



**UNIVERSITY OF ENGINEERING AND TECHNOLOGY,
MARDAN**

(Phone No: 0937-9230295, Fax No: 0937-9230296)

Email: Registrar@uetmardan.edu.pk

Office of the Registrar

Ref. No.: 18462 / 13 / 21st Synd/2025/UETM-R

Dated: 07 / 08 / 2025

NOTIFICATION

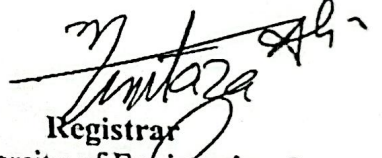
On the recommendations of 10th meeting of the Finance & Planning Committee (F&PC) held on 26.07.2025, the Syndicate in its 21st meeting held on 26.07.2025, approved revised Consultancy Policy of UET Mardan.

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Registrar

Copy to:

1. Chairman and Members of the University Consultancy Committee.
2. Dean, Faculty of Engineering & Computing, UET Mardan.
3. Treasurer, UET Mardan.
4. Deputy Director Budget, UET Mardan.
5. Deputy Director Audit, UET Mardan.
6. P.S to Vice-Chancellor, UET Mardan.
7. Master File.


Registrar
University of Engineering &
Technology, Mardan

Item No. 03 (ix) of the Minutes of 21st Meeting of the Syndicate

CONSULTANCY POLICY OF UET MARDAN

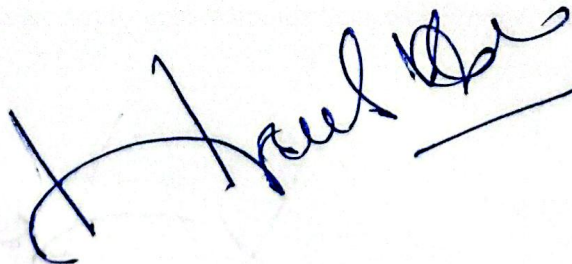
1. This policy shall be called "Consultancy Policy" of the University of Engineering & Technology Mardan.
2. This policy shall be applicable to consultancy services, trainings, developmental projects from private/public organizations and testing/certification services in the university. This policy does not apply to grants from the Government and other donors.
3. The University shall have a "University Consultancy Committee" to approve consultancy services to the Government, Semi Government, Autonomous or Private Organizations.

The composition of the University Consultancy Committee shall be as follows:

- | | | |
|------|--|-------------------|
| i. | Vice Chancellor
UET Mardan | Chairman |
| ii. | Dean of the Concerned Faculty
UET Mardan | Member |
| iii. | Treasurer or his nominee
UET Mardan | Member |
| iv. | Head of the Concerned Department/Section
UET Mardan | Member |
| v. | Registrar or his nominee
UET Mardan | Secretary/ Member |

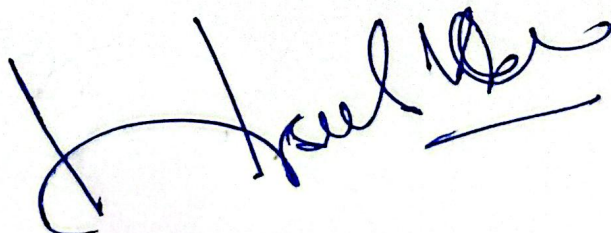
Other members may be co-opted with the approval of the Vice Chancellor, whenever required.

4. The University, while agreeing to provide Consultancy Services to other Organizations, will be designated as the Consultant. The Vice Chancellor or his nominee will be signatory on the document of agreement between the University and the Client.
5. The University Consultancy Committee will assign the consultancy work to a single or group of the University employees depending on role of the employee(s) in bringing consultancy to the University.
 - a) In case of a single employee, he/she will act as the Programme Leader.
 - b) In case of a group, one of them will be designated as the Programme Leader.
6. The person responsible for bringing the consultancy to the university may recommend an alternate employee to become the Programme Leader in case he/she leaves the university during the consultancy period or becomes unavailable due to any other reason. The University Consultancy Committee shall select one amongst the three recommendations provided by the Program Leader. In case, the Program Leader leaves the University without permission, then the University Consultancy Committee shall assign the role of Program Leader to any member of the group or to any other employee of the University.
7. Programme Leader shall be responsible for the consultancy work including supervision, monitoring and maintaining liaison with the Client.

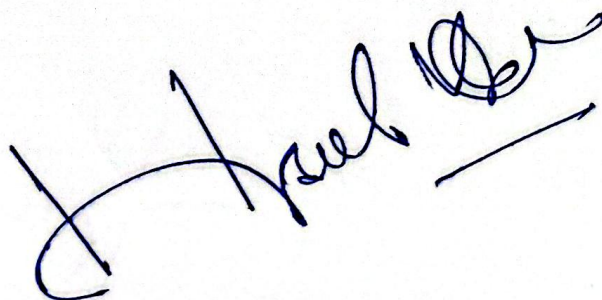


8. The University employee(s) shall give the undertaking that their core duties will not suffer in the University due to their consultancy services.
9. For successful and timely completion of the work, if required, persons from outside may be engaged by the Programme Leader with the approval of the Vice Chancellor.
10. Field visits by consultancy staff for surveys, design and measurement, if necessary, will be allowed by the University.
11. Students of the University may be engaged in the consultancy work, If necessary.
12. The University will charge fee as 'Consultancy Fee' from the Client as per agreement.
13. All payments related to consultancy fee will be made in favor of the Treasurer, UET Mardan. Consultancy funds maintained by the University shall be audited annually by the Government Auditors.
14. The Consultancy fee received from the Client shall be divided as under.
 - a) University Overhead: 10% of the total consultancy/project cost shall be retained by the University or on 20% of the HR component, whichever is higher.
 - b) Project/Consultancy Acquisition Incentive: 5% of the total consultancy/project cost shall be given to the person bringing project/consultancy to the University.
 - c) Project Cost (after deducting university overhead and 5% Consultancy acquisition): This portion will cover all operational expenses and HR costs related to the consultancy. Utility charges shall be paid to the university as per actual, whereas university space/premises utilization charges shall be charged to the University at the rate of Rs. 20 per sft per month for the 1st year, which shall be incremented at the rate of 10% per year.
15. The Programme Leader may draw amount for meeting the immediate expenses. However, proper record needs to be maintained for audit purpose.
16. The payment of honoraria / fee to the staff will be made by the Treasurer on the receipt of a bill from the Programme Leader.
17. All university financial guidelines shall be used for procurement processes.
18. University employee may be allowed to provide Consultancy Services in his/her private capacity, subject to prior permission from the Vice Chancellor
provided that he/she shall give an undertaking to the effect that
 - a) his/her teaching, administrative and other duties of the University shall not suffer,
 - b) he/she will ensure the fulfilment of all contractual obligations with the client.

The University employee shall submit a copy of the agreement (between him and the client) to the Registrar.



19. Any dispute which may arise in the interpretation of this policy shall be referred to the University Consultancy Committee for clarification/resolution. The decision of the Committee in all such matters shall be final.

A handwritten signature in blue ink, appearing to read "J. Paul" followed by a stylized flourish.