

UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR

CIRCULAR

No. 393 /22/37/Estt-IVol-XII

Dated 11 / 10 /2022

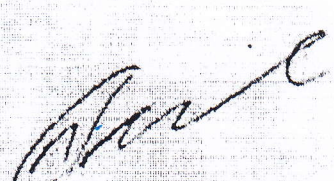
In compliance of Senate directives made in its 10th meeting held on 13.01.2022 and consequent upon recommendations of the Committee constituted under Notification No.207/27/20/Estt-I/Vol-V dated 27.05.2022, the Vice Chancellor is pleased to approve "Private Consultancy Policy alongwith Approval Form" for offering consultancy services in private / personal capacity by the University faculty members. The same policy will be applicable to all those who seek NOC from the UET Peshawar i.e one year only (copy attached):-


Establishment Officer

No. 10439-45 /22/37/Estt-I/Vol-XII

Copy to:

1. The Deans of all Faculties, UET Peshawar.
2. All Heads of Teaching Departments/Sections/Centers, UET Peshawar.
3. The Manager, IT Center, UET Peshawar with the request to upload the above policy alongwith approval form on the University official website
4. The Treasurer, UET Peshawar.
5. The Coordinators, UET Campuses Bannu, Abbottabad, Kohat & Jalozai
6. The P.S to Vice Chancellor, UET Peshawar.
7. The P.S to Registrar, UET Peshawar.


Establishment Officer
University of Engineering
& Technology, Peshawar

PRIVATE CONSULTANCY DISCLOSURE & APPROVAL FORM

This form must be completed by any faculty member (Professor/Associate Professor/Assistant Professor) intending to undertake private consultancy work and obtain the signature of the relevant Department/Centre head. Also the faculty member must read the policy for private consultancy before processing this form.

Section-A Disclosure of Consultancy activity:

| | |
|--|---|
| Faculty Name, Designation/Department | |
| Brief description of consultancy services to be provided in private capacity | |
| Consultancy fee deposited for the fiscal year 2022-23 | Prof. Rs.50k <input type="checkbox"/> Assoc/Asstt: Prof. Rs.30k <input type="checkbox"/> (Receipt must be attached, check the Box) |

Section-B Declaration by Faculty Member:

I have read and understood UET, Peshawar Private Consultancy Policy and agreed with it; I also hereby certify that the above information is true and accurate. This work will not interfere in any way with my normal duties and responsibilities and does not involve any conflict of interest. I will inform the client that I am acting in a private capacity and that the university will not, in any circumstances accept responsibility or liability for my consultancy work. I understand that renewal of NOC is mandatory for each fiscal year. I hereby confirm my agreement to the conditions set out in the consultancy policy.

| | | | |
|-----------------------------|--|-------|--|
| Signature of Faculty Member | | Dated | |
|-----------------------------|--|-------|--|

Section-C Review and approval:

Declaration by Head of Department/Centre Director: Based on the information provided in this disclosure;

| | |
|--------------------------|---|
| <input type="checkbox"/> | The Department/Centre has no objection to proceed with the consultancy in accordance with UET policies and procedures |
| <input type="checkbox"/> | The Department/Centre does not recommend this consultancy; must comment below: |

| | |
|-------------------------------------|-------|
| Name of HoD/Centre Director* | |
| Signature | Dated |
| Comment, if any | |

| | |
|---|-------|
| Treasurer/Name | |
| Signature | Dated |
| The consultancy fee amount received in University account = Rs. /-. | |
| Comment, if any | |

| | |
|-----------------------|-------|
| Registrar/Name | |
| Signature | Dated |
| Comment, if any | |

Approval/disapproval by the Vice-Chancellor:

Based on the information provided in this disclosure and declaration by the concerned HoD/ Centre Director, I

☐ Approve

☐ Disapprove, the above disclosed activity.

| | |
|-----------------|-------|
| Name | |
| Signature | Dated |
| Comment, if any | |

* If the applicant is HoD or Centre Director, shall be signed by the concerned Dean Faculty of UET, Peshawar

A. FACULTY PRIVATE CONSULTANCY POLICY & PROCEDURES-UET PESHAWAR

- 1) The purpose of this Policy is to set out the principles and procedures governing Private Consultancy undertaken by Professors, Associate Professors and Assistant Professors of the University of Engineering and Technology (UET) Peshawar. The University requires that faculty members wishing to engage in Private Consultancy activities for pay, deposit the requisite fee per fiscal year (Professor-Rs.50,000/- & Associate/Assistant Professors-Rs.30,000/-), process the attached Disclosure & Approval form to obtain a written NOC from the Vice-Chancellor before engaging in consultancy activities.
- 2) Consultancy is work of a professional nature, undertaken by University faculty in their field of expertise, for clients outside the institution, for which some financial return is provided. Unlike research it does not have as a prime purpose of the generation of new knowledge. Consulting activity is one of the important means by which staff at the UET can make available their knowledge and expertise to government, public sector organizations, community groups and business. Such interactions in turn benefit the University, as staff brings back to their teaching, research and other roles the insights, experiences and contacts they have gained as consultants. Consultancy in personal capacity is allowed by Syndicate and Senate of the University. 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/consultant. Also the faculty/consultant shall follow the university consultancy policies as they may exist from time to time and shall comply with all university policies, standards, rules and regulations.
- 3) "Private Consultancy" means Consultancy undertaken in the strictly personal and private capacity of the Consultant with no free of payment use of the University's resources, no use of the Official/University's name on any document (such as stationery, or on email, web pages or others electronic media) in connection with the Private Consultancy and there must be no implication, oral or written statement that the University is sponsoring the consultancy, nor University insurance coverage, neither any other liability on the University. The Private Consultant assumes full legal and financial responsibility for the activity, including insurance requirements, all taxes & levies and similar payments due on his or her earnings, and any insurance requirements. The University will not provide professional indemnification or other insurance for a Private Consultancy undertaken by the faculty of this University.
- 4) Private Consultancy cannot be undertaken for the UET in-house tasks/services for which the faculty is employed for by the University.
- 5) If the Private Faculty Consultant wishes to use University facilities in the course of their consulting, they must seek prior approval from their Head of Department. The University must be reimbursed for the costs of any University facilities used, at approved rate.
- 6) Private Faculty Consultant is fully responsible of all aspects of his/her independent consultancy, including the conduct of any associate, assistant, student or other personnel as well as any unauthorized use of university equipment and resources.
- 7) Involvement of Students and other staff on suitable financial compensation in the consultancy activities of a faculty member in private capacity is subject to written approval

- of the Head of Department/Center Director to ensure that no conflict of interest exists and prevent misuse or abuse of supervisory responsibility.
- 8) The Private Faculty Consultant must sign an affidavit for each contract with the client clearly stating "The services are provided by [Insert name Private Consultant] acting in a personal capacity. [Insert name Private Consultant] is not, and shall not be deemed to be, acting as agent or employee or representing in anyway, the University of Engineering & Technology (UET) Peshawar. Accordingly, you and your company, by accepting the services:
 - a) acknowledge that the (UET) Peshawar has no responsibility or liability for the services and
 - b) is deemed to have waived any right or entitlement to pursue or instigate any claim or action against the (UET) Peshawar for any injury, loss or damage you or your company may sustain as a result of [Insert name Private Consultant] undertaking the services for you or your company".
 - 9) At the end of the Fiscal year, the faculty member shall submit a summary report (excluding personal or confidential information) of all consultancy activities to his/her Head of Department/Center Director and renewal fee at the rate of above mentioned amount (Professor-Rs.50,000/- & Associate/Assistant Professors- Rs.30,000/-), for the next fiscal year. failure to which will cause termination of NOC. The Head of Department/Center Director shall submit to the office of Registrar a summary of all reports submitted by faculty consultant every year.
 - 10) The University is free to use data/information from personal consultancy summary report in its performance reporting.
 - 11) In cases of policy violations, the Head of Department/Center Director to review the suspected policy violations and make appropriate determinations and recommendations. In case the faculty member himself/herself is a HoD/Director of a Centre, then concerned Dean Faculty will refer the case to the Vice-Chancellor for further action. In the case of a serious violation, the Head of Department/Center Director should refer the case to the Vice-Chancellor through the office of Registrar for appropriate action which may result in termination of the NOC.
 - 12) The Establishment Section of UET Peshawar shall facilitate the faculty members in the process of obtaining NOC, renewal and shall keep all record of the Faculty Private Consultancy.
 - 13) No NOC will be granted to employees on leave.
 - 14) No NOC will be granted to employees who have E&D proceedings.

B. PROCEDURES FOR DISCLOSURE AND APPROVAL

- 1) The interested faculty member shall read the FACULTY PRIVATE CONSULTANCY POLICY & PROCEDURES and after agreeing shall deposit the requisite fee (Professor-Rs.50,000/- & Associate Professor-Rs.30,000/- and fill the Disclosure Form informing his/her Head of Department/Center Director the intent to engage in private consultancy activity.
- 2) The Head of Department/Center Director shall forward the disclosure to the office of Registrar with recommendations and comments.
- 3) The office of Registrar shall make a record and forward the disclosure to the Vice-Chancellor with recommendations and comments.
- 4) The Vice-Chancellor approves or disapproves the request by the faculty member to engage in consultancy activities.
- 5) If approved, the faculty member is then free to engage in the disclosed activity within the parameters defined by this policy.
- 6) If denied, the faculty can appeal to Syndicate and accept the Syndicate's decision as final.

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