

# **CECOS UNIVERSITY OF IT & EMERGING SCIENCES**

Ref No. CU/Reg/225-6150

Dated: March 01, 2022

## **NOTIFICATION**

The competent authority is pleased to approve the “**CECOS University Private Consultancy Policy-2022**” as stated below. The policy will be applicable with immediate effect:

### **1.1. Introduction**

Offering consultancy services is well recognized as an effective way of community service by a university, as well as being helpful in the professional development of the university's faculty members. However, the practice must be regulated to maintain a balance between consultancy activities and traditional roles of the faculty and to protect the interests of the university.

This policy is intended to regulate consultancies carried out by faculty members of CECOS University, in their private capacity and is subject to the policy of the relevant regulating body. The policy applies to small consultancies, either having no Consultancy Fee (financial compensation of the faculty member) or with a Consultancy Fee of up to **PKR 500,000**. Policy for consultancy fees above PKR 500,000 shall be notified as and when the need arises.

### **1.2. Private Consultancy**

A faculty member conducting a Private Consultancy must ensure that the following criteria are met:

- a. The University has no responsibility or liability in the consultancy. University trademarks such as letterheads, brands, etc. or University intellectual property must not be used. It must be made clear to the person or body for which the Consultancy is undertaken that it is the faculty member and not the University who is carrying out the consultancy.
- b. The faculty member must agree to indemnify CECOS University and its representatives from and against all actions, claims, loss, damage, costs, charges, liabilities and demands arising directly or indirectly from or in respect of the Consultancy activity.
- c. The nature of Consultancy must not cause a real or potential conflict of interest with the University. (See section 1.4 below.)
- d. The faculty member shall undertake private consultancy outside working hours and over weekends in a manner that their official duties are not hampered.
- e. The faculty member intending to undertake a Private Consultancy for a project shall apply for a No Objection Certificate (NOC) from CECOS University along with a fee of Rs. 1000.

Furthermore, the faculty member shall pay a Goodwill Fee at the rate given below to CECOS University Peshawar, as and when the consultancy fee is received in total or in instalments.

	<b>Consultancy Fee</b>	<b>Goodwill Fee</b>
1	Less than or equal to Rs. 100,000	5% of the Consultancy Fee
2	More than Rs. 100,000	10% of the Consultancy Fee

### **1.3. Guidelines**

- a. Faculty members are expected to devote their normal working time in fulfilling the mission of the University as their primary employer. Hence, consultancy work should not impact the normal and expected duties and responsibilities of the faculty members.
- b. Faculty members shall not serve as consultants to any organization for projects or activities covered by agreements between CECOS University and that organization.
- c. Faculty members cannot act as consultants for grants or contracts approved in favour of other CECOS University faculty members.
- d. Involvement of Postdocs, students, and other staff in the consultancy activities of a faculty member is subject to the written approval of the staff's Department Head and the Dean to ensure that no conflict of interest exists and to prevent misuse or abuse of supervisory responsibility.

### **1.4. Conflict of Interest**

A conflict of interest may arise where an employee engages in consultancy at the expense of the University's interests or the interests of other employees or students of the university.

Before entering into a consultancy contract, the faculty member must determine that the contemplated consultancy activities and arrangements will not involve a conflict of interest, misuse of university resources or name, infringement of Intellectual Property, or unauthorized disclosure of confidential information related to University activities.

### **1.5. Approval**

All private consultancies are required to be approved and managed in accordance with this Policy, associated documents, and other University policies.

The process of approval comprises the following steps:

- a. Applications to conduct a Private Consultancy, with all the relevant data/documents and revelation of the Financial Compensation/Consultancy Fee shall be forwarded to the

respective Dean through HOD along with an undertaking on a non-judicial paper as annexed at Appendix I. A separate application will be required for each project.

- b. The Dean and HOD shall evaluate the viability of the proposal, ensuring compliance with the policy.
- c. Once satisfied with the proposal, the Dean shall forward the case to the Registrar Office for approval of the Competent Authority through the Vice-Chancellor.
- d. Upon approval and payment of the prescribed application fee, the NOC will be issued to the faculty member by the Registrar. Furthermore, a liability of Goodwill Fee will be created against the concerned faculty member by the Finance Section.



**REGISTRAR**

Copies: Deans, Academic HoDs



**Affidavit**

(For Private Consultancy by Faculty)

I, Mr. \_\_\_\_\_ S-D/O \_\_\_\_\_,  
Department of \_\_\_\_\_, CNIC No. \_\_\_\_\_  
\_\_\_\_\_ do hereby solemnly affirm and declare that:

1. I wish to undertake a Private Consultancy entitled \_\_\_\_\_  
\_\_\_\_\_ for M/S \_\_\_\_\_.

The tenure of the Consultancy is \_\_\_\_\_ years/months and the total Consultancy Fee to be paid to me is Rs. \_\_\_\_\_.

2. All activities related to my consultancy services and arrangements will not involve a conflict of interest, misuse of university resources or name, infringement of Intellectual Property, or unauthorized disclosure of confidential information related to University activities.
3. I will bear the sole responsibility of any mishap, untoward incident or eventuality to the organization to whom I am offering consultancy and there would be no liability/legal obligation towards CECOS University. I will be liable to pay all government applicable taxes/duties by myself.
4. My teaching, research, administrative and other duties (assigned by the University) will not suffer and that, I will be available for any duty in the University.
5. I am bound to fulfil all contractual agreements with my client.
6. I will deposit a fee of Rs. 1,000/- to the University for obtaining the NOC.
7. I will deposit the Goodwill Fee at the prescribed rate to CECOS University as and when the Consultancy Fee is received in total or in instalments. In case of failure to deposit the Goodwill Fee or concealing any fact regarding the consultancy agreement, the University may cancel the NOC granted/issued and will recover the Goodwill Fee from my monthly salary.
8. I will abide by the Consultancy Policy of the university revised from time to time. I also agree that the University will have the power to cancel the NOC granted at any time if deemed appropriate.

**Deponent:**

Name: \_\_\_\_\_

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

CNIC No: \_\_\_\_\_