



**NATIONAL INSTITUTE OF PERSONNEL MANAGEMENT**  
Southend Conclave, 3rd Floor, 1582, Rajdanga Main Road, Kolkata - 700 107  
Post Box No.: 10275, Email : [info@nipm.in](mailto:info@nipm.in)  
Phone : +91 33 2441 7254 / 7255, Fax : +91 33 2441 7256

# **INSTITUTIONAL MEMBERSHIP**

**SUBSCRIPTION DETAIL INSIDE**

**National Institute of Personnel Management (Madras Chapter)**  
3E, Kasturi Apartment, Third Floor,  
6th Street, Dr. Radhakrishnan Salai, (Opp. AVM Rajeswari Kalyana Mandapam),  
Mylapore, Chennai - 600 004.  
Tele: 2811 5599, E-mail: [nipmcc@yahoo.com](mailto:nipmcc@yahoo.com), Website: [nipmmadras.org](http://nipmmadras.org)

## **OBJECTIVES**

- \* To promote excellence in professionalism in the HRM/HRD area;
- \* To provide a forum for exchange of ideas and experiences and collection and dissemination of information on management in general and personnel management in particular.
- \* To spread the knowledge on the principles, practices, techniques and methods of human resource management and development and to develop the skill and expertise of the persons engaged in the management and development of human resources;
- \* To promote and safeguard the status and interests of personnel management, industrial relations and labour welfare and the interests of those engaged therein etc.;

## **INSTITUTIONAL**

The central or any state government or an local self government body or any of their department or any statutory body or corporation, statutory or otherwise, or any organisation or any Educational institution or an association, whether incorporated or not, which subscribes to and is interested in furtherance of the objects of the institute is eligible for institutional membership.

## **MEMBERSHIP - ENROLMENT**

To apply for membership, please fill in the enclosed application form, get it proposed and seconded by Life/Corporate members of the institute and send it along with the amount of Entrance Fee and subscription by demand draft to the Hon. General Secretary of the institute of Kolkata through the Secretary of the concerned chapter, if you reside within the territorial jurisdiction of any chapter, or directly, if you reside outside the jurisdiction of any of the chapters.

After the application has been scrutinised by NIPM Secretarial at Kolkata, it will be considered by the Membership Admission Committee and approved by the National Council. Thereafter, you will be informed of your admission to membership, indicating the class of membership and date of admission.

Individual members are enrolled on the basis of financial year of the Institute. Any one admitted between April and September shall have to pay full year's subscription. Any one admitted between October and March shall have to pay half year's subscription. In both cases, entrance fee shall have to be paid in full.

## **MEMBERSHIP - RIGHTS AND PRIVILEGES**

The membership of NIPM is a recognition of the high standards of your professional attainments and your commitment to the causes and furtherance of professionalism in the management and development of human resources. It gives you a chance to establish valuable contacts with fellow members, exchange ideas and information and represent issues of common concern at local and national forums. You are entitled to a wide range of services and development activities directed towards enhancement of your professional skills. You are also entitled, as a member of NIPM to

- \* attend and participate in the meetings, discussions, lectures, film shows and such other programs which are organised by the institute of its chapters.
- \* participate at concessional rates in the management training and development programs organised by NIPM or its Regions and Chapters.
- \* a copy of the institute's quarterly journal: 'Personnel Today' and a copy of its news bulletin 'NIPM Newsletter' at free of charge.
- \* Get a copy of the journal, newsletter, bulletin or such other publications brought out by the concerned Chapter at free of charge.
- \* the use of Library/Information Centre at NIPM National Office and / or at the concerned chapter.



## **MEMBERSHIP - DUTIES AND RESPONSIBILITIES**

1. Every person admitted to any class of membership of NIPM shall be liable to follow in his/her professional practice, as a member in any rank of management, the CODE OF ETHICS of the institute and shall also make a genuine attempt to standards laid down in the code in all his/her dealings.
2. Every person admitted to any class of membership of NIPM shall conduct himself/herself in such a manner as to preserve NIPM's image and dignity and shall not misuse authority or office for personal gain and self-interest.
3. Every member will be liable to pay the appropriate annual subscription which becomes due and payable before 1st April every year.
4. Any member not clearing up his/her annual subscription within three months of the commencement of the year i.e. 30th June, shall be treated as a defaulter. If the defaulter fails to clear up their subscription latest by 30th September, their names are liable to be removed from membership.5. A person removed from the membership of the Institute may be readmitted as a member in the same class to which he/she belonged previously, by the Council, on an application made by him/her on that behalf, provided he/she clears up all arrear subscriptions before he/she can be readmitted by the Council.
6. A member shall ipso facto cease to be a member of the Institute on his/her death, or if he/she withdraws his/her membership or if he/she is adjudicated by a competent court to be of unsound mind or is convicted for an offence involving moral turpitude. A Student member shall cease to be such

7. The Council may, after due investigation, suspend for any period any member from the membership of the Institute for any act of omission or commission which is in violation of the memorandum and regulations or is against the interest of the Institute or constitutes neglect or refusal to abide by any regulations and by-laws of the Institute or the concerned chapter, or is likely to bring discredit to the Institute, provided that no member shall be suspended unless he/she has been given an opportunity to explain his/her conduct. A suspended member shall cease to be entitled to the benefits and rights of membership, but he/she shall have a rights of membership, but he/she shall have a right to appeal against such decision to the general body of the Institute in a general meeting immediately followed such suspension provided he/she files the memorandum of appeal with the general secretary within sixty days of his/her suspension.
8. Any member may be expelled from the Institute by the general body, provided that such decision is taken by a two-thirds majority vote of the members present at a general meeting held for the purpose and hte member proposed to be expelled has been given an opportunity to explain the charges leveled against him/her.

## **DELEGATES AT THE GENERAL MEETINGS**

1. All Life and Corporate members shall have one vote each at the General Meetings.



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## APPLICATION FORM FOR INSTITUTIONAL MEMBERSHIP

(To be forwarded through respective Chapter as far as practicable)

1. Name of Establishment \_\_\_\_\_

(In block letters)

2. Address \_\_\_\_\_

3. Nature of Business \_\_\_\_\_

4. Manpower employed \_\_\_\_\_

5. Number of persons engaged in Officers' cadre in the field of Personal Management / General Management / Human Resource Management / Industrial Relations / Labour Welfare etc. \_\_\_\_\_

6. Name and Designation of the Head of the Establishment \_\_\_\_\_

7. Name and Address of the person with whom correspondence is to be made \_\_\_\_\_

### DECLARATION

We certify that the information given above are true. If admitted, we shall abide by the Regulations of the Institute and the Rules framed thereunder, from time to time.

The Institutional membership subscription of Rs. ....together with Entrance Fee of Rs. .... is remitted by the \*Demand Draft.

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

Signature of the duly authorised person with designation \_\_\_\_\_

E-mail : \_\_\_\_\_ Mobile No.: \_\_\_\_\_ Telephone No. (O) \_\_\_\_\_

Demand Draft should be drawn in favour of "NATIONAL INSTITUTE OF PERSONNEL MANAGEMENT" Payable at Kolkata

### Rate of Institutional Membership Subscription Including GST @18%

	Institutional Membership	Entrance Fee	Annual Subscription	Subs. for every 3 years	Total Payable at the time of joining
A	Organisation with manpower of 500 & above	Rs. 9440.00	NIL	Rs. 42480.00	Rs. 51920.00
B	Organisation with manpower less than 500	Rs. 5900.00	NIL	Rs. 28320.00	Rs. 34220.00
C	Educational Institute	Rs. 3540.00	NIL	Rs. 14160.00	Rs. 17700.00
D	Govt. Labour Department	Rs. 590.00	Rs. 1180.00	NIL	Rs. 1770.00



This application from M/s. \_\_\_\_\_  
for Institutional membership of this Institute is :

	Proposed by	Seconded by
Signature		
Name in Full		
Category of Membership*		
Membership No.		
Chapter		
Date		

\* Both proposer and seconder must be Life / Corporate Members

For Chapter Use / Remarks of Chapter

### FOR NATIONAL OFFICE USE ONLY

1. Date of receipt of application \_\_\_\_\_
2. Advance Institutional Membership Subscription Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_
3. Considered by the Membership admission Committee \_\_\_\_\_
4. Recommendation of the Membership Admission Committee \_\_\_\_\_
5. Decision of the N.C. Meeting held on \_\_\_\_\_
6. Date of admission as Institutional Member with effect from \_\_\_\_\_

\_\_\_\_\_  
Chairman / Convenor, Membership Admission Committee

\_\_\_\_\_  
Hony. General Secretary

All subscriptions and entrance fee will be paid by a bank draft in favour of "National Institute of Personnel Management", and sent to the National Office at Kolkatta. In case of outstation cheque, bank charges of Rs. 80/- has to be included.

### NIPM - A PROFILE

NIPM, the short form of the National Institute of Personnel Management, is now the only all-India body of professional managers engaged in the profession of personnel management, industrial relations, labour welfare, training and HRD in the country. NIPM came into existence in March 1980 as a result of merge of two professional institutions, namely, the Indian Institute of Personnel Management, established in 1948 and the National Institute of Labour Management established in 1950. With its National Office at Kolkata, NIPM has a total membership of more than 10000 spread over 52 Chapters all over the country. NIPM is a non-profit making body devoted to the development of skill and expertise of the persons engaged into the management of human resources through regular lecture meeting, seminars, training courses, conferences and publications through its Chapters throughout the country. One of its books "personnel Management in India", Which was prescribed as the basic text book on the subject by various universities and institutions, received subsidy from the National Book Trust. Its quarterly journal "Personnel Today" is subscribed by many Indian as well as foreign

NIPM has been consistently serving the cause of HRM profession in the country for the last four decades and representing the practioners in industry, both in private and public sectors, governments and academics. As the premier forum in the country. It is constantly striving for excellence in professionalism in the personnel and industrial relations fields thorough exchange of knowledge and experiance of experts from all parts of the worlds.

Having felt the need for such education for personnel managers which would not only take care of the industry's requirements but also be interdisciplinary in nature, evolved a model curriculum for such education and started its Post - Graduate Diploma Examination in Personnel Management since March 1978. The Post - Graduate Diploma in Personnel Management awarded by NIPM has been recognised by the Government of India for the purpose of recruitment to superior posts, as also by the State Government of Bihar, Goa, Karnataka, Kerala, Orrisa, Maharashtra, Andhra Pradesh, Rajasthan, West Bengal as prescribed qualification for appointment as welfare officers. Apart from the institute itself, several other Institutions like Mohandevi Tarneja Memorial Trust, All India Organisation of Employers, Employers' Federation of India and UP, Orissa and Karnataka Chapters of the Institute have instituted several medals and awards for the candidates of the Diploma Examination.

### CHAPTERS

Ahmedabad	Dehradun	Kolkata	Pune
Allahabad	Delhi	Madras	Punjab
A.P (Hyderabad)	Dhanbad	Madurai	Raigad
Asansol	Durgapur	Mahanadi	Rajasthan (Udaipur)
Assam	Goa	Mangalore	Ramagundam
Aurangabad	Godavari	Mysore	Ranchi
Baroda	Haryana	Nagpur	Salem
Bhilai	Hazira	Nashik	Tiruchy
Bhopal	Indore	Neyveli	Trivandrum
Bilaspur	Jaipur	North Karnataka	UP (Kanpur)
Bokaro	Jamshedpur	Orissa (Rourkela)	Upper Assam (Sivanagar)
Bombay	Karnataka (Banglore)	Patna	Utkal (Bhubaneswar)
Coimbatore	Kerala (Kochi)	Pondicherry	Visakha