

PG Diploma in Church and NGO Management
PROSPECTUS - 2022

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CHRISTIAN INSTITUTE OF MANAGEMENT, CHENNAI, is a national organisation imparting management education, management training, organisational development services and providing publications relevant to management of Churches of all denominations, ministries, NPOs, Institutions and other organisations. CIM has been offering management courses for 14 years through the self-study mode. In keeping with the times, CIM is now offering courses in the online platform.

Context

Churches, Missions or NGOs require effective management for smooth running of ministry with efficacy and creating an impact based on its vision and mission. The context around us has become exceedingly dynamic and the landscape is opening new challenges. The Churches, Missions & NGOs are called to minister in the midst of this ever-turbulent time. The context of ministry has never been as momentous and relevant for a time such as this. The regulatory and compliance framework imposed upon the Non-Profit Organisations (NPO) sector is becoming more stringent day by day. The need is to be more strategic in managing ministry effectiveness. There is scope to build, enable and strengthen ministers graduating from Bible colleges on the foundations of Biblical Management. Therefore, a course could be incorporated in the curriculum of theological studies, and faculty could be equipped to teach the same.

Objective

The primary purpose of the programme is to equip the faculty members of theological institutions for teaching Christian Management in theological institutions. The course will also equip the participants to effectively handle their managerial responsibilities.

Programme Outcomes

- The students of the theological institutions are taught basic management
- The learners practice biblical management principles and discharge their current and future responsibilities effectively and efficiently
- Churches and other NPOs become compliant with the statutory regulations and practice accountability standards according to Biblical teachings.

Eligibility

Faculty members of theological institutions, Bible colleges, missionary training institutes can apply for the programme. The basic educational qualification to join the course is B.D / M.Div and its equivalent degrees from recognized institutions.

Learning Materials

The courses have exclusive self-learning study materials which are Bible based, use conversational language, and have case studies, exercises etc. to understand the subject in depth. These courses will have video lectures, PPTs and discussion forums.

Faculty

The resource persons are national level experts in the specified areas with academic qualifications and practical experience.

Admission

The procedure for admission is based on the submission of the following:

- Filled in application forms (online)
- Copies of the certificates
- Authorization letter from the Head of the Institution
- Payment details of course fees

Online Learning Platform

CIM presently uses Moodle as its Learning Management System. Upon admission, accounts will be created for the learners on platform and will be added to the respective courses. The details and credentials for accessing the online platform will be provided after the orientation webinar.

Duration

The programme is divided into:

1. Two 4-Month Courses
2. Five 1-Month Courses

Thus, the total time required for the completion of the programme is about **one year**. Two months grace period will be given for the completion of the course requirements.

Fee

CIM course fee for the PG Diploma is Rs. 25,000. Scholarship is provided for one learner from every theological institution. A written letter must be submitted by the institution to CIM, requesting for the scholarship of a particular faculty member. The fee after scholarship is Rs 10,000 + 18% GST (Rs 11,800). Other faculty members from the

same institution may enrol for the program by paying the full course fee i.e. Rs. 25,000 (plus 18% GST)

Courses

4-Month Courses (8 credits each)

1. Organisation Management
2. Financial Management

1-Month Courses (3 credits each)

1. Biblical Understanding of Management
2. Administrative & Financial Laws for NPOs
3. Resource Mobilisation
4. Project Management
5. Human Resource Management

Important Dates (tentative)

| | |
|--|------------------------------|
| Enrolment opens: | 15 June 2022 |
| Last date for enrolment (along with Course Fee) | 27 September 2022 |
| Orientation Webinar | |
| Organisation Management | October 2022 - February 2023 |
| Financial Management | February to April 2023 |
| Human Resource Management | May 2023 |
| Project Management | June 2023 |
| Biblical Understanding of Management | July 2023 |
| Resource Mobilisation | August 2023 |
| Laws as applicable to Churches & NGOs | September 2023 |

Assignments & Weightage of Course Requirements

4-Month Courses

1. Workbook/ Summary of the Chapters (15%)

A summary of 400 words for each chapter is to be submitted. Learners are required to write the summary in their own words after reading through the course material.

2. Application Oriented Questions - AOQs (15%)

A learner must answer each of the AOQs (in at least 200 words) and respond to any five answers given by the other learners (in a minimum of 100 words). Learners are encouraged to engage in further discussions on the topic.

3. Tasks (20%)

- a. Learners will be divided into groups and must complete the task suggested by the faculty member during the course. The tasks prepared by the learners, must be submitted, and presented live by each of the groups.
- b. A learner will be part of one task during the course, consisting of five hours of work.

10% of the total marks is assigned for the content of the submission. And 5% is assigned for group presentation and 5% for individual participation by peer evaluation

4. Quiz (10%)

Learners must attempt a quiz on the online platform, at the completion of each chapter. By the end of the course, they are

required to have complete all the 10 quizzes (for each of the 10 chapters).

5. Course Paper (25%)

- a. A major paper must be prepared by a learner for each course.
- b. It is expected that a learner should refer to a minimum of 3 additional literature/ article/ or published books which could be printed books or online literature.
- c. They are to write reference notes at every quotation or ideas taken from a book or material and bring their analysis and application from their own context/ organisation they represent. Even if the information is collected from an online source, the link to the source should be provided in the paper. Plagiarism is strictly prohibited. If found copying from other sources without providing reference, such papers will be rejected outright. He or she may be disqualified from doing the course under CIM.

6. Timely submission of assignments (10%)

7. Attendance of Live Sessions (5%)

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1-Month Courses

1. Online Quizzes (40%)

To be conducted at the end of each unit (weekly basis)

2. Assignment Questions (40%)

One question from each unit to be answered in 250 words (40% of total marks).

3. Presentation (10%)

At the end of the course, learners are required to make a 7-minute presentation on a topic of their choice related to the subject.

4. Timely submission of assignments (10%)

Certification

The candidates need to have satisfactory performance in each course to be eligible for the certificate.

CIM will award the certificate on successful completion of the programme requirements.

It is also possible to get the certificate from Martin Luther Christian University at an additional cost.

Application

The participants need to apply using the application form given at the end of the webpage – www.cimcourses.in/pgdcnm

OTHER ACADEMIC PROGRAMMES:

1. **MA in CHRISTIAN MANAGEMENT / MASTERS IN CHRISTIAN MANAGEMENT** - CIM offers MA in Christian Management certified by Martin Luther Christian University. The same programme is also offered with the final certification by CIM - 'Masters in Christian Management' (MCM). The duration of the programme is 2 ½ years. The credits of this PG Diploma programme could be transferred to either MA or MCM and thus those who complete the PG Diploma need to do only the remaining credits required for the MA or MCM programme.
2. **EXECUTIVE PROGRAMME IN CHRISTIAN MANAGEMENT (ONLINE)** – This is a 100% online programme consisting of 12 courses with one year duration. The course has options of certification from either MLCU or CIM.
3. **4-Month Modular Courses** – CIM offers 4-Month Modular Courses on the following subjects:
 - a. Organisation Management (part of this PG programme)
 - b. Financial Management (part of this PG programme)
 - c. Human Resource Management
 - d. Legal Requirements for Churches & NGOs
 - e. Project Management
 - f. Indigenous Resource Mobilisation
4. **1-Month Courses** – These 1-month courses can be taken at any time and are delivered through recorded video lectures, PPTs and online assessments. As of now, CIM offers 13 different standalone 1-month courses. (see www.cimcourses.in/online-courses for more details). These courses are also offered from time to time by CIM with live sessions and additional requirements.
5. **Ph. D** - offered in partnership with Martin Luther Christian University, Shillong (www.cimcourses.in/phd)

FOR FURTHER DETAILS PLEASE CONTACT:

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