



OFFICE OF THE VICE CHANCELLOR

RAWALPINDI MEDICAL UNIVERSITY
RAWALPINDI.

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No.PF/_____/RMU, Dated:_____/2019

CONFLICT OF INTEREST POLICY

1. INTRODUCTION

A conflict of interest means any circumstance in which the personal, professional, financial or other interests of an individual may potentially or actually diverge from professional obligations to Rawalpindi Medical University (RMU) and its interests. A conflict of interest may arise when individual's professional actions or decisions, including the ethical and objectives in conduct of teaching, research or clinical care are determined by the considerations of personal gain, or his or her ability to meet the employee obligations to RMU have been compromised.

2. AIM

- a) Pursuant to RMU vision, mission and HEC requirement, this SOP has been framed to streamline the procedure for resolving matters related to conflict of interest arising at RMU. The intention is to establish consistent guidelines for avoidance of conflict of interest in order to maintain *Conflict Of Interest Free Environment* in the University.
- b) The purpose of this policy is to perceive up to what extent such other activities may conflict with primary commitment of employees in the delivery of teaching, research and collegial responsibilities that generate the potential for conflicts of interest. The policy also addresses how to manage such conflicts and promote the best interest of the students and others whose work is interdependent.

3. SCOPE

Normally it is expected that there will be no conflict of interest between the employee's commitment to RMU and other activities. However, in some situations, potential conflict of interest may be expected. Such matters will be reviewed in line with these guidelines, because conflicts of interest not effectively managed may jeopardize the University's mission.

4. COURT OF APPEAL

Vice Chancellor Rawalpindi Medical University

5. COMPOSITION OF UNIVERSITY CONFLICT OF INTEREST COMMITTEE (UCIC)

a) Vice Chancellor RMU	Chairman
b) Registrar / Assistant Registrar	Secretary
c) Controller of Examination	Member
d) Director ORIC	Member
e) Office Superintendent	Member
f) Director Finance	Member

6. APPEAL AGAINST UCIC DECISION

The appeal against the decision of UCIC may be submitted to Vice Chancellor RMU, who will look into the matter in his own way to reconsider and find the truth. His / her decision will be given in writing within 07 days from the date of filing the appeal. The decision will be final unless the matter relates to statutory provisions. In such cases, any party may formally appeal to the Vice Chancellor RMU for review of the decision. The appeal shall be submitted/ forwarded in writing through Registrar office by specifying basis of the appeal. The Registrar office shall process the case through UCIC within 7 working days from receipt of appeal to render a written decision to the concerned party.

7. IMPLEMENTATION PROCEDURE THROUGH UCIC

All employees of RMU will be entitled to point out and report the actual conflict of interest with the University establishment office by filling the prescribed Proforma (Annexure-A).



RAWALPINDI MEDICAL UNIVERSITY, RAWALPINDI

CONFLICT OF INTEREST PROFORMA

This proforma is used for reporting conflict of interest between RMU departments, official positions or between individuals with respect to their actions exercised under rules.

1.	Name (s) / Designation of the reporting person (s)	
2.	Name of department	
3.	Nature of conflict being reported (please tick one or as appropriate) a) Between an official position and conflicting rules / statutes (as the case may be) b) between RMU regulatory / statutory provisions regarding powers / actions of two or more appointments c) between an individual's position as a person and the statutory positions of RMU d) Related with financial matters / property of the University e) Any other (please specify)	
4.	Please give detail of the conflicting situation (s) selected from para (3) along with any likely repercussions. The detail should be systematic, stepwise giving precise details and reference to the respective statutory provisions / rules, the existing conflicting situation and how these two are in clash with each other.	

Remarks if any

Signature _____