MA / PGD in NPO Management
Prospectus – 2024

"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, NPOs, Institutions and other organisations. CIM has been offering management courses since 2004.

The **"MARTIN LUTHER CHRISTIAN UNIVERSITY,** SHILLONG, is a state private university which was established in 2005 by an Act of the Meghalaya State Legislature and approved by UGC. The Governor of Meghalaya is the Visitor. The University is offering programs in various streams of Arts, Science, Commerce.

OBJECTIVE OF THE PROGRAM:

The main objective of these programs is to build managerial capacity of leaders through a systematic process of learning aimed at providing Kingdom solutions to the management challenges of Churches and NPOs. The program will enhance the knowledge, attitude and skills of the serving or aspiring leaders in the areas of management, leadership and legal to build the Churches, Institutions, and other NPOs with Biblical standards.

Organizations that are desirous of equipping their executives / staff for better performance and leadership may sponsor them to these programs.

Kindly note that MLCU is a UGC approved University. However, the MA and PG Diploma programs in NPO Management are not UGC approved courses.

PROGRAM OUTCOMES:
- The leaders trained, practice biblical management principles and discharge their current and future responsibilities effectively and efficiently.
- Churches and other NPOs compliant and will have accountability standards according to Biblical levels (beyond the law of the land).
- Churches and other NPOs develop sound organizational and governance structures and practices for achieving their desired vision.

BENEFICIARIES:
- Priests / Pastors of Churches, and Pastorate Committee Members
- Leaders & Staff of NPOs
- Theological College Faculty & Graduates
- Professionals in the corporate field who are / would like to get involved in the leadership responsibilities of Churches / ministries / NPOs

ADMISSION:
CIM enrolls participants once a year for the MA and PG Diploma in NPO Management. The learners could earn the required credits for PG Diploma and MA through two different streams (online & modular) of courses.

ELIGIBILITY:
- The basic eligibility is University Graduation in any subject. Those who have completed theological studies from Serampore / ATA at the Graduate level also would be admitted.
- The candidates should be employed.
- Fresher / non working people could be admitted for the program, however the credits per course will be lesser for them.

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

PARTNERSHIP:
CIM also partners with an organisation / Church to equip its staff (minimum of 15 members). The modules are customised to suit their specific needs. CIM conducts the orientation and workshop at the partnering institute. The travel, boarding and lodging costs of the resource persons are borne by the partnering institute.

CERTIFICATION:
'PG Diploma in NPO Management' will be awarded for those who have successfully completed a minimum of 40 credits and 'MA in NPO Management' to those who have completed a minimum of 80 credits through various non-repetitive combinations of NPO management courses. Martin Luther Christian University would award the degree/diploma on successful completion of the program.

MODE OF DELIVERY:
1. The candidates need to register in advance for the MA / PG Diploma program.
2. Upon receipt of application and fees, provisional admission is granted to the candidates and after acceptance by the University, the admission would be confirmed.
3. The candidates will do five 3-month modular courses (physical / online / hybrid) and four 1-month courses (online), along with a research project as prescribed for the MA program (80 credits) and any combination of non-repetitive courses to earn PG Diploma (40 credits).
4. Each modular course fetches 10 credits, 1-month courses (online) fetch 4 credits and the research project fetch 10 credits. This includes credits for experiential learning; two in the case of modular and one in the case of 1-month courses. Thus, non-working candidates will not earn credits for experiential learning and will have to do additional courses as required, for the completion of requirements for MA / PG Diploma.
5. The courses will contain live sessions (physical / online), for which attendance is compulsory.
6. The 1-month online courses consist of video lectures, webinars and other digital learning materials.
7. The modular courses will consist of live sessions (physical / online / hybrid), assignments, and study materials. Details will be announced when the course is offered.

8. All learners will be added to the online learning platform of CIM and they can access the learning materials and participate in discussion forums / webinar etc.
9. The evaluation for each modular course / 1-month course will be done in its respective formats and the total of the same will be added for calculation of the final grades.

ONLINE REQUIREMENTS:
- Computer with good internet connectivity
- Computer Literacy and ability to log in and access the learning materials
- Willingness to follow Discussion forums / Webinars

ONLINE PLATFORM:
CIM uses Moodle as its online learning platform. Upon registration, the learners will be oriented to use the platform.

The learners are expected to become familiar with the platform as it will be required for reading the learning material, submitting assignments and other course activities.

DURATION:
The minimum duration of MA is 2 years and PG Diploma 1 year. A candidate can take a maximum of 4 years from the time of registration for completion of MA and 2 years for PG Diploma.

MA Fees

Semester 1
Amount: Rs 23,500 + 18% GST
Due Date: 21 June 2024

Semester 2
Amount: Rs 13,000 + 18% GST
Due Date: 15 December 2024

Semester 3
Amount: Rs 20,500 + 18% GST
Due Date: 21 June 2025

Semester 4
Amount: Rs 13,000 + 18% GST
Due Date: 15 December 2025

PG Diploma Fees

Total - Rs. 41,300 (Rs 35,000 + GST 18%)
The following installment scheme also is available:
- 1st Installment – **Rs 21,830** (Rs 18,500 + GST 18%)
- 2nd Installment – **Rs 21,830** (Rs 18,500 + GST 18%)

There would also be a Convocation Fee & Migration fee (as applicable) at the end of the program.

COURSES & SCHEDULE:

Semester 1 [24 Credits]		
Course	**Duration**	**Credits**
Orientation	30 June 2024	-
Biblical Understanding of Management (1 Month)	1 July – 1 August 2024	4
Organisation Management (3 Months)	August – October 2024	10
Financial Management (3 Months)	November 2024 – January 2025	10
Semester 2 [18 Credits]		
Communication (1 Month)	February 2025	4
Project Management (3 Months)	March – May 2025	10
Organisation Behavior & Development (1 Month)	June 2025	4
Semester 3 [24 Credits]		
Legal Requirements for Churches & NGOs (3 Months)	July – September 2025	10
Indigenous Resource Mobilization (3 Months)	October – December 2025	10
Human Resource Management (1 Month)	January 2026	4
Semester 4 [14 Credits]		
Governance (1 Month)	February 2026	4
Capstone Project	March – June 2026	10
TOTAL CREDITS		**80**

*Dates and mode of workshops (physical / online) are subject to change

For PG Diploma, learners can take any combination of non-repetitive courses with a minimum of 40 credits. The following links give the list of courses offered by CIM as of now. New modules are being introduced every year.

1. Online Courses: www.cimcourses.in/online-courses
2. Modular Courses: https://cimcourses.in/CIMCourses/certificate-courses/

Electives		
Course	**Duration**	**Credits**
Entrepreneurship Development	4 months	8
Church Management	4 months	8
Information Technology for decision making	1 month	3
Networking & Partnership	1 month	3

COURSE REQUIREMENTS & EVALUATION:

Modular Courses [200 marks]

1. Quizzes (30 marks)
   Multiple Choice Questions that should be completed soon after the completion of each of the 10 chapters.

2. Chapter Summary (50 marks) *
   A summary (400 - 500 words) of each chapter must be submitted by the participant, in their own words. This will help the learner have a better and clearer understanding of the topic.

3. Application Oriented Questions (50 marks) *
   Practical questions for each chapter, that is to be answered in 250 - 300 words. This will help the participants to know how to practically apply what they have learnt.

4. Cohort Group Discussion (20 marks)
   Participants will be divided into groups and each group will be assigned a topic beforehand. The participants are to research on the topic and come prepared for a live group discussion on the topic that will be evaluated by a faculty member.

5. Course paper (30 marks) *
   Towards the end of the course, each learner will be required to write a 'Course Paper' (in 2500 - 3000 words) on **any one** of the topics that would be given to them. The learner is expected to research the topic, and submit their findings according to a template that will be provided.

6. Attendance (20 marks)
   The sessions conducted during the physical workshop are compulsory and must be attended by all the learners. The attendance of the online sessions will be included in the calculation of the total marks of the learners.

* Marks will be deducted for late submissions.

1-Month Courses

1. <u>Online Quizzes (40 marks)</u>
   Will be conducted at the end of each unit (weekly basis)

2. <u>Assignments (40 marks)</u>
   Application Oriented Question from each unit (weekly basis)

3. <u>Cohort Group Discussion (20 marks)</u>
   Participants will be divided into groups and each group will be assigned a topic beforehand. The participants are to research on the topic and come prepared for a live group discussion on the topic that will be evaluated by a faculty member.

The overall performance of the learners will be given in terms of Grades, Grade Point Average (GPA) and Cumulative GPA (CGPA).

The candidate needs to have minimum performance (50%) in each course to be eligible for the certificate.

APPLICATION PROCEDURE:
The application process can be completed online by using the following link:
www.cimcourses.in/MA

Other Courses & Academic Programs

1. **Master of Church & NGO Management** - CIM also offers Masters in Christian Management certified by Christian Institute of Management. The course is offered at the Masters level however, admission is open to all with two years of ministry experience. The pattern of the program is similar to that of MA in Christian Management.
2. **Advanced Diploma in Church & NGO Management** - This Diploma program too is certified by Christian Institute of Management. The course is offered at the Masters level, however, admission is open to all with two years of ministry experience. The pattern of the program is similar to that of PG Diploma in Christian Management.
3. **Certificate courses in Management** - CIM offers short courses of four months duration, similar to this Organisation Management course, on other areas of Management. These courses could also be tailored to suit the needs of individual organizations.
4. **PhD in Christian Management** - CIM also offers Ph.D in Christian Management in association with Martin Luther Christian University (MLCU), Shillong, New admissions starts from September.
5. **Partnership Programs** - CIM can partner with an organisation or church to equip its staff (minimum 15) on a particular subject. CIM will conduct the orientation and workshop at the partnering institute. The partnering institute would bear expenses related to travel, boarding and lodging of CIM Resource persons conducting the workshop.

For further details, please contact us at academic@cimindia.in | +91 73581 99376