

PG DIPLOMA HANDBOOK

NPO MANAGEMENT

2026-2027

**(ACCREDITED BY MARTIN LUTHER CHRISTIAN UNIVERSITY,
MEGHALAYA)**

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The **PG Diploma in NPO Management** programme is offered by Christian Institute of Management and is accredited by Martin Luther Christian University. The course aims to equip leaders with foundational management skills.

Christian Institute of Management

"CHRISTIAN INSTITUTE OF MANAGEMENT", CHENNAI, is a national organisation imparting management education, management training, organisational development services and providing publications relevant to management of NPOs, education, healthcare and business organisations. CIM has been offering management courses since 2004.

Martin Luther Christian University

"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.

The PG Diploma in NPO Management programme is under the university's institutional accreditation; the degree is fully recognised under the university's state charter.

Successful graduates may apply for lateral entry into the second year of the MBA with Specialisation in NPO Management, subject to MLCU's eligibility criteria and approval.

Objective of the Programme

The main objective of these programmes 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.

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.

Duration

The **PG Diploma in NPO Management** is a 1-year programme split into **two semesters** of 20 credits each

See the Calendar section in the next page for more details.

Admission

Interested candidates can apply for the programme online through the following link: cimindia.in/courses/pg-diploma

Applications will be reviewed, and selected candidates will be notified via email. Further details regarding the enrollment process, fee payment, and orientation schedule will be provided to those who are shortlisted.

Calendar

SEMESTER 1

	Course Name	Credits	Month
1	Biblical Understanding of Management	4	July - August 2026
2	Essentials of Organisation Management	4	September - October 2026
3	Mangerial Communication	4	September - October 2026
4	Organization Growth & Development	4	October - December 2026
5	Environmental, Social, Governance	4	October - December 2026
	Elective		
	Organisation Behaviour	4	October - December 2026

Calendar

SEMESTER 2

	Course Name	Credits	Month
1	Financial Cost & Management Accounting	4	January - February 2027
2	Financial Stewardship, Accountability & Integrity	4	February - April 2027 (2-Day Workshop included)
3	Fundamentals of Indian Law	4	April - May 2027 (2-Day Workshop included)
4	Legal Requirements for NPOs	4	May - June 2027
	Elective		
	Church Management		May - June 2027

End of PG Diploma in NPO Management (40 credits)

Assignments & Evaluation

Topic-Wise Assignments

Each course will consist of five topics. For each topic, students will complete the following three assignments:

1. **Pre-Session Question:** You will be given resources and asked to answer a pre-session question. The aim is to encourage learning curiosity for the upcoming session before the lecture.
2. **Post-Session Question:** An application-oriented question (AOQ) to demonstrate practical understanding of the topic.
3. **MCQs:** Six multiple-choice questions to reinforce key concepts.
4. **Journaling:** Students must log a weekly journal entry based on the topics from each completed session to reflect on how the concepts apply in practice with the **3D approach:**
 - Actions – The objective of the chapter (includes the who, what, where, and when).
 - Disclosures – This is the critical analysis (includes the why).
 - Decisions – Analyze how the learnings affects your future thinking or work actions.

Comprehensive Assignments

In addition to the topic-wise assignments, each course will include a Student Presentation.

An 8-minute presentation of the Course Paper by each student, is to be delivered in a live session. You will be peer reviewed and graded for content, relevance, presentation skill, & keeping timing.

In addition to these assignments, attendance and the timely submission of work will also contribute to the final grade.

Mark Allotment:

Attendance	20 Marks (2 Marks per chapter)
Pre-Session Assignments 200 - 300 words	50 Marks (5 Marks per chapter)
Post-Session Assignments 300 – 400 words	60 Marks (6 Marks per chapter)
Post-Session Quizzes 6 MCQs	30 Marks (3 Marks per chapter)
Student Presentations 1 Presentation 8 Minutes	40 Marks (20 Marks per presentation) Graded for: Content Relevance Presentation Skills Timing
Journaling	
TOTAL	200 Marks

Course Outlines

Financial, Cost & Management Accounting

- 1.Introduction to Financial / Cost / Management Accounting & Financial Management
- 2.Accounting Concepts & Conventions & Financial Cycle
- 3.Financial Statements, Internal & External Audit
- 4.Cost Sheets & Budgets
- 5.Financial Objectives and Financial Decisions

Financial Stewardship, Accountability & Integrity

- 1.Financial Stewardship
- 2.Financial MIS & Financial Performance Analysis
- 3.Income Tax
- 4.Goods & Services Tax
- 5.Foreign Contribution Regulation Act

Fundamentals of Indian Law

- 1.Indian Legal System
- 2.Indian Constitution
- 3.Labor Codes
- 4.Registration of Societies, Trusts & Sec 8 companies
- 5.Laws Pertaining to Property



Legal Requirements for NPOs

1. Personal Laws
2. Right to Education (RTE)
3. Right to Information (RTI)
4. Laws Pertaining to Women's Protection
5. Laws Pertaining to Children's Homes

Essentials of Organization Management

1. Organisation – Need & Importance, Forms, Structure
2. Functions of Management
3. Functional Areas of Organisations
4. Developing Key Areas of Organisations
5. Developing Vision, Mission, Strategy for Organisations

Organization Growth & Development

1. Change Management
2. Creativity & Innovation
3. Learning Organisations & Tacit Knowledge
4. Team Building, Negotiation Skills & Conflict Management
5. Leadership Development & Succession Planning

Biblical Understanding of Management

- 1.Theological Reflections: Four Models of Management
- 2.Biblical Examples: Four Aspects of Management
- 3.Practical Principles: 16 Principles for Managers
- 4.Personal Applications: 16 Characteristics of Managers
- 5.Good & Faithful and The Choice

Manegerial Communication

- 1FOUNDATIONS OF EFFECTIVE COMMUNICATION
- 2.Character, Ethics and Personal Effectiveness
- 3.Effective Presentation and Persuasive Communication
- 4.Digital and Media Communication
- 5.Leadership Communication and Strategic Communication

Note: *Course titles and content are subject to minor changes.*

Fees

SEMESTER 1

Amount: Rs 27,730 (incl. 18% GST)
Due Date: 10 July 2026

SEMESTER 2

Amount: Rs 15,340 (incl. 18% GST)
Due Date: 15 January 2027

Contact

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