

Assemblies of God Bible College

Student Handbook

First Published - 1993

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Revised and Updated - 2017 January

aGbc@Ja-Ela

Assemblies of God Bible College

Courts Road, Weligampitiya

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Sri Lanka

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AGBC Contact Information

Office Phone: 011 5353986

Principal's Office & Residence: 011 2236734

AGBC Library: 011 2233403

Dean of Students Office: 011 5353987

E-Mail: agbcsl@slt.lk

Website: www.agbcsrilanka.org

Facebook: Assemblies of God Bible College, Sri Lanka

Our Mission

The Assemblies of God Bible College exists to equip you for Reaching, Preaching, Teaching, & Touching our Communities, our Nation and the World.

We welcome you as partakers of the above mission. We believe that this Handbook will be of great help to maintain a disciplined lifestyle on the campus. It will not only help you in your personal life but will also help you to build up healthy relationships with students of other ethnic groups as well. This code of ethics and those such as your fellow students, faculty, staff, extracurricular activities and the studies itself would certainly aid you to become the man / women God wants you to be.

Our Motto

"Study to show thyself approved unto God, a workman that need not to be ashamed, rightly dividing the word of truth." 2 Timothy 2:15

AGBC Values

"Others are more important than myself."

"I cannot give to others that which I myself do not have."

"When I apply God will supply."

"Always, Ladies First"

"Cleanliness is next to Godliness"

"If you want to go fast run alone, but if you want to go far run together."

"Most of all allow God to teach you in the school of the Holy Spirit."

"If you want to be great in God's Kingdom be the servant of all."

"Do not seek for a name or fame but seek for a passion for souls to be saved."

Daily Time Table

4.45 A.m.	Wake Up
5.00 - 6.00 A.m.	Morning Prayer / Devotions
6.00 - 6.05 A.m.	Morning Bed Tea
6.05 - 7.00 A.m.	Christian Duty
7.00 - 7.20 A.m.	Wash up
7.20 - 7.45 A.m.	Breakfast
7.45 – 7.55 A.M.	Class Prayer
8.00 - 9.00 A.m.	Class Session 1
09.05 - 10.05 A.m.	Class Session 2
10.05 - 10.25 A.m.	Morning Tea Break
10.30 - 11.30 A.m.	Chapel Service
11.35 A.m. - 12.35 P.m.	Class Session 3
12.40 - 1.40 P.m.	Class Session 4
1.40 - 3.00 P.m.	Lunch & Rest
2.30 - 3.30 P.m.	Class Session 5
3.35 – 4.35 P.M.	Class Session 6
4.35	Evening Tea Break
	Recreational Time / Duties
6.00 - 6.30 P.m.	Wash Up
6.30 - 7.30 P.m.	Quiet Time Prayer
7.30 - 8.00 P.m.	Dinner
8.00 - 10.30 P.m.	Library Study Time for Residents
10.30 - 10.45 P.m.	Dorm Prayer / Discussion
10.45 P.m.	Lights Off / Bed time

Every Thursday – Fasting and Prayer 6.30 P.M.

General Information

The following general information and guidelines would help students to familiarize themselves with the basic requirements of the College. Please feel free to contact the Dean or any faculty member for further clarification or assistance that you need. Any changes to the information presented here will be notified to students beforehand.

Fulltime Faculty Contact Information

Name	Phone / Mobile / E-Mail
Principal: Rev. Dr. William Chelliah	0112236734 / 0777317915 willie@sti.lk / willie@agbcsrilanka.org
Dean of Academics: Rev. Dr Sandra Chelliah	0112236734 / 0115353986 sandra@agbcsrilanka.org
Dean of Students: Rev. Dr. Senaka De Silva	0115353987 / 0777699580 senaka@agbcsrilanka.org
Weekend Ministry Coordinator / Assistant Dean of Students: Rev. N. Prabakar	0716823767 praba2go@gmail.com
Registrar: Rev (Mrs) W. Sudarmika	0115714716 / 0775878753
Rev (Mrs) Shanthi Fernando	0777699578
Sis. Beulah Cabraal	0312278761 / 0771287537
Sis. G. Nayomi	

Visiting Faculty Contact Information

Dr Jim Roane	jimroane@gmail.com
Rev Simon Fuller	0779474671 / scef7@yahoo.com
Sis. Ariyalatha Hettiarchchi	0771087393

Pas. Thushara Niroshana	0714776499 / thusharaagal@gmail.com
Pas Shehan Pereira	0773860454 / shehanpereira@gmail.com
Rev Thushan Indika	0778766301
Sis. Chandra Subramaniam	0726270260
Rev Pradeep Balasooriya	0771087272
Rev Calistas Gomez	0772240135
Rev John Jesudian	0714901792 / 0112932450
Rev Jason Selvarajah	0777722810 / revjason@sltnet.lk
Rev Robert Palasingham	0777164226 / robertbalasingham@yahoo.com
Pas Alexi Perera	0776423532
Rev Dewa Asirwatham	0722899069
Pas Upul Nishantha Silva	0372283669 / 0772659833

AGBC Office

1. The office is out of bounds for students other than for official purposes.
2. Please refrain from using office stationery and equipment for personal work.
3. No student is allowed to use office equipment for personal purposes. Only authorized students will be permitted to work in the office and handle equipment.
4. Photocopies of notes and related documents – You may contact the office to get this facility at a nominal charge.
5. Resident Married students, it is your responsibility to take care of your children during office hours, so that they do not cause any disturbances.
6. Students are not permitted to answer the college telephone. In case of an emergency or when requested by the student's Pastor Permission may be granted, or messages will be received and conveyed.
7. Treat all staff personnel with respect. They would do their best to help you in your need. Address them as Brother or Sister.
8. Office will be open at 8.30 A.m. to 5.00 P.m. from Monday to Friday. The office will be closed during weekends & public holidays.
9. Students could meet faculty members in the office hours or when they are available.

Dress Code

AGBC is a Ministerial Training College. Therefore we expect all students to groom themselves in a manner suitable for Ministers of the gospel.

1. Inappropriate current hairstyles, tinted hair, long -grown hair (males) or hair totally being shaved by males will not be permitted at college.
2. You are expected to attend classes and services properly dressed. Socks and shoes are compulsory for male students. Any type of T-shirt (with or without collar) denim trousers, shorts should not be worn for class or chapel. This applies for afternoon or evening classes too.
3. Ladies should be dressed modestly at all times. (Length of dress should be longer than knee level). Tight skirts, transparent clothing, long slit skirts, three quarters, short blouses, wide open collar blouses or T-shirts (with or without collar), inappropriate Denims, are not allowed.

Preferable Clothing is as follows:

Male	Female
Dark Pants, Light color shirt, Chinese collar shirts (Long sleeve or short) Socks and shoes.	Light color blouse, Dark color skirt, Saree, Salwar, gown or slacks. Ladies sandals or shoes

No ordinary rubber slippers or sandals. (Sandals should be worn only with socks)

4. Clean clothes should be worn at all times.
5. Suitable clothes should be worn for weekend ministry and during other important events.

Mobile Phones

Mobile phones have been both an asset and a hindrance in many ways. Therefore please be advised of the following when attending classes and programmes on campus.

1. Resident students are discouraged in bringing their cellular phone to college. The phone will be taken by the office if the rule is violated.

2. Use of mobile phones by day students in class, cafeteria, library, chapel, and during times of prayer or during special programmes on campus is not allowed. Do not lend phones to resident students under any circumstance.
3. Playing with phones, Sending improper SMS, recording video or audio that causes embarrassment, downloading, and distributing improper content from the web, causing embarrassment to anyone by the use of mobile phones will result in confiscating the phone or disciplinary action or both.
4. Permission for limited usage of a mobile phone can be obtained from the Dean by agreeing to certain conditions and on a case by case basis.

Discipline

Discipline is essential for a minister. AGBC maintains a high standard of discipline and expects all students to abide by the rules set forth in the student handbook. The Disciplinary Committee of the College would seriously consider violations of rules and policies of the school.

All unethical behaviors that are contrary to Christian conduct (both specified and unspecified in the handbook) will be considered as a lack of discipline.

Actions that bring discredit to the Christian testimony and the reputation of the College is a punishable offense.

A regular evaluation will be made of the attitudes and behavior of every student. Thereby, the college administration has every right to take disciplinary action against any student. The following disciplinary actions may be taken by the administration depending on the nature of the offence.

- Cancellation of leave or prohibition of leaving campus
- Suspension from classes
- Fines
- Postponing of Graduation
- Suspension from school (definite and indefinite)
- Public Apologizing
- Suspension from classes and sent to a church on probation
- Repeating courses

Moreover the Dean would impose discipline for minor violations of rules on his discretion. At times the discipline will be carried out after discussing with the student's Pastor.

In the case of disciplinary action taken against a student: he /she is required to settle all bills to date. The college will not refund any fees payment made by the student thus far.

Discipline also includes working on time, organizing your work, and being conscious of maintaining moral and ethical standards.

AGBC Calendar 2017

Plan early to avoid unnecessary situations. Keep your Pastor informed of these dates.

Any change of date will be notified ahead of time.

Term 1 – Special Dates

January 10 th	Arrival of Students
11 th -13 th	Spiritual Emphasis and Orientation
February 4 th	Independence Day & Cultural Night
March 23 rd	Graduates Dinner
24 th	Graduation – 2016 Batch
April 10 th – 12 th	Term 1 - Final Exams
Vacation	12th APRIL to 2nd MAY

Term 2 – Special Dates

May 2 nd	Registration Term 2
08 th	Class begins
24 th -25 th	Sports Meet & Social
June 08 th	Pentecostal Rally
July 17 th – 21 st	Missions Convention (Local and Foreign)
August 08 th -08 th	Term 2 - Final Exams
Vacation	09th AUGUST to 11th SEPTEMBER

Term 3 – Special Dates

September 11 th	Registration Term 3
27 th – 29 th	Comprehensive Exam
October 24 th – 27 th	Spiritual Emphasis
December 11 th - 13 ^h	Term 3 - Final Exams
13 th	Christmas Fellowship
College closes	14th December

Full time students are required to attend all programmes of the College Calendar. In the event of a legitimate reason for not attending any event prior permission must be sought from the Dean of Students.

The administration will seriously consider repeated failures to attend scheduled programmes of the College. In most cases Graduation will be postponed until such requirements are met.

Holidays / Leave

1. No student can keep away from classes without special permission from the Dean of Students or the Dean of Academics.
 - a. If a student knows in advance he\she will be absent, prior arrangements must be made with the instructor by filling the leave form and obtaining permission from each teacher.
 - b. Yet the student will be considered absent. They will only be excused of any assignment or presentation due on that day.
 - c. In case of sickness the college would consider assisting students to continue or provide help for missed lectures (medical certificate must be produced). In case of prolonged illness this will not be possible.
2. If a student wishes to leave the college premises for some valid reason during class time, prior permission must be obtained from the Dean of Students. An entry in the Log book should be made before leaving.
3. To leave the premises for weekend ministry, permission should be obtained on Friday. Even if students leave the premises only for Sunday services, permission should be obtained on the previous Friday or else permission will not be granted.

4. Even if prior permission has been obtained an entry should be made in the log book of every arrival and departure to and from College in the book provided for that purpose.
 5. If you have been warned once of not having made an entry in the log book and you abstain from doing so a second time, your leave will be cancelled.
- Going to a place other than that which is mentioned by you will be considered a grave offence.

Please use a leave form - get signatures from relevant teachers and Dean of Academics and final leave approval recorded by Dean of Students on the following log to obtain leave for any reason.

Student Leave Record 2017

Date	Leave Requested Dates	Reason for Leave	Approved By

The Student Council

1. The Student Council consists of the following members:
 Advisors: Dean of Students & Assistant Dean of Students
 - a) Student Body President
 - b) Vice President
 - c) Student Representatives from each class
 - d) Monitor
2. The posts of President and Vice President are appointed by the Faculty.
3. Student Representatives are appointed by mutual consent of each class.
4. The Monitor is appointed by the Dean of Students every month. Each Monitor becomes part of the council by virtue of his / her post.
5. The committee shall appoint a treasurer to be in charge of all funds belonging to the council and keep accurate records of income and expenditure.
6. The committee shall also appoint a secretary to record all decisions and discussions of the committee meetings.
7. Purposes
 - a) The Student council functions as an agent of building healthy relations between the students and the faculty.
 - b) The council will take interest in assisting students in all possible ways.

- c) The council would organize socials, the annual sports meet, school outings and other student welfare activities.
- d) The council would provide leadership in all sorts of student activities and help maintain fellowship and corporation among students.
- e) The council would engage in short term projects and participate in the ongoing development of AGBC.

8. Meeting

- a) A meeting of the student council should be called for by the president only with consultation with the Dean of Students.
- b) The committee should meet at least twice a term.

9. Student Related Services

- a) The student council would generate funds and extend its help and assistance to students in need. Such funds could be utilized only for stationary, medical, personal needs. Release of funds will only be authorized by the Dean and Assistant Dean following a unanimous decision taken by the Student Council.
- b) The council would also provide necessary materials or any other services for students free of charge or at a reasonable price.

Student Services

Tuck Shop - The college Tuck shop is an extended service of the college to the students for purchasing stationary, food items, soap and other necessary items at an affordable price. Students will not be permitted to buy things on credit. The Tuck shop will only be open daily from 2 to 4.30 p.m.

Book Shop - This facility has been made available for students so that relevant text books, or books for personal library, cassettes, CDs, etc can be purchased on an easy payment scheme. All items sold here are provided at a discounted price for students.

Television - The college television could be viewed by students daily, during the news briefing times in the evening. However watching Christian television programmes are allowed as long as any college programmes are not hindered. Permission should be obtained from the Dean to view any other programme. However all students are not allowed to handle the television. Only an authorized student may operate it.

Video -Video tapes may be viewed when the viewing is authorized by a lecturer, under supervision of a lecturer or as recreation during free times. However permission should be obtained in doing so.

Sports Equipment - equipment such as cricket set, badminton, indoor games are available for students. These could only be used during recreational times. Using these facilities during other times may result in removal of the privilege.

Phone Facility - Students are provided with the phone call facility in the student council office. Students could pay regular call charges and obtain personal calls. Please note that phone calls will not be given on credit.

Computers - computers are provided for the use of students in the library. The usage of these computers is subject to the following restrictions:

- b) It is necessary for novices to get the help of others to use the computer. Do not meddle with programs unknown to you.
- c) Students who wish to use the computers should do so only for study related purposes. No games are allowed.
- d) Each computer needs to be reserved beforehand. One student could only use the computer for 30 minutes. If the following slots are available this time could be extended.
- e) Printing of your work can be done at a nominal rate from the Dean's office. Speak to the student that is assigned for this purpose.

Academic Requirements

Manners

- (a) Standing up to greet the teacher as he or she enters the class is a good habit. Male teachers should be addressed as Pastor and Female teachers as Sister. (Our ministry to you is Pastoral in nature)
- (b) Being polite to the teacher both in and out of class is essential.
- (c) AGBC expects students to behave politely and display qualities of maturity both in and out of the classroom.

General Guidelines

- (a) In case a teacher delays or is absent, students must engage in some activity pertaining to the subject in the library.

- (b) Recording of class sessions can only be done with the approval of each teacher.
Class notes are the property of AGBC and are only for the use of AGBC students as a study aid. These should not be duplicated, circulated, given to any other, and published in any form without prior written permission from the college.
- (c) Permission is not granted to meet friends, relatives or any outsider during class hours (unless in an emergency).
- (d) Students who expect to move into the English medium are required to take an English test and obtain a passing grade.
- (e) The student is required to complete all courses of the AGBC curriculum to be awarded a degree. Refer to the curriculum below for details.
- (f) Refer to guidelines on academic formats and presentation of assignments for details on Assignments and reference work. These are available for those who attend the academic orientation.
- (g) Present assignments neatly handwritten or typed. Those who cannot write neatly must type their assignments.

Class Attendance

- (a) Attend class on time. A 30 minute delay for a class is equal to one absence.
- (b) Three consecutive days of arriving 10 minutes late for classes will be marked as one day absent.
- (c) When a student is absent for more than 5 class periods a failing grade will be recorded for that class (meaning the subject will have to be repeated).

Academic Honesty

- (a) Students are expected to be honest in doing their writing and speaking. Taking credit for the written work or unique ideas of another person or dishonesty of any kind is a serious violation of Christian standards and will result in automatic failure of a paper or, in serious cases, the course will be cancelled.
- (b) Assistance from others must be limited to grammatical and stylistic improvements only. Writing for someone else is also considered dishonest and will be dealt with accordingly.
- (c) Any student found dishonest on a test will be immediately terminated from the course with an 'F' grade. Any student found dishonest in more than one course will be expelled from the school.

Academic Probation

Students who fail to maintain 50% which is basic passing grade will have to repeat the course he/she failed.

Individuals who are on academic probation will only be permitted to take a maximum of 9 credits per term and will be required to limit extracurricular activities or ministry related responsibilities.

The following will be recorded on the certificate based on marks acquired by student:

90 – 100 – 1st Class with Honors
80 – 89 – Second Class
70 – 79 – Third Class

The AGBC Grading Scale

<u>Marks</u>	<u>Grade</u>	
95 -100	A+	} Honors
92 - 94	A	
90 - 91	A-	
85 – 89	B+	1 st Class
80 - 84	B	
75 - 79	B-	
70 – 74	C+	2 nd Class
60 - 69	C	3 rd Class
50 - 59	C-	Pass
Below 49	F	Repeat Course

Any course in which a student receives a grade below "C-" is unacceptable and must be repeated before credit can be recorded.

Policy on Failures

- A re-exam or assignment (on the discretion of the teacher) is permitted for a grade within range of 50% to 59%. However it would only amount to a maximum grade of 60%.
- Acquiring below 50% requires the student to repeat the subject by registering and paying relevant course fee.

- a. All re-exams must be done within 2 weeks from date of receiving grade. It is the responsibility of the student to meet the respective lecturers in this regard. Failure to do so is considered as a drop out.
- (c) Re exam fee will be Rs 250/- per subject.

Graduation Requirements

- (a) The required average for graduation is 70%, and the required passing grade for any subject is 60%.
- (b) Students having an average above 87% will be included in the Dean's list, the highest average holder(s) would be eligible for the Academic Award, presented at the graduation.
- (c) The Graduation certificate will not be released until all bills are settled, books returned, subjects completed and thesis final draft duly submitted.
- (d) A Comprehensive Exam will be held for the graduating class. Passing this examination is essential to qualify for graduation.

(e) **Specific Requirements** - The following applies for a student to be recommended for graduation by the faculty:

- Complete all courses with passing grade and maintain an average of 70%
- BTh class need to complete and handover Research Paper
- Settle all outstanding bills at the college
- Pass the Comprehensive exam
- Give evidence of practical application of acquired knowledge.
- Maintain a Positive attitude and servant leadership qualities.
- Sufficient ministry exposure during weekends and vacation.
- Pastoral and church acceptance of integrity and character.
- Part time students must complete a minimum of two terms of full time study. This would help them to supplement other required areas of training.

The above areas will be strictly considered by the faculty before approval for graduation. The student may appeal to reverse a decision of the faculty. However the decision of the Faculty and Academic Committee will be final. This decision will be communicated to the student verbally and by letter.

The AGBC Curriculum

	Term One	Term Two	Term Three
Year One	Cornerstones of faith	Christian Education	Hebrew History
	How to Study the Bible	Book of Acts	Introduction to Missions
	A Theological Understanding of Prayer	Early Bible History	Theology 1 (Scriptures / God)
	Bible Survey	Evangelism	Hebrew Poetry
	Life & Teachings of Christ	Awareness of the Christian World	People and Their Beliefs
	Christian Formation	Christian Ethics	English Grammar 2
	Basic English	English Grammar 1	

Year Two	Theology 2 (Angels / Man / Sin)	Theology 3 (Christ / Salvation)	Theology 5 (Church / End times)
	Writings of Hebrew Prophets 1	Theology 4 (Holy Spirit)	Pastoral Ministry and Epistles
	Hermeneutics	Homiletics	Johanne Literature
	Overview of Romans & Galatians	Hebrews & General Epistles	Marriage & Family
	Writings of Hebrew Prophets 2	Principles of Leadership	Understanding the Cults
	English Grammar 3	The Church: Pentecost to Reformation	The Church: Reformation to Present

Year Three	Apologetics	Corinthian Letters	Evangelizing the Buddhist / the Hindu
	Expository Preaching	History of Pentecostalism	Church Administration
	Introduction to Psychology	New Testament Theology	Exegesis of Ephesians
	The Art of Mentoring	Principles of Pastoral Counseling	Introduction to Occultism
	Seminar 1	Research Methods & Paper	Seminar 2

★ Prerequisites

You must complete prerequisites before taking certain subjects. The following chart will help you to recognize these courses.

The Prerequisite	Subjects that need prerequisites
Cornerstones of faith	Christian Ethics, Theology 1,2,3,4,5
Bible Survey	All Bible Subjects: (Acts, Early Bible History, Hebrew History, Hebrew Poetry, Writings of Hebrew Prophets 1&2, Pastoral Ministry & Epistles, Hebrews & General Epistles, Johanne Literature, Corinthian Letters, Exegesis of Ephesians)
All first year subjects	Hermeneutics
Hermeneutics	Homiletics
The Church: Pentecost to Reformation	The Church: Reformation to Present
People and their Beliefs	Understanding the Cults, Introduction to Occultism, Introduction to Islam
Hermeneutics & Homiletics	Expository Preaching
Theology 1-5*	Apologetics, NT Theology

* Theology must be studied in the proper sequence of 1-5 (God, Scripture, Angels, Man, Sin, Christ, Salvation, Holy Spirit, Church, and End times)

Non Residential Students

Non Residential students are of two categories. Identify your category and note the specific expectations of the college.

Fulltime Non Resident Students (FTNR)

Full time students are considered as regular program students, working towards the completion of a degree programme.

1. Full time students are expected to attend all college activities and programmes. This includes Lab Church and daily Chapel services.
2. They should be in school from Tuesday to Friday 8.00 A.m. to 4.30 P.m.
3. If you wish to change status from full time to part time or vice versa you should forward your request to the Dean of Academics in writing along with a letter of approval from your Pastor.
4. Be punctual. See Academic Section for details on penalties for delays.
5. You are not permitted to visit the dormitories or family apartments without permission from the Dean of Students.
6. Full time nonresident students are expected to complete a minimum of 10 hours per week doing reference work in the library.
7. If you expect to take meals from the college mess follow the guidelines below.
 - a. For breakfast inform the manager the day before.
 - b. For Lunch / Dinner inform the manager before 9.00 A.m.
8. Please use the table assigned for day students in the dining hall during meal times. You may leave your plate & cup there.
9. Payment for meals will be added to your monthly bill. You would not be permitted to sit for the final exam until your payments are fully settled.

Part time (PT) and Audit (AU) Students

Part time students are those who pick subjects to suit their own convenient days and times. If such students are serious about completing the degree it is required that they revert to Full time status.

1. All subjects of the first year are offered for part time students. Refer to section on prerequisites for details.
2. You are expected to attend the following activities of the AGBC calendar:
 - Welcome Social (For the first time only)
 - Spiritual Emphasis Week (Optional)
 - Sports meet
 - Missions Convention
 - Graduation
 - Christmas Social

However you are free to attend any other program of the college too.

3. Part time status is a temporary status; those who intend to continue studies in part time status and graduate must fulfill one of the following options:
 - Revert to a minimum of two terms in full time status or

- Provide a letter of agreement from pastor, get involved in regular college programmes, attend at least 2 lab church meetings per term, join the college ministry team at least once a term.
- 4. Part time students are not permitted to take more than 3 subjects per term. If you wish to change status (From Part Time to Full Time) it should be notified to the Dean of Academics in writing along with a letter of approval from your Pastor.
- 5. See Educational Costs section for payment details.
- 6. You are expected to attend the chapel service on the day you attend classes.
- 7. If you expect to take meals from the college mess follow the guidelines below.
 - a. For breakfast inform the manager the day before.
 - b. For Lunch / Dinner inform the manager before 9.00 A.m.
- 8. Please use the table assigned for day students in the dining hall during meal times. You may leave your plate & cup there.
- 9. Audit students are those who desire to gain knowledge but do not pursue a degree. They should duly register for each course and actively participate in the classroom.
- 10. However if they later wish to enroll as regular students a request should be made to the Dean of Academics in writing along with a letter of approval from the Pastor.

Campus Life

General Guidelines

1. Refrain from Jokes which cause embarrassment, injury and loss to individuals.
2. It is a punishable offence to quarrel or initiate quarrels.
3. Student ragging is completely prohibited. Those found guilty of such acts will be expelled from College.
4. When complaints have been made against any student and suspicion arises with regard to this, letters will be opened by the Dean.
5. Information of all visitors should be entered in the book provided for that purpose. Failing to do so will result in withdrawing the privilege of meeting visitors.
6. Visitors should be entertained in the reception area. (Near the Library.) They should not be entertained in the hostel, dining room, library, chapel, classroom, office or any other place. (This applies to past students too, but special permission could be obtained in case of need.)
7. Visiting hours

Week-days	02.00 P.m. - 06.30 P.m. (If no classes are held)
Saturdays \ Sundays	10.00 A.m. - 06.30 P.m.

8. Picking flowers or plucking fruits from the campus premises is not permitted. If you need something, permission should be obtained from the Dean of Students. These will be distributed to those on campus accordingly. Violation of this rule will lead to disciplinary action.
9. Attending special programs organized by the College is compulsory for all students.
10. Visiting the homes of Faculty members is not prohibited. But, it should not be done frequently or hindering school activities.
11. Visiting staff quarters is prohibited. Such visits should be done only with prior permission from the Dean of Students.
12. A direct or indirect request for money, help, or any other assistance from visiting local and foreign guests is totally prohibited. In the event of such grants the Principal or Dean must be notified immediately.
13. Use of mobile phones – see section on page 8
14. If you intend to obtain leave for any particular reason you should fill the leave form and obtain the necessary permission. This also applies for weekend ministries.

Dormitory Rules for Single Students

1. You are not permitted to visit married student quarters. But, permission could be obtained from the Dean of Students for very special reasons.
2. Give your fullest cooperation to the Student Leaders and Monitor. They have the right to assign duties, and inform the Dean about your misbehavior or neglect of duty assigned to you.
3. It is not appropriate for a girl and a boy to spend time alone talking. Doing so may result in suspension from the college.
 - a. Students are discouraged to initiate love affairs with fellow students or any outside persons during the period of education at AGBC.
 - b. Having such feelings is a normal thing; however in such cases you should contact the Dean or a faculty member and seek advice before initiating any relationship, both direct and indirect.
 - c. Encouraging or supporting such an affair is also an offence.
4. If you already have such an affair, the Dean of Students should be notified. If this becomes a hindrance to your studies or brings about discredit to the institution, the college administration will see into the matter and take necessary steps.

5. Permission will not be granted to enter matrimony during the course of study. But, very special cases may be considered by the College administration. Such arrangements should be made only if the school permits it. Submit a written request along with a letter of approval from your Pastor to the Dean for permission.
6. Girls' hostel is out of bounds for male students at all times.
7. Female students should be within their quarters and nowhere else by 10.30 p.m.
8. All lights should be off and you should go to bed by 10.45 P.m. If you want to study till late, permission should be obtained from the Dean of Students.
9. Treat all females as sisters and all males as brothers.
10. It is the responsibility of every student to keep the dormitory clean and tidy every moment.
11. Room leaders would maintain order in the rooms, give them your fullest support.
12. When one of the students in the room is absent, it is the responsibility of the leader and the other students to protect the students' belongings.
13. Day Students and outsiders are prohibited to enter the dormitory.
14. During class hours, the students are not allowed to remain in the dormitory.
15. If repairs are needed in the dormitory you should not repair it. The room leader should report it to the Dean for necessary action.
16. It is compulsory that the surrounding area of the dormitory be kept clean. It is an offence to deliberately dirty the area.
17. Only the following electrical appliances can be used in the dormitory.
Radio, immersion heater for boiling water, personal computer
Except the above mentioned and things provided by the college for common use no other item should be taken to the dormitory.
18. You should handover your cupboard keys before you leave for the vacation.
19. Keeping the attached toilets and bathing area clean is the duty of all hostellers. Failing to do so would result in a fine and removal of the privilege.
20. Members of each room will be responsible for any damage caused to tiles, fittings or partitions of the bathrooms and bulbs, fans, electrical outlets, switches, Mirror, beds, chairs, table, lockers, towel racks, windows, doors, locks, keys etc.
21. All students are required to sign a document which is an agreement to keep and protect the facilities provided to them in the dormitory.

Dormitory Rules for Families

1. Student families have a wonderful privilege to reside on campus and study as a family. The husband and wife together with their children should adhere to rules and regulations of the college and attend all college programmes scheduled for students.
2. All wives are expected to attend programmes organized for you. This includes Chapel, WM Canteen, Any Special Classes, and seminars for wives and certain regular courses. Educational expense for wives residing on campus is free.
3. Wives too need to obtain permission from the Dean of Students and sign the log book before leaving the campus. Your absence in the family quarters (without a legitimate reason) for more than two weeks may result in losing your privilege of having family quarters.
4. Refrain from having a negative attitude and a criticizing spirit and be away from those who try to do so.
5. Teach your children to behave well. Teach them to behave in chapel or in the classroom. Provide something for children to play or some food and drink which will keep them occupied.
6. Keep your apartment and surrounding areas clean and tidy. Do not let children litter or dirty the walls. Visitors may like to visit your home.
7. Family visitors should not hinder your college programme. When the college observes that you are having too many visitors and their presence is hindering your work the college reserves the right to prohibit visitors coming to your home. Also make an entry in the visitor's book giving details regarding the visitors and inform the Dean of Students.
8. Do not ask favors (such as loans, phone calls, photocopies, stationary, typing work etc.) from staff members. Do not make any business transactions with anyone on campus too.
9. Do not borrow money, or food items from nearby shops. Do not make any business transactions with such places too. Violation of the rule may result in disciplinary action taken by the Dean.
10. As married students, we expect a high standard of behavior from you which would be an example to younger students.
11. You should not entertain any students in your homes without prior permission from the Dean of Students.
 - a. No one other than your Pastor, father, mother, brothers and sisters, should be allowed in your apartment. However entertain them at the foyer obtain permission and then take them to the dorm.
 - b. The above mentioned persons are not permitted to stay for more than one day. This is due to security and other reasons.
 - c. Frequent visitors will not be encouraged by the college.

12. You are only permitted to go down to the Weligampitiya Junction without prior permission, but make sure to sign the log book. This applies for weekends and the vacation too.
13. Only the following items are permitted in your apartment: radio, immersion heater, gas cooker & fan. You are expected to pay a flat rate for any other electrical equipment used by you. In such cases you should request for permission to do so. The charges are as follows:

Item:

Television, Rice Cooker, Blender, Computer
 Refrigerator, Microwave, Hotplate, Electric Kettle
 Special charge for Refrigerator & Television

Payment:

Rs 100/- each monthly
 Rs 150/- each monthly
 Rs 200/- monthly

14. No installation of electrical equipment or alteration of wiring within your apartment is permitted.
15. When leaving for vacation handover your house key to the Dean of Students.
16. Keeping the attached toilet and bathing area clean is the duty of family members.
17. Members of each apartment will be responsible for any damage caused to tiles, fittings, water barrel of the bathroom and bulbs, fans, electrical outlets, switches, Mirror, beds, chairs, table, lockers, towel racks, windows, doors, locks, keys etc.
18. You will have to sign a document which is an agreement to keep and protect the facilities provided to you in the apartment. At the end of your stay, a survey will be conducted and you will have to pay for all damages and losses.
19. You will have to vacate the quarters within two weeks from the date of closing of school in December. When doing so, hand-over all items provided to you by the college.
20. You should not be in your quarters during class times or college programmes.
21. It is your responsibility to use water carefully. You will be provided with a large container to store water for an emergency.

Assigned Duties

1. All responsibilities assigned to students should be discharged faithfully.
2. No student shall refrain from engaging in duties assigned to him\her without permission from the Dean of Students.
3. Students on work scholarship should complete 12 hours of work per week. Failing which a student will be required to pay the equivalent of the incomplete work.

4. Some may have to perform tasks that generate income towards their fees.
5. While students who pay their fees are free from work scholarship they are expected to perform any task which they are called upon to do. This is Christian service. Positive attitudes in doing Christian service will be observed, evaluated and rewarded by the college.

Medical Assistance

1. The Dean of Students should be informed of any minor \ major injury ailment or sickness.
2. Medical treatment should be obtained only from the Government hospital Ja-Ela. Medical treatment should not be obtained from any other place without permission.
3. Due to the unavailability of sufficient facilities the school requires anyone with a contagious disease to leave the premises. In such cases the school may consider assisting students to complete half done courses.
4. Each student is responsible for payment of their personal medical bills. Upon availability of funds in the student council money could be loaned for an emergency.

Cafeteria

1. The kitchen is out of bounds for students except for the students on duty in the Kitchen.
2. Students are not allowed to loiter in and around the cafeteria except during duty hours or at meal times.
3. Given below are the times for meals.

Morning Bed Tea	-	06.00 A.m. - 06.05 A.m.
Breakfast	-	07.20 A.m. - 07.45 A.m.
Morning Tea	-	10.05 A.m. - 10.25 A.m.
Lunch	-	01.45 P.m. - 02.30 P.m.
Evening Tea	-	04.35 P.m.
Dinner	-	07.30 P.m. - 08.00 P.m.

The cafeteria will be kept closed after scheduled times. Those who are late for meals will not be allowed to have meals later.

The mess will be closed during fasting and prayer and during the college vacation.

4. Food from the cafeteria cannot be taken to the hostel without prior permission. This applies to the family quarters too. Families have an assigned place in the cafeteria. Children may have their meals early.
5. Disciplined behavior is expected in the cafeteria.

6. You are not permitted to change the seat assigned to you in the cafeteria. This rule is valid for all times (including weekends).
7. The cafeteria duty team will be responsible to clean and arrange tables after every meal and tea time.
8. You need to bring your own plate and cup. You should not use cups or plates of the college.
9. Cost of damage to any College items should be borne by the student.
10. Kitchen equipment or tools are not for the use of students or garden work.
11. It is the responsibility of the members of each table to keep the table and dishes clean.

Student Spiritual Life

Chapel and Services

1. It is compulsory for all students to attend the daily Chapel services. By 10.30 A.m., all students must be present in the Chapel premises and an attendance register will be marked. Not being on time will be a reason to be penalized.
2. While the service is in progress inappropriate behavior causing disturbance and not paying attention to the song leader or preacher is considered an offence.
3. It is prohibited to handle or remove any equipment belonging to the Chapel without permission.
4. The Chapel should be considered a place of respect at all times.
5. All students including married students should be present at 5.00 a.m. in the Chapel for morning prayers. (Minor ailments will not be considered as an excuse for absence.)
6. In the event of a student being absent for Morning Prayer due to sickness, he / she will be excused from classes on the particular day. However the student should inform the spiritual life coordinator of the reason for absence. (Those under medication should obtain special permission to be absent)
7. Evening Quiet time: Students should find a suitable place outside their hostel to spend the quiet time from 6.30 P.m. - 7.30 P.m. Married students should pray together with their family during that time.
8. Weekly fasting and prayer is compulsory for all resident students. Nonresident full time students should make an attempt to be present at these meetings. (Those under medication should obtain special permission from the Dean and inform the manager regarding their meals)

9. Friday is World Missions Emphasis day. Students are expected to be present in chapel and be part of a mission prayer group.
10. Annual Missions Convention, Spiritual Emphasis Weeks, Special Seminars
Wednesday fasting and prayer are compulsory spiritual exercises for students.

Laboratory Church

This programme gives a practical demonstration of all church related activities, and the knowhow of handling such events. Knowledge of practical Pastoral Ministry, church business procedure, and church leadership development will be provided through Lab Church programmes.

- a) All Fulltime students must attend the Lab Church Service which is conducted at 5.30 P.m. every Monday. An attendance register will be marked.
- b) Any student failing to attend the Lab Church will have to cut down weekend activity the following week and return to college on Sunday instead of Monday.
- c) Failing to attend Lab Church on two or more consecutive days without a valid reason will result in the cancellation of week-end ministry. Too many absences for lab church will be penalized.

Lab Church Guidelines

1. This Assembly is a laboratory church under the general supervision of the Spiritual Life Director of the Assemblies of God Bible College.
2. Purpose - is to create a typical church setting and teach students of church government, activities, functions, business etc.
3. Membership of this Assembly consists of all full time students of AGBC.
4. Officers and their election
 - a) The officers of the church consists of a Faculty advisory pastor, a student pastor, a secretary, a treasurer and deacons chosen from each class level.
 - b) 2 members from a class will be voted in when the class is larger than 10 members.
 - c) The student Pastor, Secretary & Treasurer shall be elected from the second and third year classes and must receive a 2/3 majority of student votes of those attending the church business meeting.
 - d) All candidates may be voted in by secret ballot.
 - e) Election of deacons from each class level also would follow the same procedure. However a simple majority would be sufficient for election.

- f) The period of office would be one term.

Duties of Office Bearers

- a) The church board shall consist of all the officers of the Assembly and have the oversight of the Assembly.
- b) The Faculty Advisory Pastor shall be the chief advisor for all activities of the church, including its administration and meetings.
- c) The student pastor shall be the chairman of the board and direct all church activities in consultation with the Advisory Pastor.
- d) The Secretary shall keep minutes of all church business meetings and all meetings of the church board.
- e) The Treasurer shall keep an account book on all monies received in offerings and all disbursements which must be approved by the church board.

Meetings

- a. Church meetings shall be held every Monday evening for worship and ministry to the members.
- b. Board meetings will be held once a week at the call of the pastor to evaluate leadership in the church meetings and to plan for upcoming services.
- c. Lab Church Business meeting shall be held on the 1st Monday of every new term.

Student Ministry

All students are expected to be involved in some kind of ministry during the weekend. Resident students are permitted to leave for Weekend ministry on Friday after lunch, and are expected to be back in school on Monday.

1. Students are assigned for ministry to their respective churches during the weekend. If a pastor is willing to release his student or does not require the student to be in church every weekend the college would assign the student for ministry during weekends.
2. Students should maintain a log book recording the ministries he / she have been involved in during the weekend. This book should be carried along during the weekend, signed and brought to school for inspection.
3. Whenever the pastor in charge requests for this book it should be produced to him.

4. This log book should be handed over to the weekend ministry coordinator every Monday or latest by Tuesday morning.
5. Students are not permitted to make changes or arrangements to the weekend ministry programme on their own. Such changes should be made with the written consent of the pastor submitted to the school.
6. Ministry assignments would not always be associated with preaching and teaching. Students may be called to do other work too. It is expected that the student being a servant of God in training should show his / her willingness to do anything when called upon to do so.
7. In the event of a student being assigned to a particular church or ministry he / she is directly responsible to the college.
 - The college reserves the right to or not to extend the time period of ministry in a particular location.
 - No personal ministry arrangements are permitted. Doing so will result in suspending the student from college.
8. In case of block courses or scheduled extra classes on Monday or Friday, departure or arrival times may change.
9. At the commencement of a new term you should bring the completed ministry evaluation form of the previous term.
10. A vacation duty report from your pastor should be submitted to the college at your arrival after your vacation.

Library Rules and Procedures

1. Use the general index or instruction pamphlet to locate books.
2. Do not re-shelf books but leave them on the table assigned for it.
3. Do not use any equipment or stationary that belongs to the library for your personal use.
4. You are not permitted to carry your bags into the library. They should be kept outside. Only your note books should be taken inside.
5. The library is a place of study and research, therefore please be silent and considerate towards those who are studying. Class discussions must be done elsewhere and not in the library.
6. No food or drink (including water) is allowed inside the library.
7. A register will be marked during the night library time for resident students and afternoon for nonresident fulltime students.
8. The library will be open only on week days during the following times:
 - 8.30 A.m. to 1.00 P.m.
 - 2.00 P.m. to 5.00 P.m.

8.00 P.m. to 10.30 P.m.

The Library will be closed during the weekend and poya holidays.

Procedure for Lending of Books

- a) Any student is entitled to borrow 5 books for a period of 2 weeks, for which 5 lending cards will be provided. (all lending cards will have the details of the student such as name, address, date issued and registration number)
- b) The student will select the books from the open racks and first write his / her name and the date in the book card and handover to the Librarian. The Librarian would take a lending card from the student pocket and place it in the pocket of the book while stamping the due date on the slip attached to the cover.
- c) All types of Journals, Magazines, Periodicals, News Papers and Pamphlets are not for lending purposes.
- d) Books and other material reserved for teachers cannot be borrowed by students.
- e) Any book that the teacher requests to be put on reserve may be identified by a reserve card. This card temporally replaces the book card and the book cannot be checked out. However students may borrow these books for a period of two hours. Delay in returning such books would result in a double fine.
- f) No student should borrow books on behalf of others or circulate among others books taken under his / her name. The original borrower will be held responsible for any loss, delay or damage.

Borrowing

- a) Taking a book out of the library without following the lending procedure is a serious offense.
- b) All books that are marked with an “R” (in red or another color) should only be used in the Library. Only teachers are permitted to borrow such books. However during emergencies such books will be issued for a period of time decided by the librarian.
- c) Books that have the letter “R”, Magazines, Periodicals, Pamphlets, Journals, Teacher resource material, News papers cannot be borrowed, and should not be taken out of the library.
- d) Paper cuttings are not allowed. If any article is needed a request should be made to the Librarian.
- e) Refrain from devising own methods for borrowing books. Anyone found violating the above procedures may be suspended from entering the library and borrowing any material or books from the library.

Returning

- a) Delayed return of books is subject to a fine of Rs. 10.00/- per day per book.
- b) Books returned to the library must be dropped into the box provided for it. Do not reshelf or leave on any table.
- c) Any book borrowed must be returned on due date. Usually a book can be used for 2 weeks.
- d) The return date will be stamped on the slip attached to the book.

Preservation of books

- a) Students should inform the Librarian of any damaged books so that they may be attended to immediately. The Librarian would immediately remove such books from the racks and see that the needful is done.
- b) No food or beverages should be taken into the Library as these may attract insects that harm books into the library or cause damage to valuable books.
- c) Writing on books, underlining or tracing is prohibited. (Not even a pencil should be used to do so. Erasing would do more damage.
- d) If any book that was borrowed is damaged or handled badly, he / she who borrowed the book may have to pay for the damage. (if it is felt that neglect is the cause the college may even suspend the person of the library privileges for a period of 2 weeks)

Library Computers & Wi-Fi

- a) Student computers are provided in the library with internet facility. Students may work on them and get their work printed for a nominal fee. Contact the Librarian for details.
- b) The Library Wi-Fi terminal – A free facility for surfing the web mainly for college related work or networking with each other. Internet usage is subject to conditions. Those using the Library connection must refrain from the following:
Playing games, Sending improper E-Mails that cause embarrassment, downloading and distributing improper content from the web, visiting pornographic sites, unlawful usage, and actions that brings discredit to the college.
These will be grounds for expelling anyone from college or disciplinary action or both.

The Librarian or anyone who is appointed to be on duty will strictly follow these guidelines

Educational Costs

	Fulltime Resident Single (Monthly)	Fulltime Resident Family (Monthly)	Fulltime Non-Resident (Monthly)
Food	Rs.4,000.00	Rs.8,000.00	Optional
Facilities Fees	-		Rs.1,500.00
Accommodation	Rs.2,000.00	Rs.4000.00	-
Tuition	Rs.6,000.00	Rs.12,000.00	Rs.6,000.00

	Part Time (1-2 Subjects)	Part Time (3 or more Subjects)
Registration	Rs.500.00 Per Term	Rs.500.00 Per Month
Tuition per subject	Rs.1,000.00	Rs.1,000.00
Facilities	Rs.500.00	Rs.500.00

Please Note: A student will be charged 50% out of their monthly fee for the months of April, August and December (Holiday months)

Non-Refundable Fees

Registration for One Year	Rs.1,000.00
Graduation Fee	Rs.5,000.00

Other Fees

Breakfast & Lunch	Rs.160.00
Breakfast Only	Rs.60.00
Lunch Only	Rs.100.00
Dinner Only	Rs.60.00
Delayed term Registration (Per day)	Rs.1,000.00

Full Time Resident AG students are eligible for scholarships. Such students should apply to the scholarship committee. Applications should be sent to the AGBC office.

A Resident Student is required to pay a minimum of Rs. 7,000/- a month.

When a work scholarship is granted a student is required to complete 10 hours of supervised work per week towards payment of Rs 5000/- of tuition fees.

This fees structure is subject to change; Students and Pastors will be duly notified of any future change.

Work Duty Completion Record

Month / Week		Number of Hours Completed	Monitor's Signature	Dean's Signature
	1			
February	2			
	3			
	4			
	5			
March	6			
	7			
	8			
	9			
April	10			
	11			
May	12			
	13			
	14			
	15			
June	16			
	17			
	18			
	19			

Month / Week		Number of Hours Completed	Monitor's Signature	Dean's Signature
July	20			
	21			
	22			
	23			
August	24			
	25			
September	26			
	27			
	28			
	29			
October	30			
	31			
	32			
	33			
November	34			
	35			
	36			
	37			
December	38			
	39			

Weekend Ministry Record

Month / Week		Place of Ministry	Date	Dean's Signature
	1			
February	2			
	3			
	4			
	5			
March	6			
	7			
	8			
	9			
April	10			
	11			
May	12			
	13			
	14			
	15			
June	16			
	17			
	18			
	19			

Month / Week		Place of Ministry	Date	Dean's Signature
July	20			
	21			
	22			
	23			
August	24			
	25			
September	26			
	27			
	28			
	29			
October	30			
	31			
	32			
	33			
November	34			
	35			
	36			
	37			
December	38			
	39			

The Pledge

Read the Student Handbook carefully and sign the following covenant. Keep this handbook along with you and make use of it as and when necessary.

I have come to AGBC to be trained as a servant of God, therefore I commit myself wholeheartedly to study and equip myself, to fulfill the requirements set forth in this handbook and make this time of study a profitable and enjoyable one. I am thankful for the facilities that are provided in the College and I hereby pledge to carefully use and protect these facilities too.

Your Faithful Student

(Signature)

.....

(Date)

Your Pastor's Name, Address & Phone Number: