



National University of  
Sciences and Technology  
Sector H-12, Islamabad  
Tel: 051- 90851217  
No: 0986/04/I&C/NUST  
8<sup>th</sup> Mar, 2018

To: **Mr. Mian Zahid Hussain**  
President  
Pakistan Business  
& Intellectual Forum (PBIF)  
Plot no.35, Sec # 28, Near Murtaza Chowrangi,  
Korangi Industrial Area Karachi, Pakistan

Info: So to Pro-Rector (RIC)

Subject: **Memorandum of Understanding (MoU) Between NUST & PBIF.**

- Reference is made to your visit to NUST and meeting with Pro-Rector (RIC) Rear Admiral Dr. Nassar Ikram HI(M) on 16<sup>th</sup> January 2018.
- Enclosed please find subject MoU between National University of Sciences & Technology (NUST) and Pakistan Business & Intellectual Forum (PBIF), duly signed from NUST for your further necessary action please.

Manager  
(Waseem Ahmed Mirza)  
Innovation Promotion & Marketing

Seen (RIC Sectt)	
Inward No. <i>06</i>	Date <i>15/07/18</i>
Pro Rector (RIC)	<i>[Signature]</i>
Director Research	<i>[Signature]</i>
Dir IRC	
GM TIC	
GM PDC	
DD CDC	
DD Adm & Coord	<i>[Signature]</i>
SO Coord	<i>[Signature]</i>
PA	<i>[Signature]</i>

*GM IP&M*

*[Signature]*  
*16/3*

*MGR IP&M*  
*[Signature]*  
*16/3*



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o/c



**Memorandum of Understanding**

**Between**

**NATIONAL UNIVERSITY OF SCIENCES & TECHNOLOGY), Public Sector  
University Working under Ministry of Science & Technology (MoST)**

**And**

**PAKISTAN BUSINESS & INTELLECTUAL FORUM (PBIF)**

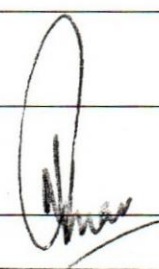
# “Conducting Successful HR Audit”

## 11. Applicable Law and Arbitration

11.1. All disputes shall be settled in accordance with the provisions of this MOU and all other agreements regarding its performance otherwise in accordance with the substantive law in force in Pakistan without reference to other laws.

**DAY-2**

5<sup>th</sup> Apr, 2018

Sr. #	Time	Activity	Presenter
1	09:00 - 11:00	All disputes arising in connection with the present agreement shall be finally settled by an arbitrator appointed by mutual consent of the parties. The place of arbitration shall be Gujrat and the language of the arbitration proceedings shall be English. <ul style="list-style-type: none"> <li>• Approaches and Methodology</li> <li>• Timelines for HR Audit</li> </ul>	Resource Person
2	11:00 - 11:30	Tea Break	PDC / Admin CIE
3	11:30 - 13:00	<ul style="list-style-type: none"> <li>• Pitfalls of HR Audit</li> </ul>	Resource Person
4	13:00 - 14:00	Lunch Break	PDC / Admin CIE
5	14:00 - 15:30	Principles of Effective HR Audits Mr. Mian Zahid Hussain President Pakistan Business & Industry Sector Pakistan	 <b>Dr. Nassar Ikram</b> Pro-Rector (RIC) HR Audit Sectt Sector H-12, Islamabad, Pakistan
6	15:30	Working Tea	PDC / Admin CIE
7	15:40 - 16:45	<ul style="list-style-type: none"> <li>• Tools and Templates for Audit Process</li> </ul>	Resource Person
8	16:45 - 17:00	Certificate Distribution Ceremony	PDC

Full Address: \_\_\_\_\_

N.I.C. No: \_\_\_\_\_

GENERAL MANAGER I.P.E.M.  
 Full Address: \_\_\_\_\_

NUST CAMPUS H-12, ISLAMABAD.  
 N.I.C. No: \_\_\_\_\_

61101-9458341-1

## “Conducting Successful HR Audit”

absolute discretion determines that its association with the other Party will adversely affect the status, reputation or neutrality of the first Party.

7.2. In the event of ~~Program Schedule~~ activities hereunder shall be brought to a prompt and orderly conclusion. Each Party shall immediately cease use of the other Party's name, logo or trademarks.

DAY-2

5<sup>th</sup> Apr, 2018

Sr. #	Time	Activity	Presenter
1	<b>8. Deadlock</b> 09:00 - 11:00	<ul style="list-style-type: none"> <li>Approaches and Methodology</li> <li>Timelines for HR Audit</li> </ul>	Resource Person
2	11:00 - 11:30	<b>Tea Break</b>	PDC / Admin CIE
3	11:30 - 13:00	<ul style="list-style-type: none"> <li>Pitfalls of HR Audit</li> </ul>	Resource Person
4	13:00 - 14:00	<b>Lunch Break</b>	PDC / Admin CIE
5	14:00 - 15:30	Principles of Effective HR Audits	Resource Person
6	15:30	<b>Working Tea</b>	PDC / Admin CIE
7	15:40 - 16:45	<ul style="list-style-type: none"> <li>Tools and Templates for Audit Process</li> </ul>	Resource Person
8	16:45 - 17:00	<b>Certificate Distribution Ceremony</b>	PDC

9.1. Any dispute, difference or controversy of whatever nature howsoever arising under or out of or in relation to this MOU (including its interpretation) between the Parties, and so notified in writing by either Party to the other Party shall be resolved amicably between the Parties.

9.2. The Parties agree to use their best efforts for resolving all disputes arising under or in respect of this MOU promptly, equitably and in good faith, and further agree to provide each other with reasonable access during normal business hours to all non-privileged records, information and data pertaining to any dispute.

### 10. Representation

Each of the Parties represents and warrants that it has the right to enter into this MoU and the capacity to perform all of its obligations hereunder. Neither Party shall take any action which might conflict with this MoU or impair or diminish any of other Party's rights hereunder nor the goodwill associated with the other Party's name, brands or trademarks.

# “Conducting Successful HR Audit”

## 5. Uses of names, logos, and partnership statements

5.1. Neither Party will use the name, logo or partnership statement ("Material") of the other without the Program Schedule consent of that Party.

DAY-1

5.2. Both the parties shall issue press releases only in case of activities launched jointly or with the prior written approval of other party. 4<sup>th</sup> Apr, 2018

Sr. #	Time	Activity	Presenter
1	09:00 - 09:30	Both Parties are familiar with the ideals and objectives of the other and shall not use the Material in a manner inconsistent with those ideals or objectives. • Registration of the Participants	PDC
2	09:30 - 11:00	Nothing in this clause shall transfer any intellectual property rights from one Party to the other. • Why HR Audits • Purpose, Objective and Benefits of HR Audit	Resource Person
3	10:00 - 11:00	<b>Group Photograph + Tea Break</b>	<b>PDC / Admin CIE</b>
4	11:30 - 13:00	Each Party will maintain the confidentiality of any information it receives from the other Party that has been designated as confidential and shall use it only for the purposes of this partnership. The Parties will make all reasonable efforts to pursue their partnership without the disclosure of confidential information. This obligation of confidentiality shall not apply to information which was at the time of disclosure (a) in the public domain or (b) lawfully in its possession, and not acquired directly or indirectly from a third party under an obligation of confidentiality, (c) furnished to the recipient without restriction by a third Party having no confidential relationship to do so, (d) which has become public knowledge by an act or acts beyond the recipient's control or, (e) which is agreed to be non-confidential or disclosable. Either Party may disclose confidential information to its employees or to the third parties to the extent it is necessary for the purposes of this MoU, provided that each Party assumes the responsibility for any breach of confidentiality.	Resource Person
6	13:00 - 14:00	<b>Lunch Break</b>	<b>PDC / Admin CIE</b>
7	14:00 - 17:00	• HR Confidentiality Section wise • Important Ratios to analyze	Resource Person
	17:00	<b>Wrap-Up of Day 1 (if required)</b>	

## 7. Termination

7.1. Either Party may terminate this MoU at any time by providing at least 3 months' notice of termination in writing to the other Party, save that either Party may terminate this MoU, in writing, with immediate effect if one Party in its

## “Conducting Successful HR Audit”

- 2.6. Both the parties will extend cooperation in different areas and programs to enhance awareness about the access to facilities beyond the boundaries of the institutions. Program Schedule

DAY-2

5<sup>th</sup> Apr, 2018

- 2.7. This MOU is the sole agreement between the parties. This MOU will be

Sr. #	Time	Activity	Presenter
1	09:00 - 11:00	<p>writing. Any clause or article of the MOU may be modified or amended by mutual agreement of NUST RIC Sectt &amp; PBIF</p> <p>• Approaches and Methodology of HR Audit</p>	Resource Person
2	11:00 - 11:30	3. Independence and Liability	PDC / Admin CIE
3	11:30 - 13:00	<p>3.1. This MoU shall not be deemed to create any joint liability partnership, association or company of any sort between the Parties, nor shall any Party be</p> <p>• Pitfalls of HR Audit</p>	Resource Person
4	13:00 - 14:00	<p>deemed an agent of the other. The Parties shall be independent of each other and the relationship between them shall be that of two independent contractors.</p> <p>Lunch Break</p>	PDC / Admin CIE
5	14:00 - 15:30	<p>Each Party shall be responsible for its own actions and omissions, including those of its directors, officers, employees, agents and contractors, and shall indemnify</p> <p>• Principles of Effective HR Audits</p>	Resource Person
6	15:30 - 16:45	<p>Working Tea</p> <p>MOU.</p>	PDC / Admin CIE
7	15:40 - 16:45	<p>negligence, willful misconduct and breach of contract and/or omissions under the MOU.</p> <p>• Tools and Templates for Audit Process</p>	Resource Person
8	16:45 - 17:00	<p>3.2. The intent is to establish a one-on-one partnership, not restricting of either partner with others.</p> <p>Certificate Distribution Ceremony</p>	PDC

#### 4. Duration

- 4.1. This MoU shall become effective upon signature by the Rector / Pro-Rector NUST RIC Sectt or his nominee and President PBIF, or his nominee and shall continue in full force for three years from the date of signing unless terminated earlier in accordance with clause 07 (Termination). This MOU will be extendable if so/as agreed the two parties.
- 4.2. This MoU may be amended in writing through exchange of letters between NUST RIC Sectt and PBIF. The letters exchanged to this effect shall become an integral part of the MoU.

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internships, social action programs, industrial visits, strengthening University - Industry linkages and any other initiative of mutual interest by pooling resources and working together. The Program Schedule cooperation may include any program or project, nature of which shall be mutually agreed upon by the parties.

DAY-1

4<sup>th</sup> Apr, 2018

Sr. #	2. Joint Venture Time	Activity	Presenter
1	09:00 - 09:30	<p>In consideration of the mutual covenants and promises, the Parties hereto agree as under</p> <ul style="list-style-type: none"> <li>Registration of the Participants</li> </ul>	PDC
2	09:30 - 11:00	<p>2.1. NUST RIC Sectt will offer its services in the areas of consultancy, research, capacity development, feasibility reporting, training and development and skill development program, which will create new ways to improve the local industry, enabling it to compete in the global market.</p> <ul style="list-style-type: none"> <li>Why HR Audits</li> <li>Purpose, Objective and Benefits of HR Audit</li> </ul>	Resource Person
3	11:00 - 11:30	Group Photograph + Tea Break	PDC / Admin CIE
4	11:30 - 13:00	<p>2.2. NUST RIC Sectt through its Professional Development Centre (PDC) will continue offering the short courses programs of practical customized requirements of Pakistan Business &amp; Intellectual Forum (PBIF).</p> <ul style="list-style-type: none"> <li>Types of HR Audit</li> <li>HR Audit Scope</li> <li>HR Audit Areas</li> </ul>	Resource Person
6	13:00 - 14:00	Lunch Break	PDC / Admin CIE
7	14:00 - 17:00	<p>2.3. The PBIF will offer its services by providing internships at PBIF and internee placements at other industrial/business units, research projects, on job trainings, industrial visits and support to entrepreneurs to set up businesses in their respective fields to guide students.</p> <ul style="list-style-type: none"> <li>HR Audit - HR Section wise</li> <li>Important Ratios to analyze</li> </ul>	Resource Person
	17:00	Wrap-Up of Day 1 (if required)	

2.4. A Coordination Committee shall be formed having two members each from PBIF and the University and will meet once in 2 months to review the progress of interaction and prepare future plans for further collaborative ventures.

2.5. NUST RIC Sectt will participate in University - Industry Linkages Exhibitions when invited by PBIF.



# “Conducting Successful HR Audit”

THIS MEMORANDUM is made at NUST H - 12 Islamabad, on DD/MM/YYYY.

BY AND BETWEEN  
Program Schedule

DAY-2 **NUST Research, Innovation and Commercialization (RIC) Secretariat, Sector H-12, Islamabad, Pakistan** (Hereinafter called “**NUST RIC Sectt**”).  
5<sup>th</sup> April, 2018

Sr. #	Time	Activity AND	Presenter
1	09:00 - 11:00	<ul style="list-style-type: none"> <li>Approaches and Methodology</li> </ul> <b>PAKISTAN BUSINESS &amp; INTELLECTUAL FORUM</b> Timelines for HR Audit (Hereinafter called “ <b>PBIF</b> ”)	Resource Person
2	11:00 - 11:30	<b>Tea Break</b>	<b>PDC / Admin CIE</b>
3	11:00 - 13:00	<b>WHEREAS</b> National University of Sciences & Technology the youth in the areas of economy, social policy and research, so as to enable them to	Resource Person
4	13:00 - 14:00	<b>Lunch Break</b>	<b>PDC / Admin CIE</b>
5	14:00 - 15:30	disciplines; and develop a world class center of excellence through University - Industry Linkages. To help the industry and society at large through the mutual cooperation,	Resource Person
6	15:30	<b>Working Tea</b>	<b>PDC / Admin CIE</b>
7	15:40 – 16:45	<ul style="list-style-type: none"> <li>Tools and Templates for Audit Process</li> </ul> <b>AND WHEREAS</b> , The Pakistan Business & Intellectual Forum (PBIF) is the apex body	Resource Person
8	16:45 – 17:00	<b>Certificate Distribution Ceremony</b>	<b>PDC</b>

of trade and industry plays the most significant and most distinguished role in the economic development of the city in particular and country at large. As the premier Pakistan Business & Intellectual Forum with national and international linkages, PBIF continues to enhance its role by being proactive and providing quality services to its members and to act as a catalyst for rapid economic development in this region through promotion of trade, industry, services and development of youth entrepreneurship culture.

## 1. Objective

By this Memorandum of Understanding, NUST RIC Sectt and PBIF are desirous of establishing a formal mechanism for collaboration and hereby express their interest in cooperating with each other in the areas of joint research initiatives, student