

# **JKKN COLLEGE OF ENGINEERING & TECHNOLOGY**

**Natarajapuram, NH-544, (Salem to Coimbatore), Kumarapalayam- 638  
183. Namakkal Dist.**

**(Approved by AICTE and Affiliated to Anna University)**

## **POLICY FOR PROFESSIONAL BODY MEMBERSHIPS**

The purpose of this policy is to provide guidelines and criteria for Learning Facilitators who wish to seek sponsorship from the management for joining or maintaining a professional membership body that is relevant to their role and career development. This policy aims to enhance Learning Facilitator competencies, promote professional development, and improve institutional outcomes

### **Objectives**

1. Encourage faculty development and enhance competencies.
2. Strengthen the teaching-learning process.
3. Foster research, innovations, and extension.
4. Support student progression and development.
5. Promote institutional values and best practices.

### **Eligibility Criteria**

The eligibility criteria for sponsorship are that the Learning Facilitator must:

1. Have a satisfactory performance record and no disciplinary issues.
2. Have achieved a minimum Grade A in their most recent quarterly assessment.
3. Demonstrate how joining or maintaining a professional membership body will benefit their role and career development, as well as the organization's objectives and interests.
4. Provide evidence of the professional membership body's accreditation, recognition, and standards.
5. Agree to abide by the professional membership body's code of ethics and conduct.
6. Agree to share their learning outcomes and experiences with their colleagues and managers.

### **Application Process**

The application process for sponsorship is that the Learning Facilitator must:

1. Complete a sponsorship application form that includes a statement of purpose, a budget proposal on an Online Form.
2. Submit the application form to the Principal at least two months before the deadline for joining or renewing the professional membership body
3. Await approval or rejection from the management within one month of submission

#### Approval Criteria

The approval criteria for sponsorship are that the management will consider:

1. The alignment of the professional membership body with the organization's vision, mission, values, and strategic priorities
2. The availability of funds in the organization's budget
3. The potential return on investment in terms of Learning Facilitator performance, engagement, retention, and satisfaction

#### Terms and Conditions of Sponsorship

1. The sponsorship will cover up to 80% of the annual fee for joining or renewing the professional membership body.
2. The Learning Facilitator will be responsible for paying any remaining costs or fees associated with their membership.
3. The Learning Facilitator will be required to provide proof of payment and receipt of membership confirmation to the human resources department.
4. The Learning Facilitator will be required to maintain an active membership status and participate in any mandatory activities or requirements set by the professional membership body.
5. The Learning Facilitator will be required to integrate their learning outcomes and experiences into their teaching, research, and mentoring activities, contributing to the institution's performance.
6. The Learning Facilitator will be required to actively participate in student support and progression initiatives, such as mentoring, advising, and providing access to professional networks and resources.
7. The Learning Facilitator will be required to contribute to the institution's research, innovations, and extension efforts by participating in research projects, conferences, workshops, and other activities facilitated by their professional membership body.
8. The Learning Facilitator will be required to promote and uphold institutional values and best practices, including ethical conduct, social responsibility, and environmental sustainability.

9. The Learning Facilitator will be required to acknowledge and thank the management for their sponsorship in any public forums or publications related to their membership.

#### **\*\*Termination or Revocation\*\***

The sponsorship may be terminated or revoked if the Learning Facilitator:

1. Fails to meet the eligibility criteria or fulfill the terms and conditions of the sponsorship agreement.
2. Fails to maintain an active membership status or comply with the professional membership body's code of ethics and conduct.
3. Engages in any misconduct or misrepresentation related to their membership or sponsorship.
4. Leaves the organization or changes their role in a way that no longer aligns with the professional membership body's relevance.

If the sponsorship is terminated or revoked, the Learning Facilitator may be required to reimburse the organization for any costs or fees already paid on their behalf.

#### **Policy Review**

The management reserves the right to review, update, or amend this policy at any time to ensure its effectiveness, fairness, and compliance with applicable laws and regulations.

#### **Communication**

This policy will be communicated to all Learning Facilitators and made available on the institution's website, intranet, or other relevant channels.

By implementing this policy, the institution aims to enhance the quality of its Learning Facilitators, promote continuous learning and improvement, and contribute to overall institutional performance.

**JKKN College of Engineering & Technology**

**Sponsorship Application Form for Professional Body Memberships**

**Personal Information**

1. Full Name: \_\_\_\_\_
2. Designation: \_\_\_\_\_
3. Department: \_\_\_\_\_
4. Employee ID: \_\_\_\_\_
5. Email Address: \_\_\_\_\_
6. Contact Number: \_\_\_\_\_

#### Professional Body Membership Information

7. Name of Professional Body: \_\_\_\_\_
8. Membership Category: \_\_\_\_\_
9. Membership Fee (annual): \_\_\_\_\_
10. Membership Benefits: \_\_\_\_\_

#### Statement of Purpose

In the space provided below, please explain how joining or maintaining this professional membership will benefit your role and career development, as well as the organization's objectives and interests. (Approximately 250-300 words)

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#### Budget Proposal

11. Total membership fee: \_\_\_\_\_
12. Sponsorship amount requested (up to 80% of the membership fee):  
\_\_\_\_\_
13. Applicant's contribution (remaining membership fee): \_\_\_\_\_
14. Additional costs (if any): \_\_\_\_\_
15. Total amount requested: \_\_\_\_\_

#### Letter of Recommendation

Please attach a letter of recommendation from your direct supervisor that supports your application for sponsorship.

#### Declaration

I, \_\_\_\_\_ (Full Name), hereby declare that the information provided in this application form is true and accurate to the best of my knowledge. I understand that any false or misleading information may result in the termination or revocation of my sponsorship. I also agree to abide by the terms and conditions of the sponsorship agreement and the professional membership body's code of ethics and conduct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit the completed application form and supporting documents to the Human Resources Department at least two months before the deadline for joining or renewing the professional membership body.