



**CODE FOR
AWARD OF
PROFESSIONAL MEMBERSHIP**

National Institute of Plantation Management

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**AWARD OF
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MEMBERSHIP**

**National Institute of Plantation
Management (Amendment) Act No.
5 of 1987** provides for :

- (a.) Conferment of professional qualifications viz. Student Membership, Associate Membership and Fellow Membership by the NIPM after assessing the eligibility of the candidate for admission to various grades of membership.
- (b.) Conduct of the qualifying examinations for all grades of memberships of the Institute and also to promote and provide courses of study for these examinations.
- (c.) Ensuring the maintenance of high standards in the professional activities and the general conduct of the member of each professional grade.

**CATEGORIES OF
MEMBERSHIP**

Under the Amended Act. No. 5 of 1987 of the National Institute of Plantation Management, the Institute of empowered to offer the following categories of membership for qualified personnel in the plantation sector.

- | | | |
|----------------------|---|------|
| i. Fellow Member | - | FIPM |
| ii. Associate Member | - | AIPM |
| iii. Student Member | - | SIPM |

The categories of “FIPM” and “AIPM” carry the right of using the designatory letters along with their names for official or private purposes. Student Members are however, not entitled to these rights.

**GUIDELINES FOR
AWARD OF
PROFESSIONAL
QUALIFICATIONS**

**Plantation Executives in
Employment Prior to 1st January
1975**

- (a.) Existing CIP members will maintain their **status quo** in that organization and will be awarded the equivalent of NIPM awards on their experience and qualifications.
- (b.) All Non-CIP members with a minimum of ten years’ experience will be awarded the Associate Membership of the NIPM.
- (c.) The Board will consider the award of fellowship to those non- CIP members who have at least twenty years’ experience.

CIP members who pass the NIPM Diploma examination will be given the benefit of five years added experience.

**Plantation Executives in
Employment on or After 1st January
1975-Requirements for Admission**

Student Member:

Four (4) years planting experience (exclusive of creeping period) and confirmation as Assistant Superintendent together with certificates in Language Proficiency and Accounting & Book-keeping awarded by NIPM.

Associate Member:

Ten (10) years planting experience, together with Certificates in Language Proficiency, Accounting & Book-keeping, and Tea/Rubber Manufacture, as well as Diploma in Plantation Management and B.Sc. degree in Plantation Management awarded by NIPM.

Fellow Member:

Twenty (20) years planting experience which ten (10) years should have been as a Superintendent, together with Certificates in Language Proficiency, Accounting & Book-keeping, and Tea/Rubber Manufacture as well as Diploma in Plantation Management & B.Sc. degree in Plantation Management awarded by NIPM.

OR

Significant contribution to the Plantation Industry.

**APPLICATION
FORM FOR
MEMBERSHIP:**

Application form for membership could be obtained from the Director, NIPM by paying a fee of **Rs. 150/=**. Application fee may be paid in cash at the NIPM office or by Money Order/Postal Order drawn in favour of the Institute.

**CERTIFICATION OF
THE APPLICATION
FORM :**

Applications from state sector employees require certification by the employer of particulars relating to present employment as furnished by the applicant.

Applications from planting executives in the private sector must be proposed and seconded by two members residing in the administrative district in which the applicant is employed

**EXISTING CIP
MEMBERS**

Existing CIP members may also apply together with photocopies of their membership certificate

**AWARD OF
MEMBERSHIP**

All applications for membership will be carefully examined by a committee appointed by the Board of Governors of the Institute who will decide on enrolment to the appropriate membership grade.

**OFFER OF
MEMBERSHIP**

Enrolment to each category of membership will be offered to the applicant soon after their selection to the eligible membership grade. Selection to different membership grades will be at the sole discretion of the Board of Governors.

The letter of offer of membership will contain the rules and regulations applicable to membership for acceptance by the applicant.

**ACCEPTANCE OF
MEMBERSHIP:**

Acceptant of the offer of membership is the legal binding between the Institute and the member. Further this confirms acceptance of rules and regulations laid down by the Board of Governors of the Institute and the member's acknowledgement to abide by such rules in order to ensure that the member maintains

high standards in professional activities and general conduct.

Letter of acceptance duly signed by the applicant on the valid stamp of Rs. 45/= shall be forwarded to the Director, NIPM under **Registered Cover**.

**AWARD OF
CERTIFICATES :**

On receipt of the letter of acceptance duly signed by the applicant, a certificate of membership will be awarded.

**CERTIFICATE IS
PROPERTY
OF THE INSTITUTE:**

Every certificate of membership shall remain the property of the Institute and the property of the Institute and the Board of Governors is empowered to withdraw it at any time. Every person ceasing to be a member of the Institute shall, when so requested by the Board of Governors, return his certificate of membership for cancellation.

**MEMBERSHIP
FEES:**

Fees for each category of membership are :

Fellow Member	Rs. 3000/=*
Associate Member	Rs. 2000/=
Student Member	Rs. 1000/=

**Fellowship fees are not payable by those on whom this honour is conferred.*

The membership fee must be paid in cash/money order/postal order/cheque drawn in favour of the Institute.

Membership fees shall be paid in one installment before the applicant is enrolled as a member.

A renewal fee of the membership shall be paid within the first quarter of every calendar year. Late payment made during the period 1st April to 30th June of every calendar year will be subject to a surcharge of 10%.

**DISENROLMENT OF
MEMBER FOR NON
PAYMENT OF
MEMBERSHIP FEES :**

Non payment or failure to make the renewal payment without a valid reason acceptable to the Board of Governors on or before the first day of July of any calendar year makes a member liable to be disenrolled and the Institute has the right to withdraw the membership certificate (*vide* regulation No. 9)

**RE-ENROLMENT OF
MEMBER :**

Provided, however, that such disenrollment (*vide* Regulation No. 7) shall not prevent the Board of Governors from subsequently re enrolling such a person if he submits valid reasons acceptable to the Board of Governors and also pays the arrears of

membership fees together with the surcharge of 10%.

**MEMBERSHIP
REGISTER :**

The Institute shall maintain register of enrolled members.

**RULES OF
CONDUCT :**

A registered member shall abide by any rules of conduct that the Board of the Institute may lay down as applicable to the members and the failure of a member to comply with any such rules of conduct will make the member liable for disciplinary action by the Board of the Institute.

**SERVICES
AVAILABLE TO THE
MEMBERS :**

Regular meetings to discuss problems of mutual interest.

Seminars and workshops designed to cover specific problem areas in the plantations.

Annual assembly followed by a seminar or workshop or conference.

Special seminars/workshops on important subjects/areas, will be organized from time to time.

Publications, journals and other periodicals will be given at concessionary rates.

Inter-negotiations, exchange of management skills with similar Institutions/organizations, locally and internationally.

GENERAL :

The membership will be of great significance to you to further your career advancement in the plantation sector. The designatory letters will be an added qualification. It is anticipated that you will adhere to rules and regulations outlined in the attached document and uphold the highest traditions of your profession.

**RULES AND REGULATIONS
GOVERNING THE AWARD OF
PROFESSIONAL MEMBERSHIP**

NATIONAL INSTITUTE OF PLANTATION MANAGEMENT

**POWER TO
MAKE RULES**

1. These Rules and Regulations are made by the Board of Governors of the NIPM by virtue of the powers vested in the Board by Section 30 (2) of the National Institute of Plantation Management Act No. 45 of 1979 as amended by Act No. 5 of 1987.

**APPLICATION
FOR MEMBERSHIP**

2. Application for membership must be made by an application form No. **NIPM/03/PM/02** obtainable from the Institute.

**QUALIFICATIONS
FOR MEMBERSHIP**

3. Following qualifications apply to plantation executives -

(a.) who have been in employment prior to 1st January 1975.

(b.) who have been in employment on or after 1st January 1975.

3.1 Prior to 1st January 1975

3.1.1. Existing CIP (Ceylon Institute of Planting) members will maintain their **status quo** in that organization and will be awarded the equivalent of NIPM (National Institute of Plantation Management) awards on their experience and qualifications.

3.1.2. The Board may consider the award of Fellowship in all CIP Members and non CIP Members who have been in employment prior to 01st January 1975 and count a minimum of twenty (20) years planting experience of which ten (10) years should have been a Superintendent of an estate which should be more than fifty(50) acres in extent.

3.1.3. All non-CIP members with a minimum of ten years experience will be awarded Associate membership of the NIPM.

3.1.4. CIP members who pass the NIPM Diploma in Plantation Management will be given the benefit of five years added experience.

3.2 On or after 1st January 1975

3.2.1 *Student Member:*

Four (4) years planting experience (exclusive of creeping period) and confirmation as Assistant Superintendent together with certificates in Language Proficiency and

Accounting & Book-keeping awarded by NIPM.

3.2.2. Associate Member :

Ten (10) years planting experience, together with certificates in Language Proficiency, Accounting & Book-keeping and Tea/Rubber Manufacture as well as Diploma in Plantation Management awarded by NIPM.

3.2.3. Fellow Member:

Twenty (20) years planting experience of which ten (10) years should have been as a Superintendent, together with certificates in Language Proficiency, Accounting & Book-keeping and Tea/Rubber Manufacture, as well as Diploma in Plantation Management awarded by NIPM.

OR

Significant contribution to the Plantation Industry,

USE OF DESIGNATORY LETTERS OF MEMBERSHIP TITLE

4. Associate and Fellow members will have the right to use the designatory letters “AIPM” and “FIPM” respectively along with their names for official or

private purposes. Student members are however, not entitled to these rights.

APPLICATION FEE

5. A fee of **Rs. 150/=** will be charged for issue of an application form together with the brochure giving details for awarding professional membership. The application fee must be paid in cash/postal order/money order in favour of the Institute.

MEMBERSHIP FEE

6. The annual membership fee for each category of membership is:

Fellow Member	- Rs. 3000.00*
Associate Member	- Rs. 2000.00
Student Member	- Rs. 1000.00

**Fellowship fees are not payable by those on whom this honour is conferred.*

The membership fee must be paid in cash/money order/postal order/cheque drawn in favour of the Institute

6.1. The annual Membership fee shall be paid in one installment before the applicant is enrolled as a member.

Renewal fees of memberships shall be paid within the first quarter of every

calendar year. Late payments made during the period 1st April to 30th June of every calendar year will be subject to a surcharge of 10%.

**DISENROLMENT
OF MEMBER FOR
NON PAYMENT OF
MEMBERSHIP FEES**

7. Non payment or failure to make renewal payments after 1st of July of any calendar year without a valid reason acceptable to the Board of Governors make a member liable to be disenrolled and the Institute has the right to withdraw the membership certificate (*vide* regulation No. 9)

**RE-ENROLMENT
OF MEMBER**

8. Provided, however, that such disenrollment (*vide* Regulation No. 7) shall not prevent the Board of Governors from subsequently re-enrolling such a person if he submits valid reasons acceptable to the Board of Governors and also pays the arrears of membership fees together with a surcharge of 10%.

**CERTIFICATE IS
PROPERTY OF
THE INSTITUTE**

9. Every Certificate of Membership shall be the property of the Institute and the Board of Governors is empowered to withdraw it at any time. Every person ceasing to be a member of the Institute shall, when so requested by the Board of Governors by letter sent under registered cover to his declared address, return his certificate of membership for cancellation.

**MEMBERSHIP
REGISTER**

10. The Institute shall maintain a register of enrolled members.

RULES OF CONDUCT

11. Members are required to abide by the rules of conduct that the Board of Governors of the Institute may lay down from time to time and failure of a member to comply with such rules of conduct will make the member liable to disciplinary action by the Board of Governors of the Institute.

**FEES PAYABLE BY
STUDENTS**

12. Fees payable by students admitted to the qualifying examinations for courses of instruction provided by the Institute will be at the rates decided by the Board of Governors from time to time.

**FEES PAYABLE
TO LECTURERS
TO LECTURERS**

13. Fees payable to lecturers and examiners will be at the rates decided by the Board of Governors from time to time.