

LEONARD THEOLOGICAL COLLEGE

RULES & REGULATIONS FOR COMMUNITY LIFE

“To Equip the Saints to Serve Humanity” Eph. 4:12

Living together in Leonard community provides opportunity for academic excellence along with spiritual and ministerial formation, growing towards sanctification in the likeness of our Lord Jesus Christ. To achieve this we adopt for ourselves the following rules and regulations to govern various aspects of our life together on the campus :

Academic Life

1. Academic life at Leonard provides opportunity to its student to fulfill the requirements of two courses simultaneously, College Diploma of Graduate in Theology (G.Th), and Senate of Serampore degree of Bachelor of Divinity (B.D.). During the course of four or five years of studies, student will have opportunity to equip themselves for higher studies (M.Th) in several fields, like OT, NT, Religions etc. by taking optional papers and writing Senate qualifying exams.
2. **Academic Year of Two Semester:** The annual academic programme of the College is organized in two semesters of 16 weeks each comprising of 50 plus hours of compulsory class teaching of each subject by lecture method. Senate of Serampore has prescribed detailed curriculum for 8/10 semesters to follow with a space for the College to include few optional subjects of its own design depending on its context and need. Generally, there will be 5 plus subjects in each semester to study. Finally, there will be an opportunity to write a thesis on a particular topic approved by the Faculty Council.
3. **Evaluation :** Grading system is used for evaluation, with Maximum A+ (80%) to Minimum C (45%) :

80%	=	A+	55%	=	B-
75%	=	A	50%	=	C+
70%	=	A-	45%	=	C
65%	=	B+	40%	=	C- Failure
60%	=	B			

Each subject will be evaluated in two separate sections, class work 40% and final exam 60%. A student is required to pass in both of these categories separately with 45% marks, i.e. for Class work minimum 18 marks out of 40 are required and for final exam minimum 27 marks out of 60 are required to pass. Failing to secure minimum marks in each category will result in failure in that subject.

4. **Re-Exam:** Students failing in any subject will take a re-examination during the next semester when the course will be offered. More than three attempts at re-examinations will result in repeating the full course. For a re-exam, the result will only be given as either pass with 45% or Fail with 0%.

5. Students who fails in two or more subjects in a semester shall be placed on academic probation for the following semester. Student placed under academic probation will not be permitted to hold any office in the student bodies, associations / organizations, and they will not be given any student's work in the college.
6. Student who fails in five or more subjects during an academic year shall be discontinued from the College. Faculty Council may or may not consider giving him/her a second chance of repeating the same class. As per the Senate regulation, a student after five or more failures in an academic year cannot be promoted to the next class.
7. In the case of final year student all the re-exams must be taken within two years of the students leaving the College. The student's College Diploma/Certificate and Senate BD examination results will be withheld until all College requirements are fulfilled.
8. Plagiarism is taken as a serious academic offence for which disciplinary action will be taken, including counseling, warning, re-writing of the assignment, or depending on the gravity of the situation whatever the Faculty Council deems fit for the act committed.
9. **Cheating in Exams:** A theological student preparing for the full time ministry is expected to have basic commitment and integrity in Christian faith exhibiting the fruits of the Spirit (Gal.5:22-23). It is highly unbecoming and shameful on the part of a theological student to go down to the level of using unfair and illegal means in the exams trying to cheat God, faculty and his/her fellow students. If a student is found using small chits, notes, papers, mobile phone or other means of cheating in exams by the invigilator(s), disciplinary action of discontinuation of studies will be applied with immediate effect.
10. **Class Attendance :**
 - A. **Leave of Absence from Class Attendance:** Being a residential programme, it is required that students attend all classes. In case of illness, the student should report to the Prefect of their Hostel first, and then seek first-aid medical help from the College dispensary. If it is necessary to be absent from the class because of illness, the College dispensary will issue the 'excuse-slip' signed by the visiting doctors. After recovering from the illness, the student should take the excuse-slip to the Registrar's office for sign and seal, and present it to the teaching faculty during the class hours to get medical leave in his/her class attendance. After getting endorsed by his/her teaching faculty, student must return the excuse-slip to the Registrar's office.
 - B. Medical Leave up to 30 days will be allowed on Doctor's prescription and other medical tests & reports stating the need for the leave of absence.
 - C. **Maternity Leave:** 30 days maternity leave will be provided.
 - D. **Any other Leave:** The student must apply in writing to the Principal for any other leave.
 - E. Unexcused absence from any class will result in deduction of two marks for each absence from his/her grades. For more than three unexcused absence the teacher shall refer the matter to the Principal for counseling and guidance. Even after counseling, in case of persistent and habitual absence from the class, the

Principal will take the matter to the Faculty Council for necessary disciplinary action.

- F. Coming late after vacations:** Rule (E) will also be applied to those who come late after vacations.

Ministerial Formation by College Activities and Programmes:

1. **Participation :** College activities and programmes organized by the College, such as, Chapel, Vespers, Fellowship & Tutorial Groups, Student associations, Sunday Worship, etc are essential parts of theological education programmes, designed towards fostering ministerial formation along with the academic excellence. The students are required to participate in all these activities.
2. **Unexcused absence from these activities will call for counseling and advice by the Principal.** If such behavior persists, even after counseling and advice by the Principal, the matter will be referred by the Principal to the Faculty Council for disciplinary action, such as, referring to the Fellowship & Tutorial group advisor, reporting to his/her church sponsoring bodies, and finally a break of one year in the study from the College.

Community Life:

1. **Visiting Hostels & Faculty Houses: Visiting hours: 4.30 p.m. to 6.30 p.m.**

Looking at the need of each individual to take rest and to do personal study, the following regulations shall be observed in visiting student hostels and faculty houses. The Leonard community and outsiders shall not be allowed to visit anyone outside of the visiting hours, i.e 4:30 p.m to 6.30 p.m. It is advisable to give prior information and set up appointment for visiting students and faculty in their hostels and houses. While visiting students during visiting hours, the meeting must be conducted in the common hall of the respective hostels, visitors are not allowed in the hostel rooms.

2. **Misuse, Theft, Damage to College Resources, Environment & Property :**

Leonard is established and sustained by the Grace of God which provides resources, gifts and donations for its ministry in and through the donors, well wishers and friends. Leonard community with gratitude and thankfulness strives to be good stewards of its resources water, electricity, land, environment, buildings, furniture, books, tools, instruments, etc. As a community we insist on practicing good stewardship of all that God has given to us for our use and also for the use of the succeeding generations to come 'To use and To keep it' (Gen. 2:15). If a student is found guilty of misusing, stealing, or damaging College property in the hostels, class rooms, cafeteria, library or elsewhere on the campus, on the written report by the staff advisor/warden to the Faculty Council, a disciplinary action will be taken along with restoration of the loss incurred by him or her.

3. **Personal Habits:** The Students are not allowed to drink alcoholic beverages or to take non-medicinal drugs on the campus. Smoking is not allowed on the campus. For those who are fighting to come out of these habits showing remorse and penitent spirit, firstly, the College would like to extend help by counseling or referral to professional help of Alcoholic

Anonymous AA groups. Secondly, if any student is found under the influence of alcohol or drugs on the campus, on the complaint of the Hostel Prefect and Warden, immediate break from the studies will be done.

4. **Relationship with Others:** It is expected that theological students will behave with respect and courtesy towards fellow students, and College employees. The students with the problem of anger management are advised to seek help from the College. We believe any argument, disagreement, and dispute must be resolved by verbal dialogue, discussion and understanding, and there is no place and justification for physical violence in a civilized and Christian community. Even in the play field, the students are expected to practice fairness, self-control, and healthy competition following the rules and regulations of the sports in the sports-person's spirit. The use of physical violence by any student, in any circumstances, is not acceptable, and it will result in expulsion of the student from the College with immediate effect.
5. **Financial Dealings inside and outside the College Campus:** The Students are expected to live within their affordable means without having to borrow. As a minister they are required to maintain a debt-free life. The College will take disciplinary action on any student who is taking credit and not paying back, or purchasing anything in the name of the College inside or outside the College.
6. **Mobile Phones:** The use of mobile phone needs to be done with discretion and care, so as not to disturb the Worship, and various programmes and functions of the College. For personal communications Mobile phone should be used outside the Class rooms, Chapel, Library, Examination hall etc.
7. Special Gathering and / or meetings within the Premises of the Campus of LTC, Jabalpur: Although the College is proud of being a host to a culturally diverse communities within Leonard family, In order to foster fellowship, College would provide space to regional communities for worship, cultural and other celebrations with the permission of the Principal.

At the same time, no student and / or students of LTC, shall meet together and / or arrange and / or convene and hold any meeting of the students of LTC with or without non-students and / or outsiders of any description whatsoever and for any purpose or purposes whatsoever, within the premises and precincts of the campus of LTC without having obtained prior written permission of the Principal, LTC specifying the date, time and place and also the purpose of the gathering and / or meeting. Any non-compliance and / or breach of this requirement shall be deemed to be an act of gross indiscipline on the part of the student and / or students concerned, who shall be liable to be proceeded with for necessary actions by the Faculty Council after due notice and hearing. However, this rule will not apply to normal programmes and functions of LTC.

8. **Communication of Student's Conduct & Behavior to the Churches & Sponsoring Bodies:** The College shall send to the student's churches and sponsoring bodies a yearly report of the academic performance, growth in the ministerial formation, and personal conduct & behavior.

9. **Right of Hearing:** The College will provide to the student in all fairness and natural justice 'right of hearing' on the matter of disciplinary actions taken by the College for him or her. However, the decision of the College taken after hearing shall be final and binding.
10. It is ideal for a student who is unmarried and joined may remain single till the completion of his/her studies or any engagement or marriage must be done during holidays.
11. The College is committed to follow the Senate policy of ZERO Tolerance towards any form of sexual harassment. Any reported case will be taken seriously by setting up an enquiry committee. And after due deliberation appropriate action will be taken by the Faculty Council, it may result in immediate expulsion from the College.
12. **Other Rules:** Rules of Cafeteria, Hostel, Library, etc. are attached, and the students must abide by them.



BISHOP WARNE MEMORIAL LIBRARY & ARCHIVE

Historical Note:

In January 1926 Bishop Francis Wesley Warne donated huge number of his personal books to the College Library, in appreciation of this gift, the College Library was named as the Bishop Warne Memorial Library. Later, several alumni, friends and well wishers continued to donate their personal collections of books to the library. The continued efforts are being done to upgrade the library collection periodically by subscribing to the latest journals, acquiring new books, and research works. Over a period of time Leonard Archive is enriched by the inclusion of MCI Archive with several valuable Methodist documents and Conference journals added to it.

Library at a Glance:

Library is the centre of theological education. It is a valuable repository of resources of over 40 thousand volumes which must be used with care, respect and stewardship. Library consists of:

- A. First – Floor
 - Circulation Desk
 - Study Hall with Wi-fi
 - Reserve Books Section
 - Reference Section
 - Computer Room
 - Journal Sections
 - Periodical Section
 - Catalogue Box
- B. Ground – Floor
 - Stack Hall Archive

Working of Library:

The idea of 'to use & to keep' is the core of the Library. While the library books, journals, commentaries, dictionaries, maps, other material resources are made available for study, research and assignments, it needs to be done with a consciousness to preserve and to pass on the resources for subsequent generations of students and faculty also. Therefore, while handling and making use of the library resources care, respect and stewardship is required.

Working Hours:

- MONDAY TO FRIDAY: - 07:30 a.m. to 10:30 a.m.
- **Chapel Break** 10.30 am to 11.15 am
- 11.15 am to 01.30 pm

- **Lunch Break** 01.30 pm to 02.30 pm
- 02.30 pm to 04.30 pm
- 08.00 pm to 10.00 pm: Night Library

SATURDAY: - 8.30 am to 12.30 pm

General Rules:

1. Silence is the first and the golden rule of library to create and promote an atmosphere of study.
2. Bags, personal books, umbrella, raincoat, files, etc. should be kept on the rack at the entrance of the library door.
3. The Books are issued from the library only to the bonafide students, and the faculty members. The visitors, who are not the *bona fide* students, after obtaining permission from the Principal, can be allowed to make use of the library resources in the reading Hall only. The visitors are not allowed to take out books from the library. However the Xerox copies with the payment of the needed resources can be done for them.

Circulation of Books:

1. To issue a book, student should first fill up the 'Book Request Slip' and give it to the Circulation Desk and the library staff will take out the books as per the request. In case the particular book is not available, the student may be permitted to go to stacks to select from the alternate books.
2. For checking out, the book must be brought out at the Circulation Desk, its card should be signed and submitted at the Circulation Desk.
3. No Library resource can be taken out of the library without signing & submitting the Book-Card, not following this rule will amount to theft.
4. While returning the book, it should be handed over at the Circulation Desk on or before the due date & Time.

Stack Books: Location: Ground – Floor Hall

1. The Stack Books are issued for two weeks, with a possibility of re-issue for another two weeks.
2. Each student is allowed to issue Five Books from the stack at one time in his/her name.
3. For thesis writers, on the recommendation of thesis guide, ten books are allowed at one time during the research and writing.
4. Faculty member can issue five books per course for 15 days and two books of their disciplines at any given time. Faculty is encouraged to return back the books to library after its use for making it available for other members of the community.
5. On late submission of the books a fine of Rs. 5/- per day per book will be charged.
6. Delay in submission of the book beyond ten days will debar the student from checking out any book for the rest of the semester.
7. Checked out books should not be placed back in the Stacks by the student. Books should be returned at the Circulation Desk.

8. Before going for vacation all the library books should be returned back to library. No books should be left in the Hostel rooms or taken outside of the College during the vacation.

Reserve Books Section: *Location: First – Floor Reading – Hall behind Circulation Desk*

1. Each semester, on the recommendation of the teaching faculty of that subject, selected books are placed in the Reserve Books Section. These books are specially kept as reserved for the students studying that subject, to make use of. Therefore, these books are for the use in the Reading Hall only. However, when the library is closed, these books can be issued :
 - a. For Lunch break after 11.00 am to be returned back at 2:30 pm.
 - b. For Evening Break after 3.00 pm to be returned back at 8.00 pm.
 - c. For Over Night after 9.00 pm to be returned back next day before 9.00 am.
 - d. For Weekend on Saturday after 11.00 am.
 - e. These books can be reserved in advance, one at time, by entering the request in the reservation register at the Circulation Desk.
2. Continuous checking out of reserved books by one student for overnights and weekends will not be permitted. Books are meant to be shared and used by the whole class.
3. On late submission of the reserved books, a fine of Rs.5/- per hour per book will be charged.
4. Persistent and habitual late submissions will call for counseling and disciplinary action.

Reference Books, Journals, Periodicals, & Old Thesis: *Location: First-Floor far ends of Reading Hall.*

The Reference Books, Journals, Periodicals and Old Thesis are located in the Reading Hall and in the adjacent rooms on the first floor. These are meant to be used only in the Reading Hall and never to be issued or taken out from the library.

Computer Room with Printout & Xerox Facility: *Location: First-Floor adjacent to Reading Hall.*

On the first floor adjacent to the Reading Hall, Computer room with several sets of computers linked with internet, and printing facility with Xerox are kept for student's use.

1. The Students are encouraged as part of their ministerial formation to learn and grow in digital literacy by making use of the computers and Wi-Fi provided by the College.
2. While making use of the computers, students should not tamper with the settings, and security features, software or hardware, add or delete software on the computers.
3. After completion of a work on a computer set, the student must copy its work on a pen drive or take a print out and be sure to delete their work from the computer memory. Periodically the maintenance of the computers are done by reformatting and deleting all the extra materials, whereby saved material can be deleted.
4. A responsible and ministerial use of the Wi-Fi for educational, devotional and ministerial purposes is expected. Surfing or visiting of pornographic, social ,violence related, movies and entertainment sites is strictly prohibited in the College Library and will invite strict disciplinary action if found so.

5. Print-Outs and Xerox copies can be obtained by a payment of Rs.10/- per color print and Rs.1/- per black & white print copy. In the register kept on the Circulation Desk the number of print outs or Xerox must be recorded. During the night library the print out facility is available, the student in-charge on duty will keep the record of print outs and Xerox taken by the students.

CAFETERIA RULES & REGULATIONS

It is not a canteen run by a contractor, it's a co-operative society where each member contributes and each manages it.

MEMBERSHIP: Membership is open to bona fide students of Leonard Theological College and Staff. Outsiders, Alumni of the College, and workers in the departments of the College may be allowed to received meals with regular members by paying the fees indicated below.

FEES:

1. REGULAR FEES

- a. Regular Cafeteria Membership fee for LTC student will be Rs. 1500/- per month.
- b. Provided they take meals for more than fifteen days. If they take meal for less than fifteen days, the fees will be according to the guest charges.
- c. For teaching and non-teaching staff the monthly Cafeteria fee will be Rs. 1500/- permonth, provided they take meals for more than fifteen days the fees will be according to guest charges @ Rs. 200/- per day.
- d. Cafeteria fees for outsiders and guests when permitted by the Principal will be Rs. 3000/- pm.
- e. All monthly fees shall be paid to the College Treasurer

2. MEAL TIMEINGS, RULE FOR REFUND:

(a) Meal timings are as follow :

Breakfast	07.00 am to 7.50 am
Lunch	01.30 pm to 03.00 pm
Tea	04.30 pm to 05.00 pm
Dinner	07.00 pm to 08.00 pm

These timings will be applicable on all days except Saturdays and Sundays.

- (b) It is necessary for the smooth running of the Cafeteria and for fellowship at the table as also for the proper distribution and sharing of the meals that all those who eat in the cafeteria be on time for the meals. The Management takes no responsibility for serving meals to those who do not observe the regular meal hours.

3. Table Fellowship

It is necessary for the smooth running of the Cafeteria and for fellowship at the table as also for the proper distribution and sharing of the meals, that all those who eat in the cafeteria be on time for the meals. The management takes no responsibility for serving meals to those who do not observe the regular meal hours.

4.SERVICES:

The workers in the Cafeteria are appointed and /or dismissed by the College Administration. They will serve the needs of all, but no servant should be used as any individual's personal servant. Under no circumstances raw food are allowed to be taken from the cafeteria.

5. REMOVAL, BREAKAGE AND LOSS :

- (a) The removal of Cafeteria articles such as cups, saucers, plates, spoon, jugs etc. is strictly prohibited, except in the case of sickness. In the latter case, the articles needed may be taken to the sick person(s) with the permission of the Secretary who is responsible for the articles.
- (b) The price of articles broken or lost must be paid by those responsible for the breakage or loss.

6. GUESTS :

- (a) Members inviting guests should inform the Managers at least four hours before the meals.
- (b) Guests may be invited at the following charges :

Breakfast	-	Rs.40/-
Meals	-	Rs.75/-
Evening Tea	-	Rs.10/-
Special Dinner	-	Rs.100/-

7. GENERAL BODY :

The General Body shall consist of all the contributing members, regular members of the Cafeteria.

- (a) The meeting of the General Body shall be called at least once in 3 months by the Staff advisor, who shall preside, and in his absence, by the Secretary, who shall then preside.
- (b) Attendance at the General Body meeting is compulsory. Those whose attendance is unexcused will be fined Rs.10/- each. After the third consecutive unexcused absence, the matter will be reported for disciplinary action.
- (c) General Body shall work as a unit of the College under the College Council.
- (d) The meeting of General Body be shall be summoned by giving seven day's advance notice, except in emergency cases.

8. CAFETERIA EXECUTIVE COMMITTEE :

- (a) The following shall constitute the Executive Committee of the Cafeteria :

The Secretary, the Auditors, the Managers of the month, and the Staff Advisor

(Ex-Officio).

- (b) The Executive Committee meeting shall be called by the Secretary and shall be presided over by the Secretary.
- (c) A Recording Secretary shall be elected among its members at every meeting.
- (d) All decisions made by the Executive Committee should be brought to by the General Body for approval. A special meeting of the General Body may be called for this purpose, if necessary.

9. SECRETARY :

- (a) A Secretary shall be elected by the General Body at the end of each academic year for the following academic year. The Secretary should be a student in the final year class.
- (b) Three days before the last meeting of the Cafeteria General Body, at the end of the Academic Year, the Secretary will give a report of the Cafeteria management, finance and property to the Auditors.
- (c) The Audited Cafeteria Secretary's account and the report should be presented in the last meeting of the Cafeteria General Body at the end of the academic year.

10. MANAGERS :

- (a) At least two managers shall be elected for every month at the first General Body meeting according to the strength of the regular Cafeteria members.
- (b) Students must accept the responsibility of Managership when elected.

11. Books:

- (a) The following books are to be maintained:
Daily Routine book, Account Books, Guest Book, Stock Book.
- (b) The secretary and anyone of the auditors shall check and sign the Daily Ration and Account Books at least twice a month.
- (c) Every entry in the Guest Book should be signed by the host.

12. ACCOUNTS :

- (a) The Managers shall keep accurate accounts in which the income and expenditure must be supported by true vouchers and cash memos and receipts. In vouchers and cash memos the name and address of shop, rate and quantity of items purchased must be mentioned. Over written or corrected vouchers and cash memos would not be accepted. In case of non-availability of cash-memos or vouchers, every entry should be supported by a statement signed by at least two Managers.
- (b) The accounts should be ready for audit by the 10th of the following month.
- (c) A fine of Rs.500/- will be levied after the 11th day of the following month plus Rs.100/- per day upto and until the accounts are submitted.
- (d) If by the 20th day of the following month, the accounts are still not submitted for auditing, the matter will be reported for disciplinary action to the Principal.

- (e) If the Senior Manager is a graduating student, he/she should present the audited accounts in the General Body before he/she leaves the College.
- (f) Withdrawal of Advance: Managers should not draw entire money at one time. It should be drawn in two installments. First installment should be two days before the beginning of the month and second by the middle of the month, with advanced information to the Treasurer. The managers should ensure that, they should only withdraw money according to the actual number of students taking food from the Cafeteria. For this they should submit the Budget for the particular month to the Treasurer well in advance. The attendance should be checked particularly during the beginning of the new semester or holidays.

13. AUDITORS :

- (a) Auditors shall be elected by the General Body at the end of the academic year and shall serve for the following academic year.
- (b) The auditors shall be regular students from the second or third year B.D.Class.
- (c) The auditors shall submit their reports to the Secretary within 5 days after receiving the accounts.
- (d) The cafeteria accounts which are audited by the auditors shall be verified by the College Treasurer before it is presented in the Cafeteria General Body.
- (e) Matters concerning major deficits, serious discrepancies etc., shall be reported to the Faculty Council.

14. SPECIAL DIETS :

- (a) If the College physician prescribes some expensive special diet for a member of the Cafeteria costing more than the regular fee (Rs.50/- per day), the individual concerned must arrange for the extra cost.
- (b) Special preparation of food apart from the fee amount is strictly prohibited when the regular food is cooked. If anyone needs to prepare an extra dish, they should do so only in consultation with the managers and after paying the necessary costs for the use of the commodities used.

15. CLEANLINESS: Members of the Cafeteria are expected to keep the tables, Dining hall and premises neat and clean.

16. REFUND: There will be no refund once the student is enrolled.

17. CAFETERIA FUNDS :

- (a) The managers shall set aside 5% of the total amount of the budget (Minimum Rs.100/-) for the following accounts to be used as :
 1. General Funds,
 2. Equipment Funds.

In those months in which the Cafeteria does not operate for the whole month, a proportionate amount, corresponding to the numbers of days for which the Cafeteria is open should be set aside for the General Fund. These deductions will be made by the Treasurer's Office and credited to each account every month.

(b) The purpose of the General Fund is to provide for unforeseen deficits and for special preparations on festive occasions. Amounts from this fund may also be used for special preparations during the time of examinations.

The purpose of the Equipment Fund is for the purpose of necessary equipments (crockery, utensils etc.) for the Cafeteria.

When cooking vessels need to be replaced the Cafeteria will pay 50% of the cost, out of equipment fund and the college will pay the other 50% of the cost.

© The General Body shall be the trustee of both the funds which shall be kept in the Treasures office and operated by the secretary.

18. AMENDMENTS :

(a) The recommendations by the Cafeteria General Body, regarding the amendments to Cafeteria Rules and Regulations and its interpretations arising out of disputes shall be sent to the Faculty Council. The Faculty Council may add or amend the Rules and Regulations, and its decision shall be final.

(b) Regarding any amendments in the Cafeteria Rules and Regulations the Cafeteria Secretary should give at least 15 days notice before the Cafeteria General Body meeting.

(c) The amendments recommended by the two third majority of the Cafeteria General Body shall be forwarded to the Faculty Council for approval.

19. VACATIONS :

The Cafeteria will remain closed after dinner on the day on which the College closes. The Cafeteria will open with breakfast on the day on which the College reopens.

MARRIED STUDENTS'S HOSTEL

REGULATIONS

1. The Wardens assisted by the Prefect will inspect the house and make an inventory of the furnishings of the house at the beginning and the end of the year. Any damage other than usual wear will have to be paid for before graduation.
2. The Prefect shall be elected by the Married Students' Hostel General Body at the end of each academic year for the following academic year. He/she should be a student in the final year class (B.D. IV) or B.Th. to B.D. (II) for the next academic year and he/she shall have completed at least one year residence in the married quarter, if there is no student in the final year class, a student from B.D. III can be elected for this post. The Prefect shall keep the records of all the meetings and accounts during the academic year and prepare annual report at the end of the year and submit to the Hostel Warden.
3. The Board of Directors sets the electricity fee from time to time. Prior permission is required from the Warden for use of any electric appliances in addition to the fixtures and connections already supplied in the quarters. Electricity will be billed according to the amount used.
4. For repairs, secure a repair blank form from the Treasurer's Office and list the needed repairs. Have this signed by the Warden and give it to the Treasurer. At sometimes we must wait for outside repairmen, all repairs cannot be done immediately.
5. No pets are allowed. Do not feed the stray dogs on the campus as they can carry rabies and are a danger to our children and to our health.
6. Students should notified the Warden if they have overnight guests staying with them. They should not stay longer than three days unless permission is granted by the Principal.
7. Single students are not to visit married quarters outside of the visiting hours (4:30 p.m. to 6:30p.m.)
8. All children must attend the Nursery or be enrolled in an appropriate school for their age in Jabalpur.
9. Parents should teach their young children to use the latrine in the house as using the ground around the house is unsanitary.
10. Your house and grounds should be clean and well kept. Do not throw papers and other garbage around your house.
11. If you have any problems, differences or questions, consult the Warden.
12. Permission to stay in the quarters during the summer vacation should be applied for to the Principal, through the Warden.

13. Married students who will be returning for the next academic year, should pack all their household goods which they wish to leave behind during the summer vacation and store them in a particular room which the College authorities will assign. The College will not be responsible for any loss or damage to any of the household goods which are left behind by the students during the vacation.
14. Permission for any group meetings in Married Students' Hostel must be obtained in advance from the Warden.

SINGLE WOMEN'S HOSTEL

1. The Hostel is supervised by the Warden assisted by the Prefect and the Hostel Committee comprising of Warden, Prefect and one representative from each Hostel Wing. The Prefect is elected at the last Hostel meeting of the previous academic year from among the senior Hostel residents.
2. The daily vespers held in the College Chapel must be attended by the Hostel residents.
3. The residents are required to be in the Hostel by 10:15 p.m. and observe silence after 11:00 p.m. If one has to be out later than this, the Warden should be notified
4. Residents must apply in writing for leaving the Hostel to go:-
 - (a) out of Town
 - (b) out of the campusand give their contact addresses to the Warden. If leave of absence is more than three nights, permission must be obtained from the Principal.
5. Residents must go in groups when going off campus, at night permission must be obtained from the Warden.
7. Residents are responsible for keeping their rooms and tidy.
8. Residents are not allowed to use any electrical appliances in their rooms. Electricity charges incurred over and above the prescribed limit and repairs for damage caused due to improper use of electrical fittings will be borne by the inmates of the hostel.
9. Rooms and items of furniture will be checked by the Warden at the close of the College year before the residents leave the campus.
10. Visiting hours for receiving visitors or for visiting other hostels are:-

4:30 p.m. to 6:30 p.m.

11. Sickness must be reported to the Warden and the patient will rest during sickness in one's own room.
12. Observance of Library periods is compulsory.
13. For summer vacation storeroom facilities are provided.
14. No work of service from the College servants, **ayahs**, or **bais** should be availed of without permission from the Warden. Permission from the Warden is also required for engaging any outside helpers.
15. Residents should entertain their visitors in the common room. Noon-residents of the Hostel are not allowed to make regular use of the common room. No visitors should be taken to the resident's room. Visiting hours in the hostel are 4:30 p.m. to 6:30 p.m.
16. Radios/transistors music systems should be tuned low so as not to disturb others.

SINGLE MEN'S HOSTEL

Living together in the Hostel provide opportunity for mutual understanding. Co-operation, Christian Fellowship, intellectual and spiritual growth. The following rules are designed to help towards this.

1. The Hostel is supervised by the Warden, assisted by the Prefect and the Hostel Committee. The Prefect shall be elected by the Hostel General Body at the end of each academic year for the following academic year. He should be a student in the final year class (B.D. IV) for the next academic year, among the hostel residents. The Hostel Committee of wing representatives shall be elected by each wing separately, in the first Hostel General Body of the academic year.
2. The daily vespers are arranged by the Prefect and are held in the College Chapel. These are the family prayers of the Hostel and are to open to all the members of the College. They should be attended by the hostel residents.
3. The Hostel main gate will be locked after 11:30 p.m. Students must be found in their rooms for the night.
4. No resident is permitted to be absent from the Hostel during night without notifying the Warden in writing. If the leave of absence is more than three nights, prior permission must be obtained from the Principal. Failure to comply with this may lead to dismissal.
5. Visiting married student's home and single women's hostel should be limited to the visiting hours 4:30 p.m. to 6:30 p.m.
6. The residents are responsible for keeping their rooms clean and tidy and for observing the rules of sanitation in the bathrooms. Rooms will be checked by the Warden from time to time.
7. No visitors should be taken to the resident's room. Visiting hours in the hostel are 4:30 p.m. to 6:30 p.m. Residents should entertain their visitors in the common room. Non-residents of the Hostel are not allowed to make regular use of the common room.
8. Residents are not allowed to use any electric appliance in their room. Music systems should be tuned low so as not to disturb others.
9. Electricity charges incurred over above the prescribed limit and repairs for damage caused due to improper use of electrical fittings will be borne by the inmates of the hostel.
10. Residents should secure their rooms with proper locks. They may deposit duplicate keys with the Warden.
11. Hostel property and furniture must be treated with care and must not be moved from one room to another. Such furniture will be checked by the Warden at the beginning and close of the year.
12. Residents are not allowed to employ any hostel servant for any personal service.

13. Any irregularity, breakage, or complaint should be reported immediately to the Prefect or to the Warden
14. Residents on academic probation are required to be in the Library during the study hours. Attendance at Chapel is compulsory for all.
15. Any case of illness must be reported to the College Dispensary. At the same time it should be reported to the Prefect and the Warden.
16. The Hostel is closed during the summer months. In exceptional cases permission to stay in the Hostel during that period may be obtained from the Principal.
17. Rooms must be left in a clean and good condition.

CONSTITUTION OF THE STUDENT COUNCIL

(APPROVED BY THE COLLEGE COUNCIL ON 14 April 2008)

Article 1 **NAME:**

- (a) The name of the organization shall be the Student Council of the Leonard Theological College, here-in-after referred as The Student Council. It shall be elected from and by the General Body of bona fide students of the College.

Article 2 **PURPOSE:**

- (a) The purpose of the Student Council as a representative body of the students of Leonard Theological College shall be to uphold the ideals of the College and to represent the students before the Faculty Council.

Article 3: **FUNCTIONS:**

- (a) The Student Council exists in an advisory capacity to help the Student General Body with regard to issues on matters as discipline, academic and community life.
- (b) Council member is the official representative of a group and as such is held responsible for the presentation of needs and interests of the individuals or groups, represented for the sake of the welfare of the College as a whole through the maintaining of a sense of personal honour and spirit of mutuality.

Article 4: **MEMBERSHIP:**

The Student Council shall consist of:

I. Members with the Right to Vote

- (a) The President
- (b) The Secretary-cum-Treasurer
- (c) One Student Representative each from:
- (i) B.D. IV
- (ii) B.D. III
- (iii) B.D. II
- (iv) B.D. I

- (v) B.D. Orientation
- (vi) Religious Education
- (vii) The Women's School

II. Invitees:

The Presidents of all other student organizations. In the absence of the Presidents, Secretary can represent.

III. Ex-officio Member(s):

The Principal and/or Staff Advisor approved by the Faculty Council shall be an ex-officio member of the Student Council. He/she shall have the right of proposition only.

Article 5. ELECTIONS: The members shall be elected as follows:

- (a) The President of Student Council and President of all the organization shall be elected from the entire General Body of the students. He/she shall be from B.D. IV class and shall have completed at least two years of study in the College.
- (b) The Secretary-cum-Treasurer shall be elected by the entire General Body of the students. He/she shall be from B.D. III, and shall have completed at least one year of study in the College
- (c) All class representatives shall be elected by the respective classes as specified in Article 4, (1) (c).
- (d) The voting for the candidates nominated from the floor shall be done by secret ballot or as decided by the General Body. The candidate securing the highest number of votes shall be declared elected.
- (e) The Secretary-cum-Treasurer shall continue the office till the next Installation Service is held, as a pro-term Secretary-cum-Treasurer.
- (f) Elections of the Student Council shall be held within 15 days of the re-opening of the College at the start of the academic year. The Principal or the Staff Advisor shall convene the Student General Body for the purpose. He/she shall also preside over the elections.
- (g) Students who have been placed on probation by the Faculty Council shall not be eligible to hold any elected post.

- (h) The student should maintain a minimum of second class, i.e. **60%** and above in the academic result at the time of the election.

Article 6. ORGANIZATION:

Officers:

The officers of the Student Council shall be the President and the Secretary-cum-Treasurer.

(a) President: The duties of the Student Council President are as follows:

- (1) To convene and preside over regular meetings of the Student Council and the General Body, and to conduct business for which the meetings are called.
- (ii) To call a meeting of the General body with the approval of the Staff Advisor and/or Principal and the Student Council on the written petition of five or more students, or on the request of the Principal or Staff Advisor or entire faculty of the College
- (iii) In the absence of the President, the General Body shall elect a pro-term Chairperson to preside over its session, in the absence of the President.
- (iv) He/she shall represent the students in matters concerning the students.

(b) Secretary-cum-Treasurer: The duties of the Student Council Secretary-cum-Treasurer are as follows:

- (i) To maintain the records of the Student Council and Student Council and Student General Body.
- (ii) To minute the proceedings of the Student Council and Student General Body Meetings.
- (iii) To maintain the accounts of the Student Council. He/she shall prepare the budget in consultation with the Student Council and will present the same in the General Body for approval.

Article 7 THE AUDITOR:

1. Three auditors shall be elected by the “Student Council” during its first GBM.
2. Auditors shall do all the internal auditing of the organization/s.

3. The audited statement should be signed by the Faculty Advisor/s before submitting to the College Treasurer.
4. The same shall be displayed in the College Notice Board.
5. The balance funds, if any should be reserved for the next academic session of the organization.

Article 8 **MEMBERSHIP FEE:**

Each member shall pay a Membership Fee as per Board's decision. This amount shall be deducted from the monthly scholarship through the Treasurer's Office.

Article 9 **MEETINGS AND RECORDS:**

- (a) There shall be at least one regular meeting of the General Body of students in each Semester.
- (b) There shall be at least one regular meeting of the Student Council every Semester.
- (c) Extra-ordinary meetings/Emergency meetings of the General Body shall be convened on the written petition of five or more students, or on the advice of the Staff Advisor and/or Principal or entire faculty of the College. For such meetings, the notice period shall be at least Twenty four hours.
- (d) The Student Council records shall be deposited in the Principal's Office during the summer holidays. The Secretary-Treasurer shall keep a list of the articles deposited, and the new Secretary-Treasurer shall take the records from the office after the installation service.

Article 10 **AMENDMENTS:**

- (a) A petition for amendment can be submitted to the Student Council by any bonafide member of the Student General Body and/or the Faculty Council.
- (b) The Student Council shall deliberate the proposal and shall place the notice for amendment of the Constitution, as finalized by the Student Council at least one month before a special meeting of the General Body to approve the amendment.
- (c) An amendment to the Constitution shall come into effect if the same is passed by two thirds majority of the Student General Body, and approved by the Faculty Council.

Article 11 **INTERPRETATION OF THE CONSTITUTION:**

In the event of any dispute arising out of the Interpretation of the Constitution, the decision of the Faculty Council shall be final.

**CONSTITUTION OF
THE ATHLETICS AND SPORTS ASSOCIATION (ASA)**

Article I **NOMENCLATURE**

The name of the organization is called as Athletics & Sports Association abbreviated as ASA.

Article II **OBJECTIVES**

The objective of the ASA is to contribute to the healthy, peaceful and lively atmosphere of Leonard community through sports.

Article III **FUNCTIONS**

1. ASA will organize different games & sports throughout the year through House System.
2. ASA will organize events for special occasions of the college. It will also arrange inter-churches/colleges sports event which in turn will promote better ecumenical relationship among Christian community in Jabalpur city.

Article IV **LOGO/THEME**

The Logo/Theme shall be decided by the office bearers for every academic session.

Article V **MEMBERSHIP**

1. All bonafide students, faculty and staff of LTC are members of ASA.
2. Each student shall pay membership fee as per LTC Administrative Committee's decision. This amount shall be deducted from the monthly scholarship through the Treasurer's Office.

Article VI **OFFICE BEARERS & ELECTION**

1. The President and the Secretary-Cum-Treasurer shall be the Office Bearers of ASA.
2. Election
 - (a) The President & Secretary-Cum-Treasurer shall be elected from the entire student body during Student's Council first GBM of the academic year.
 - (b) The candidate should have completed at least one year of study in the college.
 - (c) Student who has been placed on probation by the Faculty Council shall not be eligible to hold any post.
 - (d) The student should maintain a minimum of second class, i.e. 63% and above in the academic result at the time of the election.
 - (e) A person cannot be re-elected for the same post in the subsequent academic year.

Article VII **MEETINGS**

The office bearers shall meet at least twice in one semester or more if required.

Article VIII **DUTIES & FUNCTIONS**

1. **The President**
 - a. He/she shall convene and preside over the meetings.
 - b. He/she shall sign in all the minutes and financial account
 - c. He/she shall organize programmes and special events if any, and/or inter-church/college events in consultation with the Faculty/Staff Advisor.
2. **The Secretary-Cum-Treasurer**
 - a. He/she shall record all the proceedings of the meeting.
 - b. He/she shall maintain all the files.

- c. He/she shall prepare the budget in consultation with the Faculty/Staff Advisor and present in the Students' Council.
- d. He/she shall keep the account of 'receipt' and 'payment' properly.

Article IX EXECUTIVE COMMITTEE(EC)

1. The EC shall be formed by the office bearers of ASA, Captains and Vice-Captains of all the Houses.
2. The EC shall meet at least once in a semester or whenever required.
3. The Captain for various games shall be invited for EC meeting whenever required.

Article X EX-OFFICIO

The Faculty Council shall appoint Faculty/Staff Advisor as Ex-Officio usually for a period of two academic sessions. She/he should be consulted for all the programmes and meetings. She/he shall sign in all the notices, letters for withdrawals and payments.

Article XI AUDITORS

(The same shall follow as per Article 7 in Students Council Constitution).

Article XII MAINTENANCE OF RECORDS AND INVENTORY

1. The records of each organization shall be deposited to the Principal's Office after the academic year. The Secretary-Cum-Treasurer shall keep a list of the records deposited, and the new Secretary-Cum-Treasurer shall take the records from the office after the installation service in the subsequent year.
2. The inventory list shall be submitted to the Principal's office at the end of the academic year. College Treasurer shall check and sign in the inventory list.

Article XIII CALENDAR

All the events and activities should be planned as a calendar in July for the year and should be completed by the month of January for each academic session or as fixed by the Faculty Council

Article XV INTERPRETATION OF THE BYE-LAW

In the event of any dispute arising out of the interpretation of the Constitution, the interpretation/decision of the Faculty Council shall be final and binding.

CONSTITUTION OF

THE THEOLOGICAL STUDENTS' FELLOWSHIP (TSF , also work as SCM Unit)

Article I NOMENCLATURE

1. The name of the organization is Theological Students, Fellowship of the Leonard Theological College, abbreviated as TSF. TSF shall serve as the SCMI Unit of Jabalpur.

Article II LOGO/THEME

The Logo/Theme shall be decided by the office bearers for each academic session.

Article III PURPOSE

1. The purpose of the TSF/SCMI is to promote ecumenical relationship with different communities within and outside Jabalpur.

Article IV FUNCTIONS

1. The TSF/SCMI is to conceive and. execute programs on theological thinking with students in other theological & secular colleges and churches etc.
2. The TSF/SCMI shall be instrumental in securing and maintaining membership of SCMI and also executing various SCMI programs as its Jabalpur unit.
3. The TSF/SCMI shall organize at least on program in each semester.

Article V MEMBERSHIP

1. All bonafide students of LTC shall be members of TSF/SCMI.
2. Each member shall any membership fee as per LTC Administrative Committee's decision. This amount shall be deducted from the scholarship through the Treasurer's office.
3. Faculty and staff of LTC may be enrolled as senior m embers of SCMI.

Article VI OFFICE BEARERS & ELECTION

1. The President and the Secretary-cum-Treasurer shall be the office bearers of the TSF.
2. Election: (The same shall follow as per Article VI in ASA Constitution).

Article VII **EX-OFFICIO**

The Faculty Council shall appoint Faculty/Staff Advisor as EX-Officio usually for a period of two academic sessions. She/he should be consulted for all the programmes and meetings. She/he shall sign in all the notices, letters of withdrawals and payments.

Article VIII **DUTIES AND FUNCTIONS**

(The same shall follow as per Article VIII in ASA Constitution).

Article IX **AUDITORS**

(The same shall follow as per Article 7 in Students Council Constitution)

Article X **MAINTENANCE OF RECORDS AND INVENTORY**

(The same shall follow as per Article XII in ASA Constitution)

Article XI **MEETINGS AND RECORDS**

1. The TSF/SCMI office bearers shall meet at least twice in a Semester or whenever required.
2. The records of the TSF/SCMI shall be deposited in the Principal's Office at the end of academic year. The Secretary/Treasurer shall keep a list of the records deposited, and the new Secretary/Treasurer shall take the records from the office after the installation service.

Article XII **CALENDAR**

All the events and activities of the TSF/SCMI should be planned as a calendar in July for the whole year and should be wind up by the month of January for each academic session or as fixed by the Faculty Council.

Article XIII **INTERPRETATION OF THE CONSTITUTION**

In the event of any dispute arising out of the interpretation of the Constitution, the decision of the Faculty Council shall be final and binding.

CONSTITUTION OF
THE LITERARY AND DEBATING SOCIETY(LDS)

Article I **NAME**

The name of the organization is called Literary and Debating Society, abbreviated as LDS.

Article II **OBJECTIVES**

1. The objective of the LDS is to promote art, music, dance, literature, and skills of debating so as to enhance and sharpen the potentials of students as part of leadership development.
2. The LDS shall organize at least one program in each semester.

Article III **LOGO/THEME**

The Logo/Theme shall be decided by the office bearers for each academic session.

Article IV **MEMBERSHIP**

1. All bonafide students, faculty and staff of LTC are members of LDS.
2. Each student shall pay membership fee as per LTC Administrative Committee's decision. This amount shall be deducted from the monthly scholarship through the Treasurer's Office.

Article V **OFFICE BEARERS & ELECTION**

1. The President and the Secretary-cum-Treasurer shall be the office bearers of the society.
2. Election: (The same shall allow as per Article VI in ASA Constitution).

Article VI **MEETINGS**

The office bearers shall meet at least twice in a semester or more if required.

Article VII **DUTIES AND FUNCTIONS**

(The same shall follow as per Article VIII in ASA Constitution).

Article VIII **EX-OFFICIO**

The Faculty Council shall appoint Faculty/Staff Advisor as Ex-Officio usually for a period of two academic sessions. She/he should be consulted for all the programmes and meetings. She/he shall sign in all the notices, letters of withdrawals and payments.

Article IX **AUDITORS**

(The same shall follow as per Article 7 in Students Council Constitution).

Article X **MAINTENANCE OF RECORDS AND INVENTORY**

(The same shall follow as per Article XII in ASA Constitution).

Article XI **CALENDAR**

All the events and activities should be planned as calendar in July for the year and should be completed by the month of January for each academic session or as fixed by the Faculty Council.

Article XII **INTERPRETATION OF THE CONSTITUTION**

In the event of any dispute arising out of the interpretation of the Constitution, the interpretation/decision of the Faculty Council shall be final and binding.

CONSTITUTION OF THE SCHOOL OF MUSIC

Article I **NAME**

The name of the music school is “**PSALMS SCHOOL OF MUSIC,**” of the Leonard Theological College.

Article II **OBJECTIVES**

1.To promote the basic musical knowledge specially Church Music.

Article III **FUNCTIONS**

1.The School of Music will function under the Department of Music.

2.Music Instructor/s will be nominated by the Faculty Council of the Leonard Theological College.

3. Instructor/s will be paid remuneration on hourly basis the college.

Article IV **MEMBERSHIP:**

1.All B.D. I. Students of LTC will attend First Semester theory class, as a requirement.

2.Interested Students can continue in the Second Semester for learning instruments for which extra fees shall be paid.

Article V **FINANCIAL ARRANGEMENTS**

1.Treasurer will maintain a separate account of the School of Music fees and payment.

2.For maintenance/repair of instruments and so on, the funds can be taken from this accounts.

Article VI **EXAMINATION**

1. Exam will be conducted and the marks will be graded in the G.Th mark sheets of First Semester music class.

2.Students who secures 45% above can be considered as passed and who secure less than 45% will take re-examination as per the convenience of the music instructor/s

3. At the end of the college session Certificate of music will be awarded to all the students and prize to the best student/s as per their performance.

THE DEPARTMENT OF AUDIO/VISUAL COMMUNICATION

Article I NAME

The name of the department of Audio/Visual Communication.

Article II VISION AND MISSION

An Audio/Visual department of Leonard Theological College is to develop the skill in digital communication of the college students as per the needs of current IT era with innovative media theories and creative application.

Article III OBJECTIVES

To provide comprehensive educational assistance and guide to various department of the college regarding the use of latest media.

Article IV FUNCTIONS

1. The Department of Audio/Visual will function under the Department of Communication.
2. Faculty in-charge/s will be nominated by the Faculty Council of the Leonard Theological College and he/she will be the head of the Audio/Visual Department for a period of two academic sessions.
3. Student volunteers to aid Audio/Visual Department will also be chosen by the Faculty Council of the Leonard Theological College.

Article V ACTIVITIES

1. Digitalizing syllabus notes of all department for compilation and print.
2. Producing theologically relevant documentaries and movies.
3. Recording various programs and seminars of the college for further reference and analysis.
4. Maintaining college Website, studio and related social media will be under the purview of the department.
5. Holding crash course for using media in theological and ecclesiological arena.
6. Developing and maintaining a recording studio.

7. Maintenance of Smart class room.

Article VI **FINANCES**

1. Treasurer will maintain a separate account of the Department of Audio/Visual and Finance for the Department shall be taken care from the college account.

DECLARATION TO BE SIGNED BY THE STUDENT

I have read the rules and regulations of Leonard Theological College and agree to abide by them, and in case of any disciplinary action against me, to accept the decision of the Faculty Council as final (See College Constitution, Article XXXVIII and XXXI (11)).

Date :

.....

Signature

Class :

.....

Name in Block Letters

The forgoing Rules and Regulations are subject to change or amendments as and when the need arises. Till then the current ones will be in operation which were discussed and accepted by the Faculty Council of Leonard Theological College.