

## **Prospectus 2024**

**PG Diploma in Church & NGO Management**

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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 M.th or an 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 Physical sessions, 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. Financial Management
2. Organisation 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)

|  |                        |
|--|------------------------|
| <b>Enrolment opens:</b>  | 10 December 2023       |
| <b>Last date for enrolment (along with Course Fee)</b>                     | 24 January 2024        |
| <b>Orientation Webinar</b>   | 2 February 2024        |
| <b>Financial Management</b><br>Workshop at Guwahati (6 to 8 February 2024) | February - May 2024    |
| <b>Project Management</b>  | June 2024              |
| <b>Biblical Understanding of Management</b>                                | July 2024              |
| <b>Organisation Management</b>   | August - November 2024 |
| <b>Resource Mobilisation</b>   | January 2025           |
| <b>Human Resource Management</b>   | February 2025          |
| <b>Laws as applicable to Churches &amp; NGOs</b>                           | March 2025             |

### Assignments & Weightage of Course Requirements

#### 4-Month Courses

##### 1. Quizzes

- The Quizzes will be hosted on the Moodle Platform
- Quizzes during the workshop will also be hosted on the Moodle Platform.
  - o These quizzes during the workshop will be open at a set time, and automatically closed at a set time, so that the students can do the quizzes together.
  - o There will be two Quiz sessions during the workshop (on the 2<sup>nd</sup> and 3<sup>rd</sup> day respectively).
  - o A Quiz session will include MCQs from the chapters covered during the previous day.
- There will be Six MCQs per chapter.

##### 2. Chapter Summaries

- The learner must use his/her own words (approx. 400 words) to write down what he/she has learnt from the respective chapter.

##### 3. Application Oriented Questions

- The learner must answer an Application Oriented Question given for each of the chapters, in approx. 250 words.

#### 4. Group Task

- Learners will be divided into groups and assigned a task per group.
- The tasks prepared by the groups need to be submitted and presented during the 'Presentation Session', which will be held on Zoom.

#### 5. Course Paper

- The learner must submit a paper of approx. 2,500 words on ANY ONE of the given topics.
- Along with the learnings gathered during the course, the learner is required to also research further on the topic and frame their final paper.
- Proper reference citation is to be followed.

*Plagiarism is strictly prohibited. If a learner is found to have plagiarised any of their answers, he/she will be disqualified from the course.*

#### 1-Month Courses

##### 1. Online Quizzes

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

##### 2. Assignment Questions

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

##### 3. Presentation

- 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

#### **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](http://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](http://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](http://www.cimcourses.in/phd))