

HITEC UNIVERSITY
ORIC POLICY

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1. INTRODUCTION

The purpose of the ORIC department of HITEC University is to foster a culture of research, innovation, and commercialization within HITEC University. It is guided by a set of clear objectives aimed at fostering a robust research environment and promoting innovation.

1.1 Objectives:

Key objectives of the ORIC policy include:

- i. Enhancing Research Quality through promoting high standards of research integrity, ethics, and excellence across all disciplines within the university.
- ii. Facilitating Funding Acquisition by supporting faculty and students in securing research funding through effective proposal development and access to grant opportunities.
- iii. Encouraging Innovation and Entrepreneurship by Fostering a culture of innovation by encouraging entrepreneurial initiatives and providing resources for startups and technology commercialization.
- iv. Strengthening collaborations: by building and maintaining partnerships with industry, government, and academic institutions to enhance research collaboration and knowledge transfer.
- v. Promoting Intellectual Property Rights in order to protect and manage the university's intellectual property through effective policies that facilitate the identification, disclosure, and commercialization of inventions and innovations.
- vi. Supporting student engagement: by Involving students in research activities and promote their participation in internships, co-op programs, and innovation projects to enhance their learning experience.
- vii. Ensuring Compliance and Accountability: through clear guidelines and frameworks to ensure compliance with ethical standards, legal regulations, and institutional policies in research activities.
- viii. Capacity Building and Training: by providing training and resources to faculty and students on research methodologies, grant writing, and ethics to enhance their skills and capabilities.
- ix. Fostering a Culture of continuous improvement: through regular monitoring and evaluation processes to assess the effectiveness of research initiatives and make data-driven improvements.
- x. Promoting Community engagement: by encouraging research that addresses local and global challenges, benefiting the community and contributing to societal development. Also to promote academic research, encourage innovation, and facilitate partnerships with industry and community stakeholders.

2. SCOPE

This policy applies to all faculty, researchers, students, and administrative staff engaged in research and innovation activities at HITEC University. The Scope of Office of Research, Innovation, and Commercialization (ORIC) at HITEC University, Taxila, includes:

- i. Facilitating and support faculty and student research initiatives across all disciplines

- ii. Innovation Development by encouraging innovative thinking and problem-solving among
- iii. Commercialization Support guidance on the commercialization of research outcomes and innovations
- iv. Partnerships and Collaboration with industry, governmental organizations, and other academic institutions to foster research and innovation.
- v. Intellectual Property Management by developing policy for IP disclosure, patenting, and licensing.
- vi. Capacity Building by organizing training programs, workshops, and seminars to enhance research skills and knowledge of commercialization practices among faculty and students
- vii. Monitoring and Evaluation Regularly assess the effectiveness of ORIC initiatives and their alignment with the university's strategic goals.
- viii. Ethics and Compliance to promote ethical research practices and ensure compliance with relevant regulations/standards and provide guidance on ethical considerations in research and innovation.
- ix. Engagement with local community and industries to address societal challenges by research innovation

3. DEFINITIONS

- i. **Office of Research, Innovation, and Commercialization (ORIC):** The administrative body responsible for promoting and facilitating research activities, fostering innovation, and supporting the commercialization of research outputs at HITEC University.
- ii. **Research:** A systematic inquiry aimed at discovering, interpreting, or revising facts, events, behaviors, or theories, contributing to the body of knowledge within various academic disciplines.
- iii. **Innovation:** The process of translating ideas or inventions into products, services, or processes that provide value, enhance efficiency, or solve specific problems.
- iv. **Commercialization:** The process of bringing research findings, innovations, or inventions to the market, including the development of business strategies, partnerships, and marketing plans to ensure successful implementation.
- v. **Intellectual Property (IP):** Creations of the mind, such as inventions, literary and artistic works, designs, symbols, names, and images used in commerce, which are protected by law to provide exclusive rights to the creators.
- vi. **Partnerships:** Collaborative relationships between HITEC University and external organizations, including industry, government, and other academic institutions, aimed at enhancing research, innovation, and community engagement.
- vii. **Capacity Building:** Activities and programs designed to improve the skills, competencies, and abilities of faculty, researchers, and students in conducting research and engaging in innovative practices.
- viii. **Ethical Research:** Research conducted in accordance with ethical standards, ensuring integrity, transparency, and respect for the rights and welfare of participants and communities involved.

- ix. **Knowledge Transfer:** The process of sharing or disseminating knowledge, skills, and innovations developed through research to external stakeholders, including industry and community partners.

4. GOVERNANCE STRUCTURE

The governance structure of the Office of Research, Innovation, and Commercialization (ORIC) at HITEC University is designed to ensure effective oversight, strategic direction, and accountability in research and innovation activities. The structure includes the following key components:

4.1 ORIC Steering Committee

- i. **Composition:**

- a) Chair: The Vice Chancellor or a designated representative.
- b) Members: Faculty representatives from various departments, researchers and administrative staff.
- c) External experts from academia, industry, and government.

- ii. **Responsibilities:**

- a) Provide strategic guidance and policy development for research and innovation.
- b) Oversee the implementation of ORIC initiatives and programs.
- c) Monitor progress and evaluate the impact of research and innovation activities.
- d) Facilitate collaborations with external stakeholders
- e) Review ORIC initiatives and recommend improvements.

4.2 DIRECTOR OF ORIC

- i. **Role:** Lead the ORIC team and serve as the primary point of contact for all research and commercialization activities.

- ii. **Responsibilities:**

- a) Coordinate the development and execution of ORIC policies and programs.
- b) Manage daily operations, including budgeting and resource allocation.
- c) Liaise with faculty, researchers, and external partners to foster collaboration.

4.3 RESEARCH AND INNOVATION TEAMS

- i. **Composition:**

Teams composed of faculty members, graduate students, and administrative staff, organized by research themes or projects.

ii. **Responsibilities:**

- a) Conduct research and development activities.
- b) Develop innovative solutions and prototypes.
- c) Prepare proposals for research funding and commercialization opportunities.

4.4 ETHICS REVIEW COMMITTEE

i. **Composition:**

Faculty members with expertise in research ethics and compliance.

ii. **Responsibilities:**

- a) To Review research proposals for ethical considerations and compliance with institutional and regulatory standards.
- b) Ensure adherence to ethical guidelines in all research activities.

4.5 ORIC ADMINISTRATIVE TEAM

1. **Composition:**

Administrative staff supporting ORIC operations.

2. **Responsibilities:**

- i. Assist documentation, communication, and logistics related to ORIC activities.
- ii. Maintain records of research projects, funding applications, and collaborations.
- iii. Maintain records of trainings, seminars workshops and other academic related research activities

4.6 REPORTING AND ACCOUNTABILITY

- i. The ORIC department will report regularly to the university on research activities, funding, and impact.
- ii. Annual reviews will be conducted to assess the effectiveness of ORIC initiatives and align with the university's strategic goals.

5. RESEARCH FUNDING AND GRANTS

The Office of Research, Innovation, and Commercialization (ORIC) at HITEC University is committed to promoting and facilitating research activities by providing access to funding and research grants. This section outlines the available funding opportunities, guidelines for application, and management of research grants.

5.1 Types of Funding Available

- i. **Internal Research Grants:** Funded by HITEC University to support faculty and student research projects that align with the university's strategic priorities.
- ii. **External Research Grants:** Opportunities from government agencies, non-profit organizations, and private sector funding bodies aimed at advancing specific research initiatives.
- iii. **Collaborative Grants:** Joint funding opportunities with industry partners and other academic institutions for interdisciplinary research projects.
- iv. **Innovation and Development Funds:** Financial support for the development and commercialization of innovative products, processes, or technologies.

5.2 Application Process

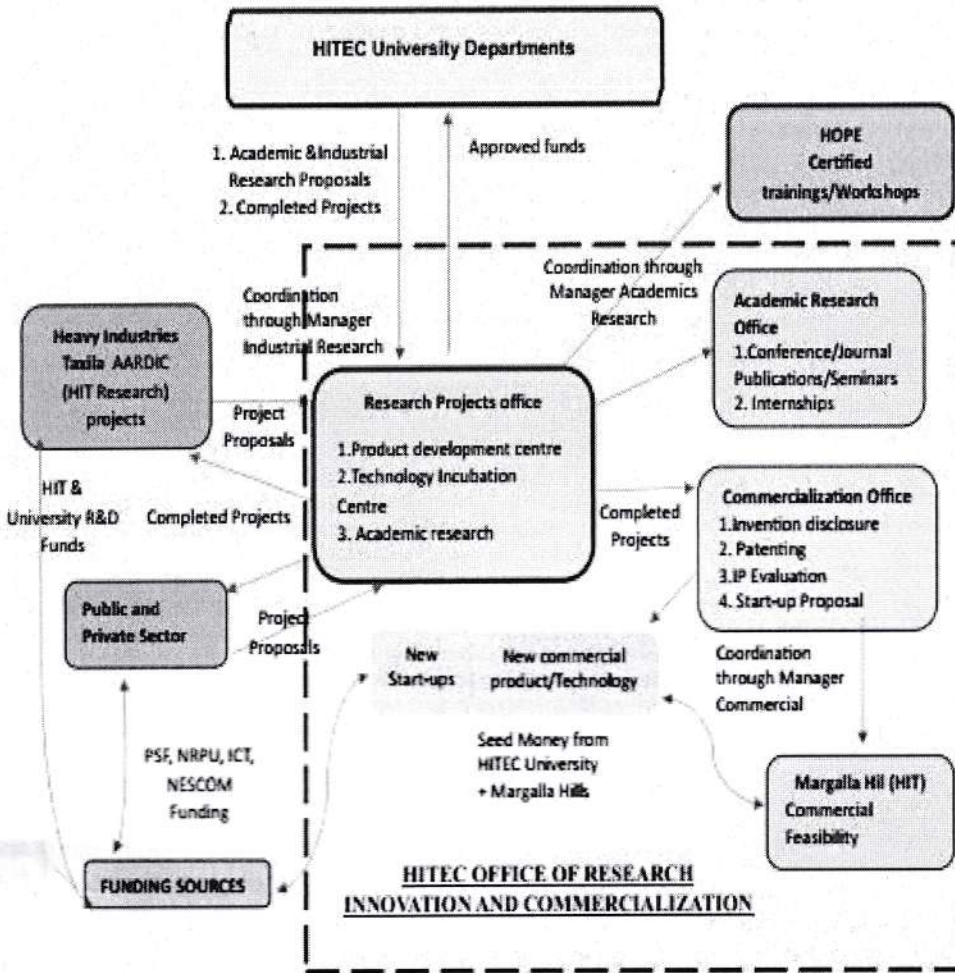
- i. **Eligibility:** Open to all faculty members, researchers, and graduate students at HITEC University.
- ii. **Proposal Submission:** Detailed guidelines on preparing and submitting research proposals will be provided by the ORIC. Proposals must include objectives, methodologies, expected outcomes, budget, and a timeline.
- iii. **Review Process:** Proposals will be evaluated by the ORIC Committee and relevant faculty based on criteria such as originality, feasibility, and alignment with university goals.

6. FUNCTION OF ORIC

The function of HITEC University ORIC is based on Research pursued with relevance to the community and industry. The Research specifically focused on defense industry needs pertaining to HIT technical projects and R&D activities at HITEC are aligned with commercial and industrial needs of HIT.

In general, it encompasses industrial uses of solutions and technologies developed for other public/private sectors and promote cooperative research with enterprises and pulling in more funds. It also includes Research Collaboration with other academic Institutes (joint R&D projects, Seminars, Conferences). The working of ORIC is shown

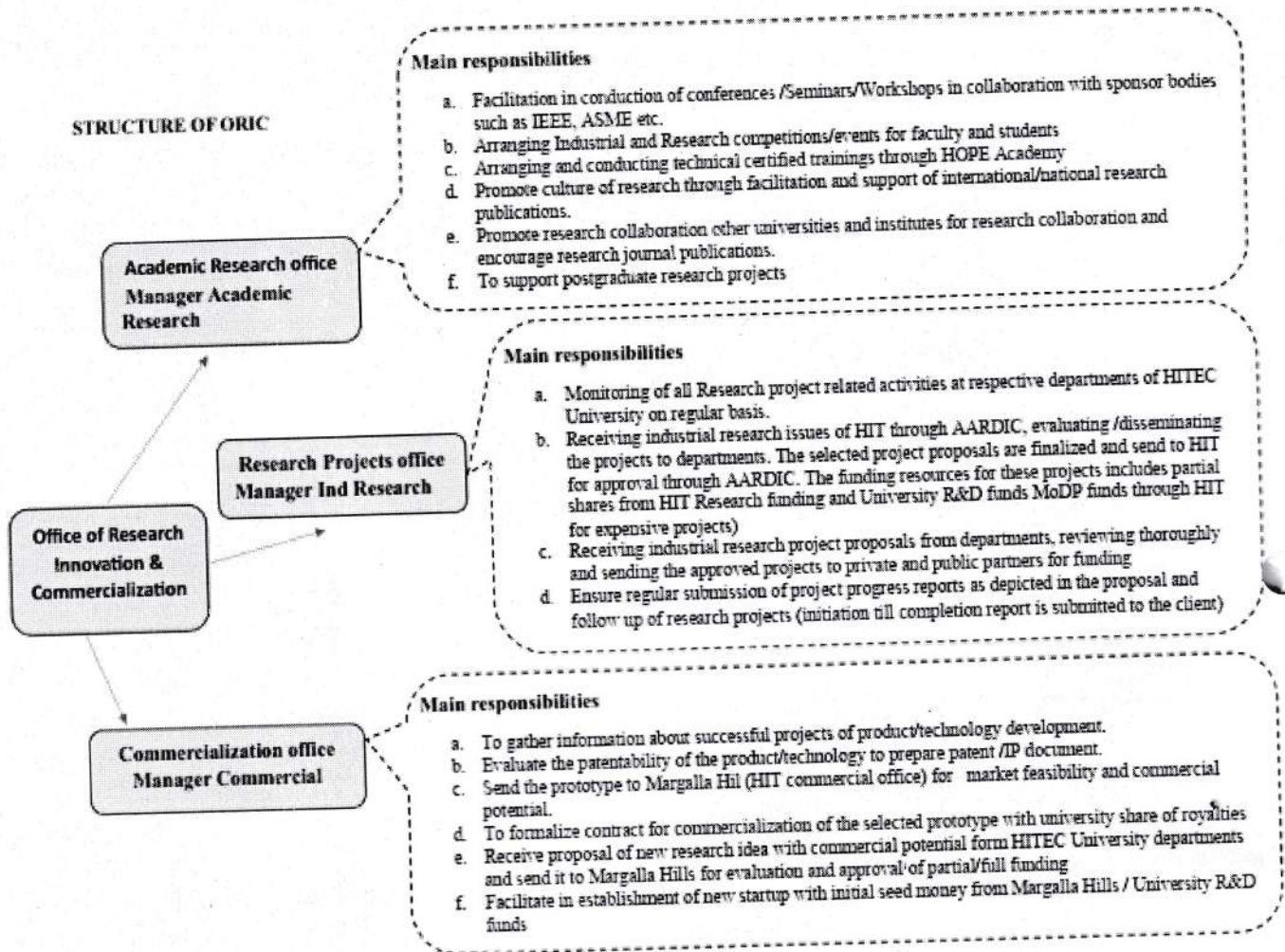
WORKING OF HITEC ORIC DEPARTMENT



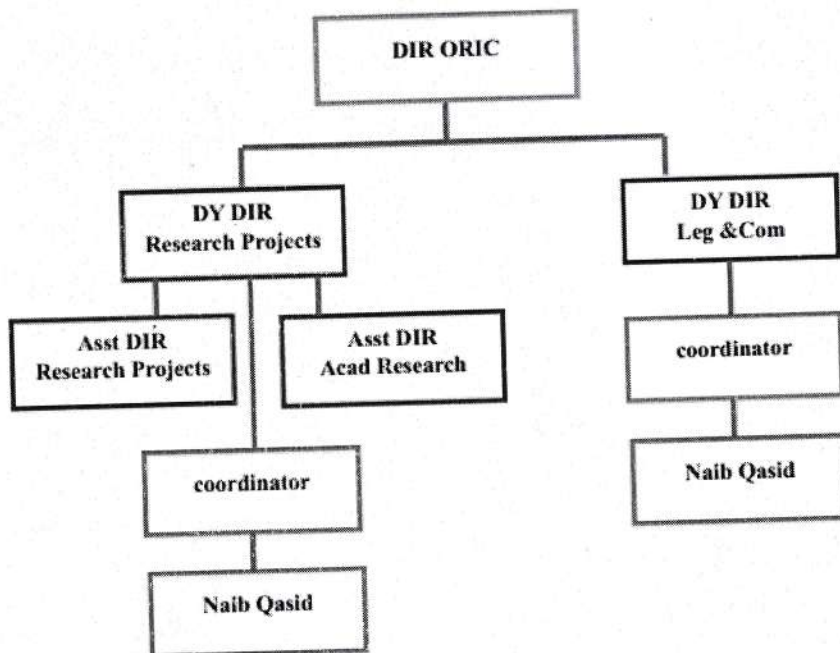
OBJECTIVES

- To ensure that the Research pursued has relevance to the community and industry.
- To ensure and pursue Research specific to Defense industry needs with focus on HIT technical projects
- Align R&D activities at HITEC with commercial and industrial needs of HIT.
- Identify commercial/industrial uses of solutions and technologies developed.
- Promoting cooperative research with enterprises and pulling in more funds.
- Facilitate and solve industrial issues of Private and Public sector industry
- Facilitate creation of new industries based on R&D performed at HITEC.
- Research Collaboration with other academic Institutes (joint R&D projects, Seminars, Conferences)

STRUCTURE OF ORIC



ORIC ORGANOGRAM



JOB DESCRIPTIONS

Manager Industrial Research

1. Coordinate with AARDIC for Research Projects and prepare a list of selected projects for ORIC
2. Submit finalized project proposals to AARDIC for processing of final approval by HIT.
3. Coordinate with private and public sector industries and encourage HITEC faculty for finalization of joint research projects
4. Identify University faculty resource for the research projects
5. Identify funding sources and follow up of research projects from initiation till final conclusion and submission.

Manager Commercial

1. Initial evaluation of the commercial potential of the research product /technology
2. Prepare patent and IP of the product / technology prototype developed
3. Coordinate with Margalla Hil for establishing commercial feasibility and value of the research.
4. Arrange meeting between ORIC Research office and Margalla Hil at least once every three months to discuss proposals for commercialization

Manager Academic Research

1. To arrange conferences /Seminars and Workshops in collaboration with sponsor bodies such as IEEE, ASME etc.
2. Coordinate with HOPE Academy for conducting specialized technical trainings
3. To arrange research competition events for promoting research culture among students and young faculty.
3. Approach other universities and institutes for research collaboration and encourage research journal publications.
4. To support postgraduate research projects

6.1 Funding Allocation

i. Budget Management:

- a) Awarded funds must be managed according to the university's financial policies.
- b) Recipients are required to submit detailed budgets and financial reports to ensure accountability and transparency.
- c) Disbursement of Funds will be disbursed in phases based on project milestones and deliverables.

6.2 Monitoring and Reporting

- i. **Progress Reports:** Recipients must submit regular progress reports to ORIC detailing research activities, findings, and expenditures.
- ii. **Final Report:** A comprehensive final report summarizing the outcomes and impact of the research project must be submitted upon completion.

6.3 Support and Resources

- i. **Research Training:** ORIC will provide workshops and training sessions on grant writing, project management, and research methodologies to enhance faculty and student capabilities.
- ii. **Consultation Services:** Personalized support for proposal development and funding applications is available through ORIC staff.

6.4 Intellectual Property (IP) Management

- i. Policies regarding the ownership and management of IP developed at the university.
- ii. Processes for disclosure, protection, and commercialization of IP.

7. COLLABORATION WITH EXTERNAL FUNDING BODIES

- i. ORIC will actively seek partnerships with national and international funding agencies to identify additional funding opportunities for researchers at HITEC University.
- ii. Regular workshops and information sessions will be organized to keep the university community informed about external grant opportunities.

7.1 Collaboration and Partnerships

The Office of Research, Innovation, and Commercialization (ORIC) at HITEC University fosters a dynamic ecosystem of collaboration and partnerships that enhance research and innovation. Here are some key areas of focus:

i. Academic Partnerships:

- a) Collaborating with national and international universities to facilitate joint research projects, student exchange programs, and academic conferences.
- b) Establishing partnerships for curriculum development to ensure that academic programs meet industry standards.

ii. Industry Collaborations:

- a) Engaging with local and multinational companies to support applied research and development initiatives.
- b) Creating internship and co-op opportunities for students to gain practical experience in various sectors.

iii. Government and Regulatory Bodies:

- a) Working with governmental organizations to align research efforts with national priorities and policies.
- b) Collaborating on projects that contribute to economic development and technological advancement.

iv. Research Institutes and NGOs:

- a) Partnering with research institutes and non-governmental organizations for joint research initiatives and community development projects.
- b) Engaging in outreach programs that leverage university resources for societal benefits.

v. **Innovation Hubs and Startups:**

- a) Supporting the establishment of innovation hubs and incubators to foster entrepreneurship among students and faculty.
- b) Collaborating with startups to provide mentorship, resources, and access to funding opportunities.

vi. **International Collaborations:**

- a) Building networks with global research institutions to share knowledge, resources, and best practices.
- b) Participating in international research consortia to enhance the university's research capabilities.
- c) **Workshops and Conferences:** Hosting and participating in workshops, seminars, and conferences to facilitate knowledge exchange and promote collaborative research efforts.

8. SUPPORT SERVICES

The Office of Research, Innovation, and Commercialization (ORIC) at HITEC University Taxila provides a range of support services to foster research, innovation, and commercialization. These services include:

- i. **Research Support:**
 - a) **Proposal Development:** Assistance in preparing research proposals for funding from national and international agencies.
 - b) **Grants Management:** Guidance on the management of research grants, including budgeting and reporting.
- ii. **Intellectual Property Management:** Support in identifying, protecting, and commercializing intellectual property through patents and licensing.
- iii. **Technology Transfer:** Facilitating the transfer of research outcomes to industry partners and helping startups bring innovations to market.
- iv. **Information on Grants:** Providing up-to-date information on available research grants and funding opportunities.
- v. **Funding Workshops:** Organizing workshops to guide faculty and students on how to secure funding for research projects.
- vi. **Partnership Development:** Assisting in the formation of partnerships with industry, academia, and research organizations.
- vii. **Networking Events:** Hosting events to connect researchers with potential collaborators and stakeholders.
- viii. **Workshops and Seminars:** Offering training sessions on research methodologies, grant writing, and entrepreneurship.

10. ETHICS AND COMPLIANCE

- i. Commitment to conducting research ethically and in compliance with national and international standards.
- ii. Procedures for handling ethical concerns and conflicts of interest.
- iii. Adherence to Ethical Standards: Promoting integrity in research practices, including honesty, transparency, and accountability in all research activities.
- iv. Responsible Conduct of Research: Providing training and resources to faculty and students on ethical research practices, including data management and authorship criteria.
- v. Adherence to Institutional Policies: Ensuring compliance with university policies and guidelines related to research, intellectual property, and commercialization.
- vi. Legal Compliance: Following relevant national and international laws and regulations, including those related to human subjects, animal welfare, and environmental protection.
- vii. Fair Use and Licensing: Ensuring ethical practices in the use and licensing of intellectual property, promoting respect for creators' rights.
- viii. Disclosure Policies: Establishing clear guidelines for the disclosure of inventions and innovations to protect intellectual property.
- ix. Disclosure Requirements: Implementing procedures for faculty and staff to disclose any potential conflicts of interest that may arise in research or collaborations.

11. IMPLEMENTATION

The policy will be disseminated to all university stakeholders, and training will be provided to ensure understanding and compliance.

The Office of Research, Innovation, and Commercialization (ORIC) at HITEC University plays a crucial role in the implementation of policies that promote research excellence, innovation, and collaboration. The following outlines key steps in the implementation process of ORIC policies:

11.1 Policy Development and Review

- i. **Stakeholder Engagement:** Involving faculty, staff, and students in the policy development process to ensure diverse perspectives and needs are addressed.
- ii. **Regular Review:** Establishing a schedule for periodic reviews of existing policies to incorporate new trends, technologies, and regulatory requirements.

11.2 Communication and Awareness

- i. **Policy Dissemination:** Distributing policy documents through university channels, including websites, newsletters, and seminars.
- ii. **Review and Revision:** This policy will be reviewed annually and revised as necessary to adapt to new challenges and opportunities in research and innovation.

11.3 Five-years Strategic Plan

- i. **Implementation Timeline**

- a) **Year 1:** Establish baseline metrics, begin capacity-building initiatives, and create a funding database.
- b) **Year 2:** Launch incubator program, initiate industry collaborations, and start workshops.
- c) **Year 3:** Assess research output and adjust strategies; expand industry partnerships.
- d) **Year 4:** Evaluate progress on innovation and commercialization efforts; host an annual research symposium.
- e) **Year 5:** Conduct a comprehensive review of the strategic plan and develop recommendations for the next five years.

ii. Metrics for Success

- a) Publication counts and impact factors.
- b) Number of startups launched and incubated.
- c) Amount of funding secured for research.
- d) Satisfaction surveys from industry partners and faculty.