**Consultancy Engagement Policy**
**Office of Research, Innovation, and Commercialization (ORIC)**
**Institute of Business Management**

## 1.      Introduction

The purpose of this policy is to establish guidelines for consultancy services provided by faculty, researchers, and staff under the Office of Research, Innovation, and Commercialization (ORIC). Consultancy activities enhance industry-academia collaboration, support professional development, and contribute to the institution's research and innovation goals. This policy ensures that consultancy services align with institutional priorities, maintain ethical and financial integrity, and create a sustainable framework for external engagements.

## 2.      Objectives

The ORIC Consultancy Policy aims to:

- Encourage faculty and researchers to engage in consultancy as a means of knowledge transfer.
- Strengthen industry-academia partnerships through applied research and expert advisory services.
- Generate revenue to support research, innovation, and institutional development.
- Ensure transparency, accountability, and compliance in all consultancy activities.

## 3.      Scope

This policy applies to all the faculty members and researchers at IoBM across various disciplines. The scope includes consultancy services provided to businesses, government agencies, non-profits, and other organizations seeking expertise in specialized fields.

## 4.      Definition of Consultancy

Consultancy is defined as professional advice, technical assistance, or problem-solving services provided to external organizations by faculty or researchers in return for compensation. It does not include routine teaching or employment-related activities.

**Types of Consultancy Services:**

1. **Individual Consultancy:** Faculty members provide expert advice to businesses, government agencies, or international organizations.
2. **Institutional Consultancy:** The university as a whole is contracted for consultancy, with ORIC managing the project.
3. **Contract Research:** Research conducted for an external client with specific deliverables and outcomes.
4. **Technical Services:** Provision of laboratory testing, prototype development, feasibility studies, or technology solutions.

5. **Training and Capacity Building:** Professional development programs, workshops, and skill enhancement initiatives for external organizations.
6. **Project-Based and Expert Analysis:** Provide evaluations, and research-based recommendations to industry clients. Executing specific projects that address industry needs, from research and development to operational improvements**.**

## 5.    Eligibility & Engagement

- All full-time faculty members, researchers, and staff are eligible to engage in consultancy services.
- Faculty members are allowed fifty-two (52) full working days as consulting time during the course of the academic year.
- The Head of Department has to keep track that the time spent on consulting is within the allowed limits.
- For the summer, if the faculty wishes to spend any significant time in consulting, special permission has to be sought from the Dean.
- The Dean may allow a trade-off between academic years – more consulting in one (1) year and less in subsequent years.
- Consultancy work should not interfere with teaching, research, or administrative duties.
- Prior approval from the ORIC Director and relevant Department Head is mandatory before undertaking any consultancy project.
- Faculty members must ensure compliance with the university's policies on conflict of interest and intellectual property.

## 6.    Financial Aspects

**Revenue Sharing Model:**

Revenue generated from consultancy projects will be distributed as follows:

- **Consultancy Fees**: ORIC and faculty will negotiate and set consultancy fees based on the scope and duration of the project.

- **Revenue Distribution**: Consultancy income will be allocated based on a pre-determined ratio. If a faculty member is on **leave without pay (for a consultancy project)**, the distribution will be **85% to the faculty** and **15% to IoBM**, with calculations based on **net earnings** after deducting applicable expenses, taxes, and other deductions.

- For faculty members conducting consultancy while actively serving at **IoBM without leave**, the revenue will be distributed as **75% to the faculty** and **25% to IoBM**, based on **net earnings** after deducting applicable expenses, taxes, and other deductions. supporting further research and development within the institution.

- **Taxes:** All consultancy earnings will be subject to **government taxation policies** as per applicable regulations

- **Remuneration & Taxation**

  The proposed remuneration (Table 1) for the industry experts is based on work experience, domain knowledge, and leadership roles. Remuneration for academic experts is based on training/consultancy experience, and academic position, with calculations based on **net earnings** after deducting applicable expenses, taxes, and other deductions.

| Table 1: Hourly Rates Resource Person for Training/Workshop (PKR) | | | |
|---|---|---|---|
| **Level** | **Industry Expert / Experience** | **Academic Position** | **Remuneration** |
| Tier -I | 7 year | Lecturer | 2000-3500 |
| Tier –II | 10 year | Assistant Professor | 4000-6000 |
| Tier –III | 15 year | Associate Professor | 5000-7000 |
| Tier -IV | 20 year | Professor | 7500-9000 |

- **Revenue Sharing Framework**

There will be a division of the proceeds generated from trainings. Sharing arrangement will be set at 60:40 for internal and 80:20 for external type of trainings. The share after expenditures is liable to government taxation. The distribution of the share will be calculated based on **net earnings** after deducting applicable expenses, taxes, and other deductions. Details are given in Table 2.

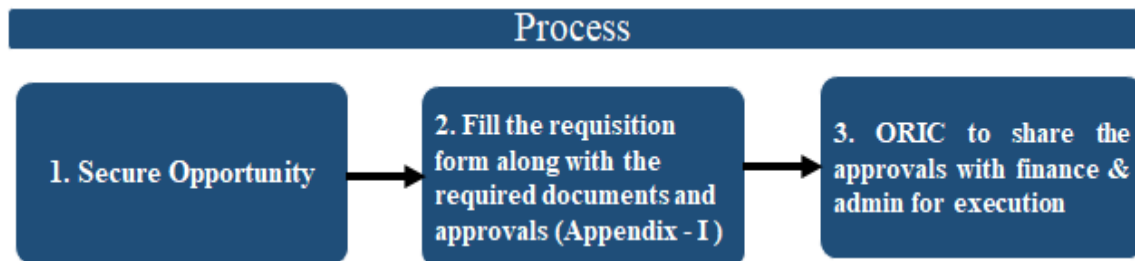| Table 2: Share of Initiating Faculty/Staff for Training/Workshop | | | |
|---|---|---|---|
| **S.#** | **Particulars** | **Sharing** | |
| | | **Internal** | **External** |
| 1 | Faculty/Staff member | 60% | 80% |
| 2 | IoBM | 40% | 20% |

The sharing of funds will be applicable on HR (Remuneration/Compensation/Salary) funds only. In case of surplus funds, after completion of project requirements (Revenue minus Expenditure). The amount shall be distributed on pro rata based share.

- **Overhead Charges & Payment Modalities:**

  - ORIC will charge an **overhead fee** (typically 10-20%) to cover administrative support, facility usage, and institutional costs.

- Payments will be processed through the university's finance department, ensuring compliance with tax and financial regulations.
- Faculty members are not permitted to accept payments directly; all financial transactions must be processed through ORIC and routed to the institute's finance department.

## 7. Working Process & Approval Mechanism



Process

1. Secure Opportunity → 2. Fill the requisition form along with the required documents and approvals (Appendix - I) → 3. ORIC to share the approvals with finance & admin for execution

**Steps to Undertake Consultancy Work:**

1. **Proposal Submission:** Faculty members must submit a detailed consultancy proposal to ORIC, including objectives, scope, deliverables, timeline, and budget.
2. **Approval Process:** The proposal is reviewed by ORIC and the relevant department for approval.
3. **Contract & Agreement:** A formal agreement is signed between the faculty member, the institution, and the client.
4. **Execution & Reporting: Consultancy services are delivered as per agreed terms, and periodic progress reports are submitted.**
5. **Completion & Financial Settlement: Upon completion, a final report is submitted, and payments are disbursed following institutional financial policies.**
6. **Official Leave**: Faculty members and Management Employees engaged in delivering consultancies may be eligible for official leave, contingent upon approval from the Head of Department (HoD) and as per IoBM HR policy.

## 8. Ethical and Legal Considerations

- Confidentiality: Faculty and staff must ensure that sensitive data and proprietary information of clients are protected.
- Intellectual Property Rights (IPR): Any intellectual property developed during consultancy must adhere to the university's IP policy.
- Conflict of Interest: Faculty must disclose any potential conflicts of interest before accepting consultancy work.
- Regulatory Compliance: Consultancy projects must comply with national and institutional research policies, tax laws, and professional ethics.

- **Project Updates**: Faculty consultants are expected to provide periodic updates to ORIC to ensure alignment with project objectives and timelines.
- **Final Report**: A final report, summarizing the project outcomes, learnings, and recommendations, should be submitted to both the industry partner and ORIC.

## 9.      Monitoring & Compliance

- ORIC will maintain a database of consultancy projects to track progress and ensure compliance.
- Annual reports on consultancy activities will be presented to university leadership for review.
- Faculty members must submit a brief impact assessment report for each consultancy project.
- The ORIC policy will be reviewed and updated periodically to align with emerging trends and institutional needs.

## Conclusion

This policy aims to create a structured, transparent, and sustainable framework for consultancy at the university. By leveraging faculty expertise and industry partnerships, ORIC will play a pivotal role in driving research commercialization, economic growth, and societal impact.

# APPENDIX - I

## WORKSHOP AND CONSULTANCY REQUISITION FORM

========================================================================

| 1. | Name of Employee | |
|----|------------------|---|
| 2. | Employee ID | |
| 3. | Designation | |
| 4. | Department | |
| 5. | Title of Training/Consultancy | |
| 6. | Name of benefactor/ company/ client | |
| 7. | Contact details of benefactor/ company/ client (email, phone number, etc) | |
| 8. | Short Description of the benefactor/ company/ client | |
| 9. | Duration of Training/Consultancy | |
| 10. | Proposed Start date/ End date | |
| 11. | Location of Training/Consultancy | |
| 12. | Type of Training/Workshop (if applicable) | ☐ Internal <br> ☐ External |
| 13. | Area of Training/Consultancy | Primary area - <br><br> Secondary area - |

| | | |
|---|---|---|
| 14. | Description of Training/Consultancy | |
| 15. | Objectives of Training/Consultancy | |
| 16. | Resources Required | |

**Required Documents (applicable):**

- CV and Profile of Trainer/Consultant

- Copy of Award letter or Approval Email

- Copy of Proposal draft

- Contract Letter or Agreement

- Brochure of Training/Workshop

| Approval | Comments | Name, Signature, and Date |
|---|---|---|
| **Head of Department** | | |
| **Dean/Associate Dean** | | |
| **Director ORIC** | | |

| | | |
|---|---|---|
| **Rector** | | |
| **President** | | |