



MAJU CONSULTANCY POLICY

(solving industry problems through knowledge application & practice)

Version V1.0 (2022-25)



MOHAMMAD ALI JINNAH UNIVERSITY

1. INTRODUCTION

MAJU University is committed to providing its consultancy services to government, industry and corporate sector. At MAJU, consultancy services are viewed as the effective way of sharing and applying knowledge and making a direct impact on economy and society. The university thus encourages its faculty and staff to undertake consultancy work. However, it is equally important for the university to maintain a balance between consultancy service and professional responsibilities, thereby protecting the interest and reputation of the University.

Accordingly, this policy permits MAJU faculty members and staff to undertake consultancy work as long as they adhere to their standard teaching/professional responsibilities, university objectives, code of conduct and strategic plans in letter & spirit. The policy also offers a mechanism to determine overhead costs and revenue distributions based on the principles of competitiveness and operational sustainability.

2. CONSULTANCY

For the purpose of this policy, the term ‘Consultancy’ includes provision of professional advice, service or solution. The common examples of consultancy may include but are not limited to the following:

- Trainings & professional development programs relating to the core strengths of MAJU faculties, departments and centers.
- Counseling, consulting and assessment services.
- Commercial R&D & scientific services.
- Engineering design and analysis services.
- Market surveys/Industry studies.
- Performance and quality audits.
- Material analysis and testing services.
- Big data analytics, IoT and other ICT services & solutions.
- Medical/Allied diagnostics and testing services.
- Any other specialized trainings, services & solutions in technical, technological, scientific, R&D, management and social fields.

2.1. Research-Related Consultancies

This includes provision of R&D expertise and related services delivered by the MAJU researchers as part of a formal contract with the third party external to the university.

2.2. Non-Research Consultancies

This includes provision of non-research expertise and professional services delivered by the MAJU faculty members and staff as part of a formal contract with the third party external to the university.

3. RULES GOVERNING PROVISION OF CONSULTANCY, ADVISORY AND RELATED SERVICES

All types of research & non-research consultancy, advisory and other related services will be governed by the following rules that have been framed keeping in view the objectives and code of conduct of the University.

- i. No faculty member and staff shall undertake or enter into consultancy agreement or advisory work with any organization without the prior written approval of the President. This doesn't include staff on unpaid leave.
- ii. There shall be no financial liability on the University in case of non-fulfillment of the consultancy work/project.
- iii. The provision of consultancy service must not contravene the code of conduct, functions and interests or detriment the reputation of the University.
- iv. Any consultancy opportunity should bring obvious benefits to the University in terms of revenues, improved university reputation and external relationship building.
- v. For the consultancy services/projects involving use of university spaces, equipment, materials, utilities and related services, these can only be utilized provided they are not affecting the normal operations and activities of the university.
- vi. In case a faculty member's or staff's workload falls short of the standard workload as a result of paid consultancy work, his/her salary will be reduced on pro rata basis of the workload.
- vii. All consultancy service contracts/agreements must incorporate overheads charges as one-off or lump-sum amount on monthly, quarterly, biannual or annual basis as the case may be.
- viii. All consultancy service payments from the external clients must be transferred into the MAJU university account.

4. PRIVATE CONSULTANCIES

While MAJU faculty members and staff can carry-out private consultancy on their own, however, the following conditions must be fulfilled:

- i. There must be no conflict of interest with regard to professional responsibilities and duties of the faculty members and staff as agreed in their terms of employment with the university.
- ii. There would be no responsibility or liability (of any kind) on the university in case of the consultancy services provided by the faculty members and staff in their private capacity. They will have to compensate MAJU against all losses, damages, claims, lawsuits or any other similar liabilities arising directly or indirectly from or relating to provision of private consultancies.
- iii. The faculty members and staff will ensure that the consultancy work undertaken shall in no way interfere or affect his/her standard workload assigned by the University, and that it will in no way jeopardize the interests of the University. An undertaking will have to be signed by them if required by the university.
- iv. The faculty members and staff will not use the brand name, logo, trademarks, letterhead or any other intellectual property of the university in case of provision of private consultancy.
- v. The faculty members and staff will not utilize university facilities and resources such as library spaces, equipment, consumables, manpower, communication facilities etc. In case of use of these facilities, the expenses will be reimbursed to the university under a written agreement to be signed between the concerned faculty member/staff and ORIC.

5. EXCLUSIONS TO CONSULTANCY SERVICES

The following academic, research and charitable activities are excluded from the purview of the consultancy services

- i. Royalty, income and honorarium received from publishing, reviewing and supervising research and academic work (e.g. books, research papers, research reports, monographs etc).
- ii. Income derived as part of member of editorial team or editorial board.
- iii. Payment received being an external examiner.
- iv. Payment received as guest speaker, presenter and trainer from external institutions.
- v. Philanthropic efforts and causes.

6. DISTRIBUTION OF REVENUE

Depending upon the extent of university resources utilized and overall cost of overheads, the payments received in the official university account as part of approved consultancy services would be distributed as follow and released accordingly.

Overhead Cost	Revenue Distribution		
	***Faculty/Department/Center/Consultant	University	ORIC
*Rs 1 – 250,000	70%	20%	10%
**Over Rs 250,000	60%	30%	10%
* This overhead cost is categorized as 'standard use of university facilities & resources'. ** This overhead cost is categorized as 'substantial use of university facilities & resources'. *** Any further revenue distributions between the Faculty/Department/Center/Consultant would be at the discretion of Head of Faculty/Department/Center or as mutually agreed between the parties concerned.			

7. ORIC SUPPORT SERVICES FOR UNIVERSITY APPROVED CONSULTANCIES

MAJU ORIC would provide following entitlement and benefits to the faculty members and staff undertaking consultancies that are officially approved by the university.

- a) Access to the financial management processes and documents such as ORIC Agreement/Contract Templates, Invoicing Samples, Procedures, SOPs etc. including the other financial support services.
- b) Assistance in developing pricing mechanisms, cost negotiations and reviewing the terms of agreement/contract.
- c) Assistance and advice in filing IP/Patent applications.
- d) Access to university infrastructure and resources (such as technical & admin staff, spaces, equipment, communication facilities etc).
- e) Entitlement to the faculty & staff members to give reference to their university job title and position including the use MAJU name and its brand image with regard to the consultancy services delivered to the client, provided these are used under agreed terms & conditions.
- f) Advice on ethical and legal aspects of the consultancy contract/agreement under negotiations with the client.
- g) Risk assessment of the proposed consultancy contract/agreement with the client.

8. CONFLICT OF INTEREST

Undertaking a consultancy contract/agreement must not result in any conflict of interest (implied or actual). In case of any conflict of interest, same must be reported to ORIC for resolution. Examples of conflict of interest may include but are not limited to the following:

- A faculty member/staff undertakes a consultancy at the interest of the other faculty members, staff or students or of the university as a whole.
- Financial or non-financial interests.
- Interest involving material benefits.
- Consultancy for another institution at the university expense.

9. INTELLECTUAL PROPERTY

In consultancy context, it includes any idea, concept, invention, discovery, authorship work (including copyright, patent, trademark, creative designs, computer codes and other forms of intellectual property) that a faculty member or staff conceives, creates or invents as part of his or her contract/agreement with the external party as a consultant. The IP thus created shall be the sole property of the external party. The faculty member/staff as Consultant agrees to assign all rights, interests and titles related to the intellectual property created. However, the ownership of IP created as part of the consultancy can also be shared by both the consultant and the company/external party as part of prior agreed contractual obligations (if any). Other aspects relating to the management of intellectual property will be governed by MAJU IP Policy.

10. CONSULTANCY PROCEDURE

Any MAJU faculty, department or center, or any of its individual faculty member/staff interested in undertaking consultancy, advisory or related work for or in collaboration with any outside company/industry/organization/institution will have to seek written approval of the President. In this regard, the ORIC prescribed 'Consultancy Service Template' may be used while preparing contract/service agreement and same be submitted through concerned HoD & Dean to ORIC for review and subsequent approval of the president.

11. POLICY INFORMATION

11.1. Policy Approvals

Policy Custodian	Manager - UILICTT (ORIC)
Responsible Officers	Director (ORIC); Manager - UILICTT (ORIC)
Reviewed & Recommended By	ORIC Executive Committee
Approved By	President
Next Review Date (if required)	June 2025

11.2. Policy History

Version	V1.0 (2022-25)
Approval Date	10 June 2022
Effective Date	15 June 2022
Superseded Document (if any)	Nil

OFFICIAL APPROVALS

Initiated By: Dr. Junaid Rehman Shaikh, Director (ORIC), Mohammad Ali Jinnah University, Karachi

Signature & Stamp:

Reviewed & Recommended By: ORIC Executive Committee (OEC), Mohammad Ali Jinnah University, Karachi

Signature & Stamp:
(Head of OEC)

Approved By: Prof. Dr. Zubair Ahmed Shaikh, President, Mohammad Ali Jinnah University, Karachi

Signature & Stamp: