

# Institute of Supply and Materials Management (ISMM)

## ELIGIBILITY CRITERIA, SELECTION CRITERIA AND PROCEDURE FOR ELECTION OF FELLOWS OF ISMM

(As Revised on 07<sup>th</sup> July 2014)

### 1. INTRODUCTION

- a. By-Laws No. 07(B) of ISMM clearly defines a Fellow of the ISMM as follows:-

A Fellow of the Institute is an **eminent** member of such **high professional** standing and **wide background** of service **in the field of Supply and Materials Management** that his/her election to Fellowship would **enhance and uphold the prestige** of the Institute.

- b. In one takes the key words from the above paragraph the definition becomes “A Fellow of the ISMM should be an eminent person with **high professional standing** and **with wide background knowledge** in the field of **Supply and Materials Management** so as **to enhance and uphold the prestige of the ISMM.**

- c. Corporate Members of ISMM who aspire to become Fellows should understand the above definition clearly before making their application for Fellows. On the other hand those Fellows of ISMM who are called upon to sit in the Panel of Fellows (PoF) to select and recommend Corporate Members for award of Fellows should bear in mind the definition given above when making their recommendations.

- d. For easy understanding of the system of award of Fellowship in the ISMM, it is grouped under three logical headings. They are:-

**i. Eligibility Criteria** - (Who can apply for Fellow Membership)

**ii. Selection Criteria** - (On what basis will be Members selected)

**iii. Procedure to be followed** - (How to apply, whom to apply, when to apply ..... etc.)

### 2. ELIGIBILITY CRITERIA TO APPLY FOR FELLOW OF ISMM

- a. He/She should have his/her name as a Corporate Member in the Roll of the Institute for a minimum continuous period of 08 years, should be a Life Member of the Institute and be over 35 years of age at the time of application.

- b. At the time of application, he/she should have 10 years of hands on experience in Purchasing, Inventory Control, Warehousing functions or any allied function in the Supply Chain Management and be holding/held a Senior Management position in a recognized establishment acceptable to the Council of Management of ISMM.

- c. He/she should be an active participant in the activities of the ISMM at the time of his/her application.

### 3. SELECTION CRITERIA FOR FELLOWS OF ISMM (MARKING SCHEME)

The selection criteria/basis that will be employed in the selection amongst applicants for Fellow of the ISMM is given below;-

	<u>Highest Possible Score (HPS)</u>
a. Professional Status/Standing in the Supply Management field.....	20 Points
b. Academic Attainments/Achievements.....	10 Points
c. Contribution and dedication to the ISMM.....	30 Points
d. Standing in the Professional Circles .....	10 Points
e. Personality.....	10 Points
f. Duration/Length of Membership in ISMM.....	<u>20 Points</u>
	<b><u>100 Points</u></b>

**Qualifying Percentage for Selection of Fellow will be 65%**

### 4. SELECTION CRITERIA FOR FELLOW OF ISMM (IN DETAIL)

#### a. **Professional Standing in the Supply Management field – 20 Points (HPS)**

It means that the applicants status/designation/position in relation to Supply Management field in the Organization where he/she is employed. It also enhances the applicants standing if the organization is a large and reputed one. (E.g. KEELLS, ARPICO, SINGER, PORTS AUTHORITY, ARMED FORCES...etc.) The designation must indicate as Senior Managerial level/position (e.g. Director Logistics, Chief Buyer, Senior Manager (Supplies), AGM (Logistics), Senior Purchasing Manager....etc.. Very Senior level such as CEO, MD, DGM (Supplies) - 15 Points, Senior level – 10 Points, beginners at Senior level – 05 Points.

(Max – 15 Points)

It is also relevant to the time period the applicant had served in the Senior Managerial level. (01 Point per year of Service)

(Max – 05 Points)

#### b. **Academic Attainments/achievements – 10 Points (HPS)**

This relates to higher qualification the applicant has attained in his/her career. Basically to be a Corporate Member one must either have a Degree or Diploma from ISMM and 3 years Hands on work experience at Executive Level. After his entry if he obtains any Diploma or Degree as additional qualification which enhances the applicants position in the Supply Management field will earn marks for the applicant. E.g. Additional Diploma IPSCM or Degree on Supply Chain or Logistics and Transport will earn 5 marks. Similarly higher qualifications like Masters, MBA, Ph.D earn 10 marks. Additional Marks will be given if passed with excellence.

(Max – 10 Points)

#### c. **Contribution and dedication to the ISMM – 30 Points (HPS)**

What the applicant has contributed to the ISMM and for how long. Contribution can be in many forms. E.g. Serving as General Secretary, Editor, Hony. Treasurer, Vice President of ISMM earns high points and additional points for the number of years served in that position. Serving as Chairman/Chairperson of Sub Committees, Secretary/Convener of

Sub Committees will earn some points but these Committees should have been continuous and constructive - Applicants must state in their application the achieved results of the Sub Committees. Chairman/Chairperson and Secretaries/Conveners of Sub Committees which were in-effective will not be considered. Members who serve in the Council and in Sub Committees will earn some points. Course Directors/ Course Co-Directors and Lecturers will not earn any points. Contribution by way of Articles to the Journal, Newspapers on ISMM discipline and Preparation of New Handouts to ISMM Courses will also earn points.

E.g. General Secretary, Editor, Hony. Treasurer, Vice President - 5 Points & 5 Points per year.

Chairman/Chairperson Sub Committees (which were productive) – 3½ Points & 3½ Points per year.

Secretaries/Conveners – Sub Committees (which were productive) 2½ Points & 2½ per year.

Contributing Articles/New Handouts @ 6 Points per article/handout.

Members in Council, Members in Sub Committee (Productive) - 2 Points per year.  
(Max - 30 Points)

**d. Standing in the Professional Circle - 10 Points (HPS)**

Standing in the Professional Circle relates to the applicants participation in other Professional bodies which are recognized by the ISMM. E.g. If the applicant has been elected (not nominated) as an Office Bearer in the OPA or Institute of Management of Sri Lanka or Chambers of Commerce...etc. he earns higher points, than nominated person.

- E.g. Vice President/General Secretary/Hony. Treasurer/Editor (Max) 5 Points per year.
- Asst. Secretaries/Asst. Treasurer..... (Max) 3 Points per year
- Council Member/Member of Ex-Co..... (Max) 3 Points per year
- Nominated to serve in the OPA Ex-Co or Forum.... (Max) 2 Points per year  
(Max – 10 Points)

**e. Personality – 10 Points (HPS)**

Personality refers to the applicant’s personal attributes, abilities and characteristics. If the applicant is impressive in his/her looks, ability to speak on a subject with confidence and clarity, ability to get things done by his/her colleagues and subordinates, win the confidence of his/her superior as a dependable person to produce results and finally be friendly and helpful to others are factors that earn points.

Suggested Marking Scheme;-

- i. Applicants looks/Appearance..... Max 2 Points
- ii. Ability to speak with confidence and clearly..... Max 2 Points
- iii. Ability to get things done by Colleagues and Subordinates..... Max 2 Points
- iv. Win the confidence of his superiors as a dependable person..... Max 2 Points
- v. Friendly Mannerisms and helpful nature..... Max 2 Points
- Maximum Total (HPS)..... 10 Points**

**f. Durations/Length of Membership in ISMM – 20 Points (HPS)**

This relates to the number of years the applicant has been a Corporate Member (Not Associate) of ISMM. It is anticipated that an average applicant will be having a period of 08 to 15 years as Corporate Member. Suggested marking scheme is to give two (02) Points for every year of Corporate Membership of ISMM.

(Max - 20 Points)

**5. PROCEDURE TO BE FOLLOWED FOR ELECTION OF FELLOW OF ISMM**

- a. By-Law of the Institute Clause 07 (B) states that Fellows shall be elected by the Council upon the recommendation of the Panel of Fellows appointed by the President from among the College of Fellows of the Institute convened annually by the Secretary.
- b. A Panel of Fellows comprising of five Past Presidents shall be appointed by the President ISMM during the months of July/August of the year. By virtue of his seniority the President ISMM will function as the Secretary of this Panel of Fellows. The quorum for this meeting of Panel of Fellows shall be three (03). Senior most Past President will chair the proceedings.
- c. The appointment of the Panel of Fellows for selection of suitable candidates for Fellows, the eligibility criteria and selection criteria must be given wide publicity among the General Membership i.e. by News letter of ISMM. (Closing date for application 15<sup>th</sup> August of that year must be stated). Applicants must be informed to **prepare the application in line with the selection criteria** and send it to the President-ISMM before the closing date on 15<sup>th</sup> August of the year.
- d. The Panel of Fellows appointed for the purpose will meet during month of August/early September of the year and finalize the proceedings before 15<sup>th</sup> September of the year. Selecting those who have achieved 65% or more in their assessment.
- e. The President ISMM will table the selected list of Members at the Monthly Council Meeting in September of the year for election by the Council. The results of which will be published in the minutes of the Council Meeting as well as in the Newsletter of ISMM. Elected Fellows should also be notified in writing.
- f. Award of Fellowship will take place at the Annual Banquet of ISMM usually held around 24<sup>th</sup> October of the year.