

# Doctor of Philosophy (PhD) in Christian Management Handbook

(Prepared in accordance to the Rules for the Degree of Doctor of Philosophy, PhD studies of the University and UGC Guidelines. The candidates are also advised to look at the University regulations and follow the requirements)

CHRISTIAN INSTITUTE OF MANAGEMENT (CIM), CHENNAI (hereafter referred to as the Institute), is a national organisation, imparting management education, management training, organisational development services and providing publications relevant to management of Churches, Institutions and other religious and charitable organisations. The Institute was established in 1998 has been offering management courses since 2004.

CIM is a PhD center of The MARTIN LUTHER CHRISTIAN UNIVERSITY (MLCU), SHILLONG, hereafter referred to as the University). The University is a State Private University, established in 2005, by an Act of the Meghalaya State Legislature and is approved by the UGC. The Governor of Meghalaya is the Visitor. The University offers programmes in various streams of Arts, Science, Commerce and Theology.

## OBJECTIVES OF THE PROGRAMME:

The main objective of the programme is to enable research scholars to enhance advanced thinking and discovery of knowledge in the area of Management of NPOs (Not for Profit Organisations) with Biblical level of excellence. The other objectives of the programme are to:

- a. Provide cutting-edge solutions to the managerial issues of NPOs on biblical foundations.
- b. Conduct high-quality research and disseminate the results to scholarly and other audiences.
- c. Enhance the knowledge and competence in teaching and research in colleges, theological institutions, and universities.
- d. Engage in service and outreach through religious and charitable organisations, and institutions that promote scholarships and augment their public impact.
- e. Enhance the capacity for writing so as to make original contributions to the discipline that is significant for religious communities, academy, and society.
- f. Instill commitment to collaborative inquiry, mentoring, publication and other modes of transferring knowledge.

## RESEARCH OUTCOMES:

- a. Development of advanced knowledge / theories in Christian Management in the Indian context.
- b. Discovery of new methodologies/models in different areas of management of NPOs in India.
- c. Capturing best practices of management and finding its application in specific organisational contexts.
- d. Generation of high-quality literature based on biblical values that are connected with the management of NPOs.
- e. Formulation of interventions that offer solutions to the specific problems of NPOs.

**ELIGIBILITY:**

The candidates who have gone through the normal education pattern of 10+2+3/4+2 through regular, distance or online mode of learning with the following degrees shall be eligible to apply.

- a. MA in Christian Management (MACM) / MBA from a University / recognized Institute (with minimum 55% marks or an equivalent grade in a point-scale); or an equivalent degree from a University / recognised Institute and accepted by the University with (preferably) minimum two years of work experience.
- b. MTh from Serampore/ATA or any other recognised University (with minimum 55% marks or an equivalent grade in a point-scale); or an equivalent degree and accepted by the University.
- c. Candidates with any other Master's degree from a recognized University (with minimum 55% marks or an equivalent grade in a point-scale).
- d. ACA, FCA, AICWAI, ACSI qualifications of the Institute of Chartered Accountants of India, Institute of Cost and Works Accountants of India and Institute of Company Secretaries of India. Provided the candidates have secured 55% or more marks in the aggregate in the qualifying degree examination from any recognized University.

All the candidates shall undergo a Pre-Doctoral Programme (PDP) prior to joining for the PhD programme. The candidates with M.Th or Master's Degree other than Management and who do not have a PG Diploma programme from CIM (including the Executive Programme in Christian Management) or any other Institute / University, shall do an additional course on Management as part of PDP. In exceptional cases, the Research Advisory Committee (RAC) of CIM can exempt a candidate from the Pre-Doctoral Programme (PDP).

**DEGREE AND DESIGNATION:**

The University shall award the PhD degree to candidates who have satisfactorily completed the requirements in this scheme of regulations. CIM shall issue a Course Completion Certificate for the Pre-Doctoral Programme.

**DURATION OF THE PROGRAMME:**

The minimum duration of the doctoral program shall be three years (excluding the time duration of PDP).

The maximum duration of the doctoral programme shall be six years, extendable up to a period of one year, only under special circumstances, by the Doctoral Committee.

After a candidate has exhausted six years and the extension period, he/she will have to re-register which will include taking the entrance tests and completing the course work. The fees to be paid will be based on the current fee structure at the time. Such candidates have to petition to the doctoral committee and will have to get their approval.

The duration shall be counted from the date of admission, i.e., the date of announcement of the entrance test results.

**ADMISSION:**

Candidates shall apply for Pre-Doctoral Programme (PDP) through the online registration form. During the PDP / the candidate shall undergo the required courses, and shall prepare a tentative research proposal. The candidates shall complete the requirements of the courses in PDP with a minimum of 50% marks. Since it is a Part-Time programme, the candidates need to apply through their organisation or get a “No Objection Certificate” from their own organizations. It is noted that Ph.D programmes through distance and / or online mode is not accepted. The last date for the submission of the application is 31<sup>st</sup> May 2024.

After the successful completion of PDP the candidate shall apply to the University for PhD. Along with the application, the candidate shall submit an essay of about 500 words on why the applicant wishes to do a PhD and a tentative dissertation proposal of approximately 1,500 words with 5-10 academic references.

All candidates shall ordinarily be admitted to the Doctoral Programme on the basis of satisfactory performance in the entrance test and interview. The qualifying marks for the entrance test shall be 50%.

The entrance test will have the following components:

1. English competency
2. Research Methods/methodological approaches related to the field of research
3. Analytical skills
4. Community orientation

Those who pass the entrance test shall be called for the interview which will be based on the dissertation proposal submitted.

**REGISTRATION FOR THE DOCTORAL PROGRAMME:**

Upon being declared successful in the entrance test and interview, each research scholar shall be assigned to a Research Supervisor (guide). The research scholar may secure a co-supervisor, if the research is interdisciplinary in nature or in the case of specialized subjects. The recommendation of supervisor is necessary for having a co-supervisor.

The candidate shall go through advanced courses as mentioned in the scheme of coursework offered by the Institute.

The candidate will have to submit a research proposal to the University within one year of admission and after completing the prescribed coursework. The research proposal should be ten to fifteen thousand words.

If a candidate has not completed the course work and has not received approval for his/her research proposal from the Doctoral Committee within two years of admission, his/her candidature will be terminated.

**COURSEWORK:**

As part of the coursework, the candidate shall write a review article, in a format suitable for publication.

The PDP coursework shall be 8 / 18 credits and PhD coursework shall consist of 12- 16 credits.

The candidates who have undertaken any courses of PDP, as part of their previous study programmes can be given exemption from doing the same course, and the marks they already obtained for the course shall be considered as the marks for this programme.

All candidates admitted to the PhD programme shall be required to complete the course work ordinarily in the initial one or two semesters.

M.Phil / PhD level coursework taken at any other university / recognized Institute considered equivalent can be awarded equivalent credits.

After the completion of each of the coursework, the Institute shall send the grades of the candidates to the ACTRS of MLCU, and at the end of the coursework, the University will issue the Course Completion Certificate and a transcript to all the eligible candidates.

The PhD candidate has to obtain a minimum of 55% in the coursework in order to be eligible to continue in the programme and to submit the thesis. The candidate shall not have simultaneous PhD registrations with other Universities/Institutions.

### **Pre-Doctoral Programme**

S.No.	Course
1	Introduction to Christian Management Research
2	Biblical Understanding of Management
3	Organisation Management (additional course for candidates who do not have management degree / diploma)

### **PhD Course Work**

S.N	Courses	Credit
1	Research Methodology	4
2	Theoretical approach to Christian Management Research	4
3	Specialised course (if required as prescribed by the guide)	4
4	Research Paper (related to the topic prescribed by the guide)	4
<b>Total credits for PhD course work</b>		<b>12/16</b>

### **PROGRESS OF THE CANDIDATE:**

Upon approval of the research proposal by the Doctoral Committee of the University, the candidate will be registered in the PhD programme of the University.

Upon approval of the research proposal by the Doctoral Committee, the topic of the thesis and the research study design shall be considered to be finalized. Any major change in the topic or any other major modification shall have to be approved by the Doctoral Committee.

Upon approval of the research proposal by the Doctoral Committee, the candidate shall obtain the approval of the University Research Ethics Committee (UREC). The research work may commence only after the approval of the UREC.

All candidates are expected to present their work, or a part thereof, at an appropriate academic conference, preferably national or international, and/or submit or publish their research work in a peer-reviewed journal.

A pre-submission presentation, approved by the Supervisor, shall be given upon completion of the main part of the research work.

Each candidate is expected to demonstrate the competencies prescribed by the Doctoral Committee before submission of the thesis. The Supervisor will certify the attainment of these competencies in the manner prescribed by the Doctoral Committee.

The candidates, on submission of the final thesis, have to report the findings to the community in a suitable manner from which the data was collected. The scholar shall submit a report to the Secretary of the Doctoral Committee, before the public defense.

### **SUBMISSION OF THESIS AND PUBLIC DEFENCE:**

The candidate shall submit the thesis, in the prescribed style (APA 7<sup>th</sup> Edition) and format, in five copies along with a soft copy, duly attested and approved by the Supervisor and Co-supervisor, if any, to the University, not earlier than six months before the prescribed minimum period.

The Chairman of the Doctoral Committee, in consultation with the Supervisor, shall recommend at least two suitable examiners.

Based on the evaluation of the examiners, the candidate shall revise the thesis, if necessary, on the advice of the Supervisor, and resubmit the thesis in three copies, along with a soft copy of the thesis.

After approval of the thesis by at least two of the examiners, out of which at least one shall ordinarily be from outside the State, a public defence will be conducted, at which the presence of the Supervisor is recommended.

The date and venue of the public defence shall be announced in advance, so that scholars and interested members of the public may attend. Any member of the audience may pose questions to the candidate, pertaining to the research project or to its general field.

The performance of the candidate at the public defence shall be evaluated by the members of the Doctoral Committee who will be present, and the recommendation to be made to the Doctoral Committee may be announced by the Chairman of the Doctoral Committee at the end of the public defence.

Ordinarily, the process of evaluation and public defence should be completed within six months of submission of the thesis.

In the case of any form of plagiarism, the University Policy on Plagiarism will be applicable for all doctoral candidates.

### **RESULTS AND AWARD OF DEGREE:**

The Chairman of the Doctoral Committee shall declare the eligibility of the candidate to be awarded the PhD degree, immediately upon the conclusion of the public defence, and convey the recommendation to the University.

The Doctoral Committee shall ratify the eligibility of the candidates for the award of the Doctoral Degree.

The candidates should have fulfilled all obligations to the University before the award of the degree.

Successful candidates will be awarded the degree of Doctor of Philosophy, under the seal of the University and with the signature of the Vice-Chancellor.

A copy of the successful thesis shall be kept in the University library and disseminated appropriately to the academic community.

The copyright of the unpublished thesis rests with the researcher, the university and the community from which the data was collected. A declaration of copyright claim will be kept as part of the thesis.

**ACADEMIC CALENDER:**

**Pre-Doctoral Programme**

<b>Activity</b>	<b>Month</b>
Admission	July 2024
Course on Biblical Understanding of Management	July 2024
*Course on Organization Management (for candidates who do not have Management Degree)	August - December 2024
Course on Introduction to Christian Management Research	September - November 2024
Discussion on Tentative Research Proposal	January 2025

**PhD Programme**

<b>Activity</b>	<b>Month</b>
Entrance Examination & Interview by MLCU	January 2025
Course on Theoretical Approach to Christian Management Research*	February – May 2025
Course on Research Methodology*	June - October 2025
Advanced Course (subject-specific)*	June - October 2025
Review Paper*	November - December 2025
Proposal Presentation	February 2026

\* PhD course work in Year 1

**FEES STRUCTURE**

<b>FEES TO CIM</b>	<b>Amount</b>
Application Fee	1,000
Pre-doctoral Fee	15,000
Prog. Admn. Fee	10,000
*Annual Prog. Admn. Fee	10,000

\*Will be repeated every year

FEES TO MLCU	Amount
Application Fee	1,000
Entrance Fee	5,000
*Registration Fee	10,000
**1 <sup>st</sup> Installment of Annual Course Fee	29,550
**2 <sup>nd</sup> installment of Annual Course Fee	29,550
RP Evaluation Fee	11,250
***Examination Fee	75,000

\*Registration and 1<sup>st</sup> year 1<sup>st</sup> installment of the Annual course fee to be paid through online admission portal (<https://admissions.mlcuniv.in>)

\*\*will be repeated every year (Annual course fee can be paid in two installments (through [erp.mlcuniv.in](http://erp.mlcuniv.in)) and is applicable till the candidate completes the program.

\*\*\*Examination fee is to be paid as per the fee structure enforced at the time of submission of thesis.

- Resubmission fee (50% of the examination fee) to be paid as per the fee structure enforced at the time of submission.
- Proof reading and copy editing fee to be paid along with examination fee as per the fee structure enforced at the time of submission. Minor editing – Rs.12,000 and moderate editing – Rs. 20,000.
- Late payment of fees will attract a fine of Rs.100/-per day.

**FOR FURTHER DETAILS, PLEASE CONTACT:**

**The Director – Courses & Publications**

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