a 'rebel,' but his mother's prayer was pursuing him. In that accident, he committed his life to serving the Lord in "the hardest mission field" of North India. In April 1963, the Lord directed his steps to Udaipur, a small unknown town in those days. He began his work in a room rented at 15 Rupees per month, without an organization, a sponsor or any promise of support from anyone. He spent his early years in partial starvation, persecution, beatings and other hardships. He baptized his first convert, a Rajasthani young man in October 1964. That was the beginning of Udaipur Church, which was destined to be another 'Antioch' in North India. He married a dedicated seminary student Mary in June 1966, who shared the same vision.

In January 1981, God led Br. Mathews and a handful of his young Rajasthani co-workers to 'launch out into the deep.' They saw a vision of a particular geographical area touching Gujarat and Maharashtra states. After receiving this Macedonian call, they set out without

any invitation or a contact or address of any person. They reached a people group after several days of travel. Those people were waiting for the team, as those people also had a vision of five people visiting them from Rajasthan. Those simple believers had no idea of where Rajasthan was. When they saw the team, they were stirred up that the vision was real. The team stayed in their huts and preached all over that region. Many were saved, delivered, healed and baptized. By the end of 1981, a dozen local churches were established with over 200 people baptized. That was the beginning of Native Missionary Movement. The promise the Lord gave Pr. Mathews in December 1980, was Rev. 3:8, 'Behold, I have set an open door before you, and no man can shut it.' God blessed this small team and through their 'faith ministry,' dozens of local churches were planted in many parts of Rajasthan.

Pastor Mathews and his co-workers felt the need for Bible training centre for training native missionaries to cope up with the new challenges. Thus, in 1981 the missionaries selected five potential leaders from the believers and began Filadelfia Bible Institute to train them. Bro. Thampy Mathew was inspired by God in a wonderful way to challenge and encourage Pastor Mathews when they met 'by chance' (but by God's providence!) in Muscat. This faith partnership grew in strength, and Filadelfia Bible Institute also grew gradually. Several other friends later extended their helping hand.

Filadelfia Bible College is a faith venture. At an earlier stage, the classes were conducted in rented houses. Later God miraculously provided sufficient funds through believers to purchase a property near the picturesque Lake Fatehsagar. A chapel was constructed for classes and church services. The ground floor was dedicated in February 1985. By 1991 second and third floors were built and the students' strength increased to 110. By this time the Institute was upgraded as Filadelfia Bible College. Even students from neighbouring countries like Nepal, Bhutan, and Burma began to join the College.

Thirty-five years after the inception, Filadelfia Bible College today has trained more than 1600 students, who have benefited from the Programs provided on its campus in Udaipur. The College is currently offering Master of Divinity, Bachelor of Theology, Diploma in Theology (English and Hindi) and a two-year certificate Program in Hindi. The College gives the students a variety of opportunities for practical know-how in real missionary situations. In 1992, the Accreditation Commission of the Asia Theological Association (ATA) granted the accreditation for G.Th. Diploma Program and for B.Min. Degree programs of the College. In 2003 ATA reaccredited our B. Min (for five years) and G.Th. (three years). In 2006 and 2012, ATA VET who visited the institution accredited/reaccredited our programs such as M. Div., B.Th. And Dip.Th.

MISSION & VISION STATEMENT

The Vision of the college is:

In faithfulness to the Lordship of Christ, Filadelfia Bible College seeks to be 'a Light to the Nations' (Is. 42:9) by equipping native men and women with knowledge, skill, and passion to revitalize the Church, and fulfil the 'Great Commission' in the power of the Holy Spirit.

In response to the Vision the College's Mission is:

- a. To be a leading theological educational institute in North India imparting the vision of reaching the nations by training men and women, who are spiritually vibrant, biblically sound, theologically a balanced, Spirit-empowered, ministry-equipped and culturally sensitive.
- b. To produce spiritual leaders, who hear the voice of God, communicate the Gospel with passion, lead with authority, a minister with compassion, and convey the resurrection power of hope.
- c. To integrate biblical and theological training with practical skills essential for effective witness and ministry.

- d. To cultivate Christian life and experience, to strengthen students' commitment to Christ and to have a close and developing relationship with God.
- e. To provide a forum for discussion, research, and publication that seeks to address the aspirations, needs, and challenges of the context and culture.

The vision and mission are implemented through a carefully planned program and activities. The College attempts to maintain a high academic standard and practical excellence by the able guidance of the faculty both in teaching and in pastoral activities and encouraging the students in independent study and practical involvement.

ADMINISTRATION

The Filadelfia Administrative team oversee the ongoing matters of institutional administration and management of the college.

PERSONNEL	POSITION
Finny Philip	Principal
Abraham T. Cherian	Registrar
Rufus Samuel	Academic Dean
AnandKhuntia	Dean of Students (Men)
Sudha Samuel	Dean of Students (Women)
Sunny Joseph	Director of Mission & Ministry
Rajesh Solomon	Chaplain
Glory M. Philip	Mentor, Women in Leadership
Dancey Merry Rajesh	Administrator, Registrar's Office

BlessonPhilipose	IT Administrator
Solomon Daniel	Librarian
Jayanti Jena	Asst. Librarian
SheejaArun	Accountant
Asish P. Jose	Asst. to Principal

VISITING THE COLLEGE OFFICE (MONDAY TO FRIDAY)

Principal: By Appointment through Admin Office

Academic Dean and Registrar: 2:00pm to 3:30pm (except Friday for Registrar’s Office)

Dean of Students, Chaplain, Librarian, Director of Mission & Ministry, Finance: 2:00pm to 4:30

FACULTY

The Bible College has a vibrant team of Faculty members that cater to the academic programs of the College. The Faculty team includes Junior Lecturers with B.D/M.Div. Qualifications; Lecturers with M.Th., and Associate Professor & Professor with Ph.D. or equivalent qualifications. Apart from this, the college has Adjunct/Visiting Faculty who offers courses to help serve the various academic needs.

	NAME	DEGREE	SPECIALIZATION	POSITION
1.	Finny Philip	Ph.D.	New Testament	Principal
2.	Abraham T. Cherian	Ph.D.	Religion	Registrar
3.	Rufus Samuel	M. Th.	New Testament	Academic Dean
4.	Paul Mathews	Ph.D.	Clinical Psychology	Spiritual Advisor
5.	Mary Mathews	B.D.	Old Testament	Nil
6.	Charles Christian	M. Th.	Theology	Research & Publishing
7.	AnandKhuntia	M.Div., [M Th.]	Religion	Dean of Students

8.	Sunny Joseph	M. Th.	Old Testament	Dean of Practical Ministries & HOD
9.	Suantak D Vaiphei	M. Th.	Church History	Head of the Department
10.	Rajesh S.	M. Th.	Old Testament	Chaplain
11.	Sunil A. P	M.Th.	Pastoral Care & Counselling	Head of the Department
12.	Blesson Philip	M. Th.	Theology	IT & Resource Development
13.	Arun A.S.	M. Th.	Mission	Head of the Department
14.	Sudha Rufus	M.Div.	Old Testament	Dean of Students (Women)
15.	Debi Dutta Pattnaik	M.B.A	Business & Management	Nil
16.	Eric Disch	M.A.	Theology/TESOL	FCET Coordinator
17.	Christy Paul	B.Sc. (Nur.)	Health and Hygiene	Nil
18.	Shreeja Sunil	B.Sc. (Nur.)	Health and Hygiene	Nil
19.	Daisy Blesson	B.Sc. (Nur.)	Health and Hygiene	Nil
20.	S. N. Pandit	M.A.	Language	Nil
ADJUNCT/ VISITING FACULTY				
21.	Binoy John	M.Th.	Christian Mission	Nil
22.	Santhosh Varghese	M.Th.	Old Testament	Nil
23.	Blesson Sam Mathew	M.Th.	Old Testament	Nil
24.	WesslyLukose	Ph.D.	Christian Mission	Nil
25.	Barnabas Solanki	M. Th.	Pastoral Care & Counselling	Alumni in Charge
26.	KuruvillaChandy	B.D.	Theology & Pastoral Care	Nil
27.	ChokkaPrabhudas	M Th.	Mission	Nil
28.	Abraham Kurien	D.Min.	Mission	Nil
29.	Jon Sween	M.L.D.	Masters in Leadership Development	Nil
30.	Martin Chang	M.Th.	New Testament	Nil

HINDI MEDIUM FACULTY				
31.	Jaswant Rana	B.Th. (M.A)	Christian Ministry	Nil
32.	Benjamin A K	BA	Biblical Studies	Nil
33.	NilakantDigal	M. Div.	Christian Worship	Nil
34.	TajendraMasih	G. Th.	Theology	Nil
ADMINISTRATIVE AND LIBRARY STAFF				
35.	Solomon Daniel	MBA	Text Book Management	Librarian
36.	JyanthiAnand	BA, B.Th.	Data Base	Assist. Librarian
37.	SheejaArun	B.Com., MBA	Finance & Accounts	Accounts
38.	Asish P. Jose	B.Com. B.Th.	Assistant to Principal's Office	Secretarial

REGISTRAR'S OFFICE

ADMISSION REQUIREMENTS

MASTER OF DIVINITY

Entrance Qualifications

1. Successful completion of a Bachelor degree or an ATA accredited B.Th.
2. Candidates who have scored B grade in both non-ATA B.Th. and qualifying exam
3. In exceptional cases, older mature applicants (30 and above) who have not completed the schooling may be admitted upon successful completion of the qualifying assessment set at the Bachelor Degree level (any three subjects).
4. Applicants who have a B grade in an unrecognized B.Th. degree program will need to appear and get a B grade in a qualifying examination consisting of three papers set at the Final year B.Th. degree in Biblical Studies, Theology and Christian Ministry. Such a candidate may be admitted to first year M Div.

BACHELOR OF THEOLOGY

Entrance Qualifications

1. Successful completion of 12 years of schooling or its equivalent or ATA Dip Th.
2. In exceptional cases, older mature candidates (25 and above) who may not have completed the school may be admitted by a qualifying exam set at the 12th standard level (any three subjects).
3. Students with non-ATA Diploma degree must appear for and get a B grade in a qualifying examination consisting of three papers set at the final year Dip.Th, level in Biblical Studies, Theology and Christian Ministry.

DIPLOMA IN THEOLOGY

Entrance Qualifications

1. Successful completion of 10 years of schooling.
2. In exceptional cases, older mature candidates (22 years or above) who may not have completed the school may be admitted by a qualifying exam set at the 10th standard level (any three subjects).

Special Note: The college will not admit not more than 10% of the class for mature students in any program.

CERTIFICATE IN THEOLOGY (HINDI MEDIUM)

Entrance Qualifications

Successful completion of 8 years of schooling and 18 years of age.

FOUNDATIONS CERTIFICATE IN ENGLISH AND THEOLOGY (FCET)

1. FCET is a one year (2 semesters) program.
2. Students who score less than 40 per cent marks in English entrance exam will have to do the FCET program.

3. This program helps the students to improve in their English language and basic knowledge of Theology before entering their degree program.
4. After the end of the FCET program, the student needs to qualify in the entrance exams to enrol into the college programs.
5. Student who clears FCET has to join the eligible program he/she had applied for, before joining FCET. No credits will be given for the studies done, if he/she is quitting the college after FCET.

REQUIREMENTS FOR ADMISSIONS:

1. A clear born-again Christian experience.
2. A conviction in the heart that you have been called to God's service.
3. The candidate has been a member of a local Christian congregation.
4. Completed 18 years of age by the date of application.
5. Satisfactory evidence of Christian character.
6. Willingness to follow the rules and regulations of the College, and sign the code of conduct.
7. A good state of health.
8. Proficiency in spoken and writing in English/Hindi language (s).
9. A completed Application form.
10. Submission of age proof certificate and all original academic certificates and mark lists from 5th standard onwards, at the time of registration. Documents will be returned only after clearing all dues till that time.
11. ID proof and residence proof (Aadhar Card, Voter ID, etc.).
12. Submission of Affidavit by the parents as a document of NOC.
13. Appear for the entrance/ qualifying exams.
14. Pass the interview, after the entrance exam.

15. Payment of registration and three months' monthly fee.

The College gives admission to a candidate who fulfils the above requirements, according to the eligibility of the candidate as well as the availability of seats in the college. Student needs to submit his/her original certificates and mark lists from 10(8th in Hindi medium) th onwards in the college office, which will be given back to him/her only when he leaves the college after the completion of his/her studies. Every student has to pay his/her registration fee(annual), to get admission in the college. Student is not permitted to get enrolled for another course during his/her study in FBC.

ARRIVAL IN THE CAMPUS

Students are expected to reach the campus for the first event as per the College calendar in the month of July for every academic year. The students have to report to the Dean of Students and sign the date and time of arrival in the Students' register. Late-comers will have to give a fine of Rs.200 per day in the Registrar office (applicable to the existing students).

EXAMS REQUIREMENT - GUIDELINES FOR EXAMINATION:

A. Semester and Supplementary Examinations

A student has to clear every course assigned to him by the college.

1. Each course will have a final exam as well as an internal assessment (assignments, midterm exam, class presentation, projects, etc. as assigned by the particular. instructor), a passing grade in both is necessary.
2. A student with the following qualifications is eligible to write the semester exam:
 - a) If he/she gets clearance certificates from all departments - Bursar, Library, Students' Dean, Dean of Practical Ministry, Academic Dean's Office, Registrar's Office and finally get hall ticket from Registrar's office.

- b) He/she needs to get minimum 85% attendance of the working days and minimum 90% attendance of individual class hours.
 - c) A student who becomes disqualified to appear for the semester exam due to less than required attendance has to sit in the same class (in which he has been studying) in the following year(s), attending the particular courses and fulfilling the loss of class hours. Following this, they must appear for the semester exams.
3. A student who fails in a semester can apply for supplementary exam. These are to be taken immediately after the semester exams. Students are expected to apply for the same at the right time in the prescribed form and pay the required fee before taking the supplementary exam. A passing mark is also required.
 4. After the declaration of the results of the first and second semesters of an academic year, if a student has failed in 3 or less than three courses in the whole academic year, they can apply for supplementary exam. He/she has to apply for the same at the right time in the prescribed form and by paying the required fees.
 5. A student who misses or does not use the opportunity to write an exam (semester or supplementary) without a valid reason (to the college), will not get a chance to appear for the following supplementary exam.
 6. A student who becomes disqualified to stand for the exam and clear the course has to repeat the class (in which he has been studying) in the following year(s), attending the particular courses and fulfilling the loss of class hours and then appear for the semester exams.
 7. After the declaration of the results of the first and second semesters of an academic year, a student who fails in more than three courses in the whole academic year will not get a chance

to appear for supplementary exam. He/she is considered as a de-promoted student. He/she has to sit in the same class in which he has been studying.

8. A student has to clear all his courses before the end of July of his year of graduation. For example, if a student has to graduate in November 2017, the last chance for him to apply for supplementary exam is July 2017. After completion of academic years, when a graduating student comes and stays in college, to write supplementary exams in July, he/she has to pay for his/her stay in the campus.
9. If a student commits malpractice in exam hall and is caught, his course will be considered as cancelled. He has to come back to the college after his final year, when the course is offered, and redo the course, by attending all class hours of the course.
10. Supplementary fee for external assessment is Rs. 300 and for internal evaluation is Rs. 200.

COMPREHENSIVE EXAM

M.Div. and B.Th. final year students will have to undergo a comprehensive exam. The duration of exam is four hours and it is out of 100 marks. There will be two questions each from departments such as Biblical Studies, Theology and Ethics, Church History, Religion & Society, Christian Ministry and Christian Mission. The candidate has to attempt one question from each department. Getting a passing grade (40 per cent) in the comprehensive exam is a requirement of both M.Div. and B. Th. course.

VALEDICTORY AND GRADUATION REQUIREMENTS

The Valedictory function shall be held in the March month in one of the Sunday Services of the local church. The Graduation Service will be held at Navapur, Maharashtra during the month of October/November. The graduating students are expected to be part of both these events.

GRADUATION REQUIREMENTS:

1. Maintaining aggregate score of not less than 40% in all the courses offered by the college.
2. Successful Completion of practical ministry.
3. Sound moral character till the time of graduation.
4. Clearing all the dues – financial (registration, tuition, boarding, lodging, graduation, etc), library related, Students' Dean related, etc.
5. Completing therequired number of credit hours.
6. Minimum 85 % attendance of the working days and minimum 90 % attendance of individual class hours.
7. A passing grade in comprehensive exam (only two chances). This is not applicable for Dip.Th. and C.Th. students.

Failure in meeting the above criteria results in the withholding of the Degree/Diploma.

AWARDS

The College gives special awards to those students who show excellent performance in various spheres of student life. It is very much evident that the awards promote the desired skill and qualifications for students.

Best Student in Academics

The college awards English and Hindi students who excel in academics. They need to have an average grade of at least B+.

Best student in Leadership

To encourage the leadership qualities of the students, the College gives an award to the student who exhibits his/her leadership quality regarding team spirit and servanthood.

Best Student in Preaching

The college offers an award to Hindi and English students who show qualities of a good preacher.

Best Student in Character

The college gives the award to any student who shows maturity and good character, with the aim of character formation in Christian ministers.

Best Student in Evangelism

Separate awards are given to both men and women who have a missionary zeal and have a prayerful life and get involved in practical evangelism during their study in this institution.

Best Alumni Award

The college award the best Alumni who engage in Church planting and ministry. Recommendations for the award are received from the larger North Indian mission fields.

ISSUE OF CERTIFICATES/MARK LIST/TRANSCRIPTS

1. A student who has completed all the above requirements can receive his/her certificate at the time of his/her graduation. If a student is unable to get the certificate during graduation, he/she can apply to the Registrar, FBC, for his/ her certificate after completing all graduation requirements. After the receipt of the application in FBC Registrar office, the certificate will be issued personally/via an authorized person/by post to the students from the office within a period of 30 days.
2. A student who has received his/ her certificate can apply to the Registrar, FBC, for the transcript, by sending an application and a D.D. of Rs. 400 favouring Filadelfia Bible College, payable at Udaipur, Rajasthan. Transcript will be sent only to the institution where the student does his/her higher studies. After the receipt of the application and D.D. in the FBC office, the transcript will be sent to the institution where the student does his/her higher studies within a period of 30 days.
3. A student who has received his/ her certificate can apply to the Registrar, FBC, for the academic report/mark list by sending an application and a D.D. of Rs. 250 favouring Filadelfia Bible

College, payable at Udaipur, Rajasthan. After the receipt of the application and D.D. in the FBC office, the mark list will be sent to the student in the address he/she has given, within a period of 30 days.

ALUMNI ASSOCIATION

Students are encouraged to join the Alumni Association of the college upon completion of the course. Forms are available in the Registrar's Office.

ACADEMIC DEAN'S OFFICE

LEAVE

The students are expected to attend classes regularly and punctually. In the case of absence for unavoidable reasons, students are supposed to get the leave sanctioned by the Dean of Students. The leave form shall be available from the student leaders.

SPECIAL LEAVE

Leaves exceeding one day are to be sanctioned by the Principal. In the Principal's absence, the Registrar can permit the leave on the recommendations of the Dean of Students, the Academic Dean, and the Mentor. In such cases, the student should write the application to the Registrar's office.

CLASSES

If a student is missing more than three lectures of a subject, one grade (4.5 Marks) will be reduced from his/her cumulative grade of that particular subject. If a student is absent 5-7 lectures of a

particular subject, two grades (9 Marks) will be reduced. If a student is missing more than seven lectures, he/she will be asked to re-do the particular subject in the next available semester on a space available basis.

Seven days is the maximum number of days allowed for leave. However, in some major exceptional cases like a death of a member of the immediate family (father/mother, husband/wife, brother/sister, and children) and contagious disease (chicken pox) the leave can be extended to 10 days.

SCHEDULING OF CLASS

Hours: The student is expected to spend 1 hour out of class for each hour in class: a full-time study load per week for students enrolled for 20 hours would be 20 hours (contact time) + 20 hours (personal study and library) = 40 hours per week. This would vary from day to day or week to week in the case of a given course, depending on its requirements, so that one should calculate by a full semester. For each three-credit course, this comes to 6 hours per week or 90 hours per semester. No one 3-hour course may legitimately claim more than this proportion of a student's total study time.

The contact time comprises of lectures and seminars. The rest of the available student learning time should be spent on preparation for classes and examinations or the writing of assignments.

CREDIT UNIT STANDARDS

MASTER OF DIVINITY

1. The credit unit standard for M.Div. the program is as follows. It is a six-semester program with a total number of 90 credit hours. The course comprises of 18 core courses and 12 optional.
2. One semester credit is to represent, for a student, three hours of academic work per week (including lectures, seminars, discussion groups, field work, study, and so on), averaged over the term, to complete the work of the course. The hours of contact time for a course generally shall equal at least the number of credits for the course times the number of weeks the course is

offered. In the majority of cases, this would mean the number of contact hours per week would equal the number of credits for the course, but the contact hours need not be spread out evenly by week. Enrolment for 15 credits in a semester would thus require approximately 45 hours of work per week, on average, over the course of the semester. All grades for academic work are based on the quality of the work submitted, not on hours of effort.

3. Most courses offered by Filadelfia Bible College carry three credits. The average course load for a full-time M.Div. the student is five courses (15 credits) per semester. The minimum course load for a full-time student is four courses (12 credits), and the maximum course load is six courses. Thesis writing is optional for M.Div. Students and it carries six credit hours' work.

BACHELOR OF THEOLOGY

1. The credit unit standard for B.Th. the program is as follows. It is a six-semester program with a total number of 108 credit hours. The program comprises of 22 core subjects and 14-20 (average number) optional subjects.
2. One semester credit is to represent, for a student, three hours of academic work per week (including lectures, seminars, discussion groups, field work, study, and so on), averaged over the term, to complete the work of the course. The hours of contact time for a course usually shall equal at least the number of credits for the course times the number of weeks the course is offered. In the majority of cases, this would mean the number of contact hours per week would equal the number of credits for the course, but the contact hours need not be spread out evenly by week. Enrolment for 18 credits in a semester would thus require approximately 54 hours of work per week, on average, over the course of the semester. All grades for academic work are based on the quality of the work submitted, not on hours of effort.
3. The normal course load for a full-time B.Th. is six courses (18 credits) per semester.

DIPLOMA IN THEOLOGY (ENGLISH AND HINDI)

- The credit unit standard for Dip.Th. the program is as follows.
It is a four-semester program with a total number of 72 credit hours. The program comprises of 14 core courses and 10-12 optional courses.
- One semester credit is to represent, for a student, two hours of academic work per week (including lectures, seminars, discussion groups, field work, study, and so on), averaged over the term, to complete the work of the course. The hours of contact time for a course generally shall equal at least the number of credits for the course times the number of weeks the course is offered. In the majority of cases, this would mean the number of contact hours per week would equal the number of credits for the course, but the contact hours need not be spread out evenly by week. Enrolment for 18 credits in a semester would thus require approximately 36 hours of work per week, on average, over the course of the semester. All grades for academic work are based on the quality of the work submitted, not on hours of effort.
- The normal course load for a full-time Dip.Th. the student is six courses (18 credits) per semester.

WORKLOAD PER SEMESTER REQUIREMENTS

M. DIV WORKLOAD PER SEMESTER REQUIREMENTS (EACH SUBJECT)

- | | |
|-----------------------|------------|
| 1. Required Reading | 750+ pages |
| 2. Research Writing | 3500 words |
| 3. Additional Writing | Optional |
| 4. Exams | 1+ |
| 5. Class Hours | 45+3 = 48 |

B. TH WORKLOAD PER SEMESTER REQUIREMENTS (EACH SUBJECT)

- | | |
|-----------------------|------------|
| 1. Required Reading | 500+ pages |
| 2. Research Writing | 2500 words |
| 3. Additional Writing | Optional |

- | | |
|----------------|-----------|
| 4. Exams | 1+ |
| 5. Class Hours | 45+3 = 48 |

DIP. TH WORKLOAD PER SEMESTER REQUIREMENTS (EACH SUBJECT)

- | | |
|-----------------------|------------|
| 1. Required Reading | 300+ pages |
| 2. Term paper | 1500 words |
| 3. Additional Writing | Optional |
| 4. Exams | 1+ |
| 5. Class Hours | 45+3 = 48 |

GENERAL GUIDELINES

The courses shall be generally evaluated at two levels - Internal Assessments of 40% and Written Examination of 60%.

The minimum aggregate pass mark in a subject shall be 40% in both Internal Assessments as well as Written Examination.

There may not be more than two assignments for any course. This rule doesn't apply for Language Course FCET.

There may not be paper presentation at the Diploma or Bachelor level. It may be done only at the M. Div. level.

GRADING SYSTEM

The following shall be the grading system in the College:

CLASS	LETTER GRADE	PERCENTAGE	CLASSIFICATION
I	A+	78 and above	Distinction
	A	73.5-77.5	
	A-	68-72.5	
II High	B+	63-67.5	Pass
II Low	B	58-62.5	
	B-	53-57.5	
III	C+	48-52.5	
	C	43-47.5	
	C-	40-42.5	
Fail	D	35-39.5	Fail
	F	0-34.5	

SCALES

CLASS	MARK	DESCRIPTION
First	68 – 100	A clear grasp of the central issues and the most relevant material, demonstrating discriminating and independent insight, with well-organized marshalling of evidence and clear arguments
Second High	53- 67.5	A good grasp of the question and a reasonable grasp of the most relevant material, demonstrating some independence of judgment, with informed and well-organized arguments.
Low		A modest grasp of the question, demonstrating a basic knowledge of the relevant material with a limited awareness of its complexities and showing competence in organizing arguments.
Third	40-52.5	A limited grasp of the question, showing the use of relevant material (though with noticeable gaps) and some attempt to organize arguments.
Fail	0-39	Unjustifiable failure to understand the question and inability to demonstrate knowledge of the relevant material.

ABILITY TO ANALYSE DATA, SYNTHESIZE IDEAS AND SOLVE PROBLEMS

The general policy of FBC is to assess student work in ways appropriate to the student's level of knowledge and the type of information or skills being taught and to seek an appropriate match of assessment method to learning outcomes.

The following table presents in summary aims and objectives for the assessed tasks set as a part of college courses.

GENERAL	
Aims	To encourage and enforce effective, disciplined study; to provide information for staff about the general and subject-specified development of students.
Objectives	A student should acquire or improve their skills in study, and display his/her understanding in a range of situations. A Student should demonstrate his/her general and subject specific development.
ESSAYS	
Aims	To foster skills in reading, research, critical evaluation and writing. To develop skills in the organization of ideas, materials and arguments. To provide a context for the development of ideas and arguments.
Objectives	Students should acquire or improve, and demonstrate their skills in reading, research, critical evaluation and writing. Students should demonstrate and develop skills in effective organization and argumentation. Students should demonstrate and improve their willingness and ability to express their own ideas and arguments
SEMINARS	
Aims	To apply skills of critical thinking to reading, writing, and discussion. To apply basic methods and skills of information literacy: accessing, evaluating, and using information effectively and ethically. To promote a community of inquiry in which students are encouraged, in their studies, to exchange ideas with one another and thus collaborate in the learning process.
Objectives	A Student develops knowledge in the context of a small discussion-oriented seminar designed around a specific theme or topic approached from the perspective of one or more of the traditional academic disciplines.

Objectives	A Student should relate aspects of Christian faith to intellectual life and to participate in conversations with students and faculty about significant ideas related to a particular subject thus enhancing an intellectual campus climate.
EXAMINATIONS	
Aims	To assess the level of student understanding in a context where students can gain no assistance from other sources. To encourage and enforce the consolidation of ideas and information. To foster student skills in the presentation of arguments, ideas and information under time constraints.
Objectives	Students should demonstrate their level of understanding in the subject. Students should demonstrate and develop their skills in the consolidation of ideas and information, and in the presentation of arguments, ideas and information under time constraints.
THESIS	
Aims	To provide a context in which students may undertake detailed research on a topic of their choice, and engage critically with scholarship on that topic in more depth than is possible in essays. To provide experience of working with an experienced supervisor. To foster skills in the development and presentation of arguments at greater length than is possible in essays. To enhance skills in research and writing.
Objectives	Students should demonstrate their ability to identify and define questions, to master and analyse the chosen topic. A Student should gain an ability to benefit from engagement with a supervisor. Students should enhance their skills in research and the general use of learning resources.

ASSIGNMENT SUBMISSION:

1. Assignment schedule will be given from Academic Office.
2. Each student is responsible for submitting his/her assignment

on FBconnect, and if there are any technical issues, you are requested to submit your assignment (Hard copy) at the academic office.

3. Submit your assignments on or before 4.30 pm at FBconnect/ Academic Office on every scheduled date.
4. Late assignment submission will result in the loss of a grade (4.5 marks).
5. No work will be accepted after seven days.

THESIS SUBMISSION

1. M. Div. students who have B grade or above are encouraged to write thesis. The word limit for thesis shall be 13,000 words.
2. Those who do not write thesis are required to do two additional courses.
3. Academic office will determine the late submission policies for thesis work.
4. Thesis deadline will be stated clearly with the expectation that all work will be submitted on time but is subject to change based on the mentor's recommendation.
5. Missing the deadline may result in ineligibility for graduation. Such a recommendation will be made in coordination with the Academic Dean.
6. If the submission dates are not followed, Rs 5,000 per month fine will be applied, plus there will be additional cost for staying on campus.

READING REPORT:

1. Reading report can be as per the teachers' requirements.
2. The teacher can decide the length of the reading report.
3. Handwritten reading report is mandatory from the students (not applicable for M. Div.).

PLAGIARISM

1. Copying from books or other sources without acknowledgment is a serious form of cheating (plagiarism) about assignments, thesis, etc., and a serious offense.
2. A first offense can be a teachable issue but second offense will result in failure for the class (internal marks).
3. Students who fail in the subject (internal assessment) are still expected to sit the rest of the semester to take the exam.
4. The teacher and Academic office will determine due date for re-dos or supplementary assignments.

NOTICE BOARD

The students are encouraged to strictly see the Notice board often to keep themselves updated with the present and upcoming events of the college.

LIBRARY

Filadelfia Bible College provides its students a broad spectrum of information in various fields of study. The library is divided into two sections. Stack area and Reading room. Our library presently has over 18000 volumes and has a seating capacity of 100 people. We have an excellent collection of theological books, magazines, periodicals, and journals. Secular magazines and newspapers are also available.

TIMINGS

The library shall be open from Monday to Friday between 9:00 am to 1 pm, 2:00 pm to 4:00 pm, and 8:00 pm to 10:00 pm.

SILENCE

Absolute silence is to be observed in the library. No chatting is allowed during the library time.

LIBRARY ATTENDANCE

Attending library is compulsory for everyone. Regular attendance

will be taken by the library staff. Three unexcused absences shall affect the exam clearance. For sick leave you must provide Dean's letter and doctor's note. 4 sick days are allowed. For any other emergency excuse, a copy of Dean's letter is required. Rs.50 per absence will be charged from the student if he/she is found absent from the library without permission.

ID CARD

Every student will be given an ID card and books will be issued against this card. The student should not lose this card. If the card is lost, then the student can apply for a duplicate card by paying the fine in the library. The card should not be used other than for college purposes.

CHECKING OUT BOOKS

A book may be checked out for a period of one week at a time. It may be checked out again for a similar period, if there is no demand from another person. In case of heavy demand for a particular book, the borrowing period may be limited to a shorter time.

If a borrowed book is not returned on time, a fine of Rs. 5 will be charged per book per day for the books from the general stack and Rs. 5 per hour for books from Temporary Reserve section.

HANDLING OF BOOKS

Total integrity is expected of students in their use of the library. Mutilating or marking the books in the library is strictly prohibited. The Librarian has the authority to recall a student's library card and deny the use of library to that individual.

If a book is damaged or lost by a student, it is the responsibility of the student to replace the book or pay for the replacement of the book. The replacement cost of the book determined by the Librarian shall be final.

RE-SHELVING BOOKS

Students must not re-shelve the books used in the library. It shall be done by the Library staff only.

REFERENCE BOOKS

Reference books are not to be taken out of the library at any time. These books are to be used only during the library hours.

COMPUTERS

The library computers are to be used with great care. The student needs to register himself/herself in order to use them in the library. If you experience any trouble with any computer, report the matter immediately to the librarian.

Note: Copies of Rules and Regulations shall be given and explained in detail during orientation.

IT DEPARTMENT

IT POLICY

The following section details the usage policies related to laptops, both personal and college provided, and rules regarding Internet services provided by the college. The following policies and rules must be strictly adhered to during the entire duration of the student's stay at the college. Any infringement will result in the implementation of the disciplinary actions listed in this document and/or as decided by the college administrator on a case by case basis.

LAPTOP USAGE POLICY

- a. Laptop usage is permitted only in the library and classroom. Laptop usage in the classroom must be restricted to the activities related to that particular class, and can be disallowed by the respective teacher if it interferes with the normal functioning of the class.
- b. Laptops must be used only in pursuit of academic activities and the college strongly discourages the use of laptop for any other

activities such as watching movies, excessive downloading, and other such activities. Please get in touch with the Dean of Students to know more about this.

- c. Only laptops are permitted as IT devices by the college. Use of tablets and mobiles is strictly prohibited.
- d. Laptops may be provided to deserving students by the college for a specific duration at the college's discretion, after which the laptops must be returned to the Chief Librarian.
- e. Laptops provided by the college must be handled carefully by the students. In case of any damages due to negligent handling, the full charges for restoration/replacement must be paid by the concerned student.
- f. Students allowed use of personal laptops/laptops provided by the college will have to pay additional charges for electricity and internet, as specified by the college.
- g. Laptop usage is not permitted in the dormitories/living quarters in any circumstances.
- h. Laptop usage beyond 10 pm is strictly prohibited.

EXCEPTIONS TO THE ABOVE RULES

- a. Laptop usage beyond 10 pm may be allowed in certain exceptional cases, with the written permission of the designated faculty.
- b. Thesis writers may be allowed use of laptop beyond 10 pm, in a specified classroom, with the written permission of the Dean of Students and the Academic Dean. Those wishing to avail the extension must give an application in writing specifying the duration and the reason for which they need the extension, and get it signed by the Dean of Students and the Academic Dean. No verbal requests will be entertained.
- c. Apart from thesis writers, students with certain duties may be allowed use of laptop beyond 10 pm, in a specified classroom, with the written permission of the Dean of Students and the

Warden. Those wishing to avail the extension must give an application in writing specifying the duration and the reason for which they need the extension, and get it signed by the Dean of Students and the Warden. No verbal requests will be entertained.

- d. For the exceptional uses mentioned above, the college will assign one specified classroom, which can be used for laptop related activities and studies after 10 pm.

DISCIPLINARY ACTION FOR INFRINGEMENT

Infringement of any of the rules mentioned above will invite strict disciplinary action as follows:

- a. First infringement will result in a written warning.
- b. Second infringement will result in the confiscation of laptop and revocation of Internet access for a month.
- c. Third infringement will result in the confiscation of laptop and revocation of Internet access for the rest of the semester.

INTERNET USAGE POLICY

POLICY

Access to the Internet through Filadelfia Bible College (hereafter designated as the “College”) is a privilege. Users granted this privilege must adhere to strict guidelines concerning the appropriate use of this information resource. Users who violate the provisions outlined in this document are subject to disciplinary action up to and including termination. In addition, any inappropriate use that involves a criminal offense will result in legal action. All users acknowledge receipt and understanding of guidelines contained in this document by receiving this. The college reserves the right to track the Internet usage of each user accessing the Internet through the college facilities.

PURPOSE

To define policies and procedures for access to the Internet through the College network infrastructure.

SCOPE

This policy applies to all personnel with access to Internet and related services through the College network infrastructure. Internet Related services include all services provided with the TCP/IP protocol, including but not limited to File Transfer Protocol (FTP), and World Wide Web (WWW) access.

ACCEPTABLE USE

Access to the Internet is specifically limited to activities in direct support of the College’s pursuit of academic excellence in theological studies.

In addition to access in support of specific work related duties, the College’s Internet connection may be used for educational and research purposes.

If any user has a question of what constitutes acceptable use he/she should check with the IT Administrator for additional guidance.

INAPPROPRIATE USE

1. The College Internet access shall not be used for any illegal or unlawful purposes. Examples of this would be the transmission of violent, threatening, defrauding, pornographic, obscene or otherwise illegal or unlawful materials.
2. Use of electronic mail or messaging services shall not be used to harass, intimidate or otherwise annoy another person.
3. The College Internet access shall not be used for private, recreational or other related activities.
4. The College Internet connection shall not be used for commercial or political purposes.
5. Use of the College Internet access shall not be used for personal gain such as selling access of a College user login. Internet access shall not be used for or by performing work for profit with College resources in a manner not authorized by the College.

6. Users shall not attempt to circumvent or subvert security measures on the College network resources or any other system connected to or accessible through the Internet.
7. College users shall not use Internet access for interception of network traffic for any purpose unless engaged in authorized network administration.
8. College users shall not make or use illegal copies of copyrighted material, store such copies on College equipment, or transmit these copies over the College network.
9. Sharing of Internet access strictly prohibited. Only the user allotted the internet access is permitted to use it, on the device that is permitted. The respective user shall be held responsible for all the activities taking place from his/her computer, irrespective of the person using it.

INTERNET AND E-MAIL ETIQUETTE

1. College users shall not reveal private or personal information without specific approval from management.
2. Users should ensure that e-mail messages are sent to only those users with a specific need to know. The transmission of e-mail to large groups or messages with large file attachments should be avoided.
3. Electronic Mail is not guaranteed to be private.
4. The user cannot share the College internet given on laptops/ personal devices with anyone else. Any illegal/unlawful activities and the consequences arising out of such activities shall the responsibility of the said user alone. The responsibility cannot be shifted on to anyone else, in any circumstances.

SECURITY

1. College users who identify or perceive an actual or suspected security problem shall immediately contact the College IT Administrator.

2. Users shall not reveal account password or allow another person to use their account. Similarly, users shall not use the account of another user.
3. Access to College network resources shall be revoked for any user identified as a security risk or a demonstrated history of security problems.
4. Access to College network will be revoked for any user, and suitable action taken, if the user hogs internet bandwidth, or excessively downloads or accesses in any form inappropriate/ illegal/non-useful content such as, but not limited to, pornographic (software, videos, images, apps, content), pirated (software, videos, images, apps, content), and content identified as illegal and security risk of any kind.
5. By accessing this document, the user gives permission to the College to log any and all data traffic originating/ending from/at the College network, some or all of which may contain personal and/or sensitive information.
6. By accessing this document, the user acknowledges that there may be internet downtimes due to technical errors at the external service provider's end, maintenance activities in the College networking infrastructure, or due to any other unforeseen and unavoidable circumstances. The college owes no liability in lieu of the resultant time loss.
7. The College reserves the right to block any website it deems inappropriate/unnecessary, at any given point of time. If you feel that you justifiably need access to a blocked website, please contact the IT Administrator.
8. The College reserves the right to make changes to this Internet Policy Document in future. The changes will be notified to the existing users and the users will be required to accept the renewed policy document. Failure to do so will result in revocation of internet access.

PENALTIES

Any user violating these policies is subject to the loss of network privileges and any other College disciplinary actions deemed appropriate.

USER COMPLIANCE

All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to the loss of network privileges and any other College disciplinary actions deemed appropriate.

SPIRITUAL ACTIVITIES

DEVOTIONAL AND SPIRITUAL LIFE

FBC is committed to the spiritual as well as the academic formation of the person.

Spiritual growth is encouraged by promoting:

1. a disciplined life of prayer and devotional habits
2. a community spirit of worship and support
3. a deep surrender to God in faith and to others in service

PERSONAL DEVOTION/ MEDITATION

The students are expected to have a personal devotional time each day during their stay in the college. All are encouraged to spend the morning hours (7.25 am-7.55 am) in meditation of God's word and perfect silence to be maintained. Students may keep notes of the thoughts they receive during meditation. It will be held in the chapel (Mon-Fri).

CORPORATE DEVOTION

Every student is expected to attend the morning and evening devotion, Family prayer, Chapel service, Sunday Worship Service, and Special meetings arranged at the college from time to time. The fine of Rs.50 per absence will be charged from the student, if he/she is found absent in the devotions.

A. CHAPEL SERVICES

1. The students are expected to attend the daily chapel without fail.
2. Please be in the chapel **five minutes before** each service starts and occupy your seats according to the assigned seat number.
3. **Day scholars** are expected to attend the chapel services and other special meetings arranged by the institution.
4. Students placed in-charge should handle all chapel belongings with care, especially, musical instruments, projector and sound systems.
5. Chapel services must be observed with high regard and reverence.
6. Always bring **Bibles**.
7. Make your own notes on messages given in the chapel.
8. You are expected to attend the campus Worship Service unless permitted for special ministry assignments.
9. Individuals are expected to maintain a spiritual atmosphere in all the spiritual activities.
10. Students are responsible for and required to inform the chaplain about any absence from any of the spiritual activities (chapel service, devotion, quiet time etc.) in the campus.
11. Regular absence or inattentiveness in the spiritual activities will cause the individuals to face the disciplinary action taken by the college leadership.

B. WORSHIP SERVICE

1. Students worship bands and Mentor groups are given the opportunity to lead the chapel service and special meetings. Students and Mentor groups conducting the worship in the chapel must consult the chaplain about Order of Service, songs and etc. one week before the Chapel service.
2. Each worship team is responsible to consult with the preacher to get the Bible passage or any songs to be sung specially.
3. Each worship team is responsible for their assigned day chapel service.
4. To make any changes in the assigned worship leading, the team should consult with the chaplain in advance. Irresponsibility and inactiveness of the worship teams will cause a cancellation of their involvement in worship leading.
5. **Special Song:** Students can apply for performing the special songs for the Tuesday morning offering collection.

C. STUDENTS PREACHING

1. Final year students are given the opportunity to preach in the chapel.
2. The college leadership will choose the text from OT and NT for the First and Second semester/ round of preaching.
3. Students are expected to work with one of the evaluation team members in the assigned evaluation team and get approval before they deliver the sermon.
4. The approved message must be submitted to the Chaplain three days (working days Mon-Sat) before their preaching.
5. If any individual fails to submit the approved sermon they will face the disciplinary action.
6. Late submission of the sermon manuscript will not be accepted.
7. To make any changes in the assigned preaching day, the individual should consult the chaplain in advance.

D. CHAPEL STEWARDS

The Chapel stewards, in consultation with and under the supervision of the chaplain shall be responsible for all arrangements in the chapel including cleanliness, Rota of students (for worship, music and sermons), PA system, collection of offerings and so on.

MENTOR GROUP

Objectives:

Mentor groups are the chief means to foster the spiritual development of the students. This provides the opportunity for the staff and students to meet informally.

Functions:

- a. The student body will be divided into various mentor groups.
- b. Each student will be under the mentorship of a faculty.
- c. These groups meet separately every alternate week as scheduled in the chapel list.
- d. Apart from this gathering, each student can meet the mentor personally, at any time as per the convenience of the mentor, for a time of prayer, counselling and sharing.
- e. Such groups are intended to meet with the following objectives:
 - i. to strengthen inter-personal relationship;
 - ii. to deepen one's commitment to Christian calling;
 - iii. for counselling and other spiritual needs;
 - iv. to minimize the distance between the students and faculty;
 - v. to expose one to the situations of the Indian mission field.

RULES UNDER MENTOR PROGRAM

1. The mentor is responsible for the spiritual, academic and language maturity of his group members. So the students under each mentor must listen and obey the instructions of their mentor.
2. A student cannot take long leave without prior consent (signature of leave form) of mentor.

3. In mentor group, the members openly share (expose) their problems, worries, hopes and concerns, which are kept secret (confidential) by the members. Instead, they will be praying for each other based on these matters.

FRIDAY FASTING PRAYERS

Every Friday evening shall be observed as time of special prayers and fasting. All the students are to be fully involved. This meeting focuses on the intercessory prayer (about states, common issues and etc.) testimony sharing and a short message.

PRAYER ROOM

Students are encouraged to gather for prayer in the prayer room in the free time.

SPIRITUAL RENEWAL WEEK/ MISSION WEEK

To renew and revive our spiritual life and to bring the right focus in life, special meetings are arranged from time to time. Spiritual Emphasis week is specially held every year in the beginning of the academic year and mission week by the end of academic year. All the FBC community participates and seeks God's presence during these days of spiritual renewal. Servants of God from various backgrounds and ministries are invited for ministry during these meetings.

Fellowship is a requirement for all students. All the students are requested to attend the prescribed devotions, prayers, worship services, group fellowships and the like without fail. Punctuality is a must in every event whether it is prayer, class, duty or even mess. The group leader will be a senior student under the supervision of a faculty. The leader has to take initiative for the group gathering in consultation with the mentor. Necessary disciplinary action will be taken against those who are absent without a genuine reason.

CAMPUS LIFE

RESIDENTIAL COLLEGE

FBC is primarily a residential college, and the college permits only married students who have their spouse with him to stay outside the campus.

APPOINTMENT OF STUDENT LEADER

The faculty shall appoint student leaders for a semester from both the men’s hostel and women’s hostel. They shall be students who have shown consistent academic and spiritual maturity, leadership qualities and have a good standing in the community. The student leaders must work with their respective Dean of Students for the common good of all.

DUTIES OF THE STUDENT LEADERS

- a. They shall be responsible for the general discipline of the students
- b. They shall oversee the general cleanliness of the college

- c. They shall organize events for the benefit of the students in particular and the community in general
- d. They shall do regular reporting of the students’ life to their respective Dean of Students

MEN STUDENT LEADERSHIP & TEAM STRUCTURE

All the leaders and team members are selected from the student body by the Dean of the Students.

HOSTEL SECRETARY					
TEAM LEADERS	LIBRARY LEADER	CHAPEL LEADER	EVENT MANAGER	KITCHEN LEADER	GENERAL LEADERS
FBC Building		PA System Manager	Sports in Charge	Purchase manager	Room Leaders
Church and Dining Hall				Serving Team for Staff & Guests	Office assistants
Manual Duty				Cleaning Team	Drivers
Kitchen Duty					Store Manager
Ministry Team					Medical In charge
					Bell & Water in Charge
					Farming Team

Team Leaders: There are five major teams in the college. Each team will have a team leader and team members. Teams are prepared by the Dean of the Students for one semester. The job of every team changes every week on a rotation basis.

FBC Building Team: The leader needs to distribute the cleaning of the FBC building among the team members, which includes the cleaning of the staircase, corridors, toilets, and bathrooms. The

timing of the duty begins after the morning devotion, which is for 45 minutes. This team has to do the duty for the whole week.

Church and Dining Hall Team: The team leader must oversee and supervise the cleaning works at the church building as well as the dining hall. Daily cleaning of the dining hall is required before the breakfast, lunch, and dinner. On Sunday morning this team needs to clean the church building (6:00-8:00 am).

Manual Duty Team: The team leader must consult with the Dean of Students to know the kind of duty. The duty time is from 4:30 to 5:30 pm.(Monday to Wednesday), and 09:30-11:30 am on Saturday.

Kitchen Duty Team: The team leader has to follow the instructions of the Kitchen leader and organize the duties among the team members. The duty time is from 05:30 to 07:30am, 01:00 to 02:00pm and 03:30 to 08:00pm. (Friday to Tuesday). Wednesday and Thursday are dedicated to the sisters.

Ministry Team: This team goes for weekend ministry in different churches of Udaipur. By Friday itself they need to take the instructions from the Practical Ministry Director. This team needs to be ready to help for any emergency needs of the college.

Library Leader: The library leader is appointed by the agreement of both the Dean of the Students and the librarian. He has to monitor the discipline and function of the library. He has to take attendance of the students during the afternoon as well as evening.

Chapel Leader: The chapel leader organizes the worship teams for all the official chapel services. He will also take attendance during the morning and evening devotions as well as chapel services. He has to follow the instructions of the chaplain regularly.

PA System: The person-in-charge is responsible for taking care of all sound equipment. No other person is allowed to touch the equipment without the permission of the chaplain. If any repair or maintenance

work is needed, then he has to immediately inform the chaplain or the Principal.

Event Manager: The student in charge is selected by the Dean of the Students. He has to manage and organize all cultural and national events according to the Annual Calendar of the college. Examples of Cultural programs are Fresher's Night, Christmas Program, Farewell Program, Special Talent programs, etc. National events include the Republic Day and the Independence Day. He has to take instructions from the Dean of the Students in organizing the programs.

Sports-in-Charge: The sports-in-charge takes care of the annual sports week of the college, which comes in the month of January. He organizes the games and prepares the schedules in consultation with a faculty decided by the college.

Kitchen Manager: Managing the kitchen department is one of the most responsible duties of the college. The kitchen manager directly works under the guidance of the Dean of Students and the Principal. He manages the store room, keeps the account of college utensils, informs the grocery requirements of the store room, follows the college menu, works with the cooks, supervises the students' kitchen team, instructs the serving team, looks after the maintenance works of the kitchen stoves and electrical equipment and monitors the general cleanliness of the kitchen area.

Purchase Manager: The purchase manager with the help of his team purchases the grocery items and vegetables in the market for the college mess on a monthly and weekly basis. He prepares the grocery list with the counsel of the Kitchen manager, and he gets the list signed by the Dean of Students and the Principal.

Serving Teams: There are three serving teams. One team serves the regular Bible college staff & other office staff during the breakfast, lunch, and dinner. The second team serves the special visiting guests. The third team serves tea to the staff. These teams are responsible for the cleanliness of the special dining halls that are assigned to them.

Cleaning Team: This team takes care of the cleanliness of kitchen area. Every day on a regular basis they keep the kitchen area neat and clean.

Room Leaders: In each of the dormitories there is a room leader assigned, primarily whose job is to maintain discipline and family atmosphere. He must keep the doors locked during the chapel, class and library hours. Through their leadership, we expect the improvement of English language of the room-mates, cleanliness in the dorms, power saving and spiritual growth of the room members. If there is any indiscipline activity found in the room, such as the use of drugs or alcohol, physical or verbal fighting among the roommates, any suspicious thing or activity found then they need to immediately report to the Students' leader and warden. Every week they need to report to the Dean of the Students about the discipline of the roommates.

Office Assistants: The office assistants are assigned to special duties in the office such as operating Xerox machine, receiving assignments from the students, attending the phone calls, etc.

Drivers: Driving of college vehicles are only allowed to those students who have a driving license with experience. Their duty is to assist the purchasing team, and transportation of guests. They work under the instructions of the Principal. Without the permission of the Principal, they shall not use the college vehicles for any purpose.

Store Manager: The store manager keeps the record of all cleaning tools and other necessary things that are kept in the store room. His job is to maintain and preserve the tools and equipment. He should always keep the storeroom locked.

Bell & Water-in-Charge: Ringing the bell and managing the water supply on time helps the normal function of the college significantly. The student-in-charge should be responsible and of sound mind. He works under the instructions of the warden and the Dean of the Students.

Farming Team: This team is dedicated to working in the college vegetable garden during the manual duty hours. Students who know farming are selected for this special duty. Through their efforts, vegetables are produced for the college mess. They work under the instructions of the FBC Faculty.

WOMEN STUDENT LEADERSHIP & TEAM STRUCTURE

HOSTEL SECRETARY					
TEAM LEADERS	LIBRARY LEADER	DEVOTION & CHAPEL LEADER	EVENT MANAGER	HOSPITALITY LEADER	GENERAL LEADERS
Campus surroundings			Sports in Charge		Room Leaders
Girls Hostel cleaning			Cultural in charge		Fine in charge
NMM Office & galleries cleaning					Phone in charge
Kitchen duty and FBC office cleaning					Leave & Outgoing
In charge					
					Medical In charge

Team Leaders: There are four major teams among female students in the college. Each team will have a team leader and team members. Teams are prepared by the Dean of Women for one semester. The job of every team changes every week on a rotation basis.

Campus surrounding Team: The leader of this team need to guide the team to clean the vehicle parking, the outer part of women's hostel, in front of and around the main building, and in front of ODP office. This team has to do the duty at the morning after devotion for 45 minutes from Friday till Tuesday.

Women's Hostel Cleaning: The leader of this team needs to guide the team to clean the corridors, roof, stair, and toilets of the dormitory. This team should do these works twice a day (both morning and evening) from Friday until Tuesday.

NMM Office & Galleries Cleaning: The leader of this team needs to guide the team to clean NMM office and Galleries of Faculties Quarters. This team has to do the duty at the morning after devotion for 45 minutes from Friday till Tuesday.

Kitchen Duty and FBC Office Cleaning: The leader of this team is responsible for assigning the team for food and tea supply for female students for the entire day, and should maintain the cleanliness of their tables and vessels. At evening they take 15 minutes in between devotion and library to clean the FBC office from Friday till Tuesday.

Library Leader: The library leader is appointed by the agreement of both the Dean of Women and the librarian. She has to monitor the discipline and function of the library. She has to take attendance of the students during the afternoon as well as night. She has to help female students in checking out books.

Devotion & Chapel Leader: The Devotion and Chapel leader helps the Chaplain to plan the worship teams at the beginning of the academic year. She has to organize sisters for morning and evening devotions and plan for the devotions including worship leader and preacher. She has to conduct family prayer every night before bed. She also has to take attendance in the chapel, and morning and evening devotions.

Event Manager: The student in charge is selected by the Dean of Women. She has to join with Event Manager of brothers to manage and organize all cultural and national events according to the Annual Calendar of the college. Apart from the above standard programs, she also has to hold special Women's Tea Fellowships, Women's cultural programs, sisters' picnic and sisters' farewell. She has to take instructions from the Dean of Women in organizing the programs.

Sports-in-Charge: The sports-in-charge of sisters has to join with the Sports in charge of brothers to organize the annual sports week of the college, which comes in the month of January.

Hospitality leader: The hospitality leader is responsible for arranging rooms for the guests visiting campus. She is the stockholder of Guest room things, whatever is needed, and should guide sisters to clean and organize rooms for the guests. She is also responsible for providing water for the preacher in the daily chapel.

GENERAL LEADERS

Room Leaders: In each of the dormitories there is a room leader assigned, primarily whose job is to maintain discipline and family atmosphere. She must keep the doors locked during the chapel, class and library hours. Through their leadership we expect the improvement of English language of the room-mates, cleanliness in the dorms, power saving and spiritual growth of the room members. If there is any indiscipline activity found in the room, such as usage of drugs or alcohol, physical or verbal fighting among the roommates, any suspicious thing or activity found then they need to immediately report to the Students' leader and warden. Every week they need to report to the Dean of the Women about the discipline of the roommates.

Fine in charge: The fine in charge is responsible to note down the sisters involved in any indiscipline activities and collect fines according to the instruction of Dean of Women. She has to submit the fine amount to the office at the end of every semester.

Phone in charge: The Phone in charge is responsible to handle the office mobiles from 5 p.m. to 6 p.m. This is to enable sisters to speak with their family members.

Leave & Outgoing In charge: The leave and outgoing in charge is responsible to record the number of leaves and the outgoing of sisters. By doing this, the in charge is helping sisters to avoid unnecessary leaves beyond the limit.

Medical In charge: The Medical in charge has to hold the First Aid for the sickness of sisters, and in emergency, she has to take the sick female student to hospital, with the guidance of the Dean of Women.

DAILY ROUTINE

The daily routine of the students shall be as follows:

1. Morning Bell 5.15am
2. Morning Devotion 5.30-6.00am
3. Duties 6:00-6:30am
4. Breakfast 7.15am
5. Quiet Time 7.40am
6. Chapel 8.00-9.00am
7. First Class 9.15-10.05am
8. Second Class 10.10-11.00am
9. Break 11.00-11.20am
10. Third Class 11.20-12.10pm
11. Fourth Class 12.15-01.05pm
12. Lunch 01.05-01.45pm
13. Library hour 2.00-3.30pm
14. Tea Time 4.00-4.15pm
15. Manual Duty 4.15-5.15pm
16. Recreation Time 4.15-5.45pm
17. Evening Devotion 6.15-7.00pm
18. Dinner 7.15-7.45pm
19. Library 8.00-10.00pm
20. Family Prayer 10.10-10.25pm
21. Lights off 10.30pm

HOSTEL FURNITURE AND EQUIPMENT

1. The students are supplied with a cot and a cupboard to keep their personal items. Students are expected to have their own bed sheets, tumbler, plates and other study items for personal use.

2. The students shall be responsible for their personal belongings.
3. Students must take maximum care of the hostel furniture and equipment. In case of any damage, the student concerned will be responsible for the cost of replacement. If it is impossible to determine who is responsible, the amount may be collected from the hostel as a whole.
4. Any repair or maintenance in the hostel must be reported to the Dean of Students through the student leader immediately. Repair will be done within three days' time.

CLEANLINESS AND WASTE MANAGEMENT

Students are expected to keep their rooms, corridors, toilets, bathrooms and surroundings clean and tidy at all times. Put the trash in the dustbins provided.

All the food waste should be sealed in the plastic bags and thrown outside the campus in the municipality bigger dustbin every morning.

The dry waste must be burnt in the dump yard in the afternoon time twice a week.

WATER AND ELECTRICITY:

Water and electricity must be used sparingly in hostels and in common places.

ELECTRICAL APPLIANCES:

Students are not permitted to use electrical appliances without permission or to cook in the hostel rooms.

TELEVISION:

College TV is not to be played during class hours, study hours, worship, and college functions. Students are only allowed to watch news during the free hours.

VOLUNTARY WORK:

All students are expected to work daily for one hour as a part of their training.

RECREATIONAL ACTIVITIES:

The students are encouraged to organize and participate in various games and recreational activities between 4:15pm to 5:45pm.

MODESTY IN DRESSING:

Students are expected to dress decently in a way that is acceptable to the community and sensitive to the culture of the people of the region. The students are expected to wear college uniform on every Tuesday and Sunday. Students are prohibited to wear jewellery or ornaments as a sign of uniformity once they enter into the college. No student is allowed to wear night dress or casual dress outside their dorms.

LANGUAGE:

Students should use either English or Hindi language for all their communications. Outside English or Hindi, you are not supposed to use your native language. Fine or imposition will be charged if you are found speaking your native language.

MOBILE POLICY

- a) Mobile phones are not allowed for the students except those under certain leadership roles.
- b) Students under certain leadership admin roles are allowed to use college mobile phones with approval from the Dean of Students and the Principal.
- c) Smart phones are not allowed to any student.
- d) Mobile phones should not be used in the classroom, library, chapel or devotion and duties.
- e) Students must deposit their phones and sim cards at the Dean's office in the beginning of the semester.
- f) Any kind of communication between brothers and sisters through mobile phones is strictly prohibited.
- g) The teachers are free to ask and check the mobile phone of the student in case of any suspicious activity.

- h) If a student wants to change the sim card, prior permission from Dean's office is required.
- i) Students without a phone can use a college phone, provided by the office for receiving calls from their parents and siblings.
- j) If a student is found using a mobile phone in an unauthorized way, then immediately the phone will be confiscated from him/her by the Dean of the Students. He/she will be fined 1000 rupees.

PARENTS VISITING STUDENT

- a) Intimation of the coming of Parents/ Siblings should be pre-informed to the office at least 3 days before their arrival.
- b) No entrance to the dorms / class without permission from Dean of Men / Women.
- c) Only parents are allowed to take the student for outing with prior permission from Dean of Men/Women.
- d) Outing cannot be done during class hours. Outing time will be between 2 pm to 5 pm.
- e) Outing time shall not exceed 2 hours.
- f) In absence of parents the official guardians are allowed to take the student for outing with prior permission from Dean of Men / Women.
- g) Siblings are allowed to meet the student with prior permission of Dean of student / Women. They can meet the student only at the reception.
- h) The meeting time will be between 2 p.m. to 5 p.m.
- i) Frequent visits of family members are prohibited by college. They can visit once in a semester.
- j) All permissions about meeting the parents should be taken by the student before Friday 5 p.m.
- k) Any surprise visit will not be entertained by the college.

- l) Staying overnight is only permitted from the Principal with prior permission.
- m) If the parents are staying overnight with permission of the authorities then they can use the guest rooms by paying the fees: 400 rupees for non AC rooms and 1000 rupees for AC rooms per day.

OUTING

- a) Brothers can go for outing on every Thursday from 2pm to 5pm and sisters can go on alternative Mondays from 2pm to 5pm.
- b) On other days, the students can go out with an outing pass taken from the Dean of Students.
- c) Permission is only allowed if the student is going for photocopy, medical needs and other college purpose.
- d) Students can approach the Dean of Students in the office for all permissions from Monday to Friday between 2pm to 5pm.
- e) On weekends, there will be no permission for students' outing. All permissions for ministry outing must be taken only from the Practical ministry office before Friday 5pm.
- f) The chaplain or any faculty can be asked for permission in the absence of the Dean of the Students from college premises.

DINING HALL:

- a) All students should sit in their respective place in dining hall as assigned by the Dean of Students.
- b) Silence should be maintained in the dining hall.
- c) All students must take their meal by coming to the dining hall on time.
- d) Skipping a meal without informing the kitchen leader or wasting food will be fined Rs50.
- e) Food should not be carried to the dormitory.

RAGGING:

Ragging is not permitted in any form. It is punishable as per the rules and regulations of the College as well as the law of the land. Strict disciplinary measures, including dismissal, will be imposed upon members of the community who are involved in ragging directly or indirectly.

DRUGS AND TOBACCO:

Possession and consumption of tobacco or drugs or any other form of harmful substance is strictly forbidden in the college. After warning, if the student continues to consume such things, then he/she will be removed from the college for a year or till he/she shows improvement in character.

INTER-PERSONAL RELATIONSHIP

Family Atmosphere: FBC has students from different regional, linguistic, cultural and denominational backgrounds and students should consciously try to interact with members of the community outside of their native culture. Any behavior or action which contributes to conflict and disruption in the community, because of caste, language, regional or any other factor shall be severely dealt with.

Healthy Gender Relationships: Healthy gender interactions should be maintained. Any development of exclusive gender relationships affecting the ministerial formation and the studies of the students involved, and causing disruption and disturbance in the community and academic life of the college, should be avoided. If any unhealthy relationship between a boy and girl is found, they may be asked to leave the college.

Conflict Resolution: While it is recognized that, in a diverse community such as ours, tensions or conflicts might sometimes arise, we do affirm the need for all to be guided by Christian maturity in the resolving of these. In the event of inter-personal discord or controversy, the concerned persons shall seek reconciliation among

themselves. Mutual acceptance and cooperation is expected. If they are not able to resolve the matter, then the matter should be taken to the Dean of the Students. Finally, if no solution is found, the matter should be taken to the Principal for the final decision.

Decency and Modesty: In interpersonal relationships, decency and modesty are expected. Use of abusive language, violence, threats, stealing, and misuse of power and money will be dealt with severely.

THE COLLEGE DISCIPLINE

Filadelfia Bible College sets its rules and regulations with an aim to create a healthy disciplined atmosphere. For this purpose, the College has prepared a Code of Conduct for Students to follow. At any cost, it is seen that students abide by the rules and regulations of the College. If a student violates the interest of the College, first the report reaches the Dean of Students through the room, class, house, hostel leaders. He deals with it strictly and pastoral care. When the offense is repeated, it is reported to the respective mentor who tries to deal it. If this also does not work, the matter is brought to the notice of the larger body of faculty who discusses, and the student is called before. This is his final chance to get restored. If a student leaves the College, he/she has to give a letter of leaving stating the exact reason. The particular pastor or guardian of the student is intimated about this.

Indiscipline: In the case of indiscipline, after giving a reasonable opportunity of hearing, the Dean of Students may instruct the student or impose fine. If the student continues to show no change in their behavior, then the case will be referred to the Disciplinary Committee. The Disciplinary Committee includes Principal, Registrar, Academic Dean, Dean of Students and Mentor of the student concerned. Students who continuously break the disciplines of the college will be asked to give a public apology, or banished to home for a semester or a year, or dismissed from the college. We also inform the parents or guardians and pastor about the college decision of sending the student home under disciplinary action.

Marriage: The students are not permitted to marry during their course of studies. In the event of marriage, the student may be asked to join the college after one year.

Medical Illness: Students are given sick leave for a day of minor illness. In the case of major illness, the student is expected to inform the mentor, Dean of Students and the Principal. In such cases where individual medical attention is required, the college will help to obtain the best available treatment. Students can go to the hospital or chemist shop for their medical needs during the afternoon time either from 1 to 3 pm or from 3 to 5 pm. The financial expenses for medical treatment must be borne by the student or by the sponsor. If the illness is prolonged, the student will be asked to go home for treatment, and after recovery, he/she will be allowed to rejoin the following semester or year.

Sick Room: Students suffering from minor illness have to move into the sick room, till they are fully cured. They are not allowed to stay in the dormitory. Students who are in the sick room cannot go to the class or library.

Visiting Staff Quarters: The students can visit the staff quarters with the prior permission from the particular staff. However, it should be informed by the student leader and not conflict with the College Schedule.

Banking Arrangements: Students are not advised to keep a large sum of cash in their rooms. The college has links with Canara Bank at Chetak and can provide the necessary help to open an account.

Cultural Programmes: Extracurricular team leaders are selected to coordinate entertainment programs, cultural and sports events of the college. The programs should be in good taste and keeping with the spirit of a theological community. Besides this, all the programs must be supervised and scrutinized by the assigned faculty members.

Sharing Sessions with the Principal: The college provides the forum called a Sharing Session, with the Principal for the students to address their grievances and to give their suggestions. This is done twice in

a year, once in each semester. The students also can approach the Principal to request this sharing session.

Sports and Games: The students are encouraged to organize and participate in games on a daily basis between 4:15-5:45 pm. Besides this, the student body, faculty, staff, and their families are divided into four different houses and competitions in various sports are conducted. Annual Sports Week in the month of January is an event the entire community looks forward to. Winners are awarded on the final day of the Sports Week.

PRACTICAL MINISTRY

The practical ministry is a part of the course requirement, and the students have to actively participate in the same. The students may inform their interest in rural ministry, urban ministry or specialized ministries (like among children or hospital ministry or drug addicts or so on) during the interview for practical ministry. A record book will be maintained by the Practical Ministry Department for each student to ensure the credit hour requirement mandatory for the course.

The College requires the student pursuing a Diploma in Theology to obtain four credits, Bachelor of Theology to earn six credits and Master of Divinity to obtain four credits of Field Education each. Credits for Field Education program is awarded according to the number of hours spent in active ministry on-site. Credit is awarded as follows:

- One credit = 2 hours of ministry per week during semester = 30 hours per semester/full-time summer term

- Two credits = 4 hours of ministry per week during semester = 60 hours per semester/full-time summer term
- Three credits = 6 hours of ministry per week during semester = 90 hours per semester/full-time summer term
- Four credits = 8 hours of ministry per week during semester = 120 hours per semester/full-time summer term

Grading of all Field Education activity is Satisfactory (S) or Unsatisfactory (U). A grade of (I) is given for work that is incomplete. This grade is changed to an S or U upon completion of the work.

Students failing to complete these credit hours will not be allowed to graduate. These credit hours can be earned by following ministry opportunities (B+C+D+E).

WEEKEND MINISTRY

Weekend and intensive practical work assignments are arranged for students by the Director of Practical Ministry.

CHRISTMAS VACATION MINISTRY

During the Christmas vacation time, the College expects each student to participate in the evangelistic programs of the church.

SUMMER VACATION MINISTRY

Each student is required to do 45 days of ministry in an academic year. Mission location will be approved by the Director of Practical Ministry. Various teams are formed and sent to different mission locations in India. Every student is required to be part of these teams at least one time during their course in the College. The student has to bring back two filled forms, one completed by the student and another to be completed by the supervisor. Every student must follow the instructions of the Director of the Practical Ministry.

PRE-GRADUATION MINISTRY

It is mandatory for every graduate to be in the ministry during the

time between the finishing of the course and the graduation. They have to produce a ministry report of this duration duly signed by the overseeing supervisor or pastor.

FBCMP

All students are expected to take an active part in the Finance campaign arranged by the college. Some students will be specially assigned by the Director of Practical Ministry to collect mission offerings under the banner of FBCMP at Navapur Convention. The college also appreciates and encourages those students who collect offerings for FBCMP from their churches. This mission offering is largely and solely utilized for the weekend ministry, and summer vacation ministry.

FINANCE

FEE STRUCTURE

PROGRAM TITLE		M. DIV.	B. TH.	DIP. TH.	DIP. TH. (HINDI)
Registration FEE		4000	3000	2500	1500
Monthly FEE		3750	3000	2750	2500
TOTAL 9 months FEE		33750	27000	24750	22500
Monthly FEE	80%	750	600	550	500
9 months	Scholarship	6750	5400	4950	4500
Monthly FEE	60%	1500	1200	1100	1000
9 months	Scholarship	13500	10800	9900	9000
Monthly FEE	40%	2250	1800	1650	1500
9 months	Scholarship	20250	16200	14850	13500

SCHOLARSHIP UNDER MINISTRY COMMITMENT

1. A student pays 60% fee - no ministry commitment with FBC after studies but need to be working in any of the North Indian states.

2. A student pays 40% fee - 12 months ministry commitment with FBC after studies
3. A student pays 20% fee - 18 months ministry commitment with FBC after studies
4. A student pays 0% fee - 24 months ministry commitment with FBC after studies

The College certificates will be given to the above scholarship recipients

CONDITIONS FOR SCHOLARSHIP IN FBC

1. A scholarship may be awarded at the discretion of the College for one year. Decisions will be made on the basis of information available at the time of registration.
2. There will be a special review of each scholarship students' performance in every semester by various departments such as Academic Dean, Dean of Students and Ministry Department.
3. The student under scholarship must fulfill all the requirements of academics, ministry and discipline of the college as well as show definite progress in the above areas. Any failure to keep the requirements/progress will lead to a review of the scholarship award, and may result in withdrawal of the scholarship.
4. The Registration fee is compulsory for every student, including those under scholarship, and should be paid at the time of registration in the college.
5. Before examinations, any outstanding monthly fees should be paid in full. Failure to pay fees may prevent the student from writing the exam.
6. If a student leaves the college in the midst of an academic course, without any valid reason, then the balance of full fees, from entry to date of departure, must be paid. Original certificates will not be released until payment is made in full.

7. Irrespective of any circumstance, the graduation certificate will not be issued to a scholarship student until the ministry commitment period is over and all due fees are paid.

Notes:

1. The theological education in FBC is highly subsidized.
2. The fees shall be fixed for the years a student studies at the college.
3. The college can increase the fees whenever it is needed.
4. No refund of fees is possible.

DECLARATION FORM

Name of the Student:.....

Programme enrolled for:.....

Date of Registration:..... Year of Study:

Address:.....

.....

Name and Address of the Guardian/Pastor:

.....

.....

Faculty Mentor:

.....

I, (name of the student), have fully read the Code of Conduct of Filadelfia Bible College, and I absolutely agree with it. I, hereby, declare that I will always abide by the rules and regulations of the College. I will neither violate any rule, nor incite anybody to do so. I will gladly promote and maintain the spirit of unity and love, and extend my active co-operation to this College. I shall submit myself to the authority of the College administration to take any appropriate disciplinary action against me, if in their judgment my behaviour, character or doctrine is contrary to the spirit and emphasis of the College. I assure you that I will not object to such move from the College, for I will take such actions purely in a positive spirit. I know that college has the right to amend the code of conduct at any time and I need to abide with those amendments too. Hereby, I want to declare that I have decided to sign this document not out of any external compulsion, rather out of my personal will.

Yours faithfully

Date:

.....

(Signature of the student)

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Name of the Student:.....

Programme enrolled for:.....

Date of Registration:.....Year of Study:

Address:.....

.....

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Yours faithfully

Date:

.....

(Signature of the student)

(office copy)