

SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH

**A Deemed to be University
Tamaka, Kolar, Karnataka.**

**Declared under Section 3 of the UGC Act, 1956
vide MHRD, Government of India Notification
No.F-9-36/2006-U.3 (A) dated 25th May 2007**



Registrar

Registrar

Sri Devaraj Urs Academy of Higher
Education and Research
Tamaka, Kolar - 563 103.

IMPLEMENTATION OF PROFESSIONAL ASSOCIATION MEMBERSHIP (PERSONAL) POLICY



SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

A DEEMED TO BE UNIVERSITY, (DECLARED UNDER SECTION 3 OF THE UGC ACT, 1956)

TAMAKA, KOLAR 563101, KARNATAKA, INDIA

Name of the Policy/ Guidelines	Implementation of Professional Association Membership (Personal) Policy	
Short Description	Process and guidelines for implementation of professional association / membership	
Scope	This policy is applicable to all teaching staff	
Policy status	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised	
Date of approval of Version 1		
Policy No.	SDUAHER/KLR/POLICY/036	
Brief description of last revision	Not Applicable	
Date of approval of current revision	Not Applicable	
Effective date	27 th April 2022	
Approval Authority	Board of Management	
Responsible officer	Vice Chancellor	
Name of the Policy/ Guidelines	Implementation of Professional Association Membership (Personal) Policy	
Details of Revision	Date of Revision	Approved by

PROFESSIONAL ASSOCIATION MEMBERSHIP (PERSONAL) POLICY

1. Purpose

To outline the circumstances under which the Academy will reimburse staff (both academic and professional) for personal professional association membership fees, i.e. memberships in the name of an individual staff member.

2. Background

- a) The Academy recognises the importance of staff maintaining their professional memberships, in stating this, though, it is equally important that staff are aware of who is responsible for the payment of these memberships.
- b) For the sake of clarity it must be understood that the Academy will not pay personal professional association membership fees on the basis that membership is desirable from a professional viewpoint or that it enables the staff member to maintain professional currency or receive a professional journal
- c) In these cases, personal professional association membership fees are a personal decision with the expenditure to be met by the staff member. The staff member in turn may be entitled to claim a personal tax deduction for the expenditure on the basis of its relevance to the generation of taxable income. Staff are to seek their own on this issue.
- d) The aim is to ensure that all staff are treated in an equitable and consistent manner in relation to personal professional association memberships.

3. Scope

This Policy applies to all teaching staff of Sri Devaraj Urs Academy of Higher Education and Research, Kolar.

4. Definitions

Membership Fees fees paid to an association or organisation to provide services, materials and/or information that will contribute to the mandate of the department

Professional Fees fees paid on behalf of employees for which membership in a professional association is an employment requirement.

5. Eligibility

The Academy will only pay or reimburse a personal professional association membership fee where:

- a. A staff members required by law to be a member of a professional association in order to discharge their professional Academy duties; or
- b. Membership of an association or registration to a body is a mandatory requirement imposed by the University in the staff members' employment contract.

6. Responsibility

Department

It is the responsibility of individual departments to ensure that approved membership fees paid on behalf of employees contribute to the department's mandate.

Employee

It is the responsibility of employees to:

- request, in writing to the Dean the payment of membership fees; and
- provide documentation from the association or organization as to how the membership contributes to the mandate of the department.

7. Payment of Fees

- a. Membership payment is limited to one association per employee per year
- b. Membership reimbursement must be approved by the requester's Dean. The Dean is responsible for confirming that the membership is a mandatory requirement of the staff member's position.
- c. Reimbursement is made to the employee who holds the recognised professional designation. No payment will be made directly to a professional association.

Exception

No exception may be made to the policy without the written consent of the Vice Chancellor, SDUAHER

8. Compliance and Breaches

The Academy may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).