



Research, Innovation & Commercialization (RIC) Policy Manual

POLICIES & FORMS

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RECTOR'S NOTE

The development, encouragement, and promotion of the spirit and habits of inquiry that generates research ideas among faculty and students lie at the heart of Bahria University's (BU) purpose and mission. Scholarly research work and other forms of creative endeavors are essential for the sustained intellectual growth of any higher education institution, and BU is no exception to that.

Keeping this perspective in view, BU has devoted itself for the quest of knowledge, its preservation and propagation. This pursuit of knowledge shall ultimately lead to the educational and intellectual development of its faculty members and students to be better enlightened, productive and more auspicious members of the society.

Research & Development at Bahria University is mandated to promote and enhance the research culture in BU by providing support services in all aspects of research. With the addition of Office of Research, Innovation and Commercialization (ORIC), the scope has increased manifolds as the activities are now extended to develop a nexus of various public and private sector organizations for the pursuance of innovative niche products and their Commercialization.

To meet upcoming challenges and opportunities, we continue to implement policies and strategies of pursuing excellence in R&D for local socio-economic betterment whilst maintaining an international outlook. The BU RIC Policy Manual provides the niceties of R&D policies, initiatives and incentives to facilitate researchers/Faculty Members in their respective research projects. The aim of this Policy Manual is to facilitate the researchers at all stages of their research activities and support them with the required possible resources to achieve excellence in the outcomes of research with the ultimate objective of developing BU as a research-led university focusing on innovation and entrepreneurship.

VICE ADMIRAL ABID HAMEED HI(M)
RECTOR

Using this Handbook

The Research, Innovation & Commercialization (RIC) Policy Manual provides the potential researchers of BU with all the fundamental Research, Innovation and Commercialization policies and application forms to apply for getting the benefits from the policies. The softcopy of the same document is available on BU Research Web Portal, CMS and OAS.

For the purpose of having updated information regarding the RIC announcements and softcopies of all application forms, the website of the Office of Research, Innovation and Commercialization (ORIC) can be accessed at <https://www.bahria.edu.pk/oric/>

DEFINITIONS

In this R&D Policy, unless otherwise specified, or anything repugnant to the Act and Statutes of Bahria University, the following expressions shall have the meanings as follows:

- 1.1 **Research** can be defined as the search for knowledge, or any systematic investigation, to establish novel facts, solve new or existing problems, prove new ideas, or develop new theories, using a scientific method.
- 1.2 **Higher Education and Research Committee (HERC)** is an apex body of the University to provide policy guidelines, monitor and coordinate all matters relating to higher education, research & development.
- 1.3 **Research Article** means the production of original scholarly work that illustrates an outcome of scientific research with supporting data.
- 1.4 **Journal** means a periodical scholarly publication that contains research articles written by the researchers in any particular field of study.
- 1.5 **Institute for Scientific Information-ISI (Thomson-Reuters)** is an institute that ranks, evaluates, and compares journals within subject categories and publishes the results in *Journal Citation Reports (JCRs)*. Three years' worth of data are required to calculate a Journal's Impact Factor.
- 1.6 **Impact Factor** is a measure of the frequency with which the "average article" published in a given scholarly journal has been cited in a particular year or period. It is often used to measure or describe the importance of a particular journal to its field.
- 1.7 **ISI-Indexed Journal** means journals that are indexed with ISI-Web of Knowledge. (Thomson-Reuters database)
- 1.8 **Peer-Reviewed Journal** means journals that are published after critical assessment and review by the scholars and experts of the relevant field.
- 1.9 **Higher Education Commission (HEC) Approved Journal** means journals which meet the minimum criteria for recognition from HEC.
- 1.10 **National Journal** means a journal that publishes within a country which includes articles written by different authors from the same country and circulated at national level.
- 1.11 **Consultancy** means in the broad sense as professional activities to outside organizations the faculty members get engaged in within the area of their expertise for compensation such as, but not necessarily limited to advising, performing analysis, testing or assaying, system formulation and documentation, or similar work performed in addition to the faculty members' responsibilities as full-time BU employee.
- 1.12 **Patent** means the exclusive right granted by the governing body to make use of an invention or process for a specific period of time.
- 1.13 **Plagiarism** means unauthorized usage of the language and thoughts of another researcher/author and the presentation of the same as one's own.
- 1.14 **Research Proposal** means a document written by a researcher that explains in detail the program for a proposed research/scientific investigation. It varies by field and research question being investigated.
- 1.15 **Publication Fee** means an amount that the author has to pay to the publisher (s) for publishing their article (s)/research paper (s)/Book (s)/Book Chapter (s).

- 1.16** *Registration Fee* means an amount that researcher has to pay to register himself/herself for presenting his/her research paper in any conference/symposium/workshop at national or international level.
- 1.17** *Research Grant* is generally covering any funding for research, in the areas of Applied Sciences along with Humanities & Social Sciences.
- 1.18** *Research Assistant* is a person who assists the research coordinator in the research activities of the department. The minimum qualification of the research assistant shall be Masters and his/her job rank shall be equivalent to the junior lecturer.
- 1.19** *Workshop* a brief intensive course of education for a small group, emphasizing interaction and hands-on practical problem solving. A workshop typically involves participants doing work on a particular issue during the Programme. When participants leave, they have at least a rough plan or tools in place to address the problem.
- 1.20** *Seminar* is a forum for a lecture, talk or discussion, conducted/moderated by one or more subject experts, on a particular topic, with the objective to educate the audience and remove their doubts, if any. Seminars come in all shapes and forms-from half day sessions to 4-week programs. Most Seminars last a day or so and can cover almost any topic.
- 1.21** *Symposium* is forum for discussions amongst experts of the subject under discussion in front of an audience, with the objective to present own and discuss/understand/debate each other's point of view, clarify doubts, minimize ambiguity and finally come to a conclusion, with recommendations.
- 1.22** *Conference* is a large forum, covering wide spectrum of topics, featuring keynote presentations delivered through keynote speakers to all attendees, as well as multiple break-out or plenary session in parallel. The parallel sessions are formed w.r.t the topic, attended by the relevant audience where scholars from various places present their papers already approved by the Conference Committee.
- 1.23** *Summit* is a gathering of the highest level of leaders and experts. It is usually concluded with a decision or recommendations.
- 1.24** *Faculty/Departmental Research Committee (F/DRCs)* a pool of senior faculty members, at the Faculty/Departmental level, from which Principal Supervisors, Co-Supervisors, Examiners to conduct Comprehensive Examination and Defense Panels for various levels of research will be chosen for each Candidate.
- 1.25** *Corporate Advisory Committees (CACs)* a pool of senior faculty members and industrial experts constituted at each department mandated to meet twice a year for the review of curriculum, provision of consultancy services and research projects from industry to academia, internships for the students of BU along with other terms of reference as promulgated by the Registrar-BU.
- 1.26** *Procedure* is the process followed for implementing the policy
- 1.27** *Responsible Party* an office or a committee responsible for implementing, modifying or cancelling the policy
- 1.28** *Statutory Bodies* include all the governing bodies established by BU for the establishment and regulation of standards in education.
- 1.29** *Editor* is the person who is responsible for all the publication related matters of journals.
- 1.30** *Editorial Board* is a group of people who dictates the tone and direction of the journal's editorial policy will take.

- 1.31 **Peer Review** is a process of evaluation of scientific, academic, or professional work by others working in the same field.
- 1.32 **Blind Review** means that the reviewers of the paper won't get to know the identity of the author(s), and the author(s) won't get to know the identity of the reviewer.
- 1.33 **Indexing Agency** is the organization that indexes the contents of number of publications for uses in printed or machine- readable format.
- 1.34 **University Overheads** are the costs paid for the utilization of infrastructure of university such as labs, computers, printers etc.

SECTION – 1

POLICIES ON RESEARCH PUBLICATIONS

The Dte. of RIC has devised multiple policies for the promotion of research publications. The policies are approved after detailed deliberations at various statutory forums of the university and keeping on board all the stakeholders.

BUORIC-P01 – Policy for Cash Awards on Research Publications

Policy Number: BUORIC-P01

Policy Title: Cash Award on Research Publications

Approval Authority: Higher Education Research Committee (HERC)

Status: ACTIVE

1. Responsible Party:

Office of Research, Innovation & Commercialization (ORIC)

2. Purpose:

2.1 To encourage faculty members/scholars to produce quality and genuine research at Bahria University.

2.2 To promote pure, applied/technological research in different subject domains and its impact on local/social community/Industry by students/researchers under the supervision of regular faculty members of Bahria University.

2.3 To further enhance the annual research output of Bahria University.

3. Scope:

All regular BU Employees/Researchers and currently enrolled or graduated scholars/students (*who have submitted their research work within maximum degree duration*) are eligible to apply.

4. Policy Statement:

4.1 As per this policy, the Cash Award shall be paid for impact factor journal publications as per clause 4.3. Impact factor publications play a significant role in contribution of its impact on local social community, industry etc. and contributes towards international rankings (QS Ranking and Times Higher Education Rankings). Cash Award shall also be paid to HEC X and Y category journals publication as per clause 4.3 which will only be applicable to Faculty of H&SS, Medical and Psychology and Management Sciences.

4.2 To be eligible to apply for a cash award, the researcher should be among the first three authors in the research paper published in impact factor journal. Cash award shall be distributed/disbursed amongst all multiple authors as per framework given below:

- | | | |
|------|--|--|
| i. | <u>Only one author of BU in first three</u> | 100% |
| ii. | <u>Two authors of BU in first three</u> | |
| | a. First author | 50% |
| | b. Second author | 50% |
| iii. | <u>First three authors of BU:</u> | Cash award shall be equally distributed amongst three authors. |

4.3 Cash Awards are categorized based on the following with maximum number of awards:

Type	Nature of Publication	Award Amount	No. of Awards per Financial Year (i.e. 1 st July-30 th June)
a)	ISI INDEXED WITH IF ONLY ≥ 6.0	Rs. 100,000/- <i>along with letter of appreciation</i>	Each FM can claim Cash Award during one Fiscal Year for publications as follows: • Maximum of 05 papers under “Y” category (except Science disciplines i.e. Engineering and Computer Sciences). • Maximum of 05 papers under “X” category without impact factor (for all disciplines). • All papers under “W” & “X” category with Impact Factor (for all disciplines).
b)	ISI Indexed with IF < 6.0 OR HEC RECOGNIZED “W” CATEGORY JP	Rs. 50,000/-	
c)	ISI INDEXED WITH IF ONLY < 6.0	Rs. 50,000/-	
d)	ISI INDEXED WITH IF ONLY < 6.0 (If jointly written by a supervisor and scholar of thesis/FYP/R&D project etc.)	Rs. 70,000/-	
e)	HEC RECOGNIZED “X” CATEGORY JP (only applicable for Humanities & Social Sciences, Health Sciences, Professional Psychology and Management Sciences)	Rs. 20,000/-	
f)	HEC RECOGNIZED “Y” CATEGORY JP (only applicable for Humanities & Social Sciences, Health Sciences, Professional Psychology and Management Sciences)	Rs. 10,000/-	
g)	CITATIONS OF IMPACT FACTOR JOURNAL PUBLICATIONS (at least 20 citations per calendar year (Jan-Dec) of FM)	To be given letter of appreciation	No self and co-author citation are allowed.
h)	Cash Awards for research-oriented Books published by BUFGMs	• Rs 40,000/- (for two ‘X’ category JP) • Rs 20,000/- (for two ‘Y’ category JP)	Evidence of HEC recognition for published Book shall be provided by the FM

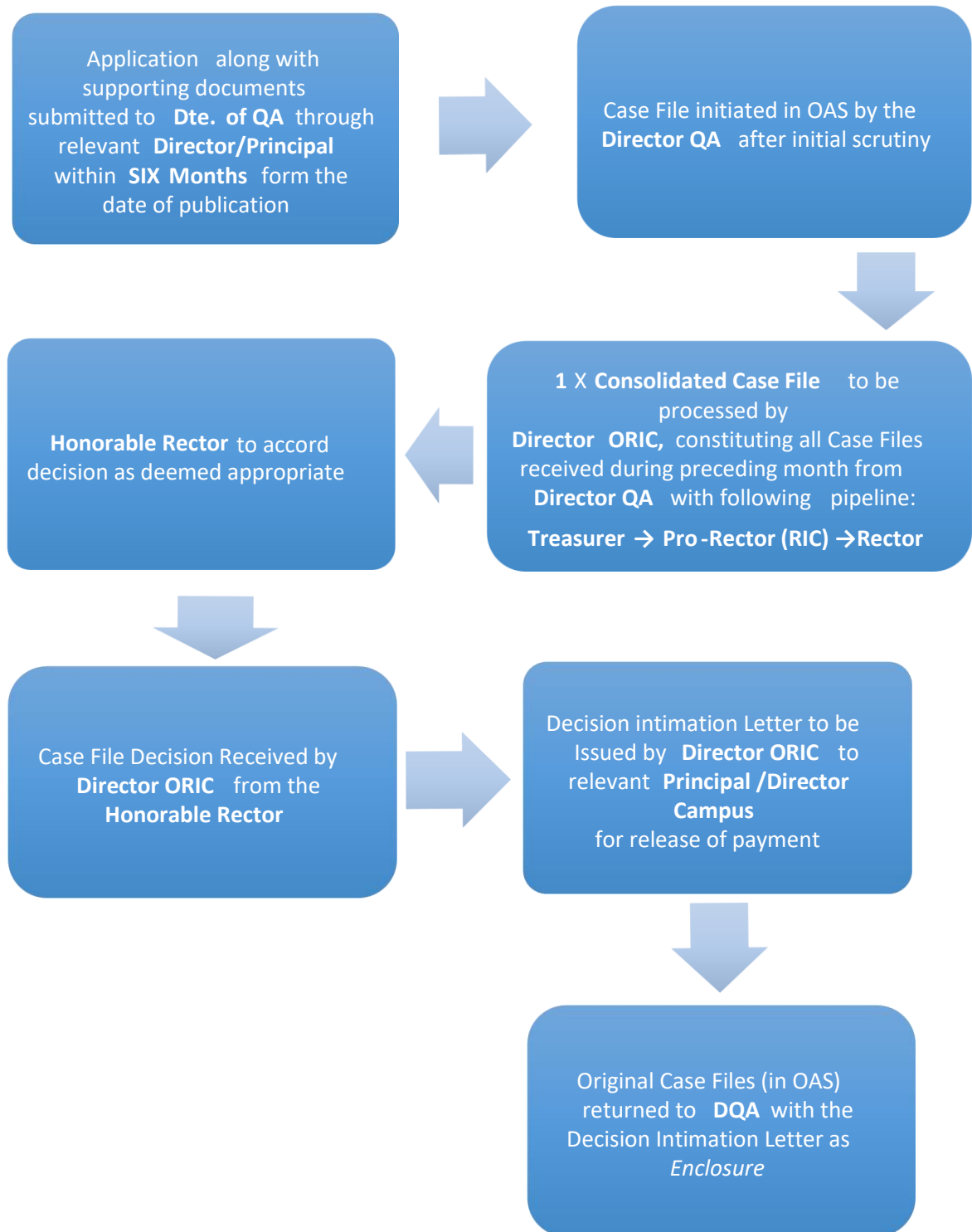
4.4 Currently enrolled or graduated students/scholars (who have submitted their research work within maximum degree duration) of BU are also eligible for the cash awards if their research papers are submitted in the above-mentioned categories. However, for PhD

scholars, cash award shall be claimed for the publications which are not already claimed towards their mandatory Ph.D. degree requirement and vice versa.

- 4.5** Cash Awards of 20% additional shall be awarded in addition to the Cash Awards specified in para 4.3 if the paper is published in Maritime domain specified in the Cash Award Application Form.
- 4.6** Cash Awards of 20% additional shall be awarded under the purview of BU cash award policy for ISI indexed impact factor publications in addition to the Cash Awards specified in para 4.3, if the paper is published in collaboration with any foreign researcher. The name of foreign collaborator shall be mentioned in the list of authors. This additional cash award will be awarded on the publications w.e.f. 22 September 2023 (i.e. the journal papers which have publication date 22 September 2023 onwards).
- 4.7** Publication claimed for cash award shall not be re-claimed for course waiver & Publication Fee Reimbursement under course load reduction policy (BUORIC-P10) and Payment of Publication Fee Policy of BU (BUORIC-P04) and vice versa. However, if the FMs avail the Course Load Waiver against the same papers, they are also eligible for the Letter of Appreciation provided that their research articles published in Journals having IF => 6.
- 4.8** Dual Affiliated publications are allowed for Cash Awards to BU Employees and Students/Scholars as author (one affiliation shall be of BU).¹
- 4.9** Cash Award payment will be equally disbursed to all authors of BU through separate Cheque. In case where one or more BU authors (amongst top 3 authors of journal publication) are not eligible for claim of cash award, his/her share will not be disbursed to the eligible BU authors.
- 4.10** In case of multiple authors from BU, only one faculty member can apply for the Cash Award. Contributions as first, second and third author shall be clearly mentioned in the application form as attached at Annexure-A and shall be signed by all first three BU authors.
- 4.11** Only those cases of Cash Award of FMs/Researchers of BU will be processed which fall within SIX months from the date of publication of research papers.
- 4.12** A consolidated case file will be processed by ORIC at the end of each month linking individual cases received during the preceding month through Dte. of QA for the approval of the Honorable Rector.
- 4.13** Cash Award Application form completed in all respects shall be forwarded through Office Automation System (OAS) by Director Campuses/Institutes to Directorate of Quality Assurance for final approval of Competent Authority through Director ORIC and Pro-Rector (RIC).

¹ **Dual affiliation** refers to a situation where a researcher or academia is officially associated with two institutions at the same time i.e. XYZ is a full-time professor at Bahria University and a visiting researcher at another institute. In their published papers, they can list both universities as their affiliations, indicating dual affiliation.

5. Application Filing Procedure in OAS:



BUORIC-P02 – Policy for Payment of Publication Fee for Journal Publications

Policy Number: BUORIC-P02

Policy Title: Payment of Publication Fee for Journal Publications

Approval Authority: Higher Education Research Committee (HERC)

Status: ACTIVE

1. Responsible Party:

Office of Research, Innovation & Commercialization (ORIC)

2. Purpose:

- 2.1** To encourage faculty members/scholars to produce quality and genuine research at Bahria University.
- 2.2** To promote pure, applied/technological research in different subject domains and its impact on local/social community/Industry by students/researchers under the supervision of regular faculty members of Bahria University.
- 2.3** To further enhance the annual research output of Bahria University.
- 2.4** Some International Journals charge a publication fee for the publishing of research papers by faculty members and researchers of the world. Nevertheless, the publication fee at times becomes obstacle to publish one's research work.
- 2.5** Research papers published annually and their citations per faculty/research paper are major parameters used for ranking of universities by International Ranking Agencies i.e. QS World Rankings and Times Higher Education (THE) in their different versions such as World, Asia, Africa etc.

3. Scope:

- 3.1** All regular BU employees and currently enrolled or graduated scholars/students (who have submitted their research work within maximum degree duration) are eligible to apply.
- 3.2** Publication Fee shall be paid for Impact factor ISI Indexed, HEC recognized W and X journal publications.

4. Policy Statement:

- 4.1** In order to avail Publication Fee reimbursements (BU authors only), following shall be the criteria:
 - Publications classified under the “W” & “X” categories with Impact Factor Only, are eligible for the reimbursement during one fiscal year.
 - Each FM can claim maximum of five publications fee reimbursements against publications per fiscal year (1st July-30th June).
 - The claim of publication fee per FM shall not exceed the limit of USD 1,000 (cumulatively) during one fiscal year.
- 4.2** Any request for publication fee reimbursement exceeding the annual limit of USD 1,000 per Faculty Member shall be treated as a special case and shall be considered by the Rector on the recommendations of Directorate of R&I. Such cases shall be limited to high-impact publications with IF ranging from 6.0 or above and the publication shall be of strategic value to Bahria University, where no alternate source of funding is available and adequate justification for the additional expenditure is provided. The special approved

reimbursement of the same case shall not exceed USD 1,500 per publication per Faculty Member annually.

4.3 Mechanism defined in the subsequent paragraphs will be applicable for the payment of publication fee by BU.

4.3.1 In case of research publication where name of Researcher(s) is in the first three authors list, 70% publication fee as per BU share will be reimbursed by BU. Remaining 30% of publication fee (as per BU share) will be borne by the researcher(s).

4.4 Publication claimed for publication fee reimbursement shall not be re-claimed for course waiver & Cash Award under course load reduction policy (BUORIC-P23) and Cash Awards Policy of BU (BUORIC-P01) and vice versa.

4.5 Only BU affiliation of BU employees and student/scholar (who have submitted their research work within maximum degree duration) will be considered for claim of publication fee.

4.6 Research publication used for PhD mandatory requirement shall not be claimed against publication fee reimbursement.

4.7 Publication fee reimbursement payment will only be disbursed to an author of BU who paid publication fee.

4.8 Faculty members who already availed maximum limit of two publication fee reimbursement during current financial year are not eligible to claim more than the maximum limit under this policy.

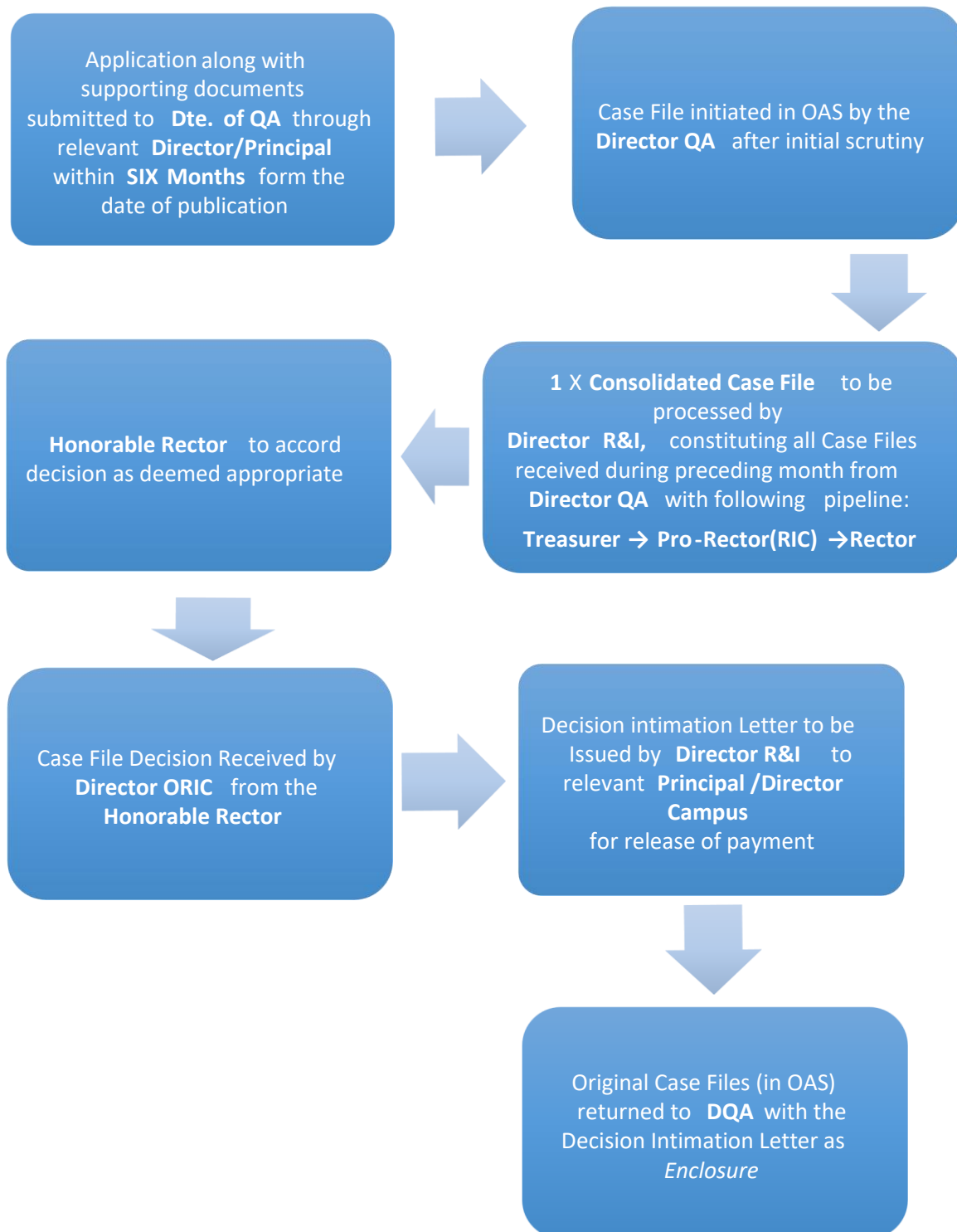
4.9 In case of multiple authors from BU, only one faculty member can apply for the Publication Fee reimbursement. Contributions as first, second and third author shall be clearly mentioned in the application form attached as Annexure-A and shall be signed by all first three authors of BU.

4.10 Only those cases of Publication Fee of FMs/Researchers of BU will be processed which fall within SIX months from the date of publication of research papers.

4.11 A consolidated case file will be processed by Dte. of RIC at the end of each month linking individual cases received during the preceding month through Dte. of QA for the approval of the Honorable Rector.

4.12 Publication Fee Reimbursement Application form completed in all respects shall be forwarded through Office Automation System (OAS) by Director Campuses/Institutes to Directorate of Quality Assurance for final approval of Competent Authority through Director ORIC and Pro-Rector (RIC). Cash Award Application form completed in all respects shall be forwarded through Office Automation System (OAS) by Director Campuses/Institutes to Directorate of Quality Assurance for final approval of Competent Authority through Director ORIC and Pro-Rector (RIC).

5. Application Filing Procedure in OAS:



BUORIC-P03 – Policy to Encourage Foreign Research Collaboration

Policy Number: BUORIC-P03
Policy Title: Policy to Encourage Foreign Research Collaboration
Approval Authority: Higher Education Research Committee (HERC)
Status: ACTIVE

1. Responsible Party:

- 1.1 Dte. of Research, Innovation & Commercialization
- 1.2 International Office

2. Purpose:

- 2.1 Universities are considered as a hub of knowledge that produce/create innovative technologies/solutions for the welfare of society. The dream of a standard and demand driven education can only be materialized if the academics and research pursuits of universities are in line with what is required for industries at national and international levels.
- 2.2 To see the bigger picture and impact on the economy, collaborative research with foreign faculty/researchers has its own significance/advantages to standardize and globalize the research. This results in the form of improvement of the research portfolio and outreach of Bahria University.
- 2.3 In view of the strategic plan of Bahria University, this policy would cater to international level research collaborations.

3. Scope:

The policy is applicable to all BUFGMs/approved Research Groups/Research Centers/CoEs.

4. Policy Statement:

- 4.1 BUFGMs/approved Research Groups/Research Centers/CoEs shall strive to add foreign researchers in their domain, preferably from a partner university, in the relevant field. The engagement of foreign researchers shall be in the form of joint research publications and projects, consultancy, honorary membership of PhD student advisory committee and PhD theses evaluation.
- 4.2 Write joint project proposals for acquiring research funding from international funding agencies and programs of national funding agencies (*where foreign collaboration is allowed*).
- 4.3 BUFGMs/Departments/Schools shall continuously strive for international collaborations and research projects in with partner universities that are funded by organizations such as British Council, USEFP, USAIDs and International Global Networks whose memberships are held by the University.
- 4.4 Foreign researchers shall be added in the list of international reviewers of BU Research Journals.
- 4.5 Faculty from International Universities be engaged in relevant research activities at Bahria University for a short duration on part time or adjunct basis. In addition, own resources, may also be considered for funding such activities.
- 4.6 Foreign faculty/researchers shall be requested to participate in research conferences, seminars and workshops organized by BU. Mode of video conferencing shall be used to make such events more cost effective for the university, where possible.

4.7 BU will award 20% additional cash award under the purview of BU cash award policy for ISI indexed impact factor publications, if the paper is published in collaboration with any foreign researcher. The name of foreign collaborator shall be mentioned in the list of authors.

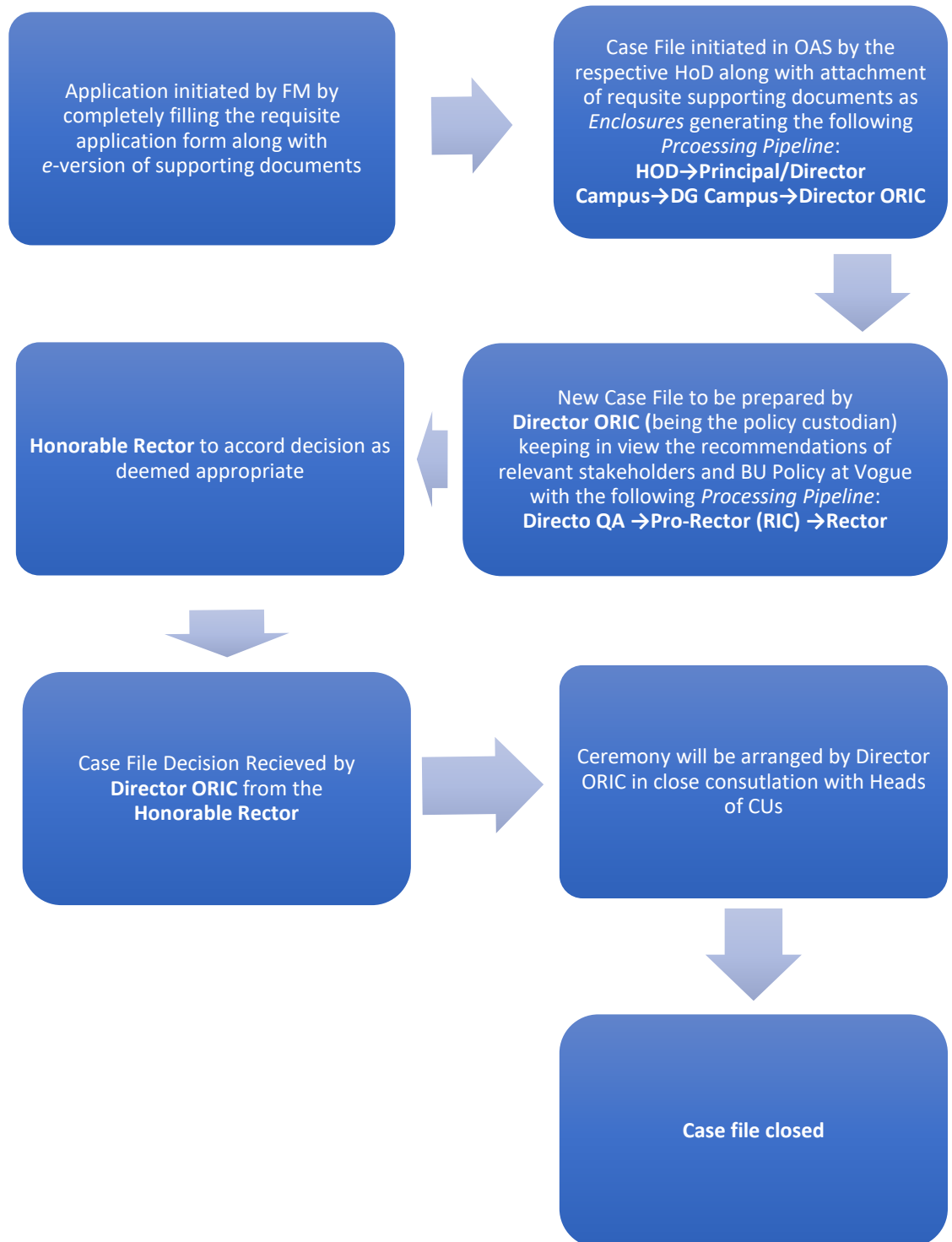
4.8 International Office, BUHO shall provide all possible support to FMs/researchers for collaboration with partner foreign universities of BU.

5. Reporting Mechanism

5.1 All departments shall maintain the list of all foreign research collaborators along with their affiliation and their contributions in different departmental research activities.

5.2 Principals/Directors CUs shall submit Bi-Annual Performance Report prepared in light of the parameters mentioned in Clause-4 of the policy along with the list of foreign research collaborators to the Dte. of RIC for the perusal of the Pro-Rector (RIC) by 31st December and 30th June each year.

6. Application Filing Procedure in OAS:



BUORIC-P04 – Policy for Publishing of Journals by BU

Policy Number: BUORIC-P04
Policy Title: Publishing of Journals at BU
Approval Authority: Higher Education Research Committee (HERC)
Status: ACTIVE

1. Responsible Party:

- 1.1 Higher Education & Research Committee (HERC)
- 1.2 Office of Research, Innovation & Commercialization (ORIC)

2. Purpose:

To develop standard operating procedures for the publication and recognition of journals published by Bahria University.

3. Scope:

This policy is applicable on all the present and prospective journals published by Bahria University.

4. Policy Statement:

The policy guidelines have been devised for the implementation of standard template along with the procedure of publication and recognition of journals published by Bahria University.

5. Policy:

- 5.1 All the editors should comply with the rules and regulations devised for the publication of journals by the Higher Education Commission and other Statutory/Regulatory Bodies.
- 5.2 All journals should have diverse Editorial Board.
- 5.3 The credentials of the Board Members should be taken into consideration with respect to the area of concern.
- 5.4 Fifty percent of the Board Members should be from outside BU.
- 5.5 All research articles should be Peer Reviewed
- 5.6 The policy of blind reviews should be followed and mentioned clearly in the Call for Papers announcement.
- 5.7 Peer Reviewed at least by two reviewers (including one international reviewer i.e. from industrially/academically advanced country in respective discipline).
- 5.8 For the purpose of getting indexed and acquire the higher category, each journal published by BU should be abstracted and indexed with the renowned international indexing agencies of the world (List available at <http://beta.hec.gov.pk/InsideHEC/Divisions/QALI/QADivision/Pages/HECRecognizedJournals.aspx>)
- 5.9 The editors of BU journals recognized by HEC should apply to HEC for acquiring annual financial grant for publishing.
- 5.10 Journals published by BU should have separate dedicated websites under the domain of the parent website of BU. The writing guidelines shall be developed, circulated and uploaded on the official website of each journal. A web link should be available in case the journals is located within an electronic database (e.g. Springer, EBSCO etc.
- 5.11 The research journal articles should be made available in the digital format either through its own website or through existing electronic databases.

5.12 All the research papers published by the faculty/researchers of BU will be rewarded as per the Cash Award Policy (*Policy No. BUORIC-P01*).

5.13 One Course will be reduced from Standard Course Load of the faculty member designated as the 'Editor' of the journal.

5.14 Honorarium of Rs. 2,000/- and up to USD 50 per article can be paid to local and foreign reviewers respectively from the funds generated by BU Journals through HEC or any other sources without any financial liability on BU.

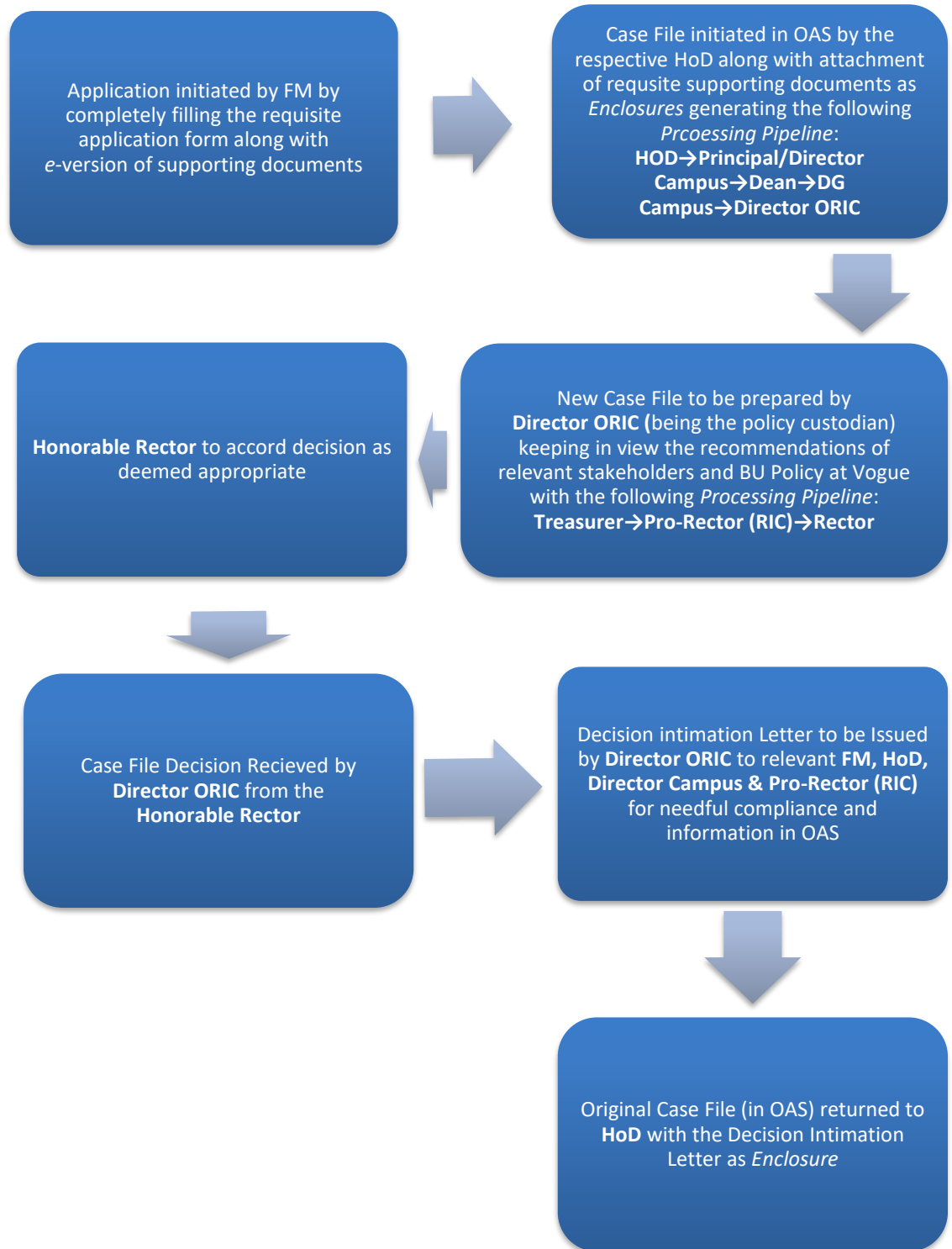
5.15 A dynamic advertisement campaign should be launched for the promotion of research journals of BU.

6. Procedure:

6.1 The application for the publication of new journal by the head of department/editor shall be submitted on the prescribed application form to the office of ORIC through respective Director Campus/Principal for initial scrutiny which will be processed further for the approval of the Honorable Rector.

6.2 All the editors of the present and prospective research journals of BU will follow the HEC guidelines and should keep in loop the Dte. RIC and Directorate of Quality Assurance in the official correspondence with HEC/PMDC or any other external organization.

7. Application Filling Procedure in OAS



SECTION – 2 POLICIES ON CONFERENCES

The management of Bahria University has devised multiple policies to provide facilitation to FMs for Travel Grants for attending National & International Conferences and SoPs for National/International Conferences/Seminars/Symposiums. The policies are approved after detailed deliberations at various statutory forum of the university and keeping on board all the stakeholders.

BUORIC-P05 – BU Policy on HEC Travel Grant Funding Mechanism

Policy Number: BUORIC-P05
Policy Title: BU Policy on HEC Travel Grant Funding Mechanism
Approval Authority: Rector – Bahria University
Higher Education Commission (HEC)
Status: ACTIVE

1. Responsible Party:

- 1.1 Higher Education Commission (HEC)
- 1.2 Directorate of Research, Innovation & Commercialization (RIC)

2. Objectives:

- 2.1 To extend financial assistance to faculty and researchers to present their research work at international events.
- 2.2 To share academic and research experiences and achievements at international level.
- 2.3 To share scientific ideas with international researchers, get exposure to latest trends and techniques in research.
- 2.4 To explore opportunities for international collaborations.

3. Categories:

Travel grant is extended by HEC for Presentation of research paper (oral as well as poster) in International Conferences.

4. Eligibility Criteria:

- 4.1 The Principal Author (could be either first or the corresponding author) of the paper to be presented will be eligible to apply. Under extraordinary circumstances (such as non-issuance of visa to the Principal Author), the Principal Author may grant NOC to the Co-Author to present paper with justification allowing him/her to apply for HEC Travel Grant.
- 4.2 Travel Grant will be provided by HEC for qualifying International Conferences organized by international Universities, Institutes or leading international professional bodies of relevant disciplines (such as IEEE, ACM, AAAS, AEA, etc.) and whose papers are peer reviewed and archived.
- 4.3 Each BUFM can avail at most one travel grant per financial year.
- 4.4 Author of the paper must be a Permanent Faculty Member of BU.

5. Application Procedure:

- 5.1 FMs shall have to submit duly filled HEC online application form (*in soft form*), along with supporting documents to the Dte. of RIC through respective Principal/Director CU via OAS *at least 07 working days before (60 days) HEC travel grant case submission deadline*, for soliciting the approval of the Honorable Rector.
- 5.2 Following documents should be enclosed with the Application Pro-forma (*in soft form*):
 - a. Letter of Acceptance/Invitation from the event organizer in which the mode of presentation (oral/poster) has been clearly mentioned.
 - b. Documentary evidence from the event organizer indicating that the abstract/paper has been accepted based upon peer-review by the technical committee of the event and website for archiving the papers.
 - c. Documentary evidence indicating that abstract / paper would be published in Book of Abstracts/ Proceedings/Journals for the conference etc.

- d. Copy of conference brochure containing aims, objectives and themes, charges of registration and accommodation etc.
 - e. Full-text paper.
 - f. NOC from the principal author (in case the FM is co-author).
 - g. Brief CV of the FM along with the list of recent publications (2-3 pages)
- 5.3** Dte. of RIC will process the application after ensuring conformance of the application in light of approved HEC policy. In case of non-conformance, the application dossier will be sent back to the Principal/Director CU for needful rectification/correction.
- 5.4** After the approval of the Honorable Rector, Dte. of RIC will share the scanned copy of the endorsed application form by the Honorable Rector with the FM via official email for needful uploading on HEC online portal in order to complete the application formalities of HEC along with issuance of approval intimation to respective Principal/Director.
- 6. Funds Utilization Procedure:**
- 6.1** HEC will approve the Grant of the FM on recommendation of Travel Grant Expert Committee.
- 6.2** The funds will be reimbursed to the BU after the event upon filing duly complete reimbursement claim within the prescribed time limit.
- 6.3** The Grant will be provided for the specified purpose as mentioned in the Award letter and cannot be utilized for any other purpose.
- 6.4** HEC funding support must be acknowledged in any news/ publications related to the presented paper in electronic or print media and name and/or logo of HEC will be used for the purpose.
- 6.5** In case of postponement or cancellation of the event, HEC must be informed in writing via ORIC.
- 7. Travel Grant Advance Procedure:**
- 7.1** In case the travel grant funding is approved by HEC, the FM shall have to submit Travel Grant Advance Application to Dte. of RIC through respective Principal(s)/Director via OAS supported with HEC sanction letter.
- 7.2** BU will provide the advance amount equivalent to the sanctioned HEC grant to BUFMs.
- 7.3** Upon approval by Honorable Rector, Dte. of RIC will issue instructions to respective Heads of CUs for release of approved advance in the name of FM.
- 7.4** Any expenses incurred by the FM above the advance amount shall be borne from his/her own sources.
- 8. Contribution of BU in HEC Sanctioned Travel Grant**
- 8.1** . The BU share of Travel Grant will be awarded subject to the availability of funds in respective Travel Grant head in respective Fiscal Year.
- 8.2** BU will contribute in the HEC approved Travel Grant for a FM in the following manner:

HEC Share	BU Share
Travel Grant sanctioned by HEC in Award Letter	Remaining funds if any to manage the expenses as per actual

8.3 The actual BU Share shall be calculated and recommended by the committee comprised of the followings:

- Director RIC - Head
- Director IO - Member
- Treasurer - Member

8.4 The above committee will recommend the BU Share in light of the following HEC/BU Parameters:

8.4.1 Airfare as per Government rules or decided by Director IO as per the existing rates of the specific country.

8.4.2 Registration Fee (up to a maximum of USD 500).

8.4.3 Daily Allowance as per Government rules for visit duration of not more than Six (06) days.

8.4.4 Any other relevant parameter.

8.4.5 The application for BU share after the approval of partial support from HEC shall reach to ORIC at least **8-10 working days** before the departure date to attend the International conference.

8.5 BU will access the original documents as per actual expense at the time of filing the reimbursement claim to HEC on the return of the FM from International Conference. If actually expenses are less than the total claim amount then FM will return the exceeding amount to BU from the advance amount of BU Share received before departure.

9. Reimbursement Procedure:

9.1 The FM who was awarded the funding shall submit the Post Conference Visit Report along with HEC Expenditure Reimbursement Form supported with following documents duly endorsed from relevant offices within ONE MONTH of the conference date to Dte. of RIC – BUHO *through surface mail in hard form* for onward filling to HEC.

- a. Copy of relevant pages of the Conference Proceedings/Abstract/Journal showing author's paper
- b. Program of the event showing time slot of the FM's presentation in given time slot.
- c. Acceptance letter from the conference organizer (acceptance letter showing mode of presentation, Review process and proof publication "Proceedings or Abstract Book").
- d. Full Text paper presented in the attended conference.
- e. Latest CV of the FM who attended the conference.
- f. NOC from Principal Author, if FM is not the 1st or Corresponding Author.
- g. Receipt for payment of travel charges like ticket and boarding passes etc., accommodation, registration etc.

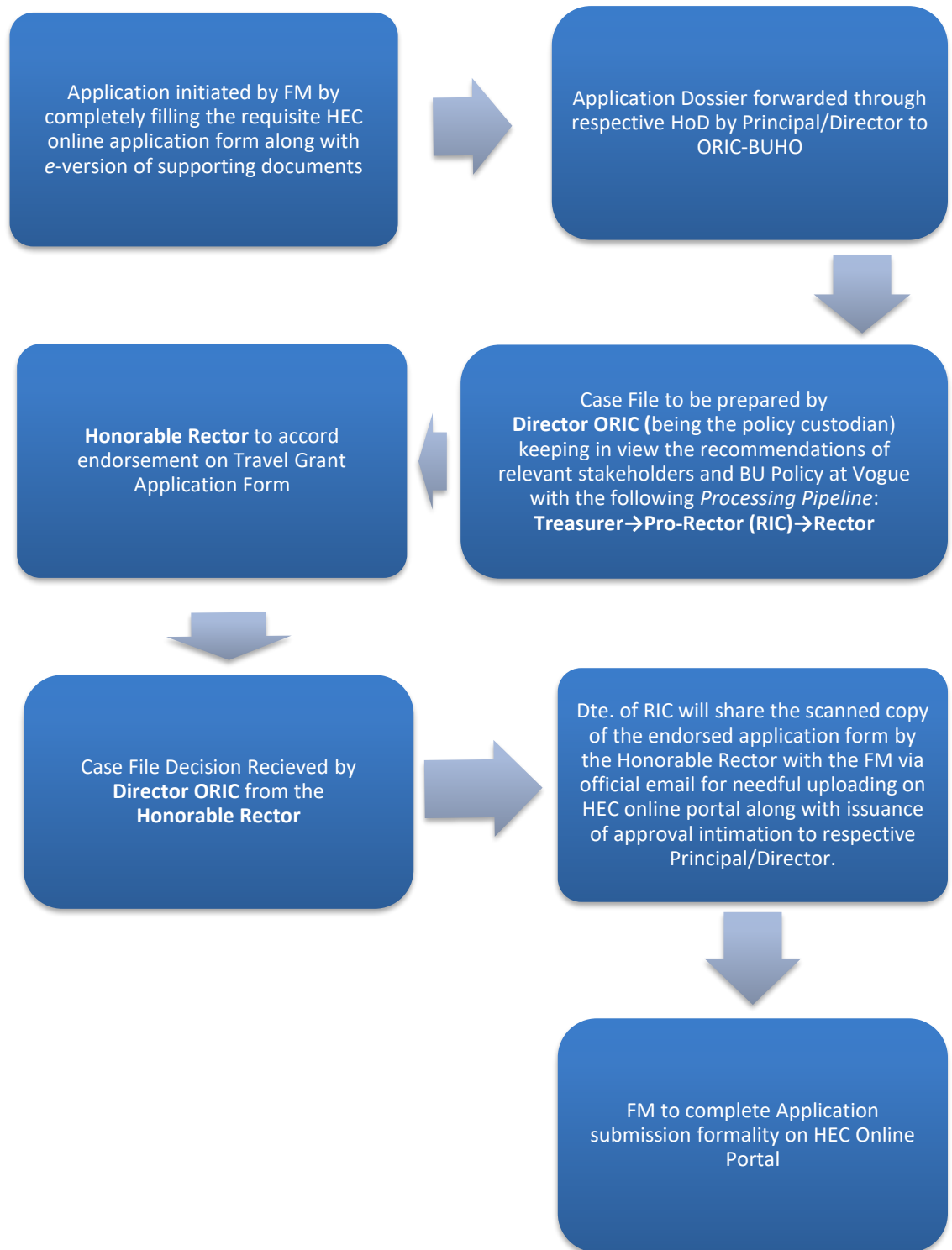
9.2 Dte. of RIC will submit the Travel Grant Reimbursement Application Dossier to HEC and will share the soft copy with the FM for needful uploading on HEC portal.

9.3 In case the awardee fails to submit the Post Conference Visit Report and Expenditure Reimbursement Form (with complete supporting documents) within ONE months' time

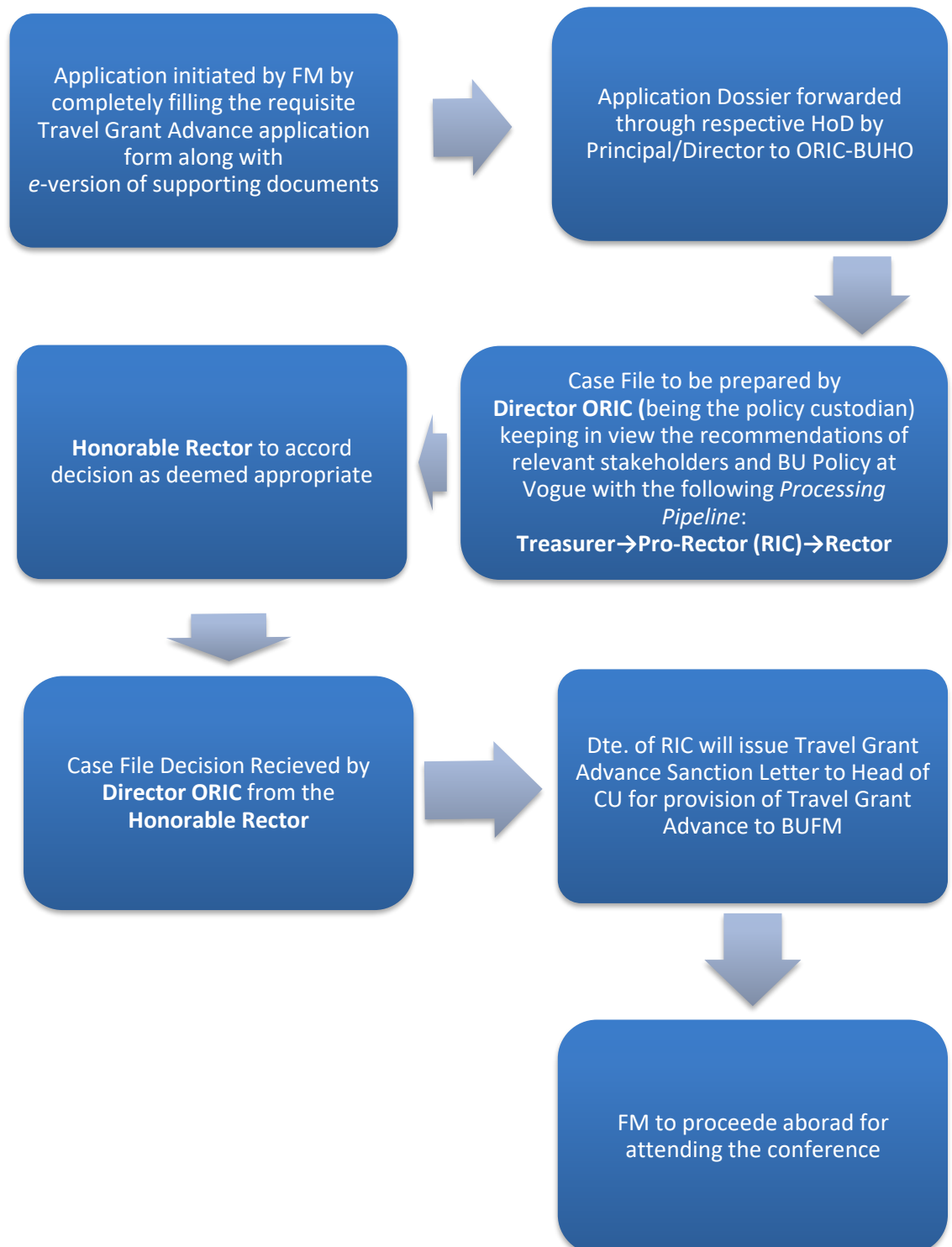
OR HEC rejects the reimbursement claim of FM, BU reserves the right to deduct the advance amount from the salary of the FM, forthwith.

9.4 BU FMs shall have to ensure the highest Ethical & Moral Standards while representing BU & HEC in the esteemed international conferences.

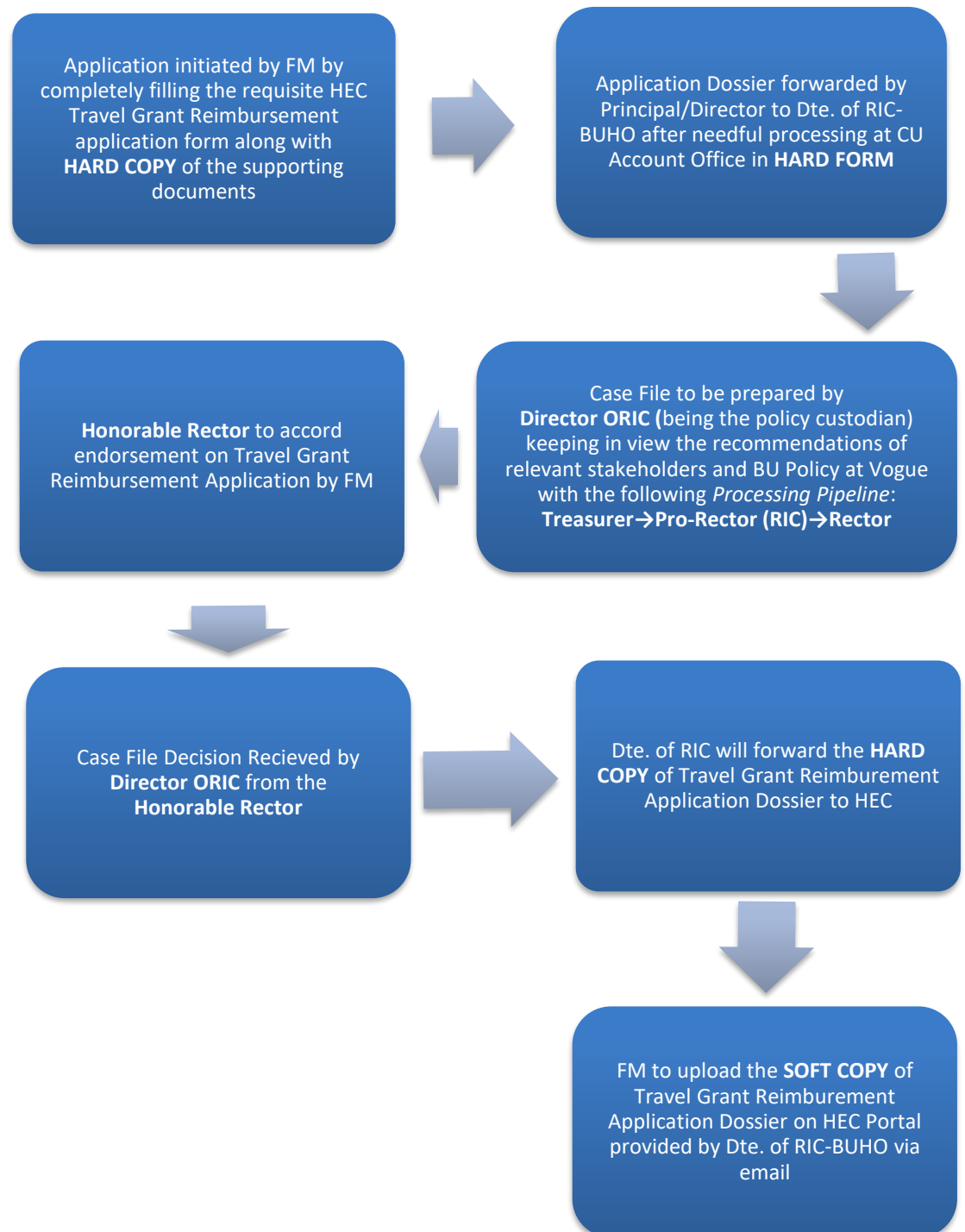
10. Travel Grant Application Filing Procedure in OAS



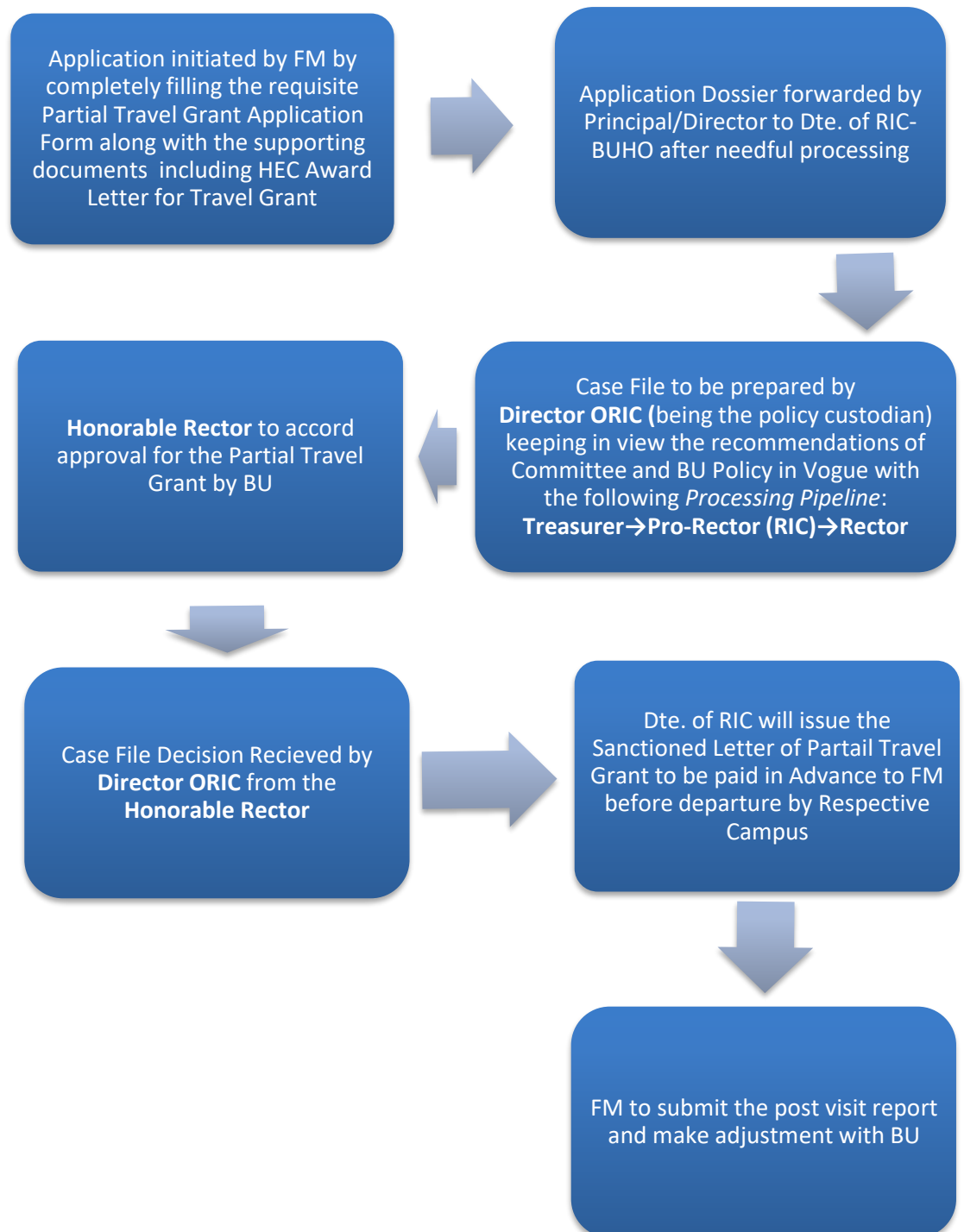
11. Application Filing Procedure for Travel Grant Advance in OAS



12. Application Filing Procedure for Travel Grant Reimbursement in OAS



13. Application Filing Procedure for Partial Travel Grant from BU in OAS



BUORIC-P06 – Travel Grant Funding Support to Attend Reputed Local Conferences

Policy Number: BUORIC-P06
Policy Title: Travel Grant Funding Support to Attend Reputed Local Conferences
Approval Authority: Higher Education Research Committee (HERC)
Status: ACTIVE

1. Responsible Party:

- 1.1 Higher Education Research Committee (HERC)
- 1.2 FRC Standing Committee for Travel Grants

2. Purpose

- 2.1 To extend financial support to FMs/RTFs/researchers/students of BU to present their research work at national conferences.
- 2.2 To share academic and research experiences and achievements at national level.
- 2.3 To share scientific ideas with national research community and get exposure to latest trend and techniques in research.
- 2.4 To explore opportunities for national academic and research collaborations.

3. Scope:

- 3.1 All regular FMs/RTFs/researchers/students of BU can apply for availing travel grant funding for attending local conferences held within Pakistan.
- 3.2 Following Budget will be provided to each Faculty for provision of funding to FMs for attending reputable conferences held within Pakistan.

Name of Faculty	Total Amount (Rs.)
Engineering Sciences	750,000
Management & Social Sciences	900,000
Medical & Dental Sciences	200,000
Professional Psychology	150,000

- 3.3 The amount of funding support is to be ascertained/rationalized by the Deans to individual researchers; however, in any one case the maximum funding support of up to **Rs. 50,000/-** or as per actual whichever is less per travel grant may be provided for attending reputed local conferences duly following BU Financial Rules including BU Travel Policy.
- 3.4 Deans of all the faculties shall fairly distribute the available financial limit during the fiscal year across all campuses keeping in view the number of active faculty members and researchers once per year only. Efforts are to be made to offer this support to the maximum number of researchers.

4. Criterion

The following criterion shall be followed by the FRC Standing Committee (FRC standing committee comprises of concerned Dean, concerned Principal and two Senior FRC members) for travel grant while recommending the faculty members to avail local travel grant funding from BU.

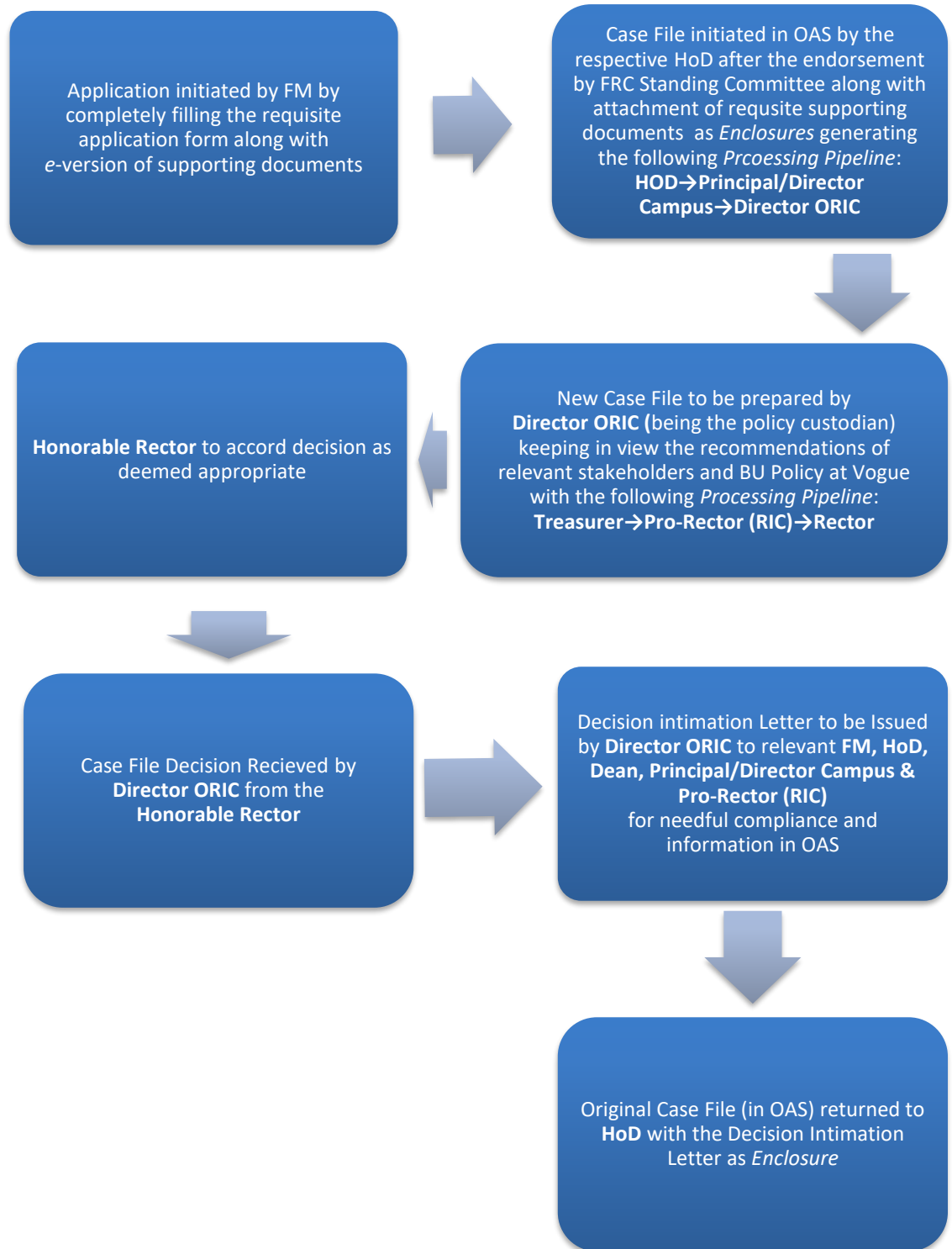
- Scope of the conference
- Repute of the organizers
- Professional standing of invited resource persons and keynote speakers

- Relevance of the conference with the applicant's professional career
- Relevance of the paper with current job description of the applicant
- Previous presentations in foreign conferences.
- Research/publication track of the applicant in peer-reviewed Journals.

5. Procedure

- 5.1** An FRC Standing Committee for travel grants shall be constituted at each faculty headed by Deans of respective faculty for assessing the applications of FMs for provision of travel grant funding to attend local conferences.
- 5.2** The application for acquiring travel grant funding from BU shall be submitted by the applicant on the prescribed Application Form (Form No. 6.7) to the FRC Standing Committee for travel grants.
- 5.3** The FRC Standing Committee for travel grants will evaluate the application and recommend/not recommend the candidate keeping in view the criteria mentioned in section 4 (above) to the ORIC-BUHO through OAS for soliciting the final approval of the Honorable Rector.
- 5.4** The FMs/RTFs/researchers/students who were awarded the funding shall submit the post conference visit report on the prescribed Application Forms (Form No. 6.7 & 8.8) along with all the needful supporting documents (including conference proceedings, tickets etc.) within one month of the conference date duly endorsed by the Campus Account Manager, HoD and Director CU to ORIC – BUHO for record.
- 5.5** The advance payment option is only available for FMs/RTFs/researchers/ of BU. The local grant to student shall be reimbursed on his/her return after submission of necessary documents (proof of conference registration, travelling/lodging/boarding certificates etc.).

6. Application Filing Procedure on OAS



BUORIC-P07 – Policy for Travel Grant

Policy Number: BUORIC-P07
Policy Title: Travel Grant Policy
Approval Authority: Higher Education Research Committee (HERC)
Status: ACTIVE

1. Responsible Party:

1.1 Office of Research, Innovation & Commercialization

2. Purpose

2.1 To extend financial support to faculty members of BU to present their research work at reputed international conferences.

2.2 To share academic and research experiences and achievements at international level.

2.3 To share scientific ideas with international research community and get exposure to latest trend and techniques in research.

2.4 To explore opportunities for national academic and research collaborations.

3. Scope:

3.1 All regular Faculty Members who have not availed any travel grant from HEC or BU in the past One Year can apply for availing travel grant funding for attending qualifying international conferences from BU.

3.2 BU will provide the travel grant funding as per the following criteria based on the acceptance ratio, as follows:

3.2.1 Rs. 600,000 for Conferences having Paper Acceptance Ratio (PAR) $\leq 20\%$

3.2.2 Rs. 400,000 for Conferences having Paper Acceptance Ratio (PAR) $\leq 30\%$

3.2.3 Rs. 300,000 for Conferences having Paper Acceptance Ratio (PAR) $\leq 40\%$

3.3 BU will also provide the Registration Fee of the International Conference upto Rs. 100,000/- to attend online (in case of online conferences).

4. Criterion

4.1 BU will consider providing funding support to its FMs whose research papers were accepted in Top International Conferences directly organized OR supported by leading professional body of relevant disciplines (such as IEEE, ACM, AAAS, AEA, etc.) and whose papers are peer reviewed, archived AND have an acceptance ratio as per clause 3.2.

4.2 It is mandatory that the Faculty Members shall first timely apply to HEC for the Travel Grant to attend International Conferences before applying to BU for Travel Grant from its own sources. However, in cases where the acceptance of a research paper is received from the conference organizers by FMs less than 60 days/stipulated time before the conference commencement date, such applications may be considered for further processing under the subject policy, subject to submission of authentic documentary evidence substantiating the less than 60 days acceptance.

5. Procedure

5.1 Committee Formulation

A committee is constituted to assess and recommend the travel grant applications of the qualifying FMs in light of criterion mentioned in Para-4 to the Honorable Rector for soliciting Competent Financial Approval.

5.2 Committee Composition

Designation	Status
Pro-Rector – RIC	Chairperson
All Deans	Members
Treasurer	Member
Director ORIC	Member/Secretary

5.3 Committee Mandate

- 5.3.1** The committee will meet on case-to-case basis through Video Link Conference under the Chairmanship of Pro-Rector – RIC, BU.
- 5.3.2** The committee will assess all travel grant applications strictly on the basis of criterion mentioned in Para-4
- 5.3.3** The Minutes of the Meeting shall be properly recorded by the Secretary and the same be processed on file for soliciting the Competent Financial Approval from Honorable Rector.

5.4 Application Procedure

- 5.4.1** FMs shall submit application for travel grant funding to attend international conference on prescribed application form at least 15 (fifteen) days before the conference date to the Dte. of RIC through respective office of Head of Constituent Unit.
- 5.4.2** FM can avail of only one travel grant for attending a conference in person and one for participating in an online conference in the respective fiscal year.
- 5.4.3** The Travel Grant from BU will be awarded subject to the availability of funds in respective Travel Grant head of CUs in respective Fiscal Year.

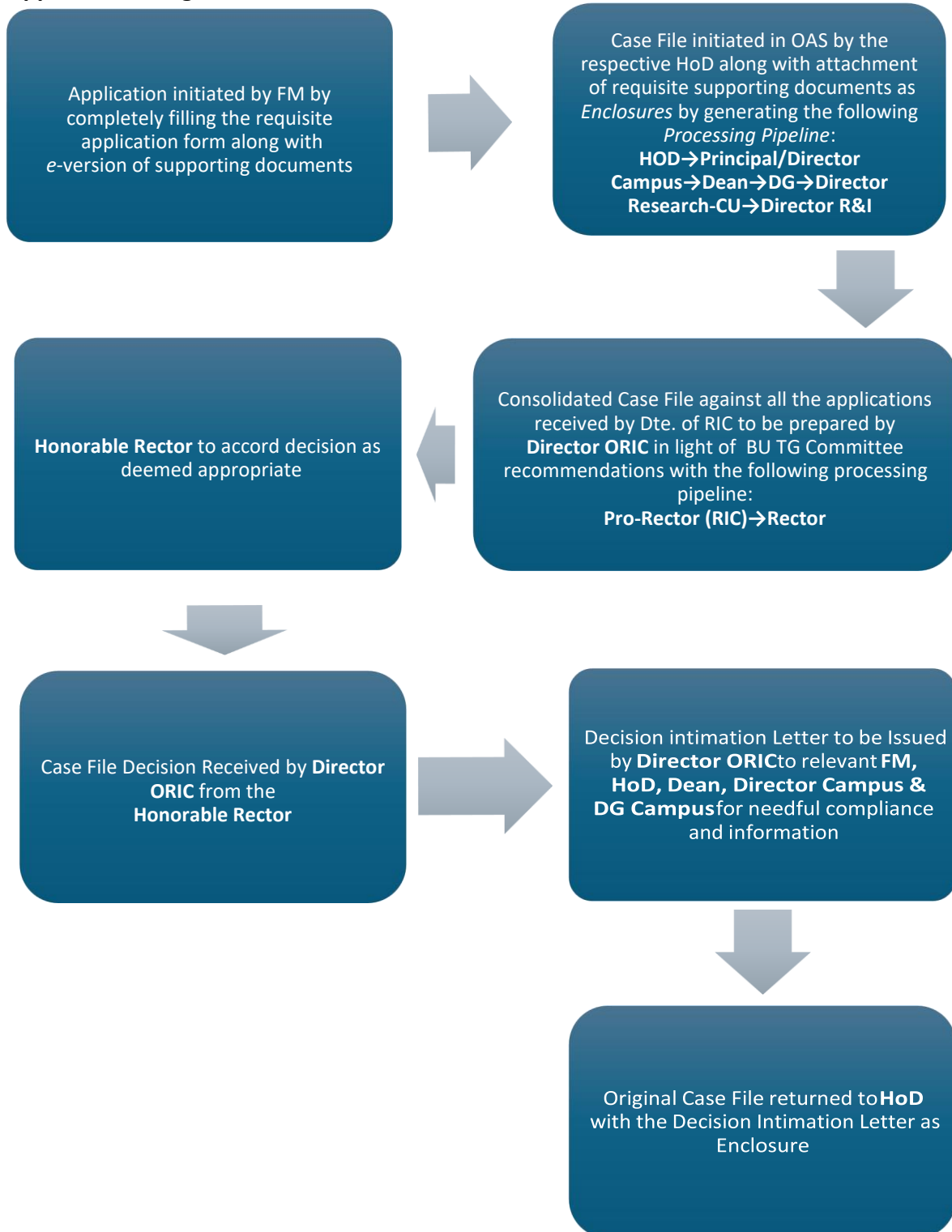
5.5 Approval Procedure

- 5.5.1** Travel grant applications received from all Campuses of BU will be presented by Director ORIC to the committee for deliberations and decision.
- 5.5.2** The committee will recommend acceptance/rejection of the travel grant applications to Honorable Rector on the basis of BU's policy at vogue, number of applications already funded in a given department/faculty and status of availability of funds.
- 5.5.3** Upon approval by the Honorable Rector, Director ORIC will issue a sanction letter in the name of Head of CU for release of Travel Grant Advance in the name of FM.
- 5.5.4** Upon rejection, Director ORIC will email the rejection intimation to the applicants for their information.

5.6 Advance Adjustment Procedure

- 5.6.1** The faculty member who was awarded the funding shall submit the Post Conference Visit Report on the prescribed Application Forms along with Expenditure Reimbursement Form supported by all needful supporting documents (including conference proceedings, original boarding passes, copy of certificate etc.) duly endorsed from relevant offices within ONE MONTH of the conference to ORIC – BUHO.

6. Application Filing Procedure in OAS



BUORIC-P08 – Policy for Organization of Conferences, Workshops and Seminars

Policy Number:

BUORIC-P08

Policy Title:

Organization of Conferences, Workshops and Seminars

Approval Authority:

Regulations Dept. Letter No. BU/Regs/2/710, Dated 25th April, 2013

Status:

ACTIVE

1. Responsible Party:

1.1 Higher Education Research Committee (HERC)

1.2 Office of Research, Innovation & Commercialization (ORIC)

2. Purpose:

2.1 The arrangement of conferences, workshops, symposia form an integral part in the highlighting the latest trends and research endeavors undertaken by the faculty members/researchers of BU.

2.2 HEC and other regulatory bodies give immense weightage to the universities for the arrangement of conferences, seminars, and workshops in their rankings.

3. Scope:

The policy will be applicable to all the departments of the Constituent Units of BU.

4. Policy Statement:

4.1 The constituent units of BU shall conduct Workshops/Seminars/Symposiums or Local /International Conferences on the latest topics of Research, Innovation and Commercialization. The international conference shall be conducted at CUs after the approval of the BUHO.

4.2 Following guidelines will be followed for holding workshops, seminars, symposia and national/international conferences.

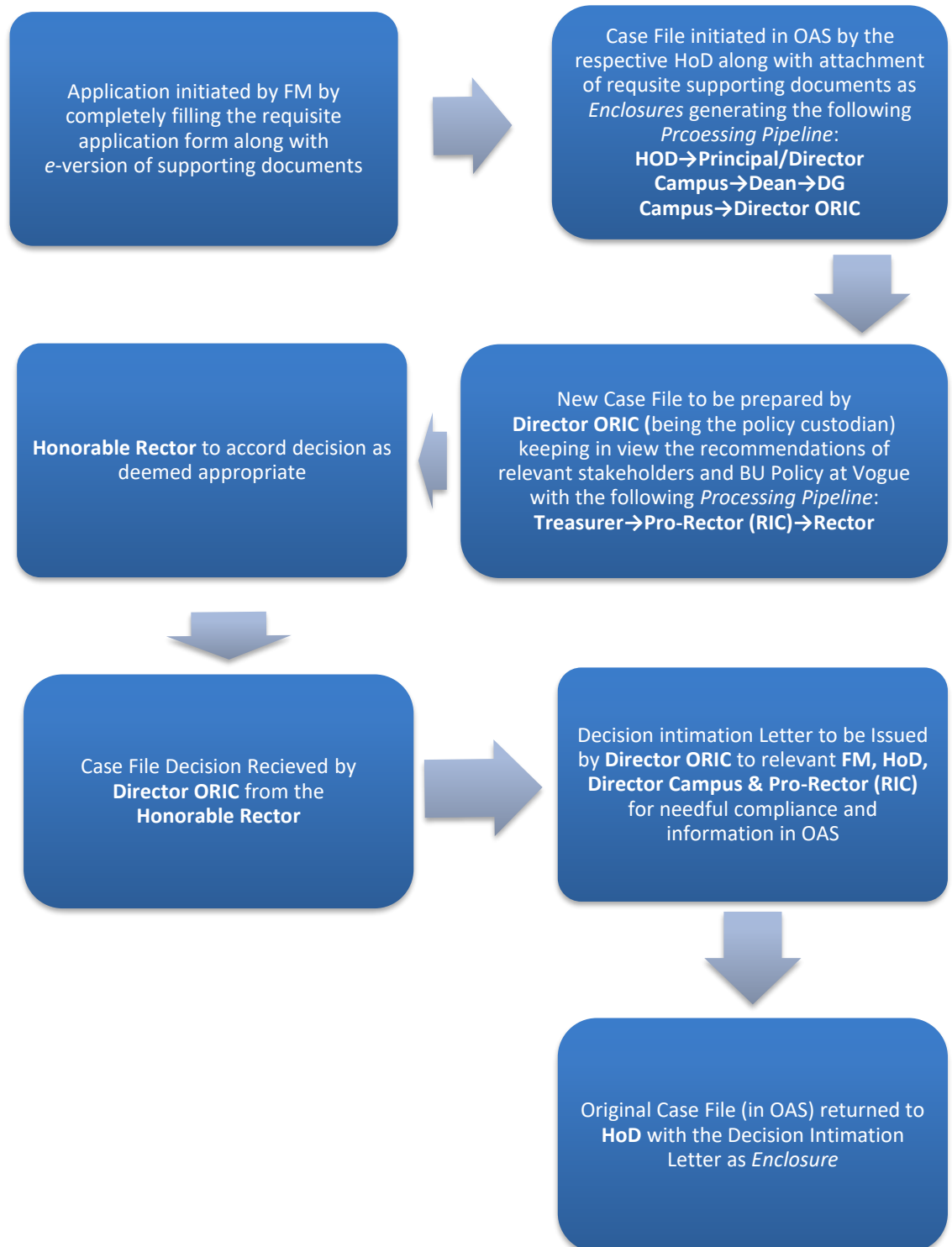
	Workshop	Seminar	Symposium or Local Conference	International Conference
Conducted/ Arranged by	Depts.	Depts. in Coordination with Dean	Principals/Deans in consultation with DGs	Principals/Deans in consultation with DG, Director ORIC and Director IO
Frequency per annum	2-3(each Dept.)	1-2 (each Dept.)	As per SMP target of the respective year	As per SMP target of the respective year.
Approving Authority	DG Campus	DG Campus	Rector	Rector
Guests/ Audience	- Dept. students & FMs - Guests & Chief Guests	- BU students & FMs - Students & FMs from other Universities - Sponsors - Guests & Chief Guests	- BU students & FMs - Students & FMs from other Universities - Invitees from concerned Orgs¹ - Sponsors - Guests & Chief Guests	- BU students & FMs - Students & FMs from other Universities - Invitees from concerned Orgs¹ - Sponsors - Guests & Chief Guests
Participants (Experts,	From BU or External	- Senior FMs of BU - External Invitees	- Senior FMs of BU - External Invitees	- Senior FMs of BU - External Invitees

Paper Presenters, Speakers, Moderators etc.)			▪ From Foreign Partner Universities	▪ From Partner Universities ▪ From Foreign Universities, Think Tanks & Other Forums
Financial Effects	▪ Honoraria to participants ▪ Misc. expenses² <Rs 10K	▪ Honoraria Shields to guests/experts ▪ Misc. expenses² <Rs 25K	▪ Shields to speakers ▪ Misc. expenses² <Rs 150K ▪ Additional expenses if one or two experts are called within/outside country	▪ Shields to speakers ▪ Misc. expenses² <Rs 400K ▪ Additional expenses if 3-4 in-country/foreign participants invited
Promotion Means	As per requirement	As per requirement	As per the emerging trends of the marketing like social and print media	As per the emerging trends of the marketing like social and print media
Likely Sponsors	BU	Companies, Organizations, Regulatory Bodies etc.	▪ Companies, Organizations, Regulatory Bodies etc. ▪ Partner universities (joint symposium)	▪ Companies, Organizations, Regulatory Bodies etc. ▪ Partner universities (joint symposium)

5. Procedure:

- 5.1 All the departments of the respective Constituent Units shall submit the calendar of events for the complete fiscal year with detailed financial requirements regarding the arrangement of Workshops, Seminars, Conferences and Symposia to the ORIC office at the start of every fiscal year.
- 5.2 In cases where the final approval is required from the Honorable Rector, all the detailed proposals with requisite financial requirements shall be submitted on the prescribed application form to the ORIC for initial scrutiny and onward processing of acquiring the final approval.
- 5.3 The departments/organizers shall also request HEC/PSF/Ignite or other funding organizations as well as other universities for financial sponsorship in order to conduct the Workshops, Seminars, Conferences and Symposia.

6. Application Filling Procedure in OAS



SECTION – 3 POLICIES ON RESEARCH PROJECTS

The management of Bahria University has devised multiple policies for the promotion of applied research projects at BU. The policies are approved after detailed deliberations at various statutory forum of the university and keeping on board all the stakeholders.

BUORIC-P09 – Policy for Cash Incentives for Funded Research Projects

Policy Number: BUORIC-P09
Policy Title: Cash Incentives for Funded Research Projects
Approval Authority: Higher Education Research Committee (HERC)
Status: ACTIVE

1. Responsible Party:

1.1 Office of Research, Innovation & Commercialization (ORIC)

2. Purpose:

2.1 The aim of this policy is to motivate BUFMs/Researchers for undertaking research projects from public/private funding organizations.

3. Scope:

3.1 All BUFM's and researchers who have technically and financially closed the research projects can apply for this incentive.

4. Policy Statement:

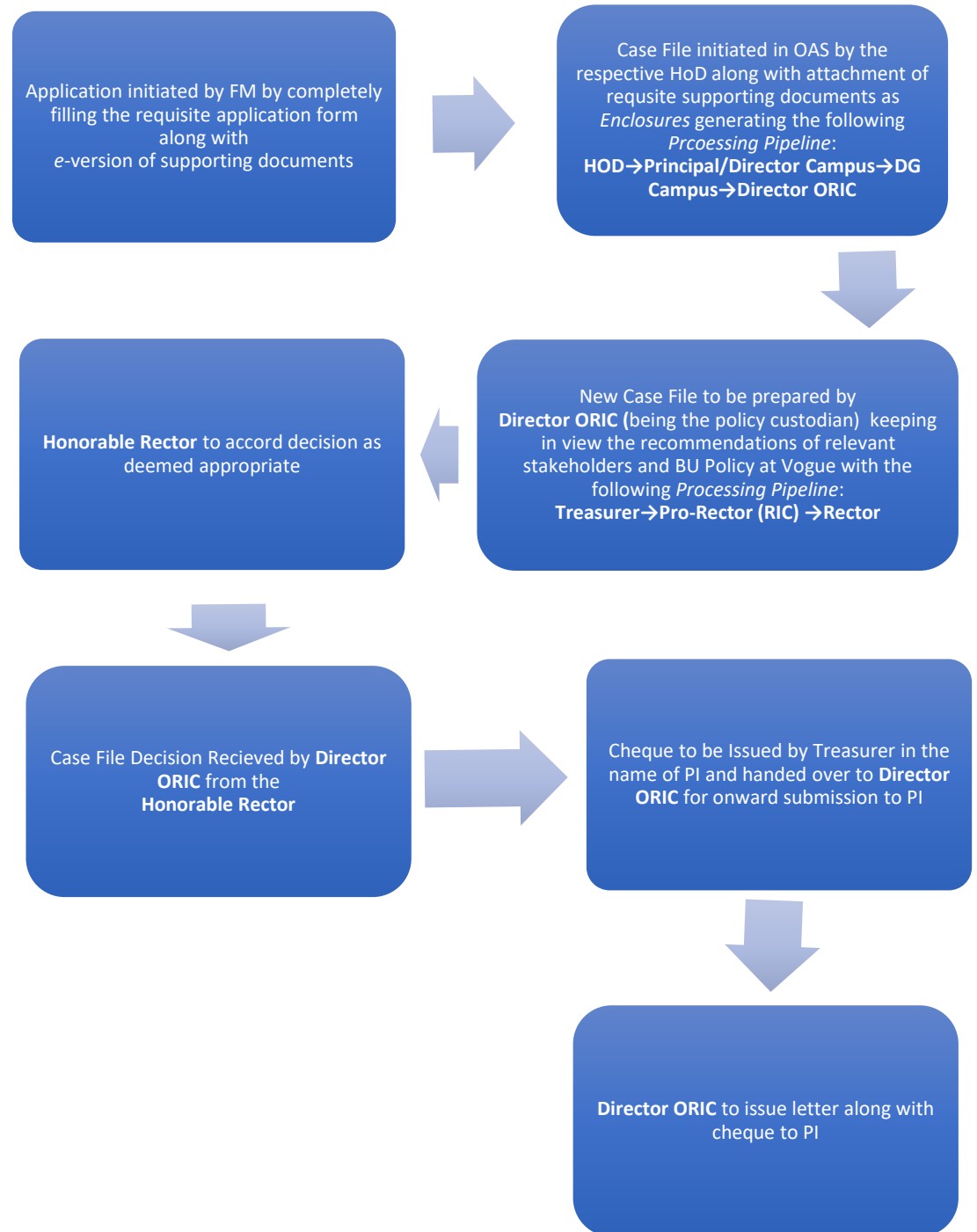
4.1 In order to encourage the researchers, BU will provide cash incentives as per following arrangements: -

Amount of Funding	Cash Incentive*
>1 million to 2 million	2%
>2 million to 5 million	4%
>5 million to 10 million	6%
>10 million	8%**
* Percentage of Cash Incentive of Total Amount of Funding Acquired for Execution of Research Project through External Sources	
** 8% OR Maximum of Rs 1 million whichever is less.	

5. Procedure:

5.1 The application for the claiming cash incentives upon successful technical and financial closure of research project shall be submitted on the prescribed application form within Three Months of the issuance of closure by the funding organization to the office of ORIC through respective Director Admin-CU for initial scrutiny which will be processed further for the approval of the Honorable Rector.

6. Application Filing Procedure in OAS:



BUORIC-P10 – BU Funding Policy for Applied Research Projects

Policy Number: BUORIC-P10
Policy Title: BU Funding Policy for Applied Research Projects
Approval Authority: Higher Education Research Committee (HERC)
Status: ACTIVE

1. Responsible Party:

1.1 Office of Research, Innovation & Commercialization (ORIC – BUHO)

2. Purpose

2.1 To extend financial support to faculty members of BU to undertake commercially viable applied research projects.

3. Scope:

3.1 All regular Faculty Members are eligible to avail funding for the execution of research projects during their tenure of service at BU.

4. Criterion

4.1 BU will consider providing funding to commercially viable research projects of its FMs provided the FMs having relevant research experience/industrial exposure.

5. Procedure

5.1 Committee Formulation

A committee is constituted to assess and recommend the Funding for Applied Research Project Proposals of the FMs to the Honorable Rector for soliciting Competent Financial Approval.

5.2 Committee Composition

Designation	Status
Pro-Rector – RIC	Chairperson
Treasurer	Member
All Deans	Members
Director ORIC	Member/Secretary

5.3 Committee Mandate

5.3.1 The committee will assess all research proposals received for funding keeping in view the current strategic orientation of BU in parallel with the socio-economic needs of the Pakistani society.

5.3.2 The Minutes of the Meeting shall be properly recorded by the Secretary.

5.3.3 The new cases recommended for provision of funding by the committee will be processed on file for soliciting the Competent Financial Approval from Honorable Rector.

5.4 Application Procedure

5.4.1 FMs shall submit application for funding of research projects on prescribed application forms to the Dte. of ORIC – BUHO through recommendation from Head of Department, Principal/Director, and respective DG CU.

5.5 Approval Procedure

5.5.1 Applied Research Projects Funding Applications received from all Campuses of BU will be presented by each applicant before the committee in presence of their respective HoD for deliberations and decision.

- 5.5.2** The committee will recommend/reject the funding proposals on the basis of BU's Strategic Orientation, Applied Nature of the Project, Commercial Viability and availability of funds.
- 5.5.3** Upon approval by the Honorable Rector, Office of Treasurer will release the funds to the Constituent Unit of the respective PI/FM under intimation to Dte. of ORIC – BUHO.
- 5.5.4** Upon rejection by the committee, Director ORIC will email the rejection intimation to the applicants for their information.

5.6 Funds Utilization Procedure

- 5.6.1** Upon approval by the Honorable Rector, Dte. of ORIC will forward the award letter to the Head of CU under intimation to the concerned Principal Investigator (PI) and Director Finance.
- 5.6.2** Respective campuses are to make a separate Ledger Page in their Main Control Account in favor of this project and must record all transactions in it for reporting to BUHO.
- 5.6.3** The grant received by the PI from BU will be exclusively utilized for the project as per the provisions given in the award/sanction letter.
- 5.6.4** Hiring of HR and purchases (if any) will be made as per BU policies/rules. Proper record of transactions (bill/receipts/fare tickets, etc) must be obtained by the PI. The same be handed over/transferred to the Accounts dept. of CU.
- 5.6.5** Bookkeeping of the project transactions will be maintained by account department (Account Officer/ Manager Accounts etc) of respective campus as per BU rules.
- 5.6.6** PI must be facilitated by respective campuses to ensure amicable and timely utilization of funding.

6. Guidelines for the Principal Investigator of the Project:

- 6.1.1** Project start date will be the date of issuance of the award/sanction letter or as specified in the letter.
- 6.1.2** Principal Investigator (PI) is required to submit the Quarterly Progress Report on the enclosed "Quarterly Progress Proforma" for funded Research Project to ORIC till the completion of the project. The report must reach ORIC latest by 10th of the ensuing month.
- 6.1.3** PI is required to provide the details of activities completed and funds utilized and progress in general of the project without documentary evidences.
- 6.1.4** PI is required to keep all the documentary evidences like original receipts/bills, copies of air tickets/boarding passes, etc. for submission with the Project Closure Documents.
- 6.1.5** If PI intends to go abroad/on non-casual leave, he/she should inform the Dte. of ORIC through the Principle/Director CU and may nominate substitute for the period of his/her absence with a plan of activities of project to be carried out in his/her absence by the nominee.
- 6.1.6** PI must submit the quarterly activity plan (Work Plan) along with Financial Plan for the whole project duration to ORIC within 15 working days of receiving the

award/sanction letter so that quarterly progress report can be submitted according to this plan, as per the format given as under:

***Format for activity plan/work plan with timeline:**

S. No.	Elapsed Time	Milestone	Deliverable	Funds to be utilized (Rs.)

BUORIC-P11 – Policy on Seed Money for Commercializable R&D Projects

Policy Number: BUORIC-P11
Policy Title: Seed Money for the Commercializable R&D Projects
Approval Authority: Higher Education Research Committee (HERC)
Status: ACTIVE

1. Responsible Party:

- 1.1** Higher Education Research Committee (HERC)
- 1.2** Office of Research, Innovation & Commercialization (ORIC)

2. Purpose:

For the purpose of providing initial funding to execute the Commercializable R&D Projects initiated by the faculty members/researchers of BU a separate financial allocation has been made by BU.

3. Scope

All BU researchers and FM's who have Commercializable research idea can apply for funding under this policy.

4. Policy Statement:

All the Commercializable R&D projects will be considered for the provision of seed money.

5. Commercialization of Product:

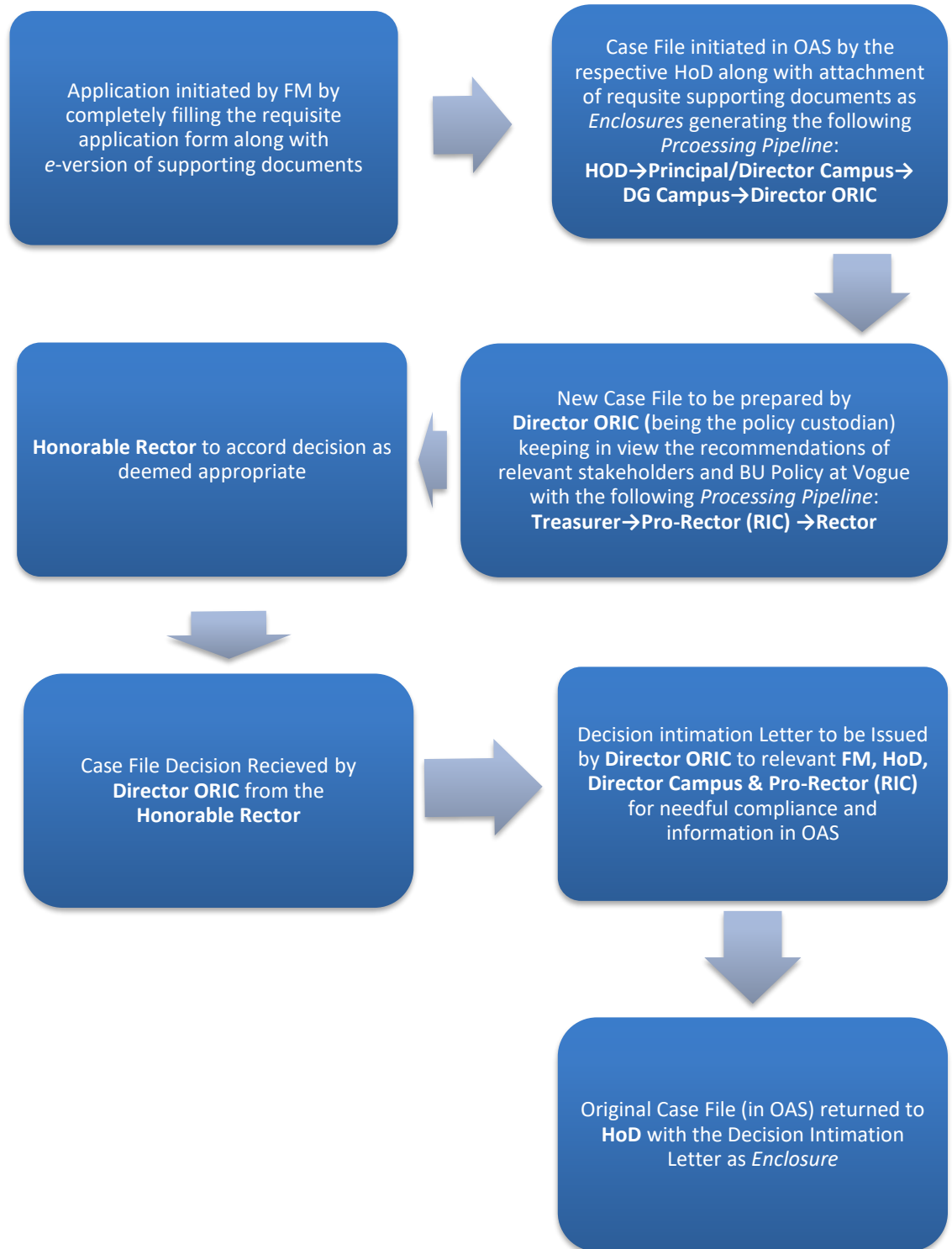
On the successful commercialization of any product as outcome, the ownership shall remain by BU, however, the share of the commercialization will be distributed as under:

- **BU's Share: 20%**
- **Inventors/Originator's Share:80%**

6. Procedure:

- 6.1** All such projects for which the seed money is required are to be submitted to Director ORIC through Principal/Director and DG with detailed justification on prescribed application form which will be processed for approval of Rector through Pro-Rector (RIC).
- 6.2** Prior to sending the case to Director ORIC, the case shall be tabled before FRC standing committee for evaluation and recommendations in terms of viability and commercialization of the project.

7. Application Filing Procedure in OAS:



BUORIC-P12 – Policy on Funding for Final Year Projects

Policy Number: BUORIC-P12
Policy Title: Funding for Final Year Projects
Approval Authority: Higher Education Research Committee (HERC)
Status: INACTIVE

1. Responsible Party:

- 1.1** Higher Education Research Committee (HERC)
- 1.2** Office of Research, Innovation & Commercialization (ORIC)

2. Purpose

- 2.1** In order to promote the research culture at BU and enhance the scope and pace of R&D, a separate financial allocation has been made by the management of BU for the provision of funding to the final year projects of the students.
- 2.2** On the basis of the number of students in the final semester, the financial allocation will be made every year and the funds will be transferred to respective constituent units by BU Headquarters.
- 2.3** The HODs may re-appropriate the funds as per the financial requirements of the projects.

3. Scope:

All final year students with mandatory FYP requirement can avail this funding.

4. Policy Statement:

4.1 Engineering & Environmental Sciences Disciplines

Annual Allocation of funding for Final Year Projects (FYPs)/MS/PhD Theses, which form part of the degree requirement at BU as under: -

- Rs. 5,000/- per student for Undergraduate Programmes.
- Rs. 10,000/- per student for MS Programmes.
- Rs. 100,000/- per student for PhD Programmes.

4.2 Management Sciences, Humanities & Social Sciences, IPP

Annual allocation of Rs. One Million each for both Islamabad and Karachi campus.

5. Procedure:

The Office of Treasurer – BUHO will automatically allocate the funds to the respective campuses keeping in view the expected enrollment of students in the final semester.

BUORIC-P13 – Policy for Utilization of Funds from Sponsored Research Projects

Policy Number: BUORIC-P13
Policy Title: Utilization of Funds from Sponsored Research Projects
Approval Authority: Higher Education & Research Committee (HERC)
Status: ACTIVE

1. Responsible Party:

- 1.1 Dte. of Innovation & Commercialization (R&I)
- 1.2 Office of Treasurer, BUHO
- 1.3 Heads of Constituent Units

2. Purpose:

To streamline the process of utilization of funds from funding agencies by Principal Investigator (PI) & BU and to avoid any financial audit ambiguity of Sponsored Research Projects.

3. Scope:

This policy is applicable to all the present and prospective sponsored/funded research projects by Bahria University.

4. Policy Statement:

Standard Operating Procedures (SOPs) for Utilization of Funds out of Sponsored Research along with guidelines for principal investigator have been developed to streamline the process of utilization of funds from funding agencies by Principal Investigator (PI) and BU. However, in cases where guidelines for the utilization of funding are given by the funding agency the same shall be followed in true letter and spirit.

5. Policy:

- 5.1 The cheque (of amount/grant) as approved/sanctioned by donor agency and received by the University Headquarters shall be deposited into the BU bank account and subsequently acknowledged to the funding agency by the Finance department of BUHQs under intimation to R&I Dte.
- 5.2 Thereafter, ORIC will forward the award letter to the Head of CU under intimation to the concerned Principal Investigator (PI) and Director Finance.
- 5.3 In cases where the separate account needs to be opened for the disbursement/utilization of funds, the same may be opened with approval of Rector. For projects executed at BUHO, the joint signatories shall be PI and Treasurer. In case the project is executed in campuses, the PI and Director admin/campus are the joint signatories.
- 5.4 The installment received from funding agency shall be transferred to separate project account/campus account whichever is applicable. In case the project contains university overhead funding, the same would be retained by the University.
- 5.5 Respective campuses are to make a separate Ledger Page in their Main Control Account in favor of this project and must record all transactions in it for reporting to donor agency as and when asked.
- 5.6 The grant received by the PI from the funding agency will be exclusively utilized for the project as per the provisions given in the award/sanction letter and treated as public money and not as personal of PI.

- 5.7 Hiring for HR and purchases (if any) will be made as per BU policies/rules, unless specified differently by the sponsoring agency. Proper record of transactions (bill/receipts/fare tickets, etc) must be obtained by the PI. The same be handed over/transferred to the Accounts dept. of Campus.
- 5.8 Bookkeeping of the project transactions will be maintained by account department (Account Officer/ Manager Accounts/Treasure etc) of respective campus as per BU rules internationally accepted accounting standard.
- 5.9 It must always be kept in the mind by respective DG/Directors that its PI who had won and brought this funding for BU, hence he (PI) must be facilitated by respective campuses and should not be burdened in any way. All the rules are for his safety and of university as well for proving transparency as and when required asked.
- 5.10 PI is therefore fully authorized to approach direct to DGs and even Rector in case his project is being hindered due to any reason.
- 6. Methodology Regarding Purchases:**
- 6.1 Purchases up to Rs 50,000/- may be done by PI against one quote after obtaining Director Campuses sanction.
- 6.2 For purchases beyond Rs. 50,000 to Rs. 300,000/- DG campus/Director Campus should make a Local Purchase Committee who should call for quotations as per revised purchase procedures of BU & orders placed accordingly.
- 6.3 In case desired equipment/item is peculiar in nature and of proprietary nature same may be got certified as such by PI and approved by Rector.
- 6.4 Later bills be cleared from funds provided to campus(es) for such project(s).
- 6.5 Purchases beyond Rs. 300,000/- may be advertised in newspaper & purchased through this LPC and payments released.
- 6.6 All equipment/items of permanent nature purchased for projects which shall become property of university must be taken on charge.
- 6.7 Respective campuses must retain all receipt/payment and supporting vouchers plus relevant advertisement etc. of each project separately for future record/audit.
- 6.8 An audited expenditure/utilization report duly signed by the respective Manager Accounts and PI shall be submitted to R&I Dte for onward submission to funding agency after each completed year/on completion of the project/as defined by the funding agency in the award letter/agreement.
- 7. Guidelines for the Principal Investigator of the Project:**
- 7.1 Project start date will be the date of issuance of the award/sanction letter or as specified in the letter.
- 7.2 Principal Investigator (PI) is required to submit the Quarterly Progress Report² on the enclosed “*Quarterly Progress Proforma*” for funded Research Project to ORIC till the completion of the project. The report must reach ORIC latest by 10th of the ensuing month.

² Quarter means one quarter of the total project duration like there will be eight quarterly progress reports to be submitted to ORIC for a two years project duration.

- 7.3** PI is only required to provide the details of activities completed and funds utilized and progress in general of the project without documentary evidences.
- 7.4** PI is required to keep all the documentary evidences like original receipts/bills, copies of air tickets/boarding passes, etc. for submission with the “Scientific and Financial Report”/ “Utilization Report.” The same is to be transferred to the Head of Accounts.
- 7.5** PI must submit the detailed “Scientific and Financial Report” (along with all documentary evidences in original) after each completed year or as per the instructions given by the funding agency.
- 7.6** “Scientific and Financial Report” must be submitted to R&I Dte within 10 days after the completed year so that it can be submitted on time to funding agency after the endorsement of Bahria University’s Auditor/Finance Department.
- 7.7** If PI intends to go abroad/on non-casual leave, he/she would inform the R&I Dte through the Director CU and may nominate substitute for the period of his/her absence with a plan of activities of project to be carried out in his/her absence by the nominee.
- 7.8** Where a Principal Investigator (PI) proceeds on Research Leave, Study Leave or Postdoctoral Leave duly approved under the applicable HR and R&I policies of Bahria University, he/she may be permitted to continue the remote execution and supervision of an ongoing funded research project, subject to the terms and conditions of the funding agency and approval of the Honorable Rector. Such permission shall be subject to the following conditions:
- 7.8.1 Assignment of On-Campus Responsibilities:** The PI shall assign day-to-day project activities to the Co-PI or, where no Co-PI is available, to a suitable regular Faculty Member of BU. The nominated Faculty Member shall manage the on-campus activities in the PI’s absence and facilitate the timely achievement of project milestones.
- 7.8.2 Consent of the Nominee:** The nomination shall be supported by the written consent of the Co-PI/Faculty Member and endorsed by the concerned HoD and Principal/Director CU.
- 7.8.3 Continued Responsibility of the PI:** Permission for remote execution shall not relieve the PI of his/her responsibilities. The PI shall remain fully responsible for ensuring that project activities remain on schedule and that all technical, financial, administrative and reporting requirements of Bahria University, HEC and/or the concerned funding agency are duly complied with during the leave period.
- 7.8.4 Submission of Progress Reports:** The PI shall ensure the timely preparation and submission of all technical and financial progress reports, utilization statements and other required documents to Dte. of R&I and the funding agency within the prescribed timelines.
- 7.8.5 Remote Monitoring and Coordination:** The PI shall remain regularly available through official email, online meetings and other approved communication channels and shall maintain effective coordination with the Co-PI/nominated Faculty Member, concerned CU, Accounts Office and Dte. of R&I.
- 7.8.6 Physical Presence:** The PI shall visit Pakistan periodically, where feasible, and shall physically report to Bahria University whenever required by the University or the funding agency to perform responsibilities that cannot be undertaken remotely.

Any travel expenses for such visits shall not be charged to the project unless specifically permissible under the approved project budget and the funding agency's rules.

7.8.7 Funding Agency's Approval: Where prior approval or concurrence of HEC or any other funding agency is required for remote execution, change in project management arrangements or absence of the PI, such approval shall be obtained before the PI proceeds on leave.

7.8.8 Review or Withdrawal of Permission: The permission for remote execution may be reviewed or withdrawn if the project milestones are not achieved, reports are delayed, financial or administrative requirements are not complied with, or the arrangement adversely affects project execution.

7.8.9 Change of PI, if Required: In case, where the funding agency does not permit remote execution or the PI is unable to fulfil the above conditions, the case for appointment of an alternate PI shall be processed in accordance with the applicable BU and funding-agency rules.

7.9 PI must submit the quarterly activity plan (Work Plan) along with Financial Plan for the whole project duration to ORIC within 15 working days of receiving the award/sanction letter so that quarterly progress report can be submitted according to this plan, as per the format given as under:

***Format for activity plan/work plan with timeline:**

S. No.	Title of Activity	Time Period	Funds to be utilized (Rs.)

***Example:** Activity plan for the 1st Quarter of the Project (i.e. 1st July, 2015 to 30th Sept, 2015)

S. No.	Title of Activity	Time Period	Funds to be utilized
1	Data Collection and analysis	1-7-15 to 15-7-15	Rs. 200,000 On traveling, salaries to survey team, etc.
2	Three (3) Awareness Seminars	16-7-15 to 30-7-15	Rs. 300,000 (Expense of Rs. 100,000 on each seminar)

SECTION – 4 POLICIES ON INNOVATION & COMMERCIALIZATION

The management of Bahria University has devised multiple policies for the promotion of research, innovation and commercialization at BU. The policies are approved after detailed deliberations at various statutory forum of the university and keeping on board all the stakeholders.

BUORIC-P14 – Intellectual Property Policy

Policy Number: BUORIC-P14
Policy Title: Intellectual Property Policy
Approval Authority: Higher Education Research Committee (HERC)
Status: ACTIVE

1. Responsible Party:

- 1.1 Higher Education Research Committee (HERC)
- 1.2 Office of Research, Innovation & Commercialization (ORIC)

2. Purpose

- 2.1 Bahria University (BU) is committed to encourage and expedite the dissemination of discoveries, creations and new knowledge generated by individuals working under its ambit for the greatest public benefit.
- 2.2 In many cases, this purpose will be served appropriately by the publication of research results and scholarly works. In other cases, it will be necessary to pursue protection of Intellectual Property (IP) to safeguard the interests of Inventors, donors and BU and to encourage research funding from various academic and industrial sources.
- 2.3 In order to maintain an environment conducive for the generation of knowledge and to provide recognition to individual Inventors, encouraging the development and dissemination of useful inventions to society, BU has established this Intellectual Property Policy for the management of intellectual property originating within its domain.

3. Policy Statement:

3.1 Policy Objectives

- 3.1.1 Promote, preserve, encourage and facilitate scientific investigation, research and generation of new knowledge
- 3.1.2 Foster a wider understanding of the importance of IP
- 3.1.3 Establish criteria to state the respective ownership rights of BU, its staff and its students in relation to IP
- 3.1.4 Ensure effective commercialization of IP and equitable distribution of the commercial benefits among BU, its staff, students and any other stakeholders

3.2 Scope and Coverage/Application

- 3.2.1 **Organizational Scope:** This is a BU-wide policy.
- 3.2.2 **Personnel Covered:** This IP Policy is applicable to all members of BU and its constituent units including (full time and part-time) faculty, staff and employees, students, PhD researchers, postdoctoral fellows and non-employees such as visitors, visiting faculty, industrial personnel and members of Affiliated Institutes who use BU Resources (defined under Section 5.24), or participate in BU-administered research (unless BU specifies other arrangements).
- 3.2.3 **IP Rights:** This IP Policy shall cover all types of intellectual property rights under relevant IP Laws of Pakistan, such as:
 - a. Copyright and Related Rights;
 - b. Trademarks and Service Marks;
 - c. Geographic Indications;
 - d. Industrial Designs;

- e. Patents;
- f. Utility Models;
- g. Lay-out Designs (Topographies of Integrated Circuits)
- h. Undisclosed/confidential Information
- i. Lectures

4. Cash Incentive:

- 4.1 Rs. 150,000/- will be awarded by BU to all the FMs on award of **National / International Patents** in the name of BU.
- 4.2 Rs. 30,000/- will be awarded by BU to all the FMs on filing of each **Comprehensive Patent Application** to IPO-Pakistan.
- 4.3 Rs. 60,000/- will be awarded by BU to all the FMs on filing of each **Comprehensive Patent Application** to International Patenting Bodies of the world.
- 4.4 Rs. 75,000/- will be awarded by BU to all the FMs on grant of **National/International Copyright and Design** in the name of BU.
- 4.5 Rs. 15,000/- will be awarded by BU to all the FMs on filing of **National Copyright and Design Application**.
- 4.6 Rs. 30,000/- will be awarded by BU to all the FMs on filing of **International Copyright and Design Application**.

5. Definitions

Unless stated otherwise, the following definitions shall apply for purposes of this IP Policy:

- 5.1 **Staff Member:** A person engaged (academic or non-academic) by BU under a contract of employment (whether full-time or part-time).
- 5.2 **Head of Department:** A person who is assigned by BU as Chairperson/Head of Department
- 5.3 **Visitor:** A person other than the staff member or student of BU who:
 - Takes part in any BU-administered research, teaching or other activity that would normally be conducted by a staff member or student; or
 - Visits a part of BU in which research or scholarship, or any related activity, is conducted, at the time he or she creates any intellectual property
- 5.4 **Student:** A person enrolled in an award course of BU at the time he or she creates any intellectual property
- 5.5 **Inventor:** Any person covered under section 3.2.2 of this IP policy who is considered the legal Inventor of the Works under relevant IP laws
- 5.6 **Affiliated Institution:** An educational institution authorized by the Board to conduct academic programs approved by the University.
- 5.7 **Constituent Unit:** The institute made or established as a Constituent Unit (CU) of the University under Section 2.f of the BU Ordinance No V of 2000 and any unit established by or on the authority of the Board.
- 5.8 **Third Party:** Any person or organization other than BU or a member of BU.
- 5.9 **Confidential Information:** All types and forms of information, data, oral and visual information or data recorded in writing or in any other medium or by any other method which is of confidential nature and/or which BU is under an obligation not to disclose.

- 5.10 Copyright:** The legal rights extended to the Inventors for their literary, artistic or scholarly works (as define in section 5.26). The Inventors of original works protected by copyright, and their heirs, have the exclusive right to use or authorize others to use the work on agreed terms.
- 5.11 Intellectual Property (IP):** The outcomes of intellectual activity and creative effort for which various rights and protections may be conferred by statute, contract or laws of the country, this may include any patentable invention, scientific works and discoveries, creations in all fields of human endeavor, literary, artistic, musical works, utility model, industrial design, layout/design of circuits, computer software, plant varieties, undisclosed/confidential information, trade secrets, trademarks, service marks and commercial names and designations, copyright and any other industrial or intellectual property rights, registerable, registered or otherwise, including tangible research property.
- 5.12 IP Policy:** BU's Policy on Intellectual Property, Technology Transfer and Research Collaboration as may be amended from time to time.
- 5.13 Intellectual Property Rights:** Those defined under Section 3.2.3.
- 5.14 Teaching Material:** Any material created in any medium by a staff member as an aid or a tool for instruction in a course in pursuance of the terms of his or her employment with BU.
- 5.15 Industrial Designs:** An ornamental or aesthetic appearance of an article, may consist of any composition of lines or colors or any three-dimensional features of the article, such as its shape or surface, or of two-dimensional features such as patterns, lines or color provided that such composition or form gives a special appearance to and can serve as pattern for an industrial product or handicraft.
- 5.16 Layout Design of Integrated Circuits:** An original topography (picture of a place) of elements, at least one of which is an active element, and of source or all interconnections of an integrated circuit, or such three-dimensional disposition prepared for an integrated circuit intended for manufacture.
- 5.17 Trademarks and Service Mark:** A distinctive sign that identify certain goods (trademark) or services (service mark) as those produced or provided by a specific person, organization or enterprise.
- 5.18 Invention:** A new, useful, and non-obvious process, machine, manufacture, composition of matter, or product, including a new, useful, and non-obvious improvement of a process, machine, manufacture, composition of matter or product.
- 5.19 Patents:** A document, issued by a government office which describes an invention, and assign an exclusive right of ownership of the invention and creates a legal situation in which the patented invention can normally only be exploited (made, used, sold, imported) by, or with the authorization of, the patentee.
- 5.20 Patentable Invention:** Any invention, product or a process that provides a new way of doing something or offers a new technical solution to a problem in any field of human activity which is new involves inventive step and is industrially applicable.
- 5.21 Tangible Research Property:** All research results, outcomes and materials that are in a tangible form and that include items such as materials, drawings, integrated circuit

chips, computer software, computer and other databases, processes, prototypes and circuit diagrams irrespective of whether they are patentable or copyrightable.

5.22 Utility Model: A technical solution to a problem in any field of human activity, having industrial and commercial application despite not meeting all the requirements of patentability.

5.23 BU Personnel: All academic, research and other staff members covered by this IP Policy as define under Section 3.2.2

5.24 BU Resources: All significant resources of BU which are made available by BU to Inventors, such as:

- i. Pre-existing IP rights vested in BU or any of its Affiliates/constituent units;
- ii. Office space allocated for a specific project, laboratory, workshop and studio space and equipment;
- iii. Computer hardware, software and support;
- iv. Other equipment/facilities;
- v. Administrative and secretarial services;
- vi. Research, teaching and laboratory assistants;
- vii. Supplies, consumables and utilities;
- viii. Use of special and rare BU holdings;
- ix. Funding for research and teaching activities, travel and others funding or reimbursements.

BU resources do not include salary, insurance or retirement plan contributions paid to or for the benefit of Inventors.

5.25 Undisclosed Information or Trade Secrets: Any confidential data, information, formulation or compilations related to research, business, commerce or industry which is not generally known or accessible to persons that normally deal with the kind of information in question; has commercial value because it is secret; and has been subject to reasonable steps under the circumstances to keep it secret, by the person lawfully in control of the information.

5.26 Works: Original intellectual creations in the literary and artistic domain protected from the moment of their creation and shall include in particular:

- i. Manuscripts, educational materials and academic papers;
- ii. Books, articles and other writings
- iii. Periodicals & newspapers
- iv. Lectures, sermons, addresses, dissertations
- v. Letters;
- vi. Dramatic, musical, choreographic or entertainment work
- vii. Musical compositions in any form
- viii. Drawing, painting, architecture, sculpture, engraving, lithography, models, designs or other works of art
- ix. Original ornamental designs or models for articles of manufacture, whether or not registrable as an industrial design, and other works of applied art;
- x. Illustrations, maps, plans, sketches, charts and three-dimensional works relative to geography, topography, architecture or science;
- xi. Drawings or plastic works of a scientific or technical character;

- xii. Photographic works including works produced by a process analogous to photography; lantern slides;
- xiii. Audio-visual works and cinematographic works and works produced by a process analogous to cinematography or any process for making audio-visual recordings;
- xiv. Pictorial illustrations and advertisements;
- xv. Computer programs; and
- xvi. Other literary, scholarly, scientific and artistic works

5.27 Relevant Agreements:

5.27.1 Participation Agreement: An agreement confirming the acceptance of the intellectual property policy by employees, students and guest researchers and assigns to BU all rights in any intellectual property of which BU may assert ownership under this IP Policy. BU must confirm that a valid participation agreement is on file before any of its BU Resources are made available to individuals.

5.27.2 Confidentiality Agreement:

- When applies to a company disclosing information to an employee of a BU, the recipient employee shall agree not to release the company's confidential information unless officially permitted by the company.
- When it applies to an employee of BU disclosing information to a company, the company shall not use that information without official permission of BU and shall protect the patentability of any invention, or the trade value of other technology, disclosed by the member of BU to the company.

5.27.3 Third party agreement: An agreement between BU and an entity or person (not a staff member or student) or funding agencies that regulates intellectual property

5.27.4 Net Intellectual Property Revenue: Revenue derived from IP commercialization after the costs of commercialization have been deducted.

6. Implementation

6.1 Administration: Technology and Innovation Support Centre (TISC) working under the ambit of the Technology Development Directorate is responsible for:

- 6.1.1** Development, implementation and administration of IP Policy
- 6.1.2** Examining patent, copyright, design and trademark applications and disseminating patent and trademark information to researchers.
- 6.1.3** Evaluate inventions and present IP disclosures to Intellectual Property Assessment Committee (IPAC) for commercial potential for requirement for future protection of intellectual property.
- 6.1.4** Initial prior search for patent and design rights
- 6.1.5** Exploitation, commercialization and management of BU's IP assets
- 6.1.6** Disbursement of Net Intellectual Property Revenue
- 6.1.7** Safeguarding the IP rights of BU

6.2 Roles & Responsibilities

6.2.1. BU Responsibilities

- i. Management and oversight of IP matters and technology transfer to ensure adherence to BU policies
- ii. Assist the various departments and sections in implementing IP Policy

- iii. Assist departments and sections in promoting and licensing IP
- iv. Protect BU's IP by taking appropriate actions as and when needed

6.2.2 Faculty Responsibilities

Faculty members who create IP shall:

- i. Inform TISC – BU about the creation of IP
- ii. Conduct all IP activities in accordance with BU's IP Policy in a manner consistent with the overall BU policies and procedures.
- iii. Cooperate with the relevant BU office/staff in defending its IP and in legal actions taken against any infringement.

7. Ownership of Intellectual Property

7.1 General Principles

- 7.1.1** Except otherwise agreed in writing by the Rector or as stated in this Policy, BU asserts legal and beneficial ownership rights over all Intellectual Property developed as a result of support either directly from or channeled through BU.
- 7.1.2** In pursuance of the terms of their employment with BU, all Staff must assign and agree to assign to BU all of their rights, title and interest in and to Intellectual Property developed as a result of utilization of BU Resources including copyright in any material that is teaching material, computer programs, or created at the request or direction of BU.

7.2 Ownership of IP and Copyright of Works by BU

- 7.2.1** BU asserts legal and beneficial ownership rights over all intellectual property (IP) and Copyright of Works (including lab notebooks, software, and other tangible research property) by BU Personnel or Students when either of the following applies:
 - i. The works have been assigned or commissioned by BU or is created at the direction of BU,
 - ii. Created in whole or in part with the significant use of BU Resources (as defined under clause 5.24)
 - iii. The Work is created using funds provided by BU or created pursuant to a research project funded through any external source administered by BU
 - iv. The Work is created by a non-academic BU Personnel or Student in the course of his or her employment with BU
 - v. The Work is created by academic, professional, technical or administrative Staff in the course of their employment with BU as part of his/her duties or in fulfillment of his/her contract of employment
 - vi. The Work is created in a course of research being conducted at BU, either in collaboration with other Staff members or any third party
 - vii. The Work is created by Student in a course of research for which the he/she receives financial support such as wages, allowances, salary, stipend or grant from funds whether or not administered by or through BU
 - viii. The IP has significantly resulted from the use of pre-existing IP owned by BU or the IP is a component of IP generated by a team of which this person is one of the members along with other members of BU Staff

- ix. The Work is created in a course of research conducted under a research agreement between BU and a third party, subject to the terms of IP ownership set out in the relevant research agreement
- 7.2.2** BU shall have the right to use, publish and reproduce such Works in any form, for teaching, research and academic purposes with appropriate notification to the owner. However, in case if the owner of the copyright is other than BU, prior consent of the owner is required.
- 7.2.3** Following Copyright statement must include for all material in which BU owns the Copyrights: **Copyright © by The Bahria University [year]**
- 7.2.4** All IP developed by BU Personnel or Students in their own personal time, which are neither connected to BU research nor developed with significant use of BU's resources (as defined under Clause 5.24), shall belong to such BU Personnel or Students as Inventors.
- 7.3 Trademarks:** BU asserts legal and beneficial ownership rights of BU logo and any use of BU logo shall require prior official approval, in writing, from BU.
- 7.4 Tangible Research Property**
 - 7.4.1** BU asserts ownership rights over all Tangible Research Property (TRP) defined under Clause 5.21 of this IP Policy, for which a patent application has not been filed.
 - 7.4.2** All BU-Owned Tangible Research Property will generally remain in the custody of the principal investigator of the research project or program under which it was developed, or in the custody of the applicable Department's Chairperson or Head of Department.
- 7.5 Student Thesis/Dissertation**
 - 7.5.1** Students shall possess ownership rights of the IP developed by them independently or as a part of their coursework (such as their thesis/dissertation) except in any of the following circumstances, where BU reserves its right to claim the ownership (unless BU expressly waives its right in writing):
 - i. the development of IP has been significantly assisted by a BU's Staff member
 - ii. the IP is significantly developed as a result of using pre-existing IP owned by BU
 - iii. the IP is part of a set of IP generated by a team, of which the student is a member
 - iv. It is developed using BU funds (except BU scholarships, fee waivers) or Student has a formal employment relationship with BU
 - v. Prescribed otherwise by law or BU has external obligations with respect to Student IP. In such cases, Student IP is hereby assigned to BU pursuant to Clause 6.2 (a) of this Policy.
 - vi. The student agrees otherwise
 - 7.5.2** If a thesis/dissertation contains information on or about an invention that may be patentable, BU/Department reserve the right to withhold public access to that thesis/dissertation until such time a patent application is duly filed by BU.
 - 7.5.3** A student who is also a staff member of BU will be regarded as a staff member with respect to IP arising in the course of that employment

- 7.5.4** BU may ask a student to enter into an IP agreement with BU and/or third parties before being allowed to work on a research project. This may include assigning some or all of his/her IP rights to BU and/or to third parties. In such cases, the student is allowed to seek independent legal advice

7.6 Exceptions to Clause 7.2

7.6.1 BU does not assert ownership over all scholarly, artistic, literary intellectual property, including, without limitation, journal article, conference paper, scholarly books, articles, and other publications (including electronic form) works of art, paintings, literature and music, subject to the following conditions:

- i. Works are neither created under the direction and control of BU, nor developed in pursuant to a sponsored research or other third-party agreement
- ii. All intellectual property developed without significant use of BU Resources and without other external sponsorship

7.6.2 Subject to prior written permission by the Inventor, BU may develop, reproduce and publish such exempt intellectual property anywhere in the world and in any manner, BU feels appropriate without payment of any royalty. If BU exercises its rights under this Clause, the Inventor is entitled to a share of any commercial benefit in accordance with Clause 9.

7.7 Ownership of Pre-Existing Intellectual Property

7.7.1 BU does not assert ownership over any pre-existing IP of Staff and Students; however, they must notify in writing about the existence of pre-existing IP they bring to BU within 30 days of the commencement of their employment or enrolment.

7.7.2 If no such information is received from Staff and Students within the time frame mentioned in Clause 7.7.1, then any IP disclosed during the period of their employment or enrolment will be treated as described under Section 7.2.

8. Disclosure and Evaluation of IP

8.1 General Principles: BU faculty, student, staff or any other individual (as mentioned under Section 3.2) utilizing BU Resources, have following responsibilities in relation to intellectual property protection:

8.1.1 Maintain appropriate research records;

8.1.2 Prevent premature public disclosure of research results prior to obtaining intellectual property protection.

8.2 IP Disclosure and Evaluation Process

8.2.1 Reporting an Intellectual Property

- i. If an Inventor has created, generated or developed an IP for which BU asserts ownership under Clause 7 of this IP Policy, he/she must promptly disclose the full details to Technology & Innovation Support Centre (TISC) of BU's Technology Development Directorate in writing along with duly filled prescribed IP Disclosure Form (Appendix 1), containing full details of the intellectual property, within 30 days of knowledge about such invention, creation or intellectual property.

- ii. The Inventor must NOT disclose, publish or dispose of an invention, before TISC – BU has confirmed the receipt of notification in writing and evaluate its commercial potential and patentability.
- iii. TISC – BU will present it to Intellectual Property Assessment Committee (IPAC) and may consult with other BU Personnel or independent experts competent in the field to assist in the evaluation if necessary and maintains the record on IP Assessment Form.
- iv. Within three (3) months from the date of receipt of the IP Disclosure Form, TISC – BU shall inform, in writing to the Inventor(s) whether or not BU will pursue patenting and/or commercialization of the reported IP, subject to any obligations that may be owed to external parties. Failure to act within the period as stated herein shall be considered as a waiver by BU of its ownership right over the IP. However, this period may be extended with the consent of the Inventor (s).
- v. The Inventor(s) must not disclose any details of the invention in accordance with the Confidentiality Policy mentioned under Clause 11.3 of this IP Policy, in particular during the evaluation process until patent application has been filed.
- vi. The Inventor(s) shall inform TISC – BU the identity of any third party interested in the commercialization/ exploitation of the IP. Any conflict of interest shall also be disclosed at this stage.
- vii. In the case of exempt intellectual property as define under Clause 7.6 of this IP Policy, the Inventor(s) must promptly disclose the full details of the IP to TISC – BU in writing along with duly filled prescribed Invention Disclosure Form (Appendix 1) and a letter for claiming exemption, within 30 days of knowledge about such invention, creation or intellectual property.
- viii. If there are any obligations owed to an external party in respect of the IP under the terms of a grant or research agreement, the management of the IP will proceed in accordance with the terms of the agreement.

8.2.2 Dealing with the Reported Intellectual Property

- i. If TISC – BU decides to protect or develop the reported IP, it must notify the Inventor(s) concerned and the Head of Department, Section or Administrative Unit where the reported IP is originated
- ii. If TISC – BU does not wish to commercialize disclosed IP that is owned by BU, it will notify the Inventor(s). The Inventor(s) may then request TISC – BU to assign the IP to him, her or them. In this case however, the terms of assignment will be negotiated with TISC – BU subject to sub-clause (d) below.
- iii. The Inventor is free, at his or her own cost, to protect or develop the reported intellectual property if TISC – BU:
 - a. Has informed the Inventor(s) that it does not wish to protect, develop or commercialize the reported intellectual property and officially assign the IP to the inventor(s) as mentioned under Clause 8.2.2(ii).
 - b. Does not take decision within three months (or any extension of it, as mentioned under Clause 8.2.1(iv) of the acknowledgment of receipt of the Invention Disclosure Form.
- iv. In the cases where Clause 8.2.2(ii) and (iii) applies, TISC – BU may however:

- a. Claim a share in any commercial benefit received (as per clause 9.2.1 or 9.2.2 whichever is applicable);
 - b. Recover any costs incurred by BU;
 - c. Pursue the commercial exploitation and patenting of the IP under Clause 9.
- v. For IPs which are neither owned by BU nor BU has any claims of ownership, the Inventor(s) may request BU to manage or assists in the commercialization process. In this case shares of benefits will be negotiated. BU may have the right but no obligation to assist.
- vi. If TISC – BU decides not to protect, develop or commercialize an IP under Clause 8.2.2(ii) and 8.2.2(iii), BU reserves the right to assert ownership of any new IP generated with the use of BU Resources, based on the developments to the original IP (subject to any agreements with the inventor(s) or third parties).

9. Commercialization & Protection of BU'S IP

9.1 Commercialization & Protection: As legal and beneficial owner of the IP:

- i. BU shall be entitled to enter into any IP agreement with any third party on such terms and conditions as BU deems appropriate;
- ii. BU shall be entitled to give rights or grant licenses in respect of the IP under conditions it shall deem suitable, or make other arrangements as it may deem appropriate to facilitate technology transfer;
- iii. BU is not entitled to negotiate contracts for consultancy services for individual Inventors as part of any license arrangement;
- iv. BU may use appropriate means to protect BU owned IP, including but not limited to instituting legal proceedings at relevant forums regarding infringement of IP rights and breach of license agreements.

9.2 Distribution of Commercial Benefits

9.2.1 After deducting any cost incurred, subject to terms of this IP Policy, BU shall distribute all commercial benefits received in respect of IP as follows:

- i. BU's Share: **20 %**
- ii. Inventors/Originator's Share: **80 %**

9.2.2 In case BU decides not to manage and commercialize the IP, the commercial benefits received will be distributed as follows:

- i. BU's Share: **10 %**
- ii. Inventors/Originator's Share: **90 %**

9.2.3 If it is not practicable to distribute commercial benefits due to their non-monetary nature, then BU, in consultation with the Inventor(s) may devise any suitable mechanism for distributing commercial benefits.

9.2.4 If there are multiple Inventors of any reported intellectual property, the distribution of benefits between them will be agreed between the inventors according to the individual contribution of each inventor with the assistance of BU. If no agreement is reached, BU will hold benefits until the distribution formula is determined by the dispute resolution process of this IP Policy (refer Clause 10).

9.2.5 BU's share of commercial benefits (as defined under section 9.2.1) shall be distributed as follows:

- i. Department: **20%**

ii. Administration of IP (ORIC): **60%**

iii. BU: **20%**

9.2.6 If there are multiple Inventor(s) from different Departments/Units, the Department's share will be distributed amongst them in accordance with the number of Inventors from each Department/Unit, or as decided by the Rector – BU.

9.2.7 BU shall distribute commercial benefits in a manner and time BU shall, in its sole and absolute discretion, deem appropriate.

9.2.8 If BU receives shares in a company in exchange for a license or assignment of the IP, these shares will be held by BU and the profits from the shares shall be distributed according to the procedure mentioned under Clause 9.2.1 to Clause 9.2.7 whichever is applicable. An Inventor may also request to hold his/her portion of the shares in his/her own name, in which case he/she shall no longer be entitled to any profits from the liquidation of the remaining shares by BU.

9.2.9 In case where BU returns the IP to Inventor(s) under Clause 8.2.2 (ii) and (iii) of this IP Policy, the following will apply:

- i. The Inventor(s) shall be entitled to file for patent rights in their own name and at their own expense.
- ii. BU shall be entitled to a percentage of any benefits received by the Inventor(s) from the commercial exploitation of such IP. BU's share shall be distributed as set out in Section 9.2.5 of this IP Policy.

9.3 Commercial Benefit through Product Development

9.3.1 On the successful commercialization of any product as outcome, the ownership shall remain by BU, however, the share of the commercialization will be distributed as under:

- BU's Share: **20%**
- Inventors/Originator's Share: **80%**

9.4 Commercial Benefits under Special Circumstances

9.4.1 Under normal circumstances, leaving the employment with BU will not affect an Inventor's right to receive a share of income

9.4.2 In the case of death of an Inventor, his/her share of any income will be payable to the legal heirs of the deceased.

10. Resolution of Disputes

10.1 Disputes Resolution Procedure

This IP Policy is binding on BU and Personnel Covered. In the case of any dispute arising involving the ownership, benefit sharing, or management of the IP, or any other matter arising out of this policy, the matter will be settled by the following procedure:

10.1.1 The dispute must be reported, in writing, to the TISC – BU. The affected party (or parties) must mention that they wish to start the dispute resolution process set out in this IP Policy and must provide details of the disagreement;

10.1.2 Within 15 days (or as is agreed) of receiving of the complaint, the parties must meet with the Director ORIC to engage in discussions in an attempt to seek a resolution to the dispute;

- 10.1.3** In case the Rector is satisfied that the Director ORIC has, or would appear to have, a conflict of interest, the Rector shall select a suitable replacement;
- 10.1.4** If the parties are not able to resolve the dispute within 50 days (or such other time as is agreed) of the notice, then the parties must appoint a mutually agreed mediator to assist in negotiating a resolution of the dispute;
- 10.1.5** Each party must not use any information or documents obtained during mediation process for purpose other than in an attempt to resolve the disagreement. Any information and documents exchanged during mediation shall be kept confidential;
- 10.1.6** Rights and obligations of the BU and Inventors under this IP Policy shall be governed and construed in accordance with the laws of Pakistan.
- 10.1.7** Any dispute between BU and Inventor concerning rights and obligations under this IP Policy including any validity and enforceability thereof that has not been resolved through either discussions or mediation as stipulated herein, shall be resolved in accordance with the arbitration provisions of Arbitration Act 1940.

11. General Obligations

- 11.1 Review Committee:** The Intellectual Property Policy may be reviewed from time to time, as appropriate by a committee of BU comprising:
 - i. The Rector or his or her nominee (to act as Chair)
 - ii. Deans of Faculties
 - iii. Registrar
 - iv. Representatives of ORIC and HERC
 - v. One senior faculty member from each faculty nominated by faculty Dean
- 11.2** The task of the Review Committee is to monitor the operation and implementation of this IP Policy and recommend changes, if needed, for approval by the HERC. The Committee should meet at least once annually.
- 11.3 Confidentiality**
 - 11.3.1** Unless required by law, all Personnel Covered shall at all times are bound to maintain all information confidential as defined Section 5.9, whether created /developed/acquired on his/her own, in collaboration with others, or through discussions (formal or informal) with BU colleagues.
 - 11.3.2** The Inventors and BU will undertake not to disclose the details of any unprotected IP to a third party unless a formal confidentiality agreement exists between the relevant parties
- 11.4 Violation of IP Policy**
 - 11.4.1** Any violation of these IP Clauses by any person covered under this policy may lead to an appropriate action in accordance with this policy, the Employees E&D Statutes and the Students Conduct and Discipline Statutes of Bahria University.

12. Patent Filing Fee

12.1 Patent Filing Fee (National)

- 12.1.1** BU will cover all expenses related to local IP filing, including any subsequent fees incurred during the prosecution process.

12.2 Patent Filing Fee (International)

- 12.2.1** For patents intended to be filed with foreign patent offices, cases will be managed through HEC, which has already allocated funds for such expenditures.
- 12.2.2** In certain cases, BU may also provide financial support or bridge funding for foreign patent filings, particularly if the IP in question holds immediate commercial value.
- 12.2.3** Funding for the filing of IP in foreign countries may also be sourced from BU's own funds in the event that the HEC process takes longer than four weeks or if the HEC's funds for the fiscal year are depleted.

BUORIC-P15 – Consultancy Policy

Policy Number: BUORIC-P15
Policy Title: Consultancy Policy
Approval Authority: Higher Education Research Committee (HERC)
Status: ACTIVE

1. Responsible Party:

- 1.1. Higher Education Research Committee (HERC)
- 1.2. Office of Research, Innovation & Commercialization (ORIC)

2. Purpose

- 2.1 Consultancy offers faculty a valuable opportunity for ongoing education and gaining relevant experience in their professional fields beyond the university settings.
- 2.2 Through consultancy and other relationships with industry, business, not-for-profit organizations, government and others outside the University, its faculty members can transfer knowledge from University to the public good and can meet the individual's and the institution's obligation of public service.
- 2.3 Consultancy activities can bring fresh insights into BU classrooms.
- 2.4 The University benefits in its ongoing relationships with the local, regional, national, and international communities it seeks to serve.

3. Policy Statement:

- 3.1 This policy encourages FMs to engage in consultancy work for external agencies, with compensation, aiming to facilitate the transfer of knowledge acquired through university research for societal advancement as long as these commitments do not interfere with the performance of regular University duties and the procedures and other requirements of this policy are followed.

4. Definition of Consultancy

- 4.1 Consultancy under this policy shall be construed in the broad sense as professional activities to outside organizations the faculty members get engaged in within the area of their expertise for compensation such as, but not necessarily limited to advising, performing analysis, testing or assaying, system formulation and documentation, or similar work performed in addition to the faculty members' responsibilities as full-time BU employee.
- 4.2 However, outside activities or titles that constitute or imply managerial or supervisory responsibility are not allowable as consultancy relations. Faculty must avoid titles that include terms such as executive, officer, director, manager, or chief as they imply or indicate management responsibilities and create real or perceived conflicts of commitment.

5. Exclusion from Consultancy Definition

The following outside professional activities shall not count as outside consultancy commitments defined under this policy though an honorarium or equivalent is forthcoming.

- Scholarly communications in the form of books, movies, television production, art works, etc.
- Service to national commissions, governmental agencies and boards, granting agency peer review panels, philanthropic organizations or charities, professional societies, visiting committees or advisory groups to other universities etc. Such outside services

and activities are covered under the BU Faculty Participation in Academic and Professional Organizations Policy.

- Giving occasional lectures and speeches, participation in colloquia, symposia, site visits, study sections, and similar gatherings sponsored by governmental agencies, non-profit higher education institutions or non-profit entities organized solely for educational religious, philanthropic, or research purposes
- Peer review of articles of articles and grant proposals
- Editorial services for educational or professional organizations

6. Consultancy Streams

Faculty Led Consultancy Stream		BU Led Consultancy Stream	
a. Consultancy Acquisition and Utilization of BU Specialized Resources			
The Faculty Member shall have to acquire consultancy endeavors from the industry through his own peer network/competitive process. However, FM shall not be eligible to utilize specialized material and non-material resources from BU for successfully undertaking the consultancy endeavor.		BU will arrange consultancy endeavor(s) for the faculty members through its own peer network OR FM acquires consultancy endeavors from the industry through his own peer network/competitive process whilst requiring specialized material and non-material resources from BU.	
b. Financial Distribution			
Income from consultancy services shall be shared between the faculty member undertaking consultancy and the BU in the ratio of 90:10 respectively.		Income from consultancy services shall be shared between the faculty member undertaking consultancy and the BU in the ratio of 60:40 respectively.	
c. Nature of Consultancy Agreement			
- Consulting agreements between faculty member and outside entities shall be of personal nature to which the BU shall not be a party. - Neither the faculty member nor the company for which he/she consults may use the BU name, logo and letterhead in connection with the consultancy services, except that the faculty member shall use the BU name in identifying in his/her title. - The faculty member may also not speak, act, or make representation on behalf of the BU during the course of consultancy process, nor may he or she express University endorsement in relation to the outside activity.			
d. Time Allocation			
The workload of faculty members performing consultancy of different magnitude shall be reduced as follows:			
Consultancy Amount (Rs.) per Six Months		Number of Hours Reduced	No. of Courses Reduced
0.5 Million to 0.75 Million		8 Hours per week	Nil
> 0.75 Million to 1.00 Million		12 Hours per week	Nil
> 1.00 Million		16 Hours per week	One

- The incentive of reduction of number of hours to be spent at campus and course load reduction can only be availed in one semester (on the discretion of the FM/Researcher) throughout the entire duration of the consultancy project.
- Safeguards against use of BU facilities and work-force shall be instituted on case-to-case basis to ensure that the performance of BU duties and its scholarly mission are not compromised.

e. Approving Authority

- The cases of consultancy shall be sent to Dte of RIC, BUHO from Director (Admin)/Director Campus/Director CU (where applicable) for the approval of the any consultancy undertaken with the industry, course Load waiver and relaxation in working hours by the Honorable Rector.
- The cases of consultancy be forwarded by the Campuses/CUs on priority in a minimal time to BUHO.
- Director CU shall have to submit quarterly report in this regard to ORIC – BUHO.

f. In case External Resource Person is Hired by BU

- In case external resource person is hired for any **Consultancy Endeavor(s)**, the payment of honorarium or profit-sharing mechanism will be decided on case-to-case basis by the Honorable Rector.

7. Conflict of Interest and Responsibility of Faculty Members

- 7.1** Faculty members must acknowledge that outside professional consultancy is a privilege and not a right, it shall not be undertaken if such consultancy interferes with the discharge of a faculty member's duties and responsibilities to the BU.
- 7.2** Since it is not possible to provide specific rules covering all possible situations of conflict of interest, in general, personal responsibility, integrity, and high ethical standards on part of the faculty members shall be the principal guides in avoiding conflicts of interest and commitment.
- 7.3** The faculty members must accept the responsibility to adhere to the consultancy time limit and arrange their work in such a way that the consultancy commitments do not compromise their substantive BU responsibilities. For instance, the faculty members must make sure that no class rescheduling takes place owing to consultancy time off from the campus.
- 7.4** Essential to the effectiveness of this procedure shall be the complete disclosure of outside consultancy activities. So, it shall be obligation of faculty members to keep their department heads continually informed inadequate detail as to all outside consultancy activities.

8. Policy Violation/Sanctions

- 8.1** Violations of this policy include, but are not limited to:
- Failing to get prior approval for the consultancy endeavors from the Competent Authority
 - Filing an incomplete, erroneous, or misleading documents for acquiring approval
 - Failing to provide additional information as required by the approving authority
 - Indulging in conflict of interest in various forms and shapes

- Non-compliance with any of the restrictions outlined in this policy

8.2 Violations of this policy may result in denial of approval for consultancy activities and also may be the basis for conducting employee disciplinary action by BU.

9. Approval Procedure

9.1 Head of Department shall review Consultancy Approval Form in consultation with the Principal/director admin/ campus to ensure that:

9.1.1 The proposed consultancy activity falls within the definition of consultancy

9.1.2 Does not involve participation in day-to-day operations within a commercial enterprise, or assumption of a key, continuing role in managerial or technical efforts of a commercial enterprise.

9.1.3 The consultancy relationship is not likely to interfere with the faculty member's primary BU obligations, nor is it likely to undermine the morale or academic integrity of the University.

9.2 The faculty member shall submit draft consultancy agreement to the Head of Department who shall examine the draft agreement in consultation with the Principal and the Director Admin/Academics of Campus for its compliance with the provisions of this policy and shall process the same through Principal/Director Admin/Campus to ORIC for the approval of the Rector. However, if at any stage during the review of the Consultancy Approval Form or draft consultancy agreement, it is determined that the proposed activity is incompatible with this policy, the faculty member shall be informed of that decision. In such case, the faculty member shall not proceed with the proposed activity.

10. Maintenance of Record, Monitoring and Reporting

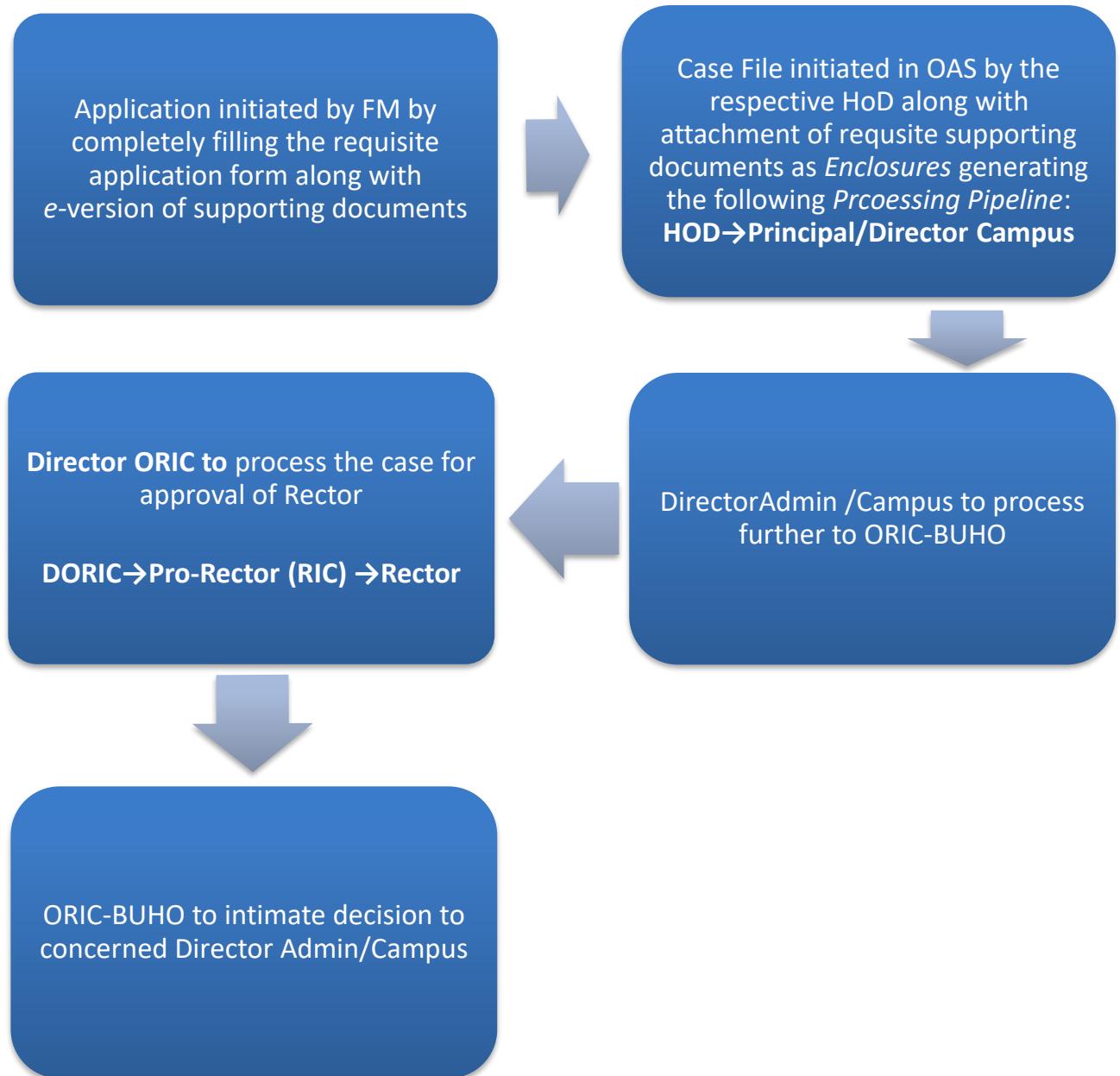
10.1 The Head of Department shall maintain record of completed Consultancy Approval forms and consultancy agreements of all faculty members engaged in outside consultancy. A copy of these documents shall also be submitted to ORIC through the Head of Campus.

10.2 The Head of Department shall maintain record of the time and effort spent by the faculty members in providing the consultancy services, and the number of junior faculty members and students engaged for this purpose.

10.3 The Head of Department shall maintain a special overview of outside consultancy, monitor the extent of such interactions and assess their impact on the primary functions of the BU – teaching, research, and service to ensure that this overload activity promotes BU social agenda and does not interfere with the faculty member's substantive duties.

10.4 The Head of Department shall also send a copy of consultancy agreement to the BU Campus accounts office for maintaining an account of BU share of consultancy income.

11. Application Filing Procedure in OAS:



BUORIC-P16 – Consultancy Policy for Business Incubation Centre

Policy Number: BUORIC-P16
Policy Title: Consultancy Policy for Business Incubation Centre
Approval Authority: Honorable Rector
Status: ACTIVE

1. Responsible Party:

Director Academics/Campus
Director LPDC-BUHO

2. Purpose

This policy will serve as a benchmark for hiring and evaluation of Faculty consultants/Mentors, who will administer, oversee, assist, and provide guidance to/for Startups, Incubated and Accelerating at Business Incubation Center (BIC) and Business Accelerator Program (BAC) at Bahria University.

3. Policy Statement:

The Office of Research, Innovation and Commercialization (ORIC) will invite consultants from faculty and industry with competence in specialized areas to assist and develop successful business ventures of the startups incubated at Business Incubation Centre and Business Accelerator programs of Bahria University

4. Definitions

4.1 BIC/BAC Consultant: An individual with expertise or knowledge concerning a specific Topic/Area of work as desired by Startups incubated or accelerating, where their respective set of skills and knowledge base may resolve issues that require expertise beyond or in addition to that available at BIC/BAC for successful deliverance and Commercialization of the Startups.

4.2 Startup: A startup company (startup or start-up) is an entrepreneurial venture which is typically a newly emerged, fast-growing business that aims to meet a marketplace need by developing a viable business model around an innovative product, service, process or a platform.

4.3 Startup Funding: is the action of making an investment in an early-stage company (the startup company). Beyond founders' own contributions, some startups raise additional investment at some or several stages of their growth.

4.4 Commercialization: is the process by which a new product or service is introduced into the general market. The process of commercialization is broken into phases, from the initial introduction of the product through its mass production and adoption.

5. Policy & Procedure

5.1 A comprehensive need-based analysis will be performed by the Manager Business Incubation Centre in close consultation with all the Startups incubated in their respective BIC/BAP to ascertain the requirement of specialized fields in which trainings are required.

5.2 A pool of resource persons/consultants from industry and academicians will be identified by Manager BIC through Expression of Interest issued through Campus News Channel, social media, Electronic Mail and Short Messaging Service.

5.3 Manager BIC will submit the list of pool of interested consultants along with their detailed Resumes to the Office of Research, Innovation and Commercialization (ORIC) for further processing.

5.4 Director ORIC in consultation with Director LPDC will shortlist the names of consultants based on the following parameters from the Pool of consultants provided by Manager BIC:

- Education in the Required Specialized Field
- National/International Trainings Acquired
- Industry/Entrepreneurial Experience
- Consultancy History Provided to the Industry/Start-ups

6. Approval Procedure

6.1 Director Academics/Campus in consultation with Director LPDC will solicit approval of the concerned DG on file for the following:

- Shortlisted pool of consultants
- Honorarium Rate for the Shortlisted Consultants proposed on the basis of criteria mentioned in 5.4.
- Tentative Dates and Duration of Consultancy to be provided by each Consultant

6.2 Once the approval is accorded by the DG campus, trainings cycle will be conducted by Manager BIC keeping in loop Director Academics and Director LPDC. All the administrative approvals will be accorded by Director Academics and Director LPDC mutually.

BUORIC-P17 – Policy on Establishment of Faculty Led Startups/ Research Spinoffs

Policy Number:	BUORIC-P17
Policy Title:	Policy on Establishment of Faculty Led Startups/ Research Spinoffs
Approval Authority:	Higher Education Research Committee (HERC)
Status:	ACTIVE

1. Introduction

- 1.1. This policy aims to encourage and support FMs of BU to engage in entrepreneurial activities, establish startups, and promote innovation and commercialization of their research.
- 1.2. The Entrepreneurial Faculty at BU, for the purpose of this policy, is defined as:
 - 1.2.1. Founding member of a start-up
 - 1.2.2. Member of the governing board of start-up
 - 1.2.3. Holding equity in a startup

2. Scope

- 2.1. The policy covers the grant of permission to full-time BU Faculty Members/Research Track Faculty (RTF) Members to participate as “Entrepreneurial Faculty”, defined in Clause-1.2 with an aim to encourage FMs for initiating /actively participating in setting up startups.
- 2.2. The policy defines the objectives, eligibility criteria, evaluation criteria, procedure for submission of applications and periodic reporting mechanism of the start-ups.

3. Objectives

- 3.1. To encourage FMs to commercialize their research.
- 3.2. To encourage involvement of FMs in industrial collaborative activities to better incorporate the state of art in their university courses.
- 3.3. To support BU in meeting commercialization requirements set by HEC.
- 3.4. To attract and retain high quality FMs by providing an opportunity for commercialization of their research.

4. Eligibility Criteria for a Start-Up

- 4.1. Faculty Member must be a “Full-Time FM” at any of the campuses of BU with more than 1 year of experience at BU **OR** Research Track Faculty (RTF) hired by BU without any minimum experience.
- 4.2. The start-up must be based on some research work as part of an internal or externally funded project, student final year project, or student research thesis or any other research/innovation work carried out at BU.

5. Application Procedure

- 5.1. Application shall be submitted on the prescribed application form with all the required information.
- 5.2. Applications may be submitted at any time.
- 5.3. A brief business plan along with the following information shall be provided using the provided form.
 - 5.3.1. Domain of the start-up
 - 5.3.2. Research outputs /technologies/products that the start-up aims to commercialize.
 - 5.3.3. List of BUFMs and staff involved in the start-up.

5.4. Applications must be submitted through the respective Manager BICs.

6. Procedure for Evaluating the Application

6.1. Manager BIC(s) in close coordination with Director ORIC will arrange a pitching session to ascertain the potential for commercialization of the conceived business idea.

6.2. The pitching session will be attended by the following committee.

6.2.1. Director ORIC

6.2.2. Manager – BIC

6.2.3. Representative of Industry/ Chamber of Commerce

6.2.4. HOD's from the respective department

6.2.5. BU Alumni Entrepreneur

6.2.6. Representative of BSTS

6.3. Upon the recommendation by the committee the application of establishment of faculty startup/spinoff will be processed by Manager BIC of respective campus to Director ORIC at BUHO for soliciting the approval of Pro-Rector RIC.

7. Financial Distribution Model

7.1. BU asserts legal and beneficial ownership rights over all Intellectual Property developed because of support either directly from or channeled through BU. In such case(s), the faculty led startup will enter into a legal agreement with Bahria Science and Technology Solutions (BSTS) Pvt. Ltd.

7.2. After deducting any cost incurred, the Faculty Led Startup shall distribute all commercial benefits as follows:

a. BU's Share via BSTS: 20 %

b. Startup/Research Spinoff Share: 80 %

7.3. IPRs generated by the startups will have distribution of ownership share as mentioned in clause 7.2.

8. Mandatory Yearly Assessment of the Start-Up

8.1. Approximate business/funds being generated by the start-up.

8.2. Number of employments created by the start-up.

8.3. Summary of industry partnerships generated by the start-up.

8.4. Patents held by BU are being commercialized by the start-up.

8.5. Any new patents registered by the start-up.

8.6. Marketing material/evidence of commercialization activities by the start-up

9. Other Terms and Conditions

9.1. The faculty members during their incubation period shall comply with all the Policies/Rules/Regulations of BIC along with other instructions communicated from time to time by the BIC management.

9.2. The approval for a start-up does not imply any kind of financial or legal liability of BU.

9.3. The applicant shall be responsible for ensuring that the start-up does not engage in any activity that may bring disrepute to BU.

9.4. BU will not provide any financial support for the established start-up as part of this approval.

9.5. The start-up must notify respective Manager BIC and Dte. of ORIC-BUHO in case it employs (or in any form provides honorarium/ stipend/ or pays compensation to) any BU staff or FMs.

- 9.6.** No workload exemption shall be provided to the applicant for creating /managing the start- up.
- 9.7.** BUFMs/RTFs are expected to complete all their academic/administrative obligations and responsibilities assigned to them by BU.
- 9.8.** The start-up may not engage BU students in a manner that creates conflict of interest (for example, by utilizing work completed by students as part of their courses).
- 9.9.** BU has the right to advertise the start-up and its product descriptions and marketing materials, and other disclosed information (such as number of jobs created) for promotional activities, and for meeting documenting requirements of HEC, ranking/accreditation bodies, etc.

SECTION – 5

ALLIED POLICIES

The management of Bahria University has devised multiple policies for the promotion of research, innovation and commercialization at BU. The policies are approved after detailed deliberations at various statutory forum of the university and keeping on board all the stakeholders.

BUORIC-P18 – Policy on Hiring of Research Track Faculty at BU

Policy Number: BUORIC-P18

Policy Title: Policy on Hiring of Research Track Faculty at BU

Approval Authority: Higher Education Research Committee (HERC)

Status: ACTIVE

1. Responsible Party:

1.1 Dte. of Research, Innovation & Commercialization (RIC)

1.2 All Deans/Principals

1.3 Dte. of Human Resource-BUHO

2. Purpose:

2.1 The policy on Research Track Faculty (RTF) in BU outlines the guidelines and procedures for recruitment, appointment, and evaluation of faculty members on Research Track.

2.2 This policy aims to attract and retain highly qualified researchers who contribute to the following shortlisted priority areas of research.

2.2.1 Information Technology & Telecommunications

2.2.2 Climate Change and Environment

2.2.3 Productivity improvement in Aquaculture

2.2.4 Biotechnology/Bioengineering

2.2.5 Economic Stability, Growth & Development

2.2.6 Innovation Governance & Reforms **2.2.7** Cyber Security and Artificial Intelligence

3. RTF Position Description:

3.1 The RTF position is designed for individuals who have primary focus on conducting high-quality research and contributing to the advancement of knowledge in their field. RTF shall be fostering research excellence, supporting BU's research objectives, and enhancing its research profile.

3.2 RTF position is purely a contractual position which will be offered initially for a period of TWO Years. Afterwards the contract will be renewed every year based on the satisfactory performance of the individual. The performance will be evaluated by a Special Evaluation Board based on the evaluation criteria mentioned in Clause-7 of this policy.

4. Roles and Responsibilities of RTF:

RTF will strive to achieve Excellence in Research, Innovation and Commercialization in their respective domain by fulfilling the following roles and responsibilities while their tenure of appointment at BU:

4.1 Research Excellence:

4.1.1 Conduct original research in the designated field of expertise.

4.1.2 Generate novelty in terms of knowledge, theories, and methodologies through rigorous research activities.

4.1.3 Publish research findings in ISI-Indexed journals with high impact factor.

4.2 Funding Acquisition and Commercialization:

4.2.1 Seek external research funding and grants to support research projects.

4.2.2 Submit at least two research proposals biannually for funding to different funding agencies.

4.2.3 Commercialize the research outcomes through establishment of Faculty-Led Startups or direct technology transfer to industry.

4.3 Collaboration and Interdisciplinary Research:

4.3.1 Collaborate with colleagues, both within BU and externally, to initiate interdisciplinary research projects.

4.3.2 Foster collaborations with industry partners, government agencies, and other research institutions.

4.3.3 Contribute to interdisciplinary research initiatives and engage in joint research activities.

4.4 Research Leadership:

4.4.1 Demonstrate leadership in the research field through active participation in research networks and professional organizations.

4.4.2 Supervise and mentor junior researchers and other faculty members, fostering a research-intensive environment.

4.4.3 Play active role in PhD Supervisory Committees of PhD scholars.

4.5 Professional Development:

4.5.1 Stay abreast of the latest developments and advancements in the field through continuous learning and professional development.

4.5.2 Stay updated on research methodologies, emerging technologies, and research ethics.

4.5.3 Helps in professional development of BUFMs through organization of at least 2x training workshops every semester in relevant area of expertise.

4.6 BU and School Level Engagement:

4.6.1 Contribute to the academic department and programs by actively participating in research meetings, seminars, and forums.

4.6.2 Contribute to BU's research culture and strategic initiatives as defined in BU Strategic Management Plan.

4.6.3 Formulate and lead research groups in their respective domains.

4.6.4 Establish Research Labs and subsequently transforming into Centers of Excellence in the light of approved BU policies.

5. Recruitment and Selection Process:

5.1 Initially TWO posts of Assistant Professors each will be sanctioned at IC and KC for pilot testing the subject policy.

5.2 After completion of two years, a review meeting under the Chairmanship of Pro-Rector (RIC) will be held to ascertain the benefits acquired by BU vis a vis the goals of this policy.

5.3 Dte. of RIC will forward the Priority Area shortlisted by Pro-Rector (RIC) to the Dte. of HR-BUHO in which RTF shall be hired for IC and KC respectively.

5.4 Dte. of RIC/Concerned CU shall develop a comprehensive job advertisement highlighting the RTF position's requirements, responsibilities, and the faculty's research objectives in close consultation with Dte. of HR for advertisement.

5.5 Upon selection by the Standing Selection Board (in line with Article 2.3 Selection of Regular Faculty and Article 2.8 Holding of Selection Board of HR Manual, which should also include Pro-Rector (RIC) /Director ORIC. The letter of appointment from HR shall clearly mentioning the following:

5.5.1 Outline the terms and conditions of employment, including salary, benefits, workload, and any research-related resources or support.

5.5.2 Define the process for contract renewal or extension, performance evaluations, and opportunities for career progression.

5.6 Current BUFMs and BU officials working at schools/research centers are also eligible to apply for RTF positions if they fulfill the required qualifications and criteria mentioned in Clause 6 of this policy.

5.7 In case if current BUFMs/Officials are selected on RTF position, he/she will be redesignated as RTF and will be governed under this policy.

6. Required Qualifications, Criteria and Ranks:

RTF will be hired on the following ranks based on the mentioned qualification and expertise.

6.1 Research Assistant Professor/Sr. Research Assistant Professor

6.1.1 Hold a terminal degree (PhD).

6.1.2 Publications at the time of induction as per BU Policy.

6.1.3 At least 3 years of experience either industry or academia (or blend of both) with PhD.

6.1.4 Acquired/executed research projects worth of **Rs. 3 million** in the last **5 years** as PI.

6.1.5 Demonstrated competency in scientific discipline and commitment to collaborative and/or independent research.

6.2 Research Associate Professor/Sr. Research Associate Professor

6.2.1 Hold a terminal degree (PhD).

6.2.2 Publications at the time of induction as per BU Policy.

6.2.3 10-years teaching / research experience in a recognized Institution/ College/University or 10-years professional experience in the relevant field in a National or International Organization. **OR** 5-years post PhD teaching/research experience in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization.

6.2.4 Acquired/executed research projects worth of **Rs. 5 million** in the last **5 years** as PI.

6.2.5 Additional accomplishments and activities that are not required but warrant consideration:

- a.** National/International Awards
- b.** Service on national level peer-review groups
- c.** Patents and licenses
- d.** Web site/software development
- e.** Professional Trainings conducted.

6.2.6 The candidate should demonstrate the extent to which their activities contribute to achieving research excellence within BU RIC ecosystem.

6.3 Research Professor/Sr. Research Professor

6.3.1 Hold a terminal degree (PhD).

6.3.2 Publications at the time of induction as per BU Policy.

6.3.3 15-Years teaching/ research experience in a recognized Institution/College/ University or 15-years professional experience in the relevant field in a National or International organization. **OR** 10-years post-PhD teaching/research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.

6.3.4 Acquired/executed research projects worth of **Rs. 10 million** in the last **5 years** as PI.

6.3.5 History of outstanding collaborative and/or independent scientific investigation, with CV showing following evidence of continued productivity and excellence

6.3.6 Additional accomplishments and activities that are not required but warrant consideration:

- a.** National/International Awards
- b.** Service on national level peer-review groups
- c.** Patents and licenses
- d.** Web site/software development
- e.** Professional Trainings conducted.

6.4 Salary Structure for RTF Positions

6.4.1 The salaries for Research Assistant Professor/Sr. Research Assistant Professor, Research Associate Professor/Sr. Research Associate Professor, and Research Professor/Sr. Research Professor will be paid according to the prevailing HR-BU pay structure applicable to Faculty Members of BU.

6.4.2 In addition to above **clause 6.4.1**, a research allowance of **Rs. 100,000/-** will be provided to individuals appointed to the positions of Research Assistant Professor/Sr. Research Assistant Professor, Research Associate Professor/Sr. Research Associate Professor, and Research Professor/Sr. Research Professor.

7. Review and Evaluation:

7.1 It is important to establish clear evaluation criteria and performance benchmarks aligned with the BU's research objectives and priorities. The evaluation process will be transparent, fair, and will be conducted at least Two Months before the expiry of offered contract to RTF by the Dte. of HR-BUHO.

7.2 The following are Key Performance Indicators which will be the basis of evaluation for RTF at BU during the tenure of his/her appointment at BU:

7.2.1 Publication Record:

Evaluate the quantity and quality of research publications published (considering the Impact factor of the journals and the significance of the research findings) during the tenure of appointment at BU.

7.2.2 Research Grants/ Funding:

Assess the faculty member's success in securing research grants and external funding to support their research activities while considering the amount and significance of the grants obtained and their alignment with the BU's research priorities.

7.2.3 Research Projects/Consultancy:

Review Involvement of the faculty member in research projects/consultancy endeavors, both as a principal investigator or as a collaborator keeping in view the scope, scale, and outcomes of the projects.

7.2.4 Filling of IPRs Commercialization of Research through Innovation:

Assess the relevance of research in terms of filling Intellectual Property Rights (IPRs) along with any commercialization venture to commercialize the research outcomes undertaken by the faculty.

7.2.5 Citations and H-Index:

Assess the citation metrics and the h-index of the faculty member's publications as indicators of their research impact and influence in the field.

7.2.6 External Recognition:

Consider any awards, honors, or fellowships received by the faculty member for their research contributions. Evaluate the significance and prestige of these recognitions.

7.2.7 Interdisciplinary Collaboration:

Evaluate the faculty member's engagement in interdisciplinary research collaborations and partnerships within and outside BU and assess the extent and impact of these collaborations on the advancement of knowledge and research outcomes.

7.2.8 External Engagement:

Consider the faculty member's involvement in research networks, professional associations, and collaborations with industry, government agencies, or community organizations. Assess the impact of these engagements on knowledge exchange and research relevance.

8. Evaluation Process:

- 8.1** The performance of RTF will be continuously evaluated and assessed in his/her PER in accordance with the KPIs highlighted at clause-7 above.
- 8.2** The decision of extension of RTF shall be taken on the basis of performance evaluation mentioned at clause 8.1.

9. Promotion Criteria:

9.1 Promotion to the next cadre of RTF faculty will be made, as follows:

Cadre	Experience at BU on current Position	Publications Requirement	IPRs	Research Funding Acquired in last two years
Research Assistant Professor to Sr. Research Assistant Professor	i. For candidates hired externally, a minimum of three years of experience at BU is required for next promotion. ii. For candidates hired from within BU (existing faculty/researchers), at least three years experience since their last promotion.	As per BU Promotion Criteria	Patents Filed relevant to respective domain in each year: 02	Funded Projects (as PI)/ Foreign Funded Projects (as PI/CoPI)/Consultancy Projects as PI / Any other Research Grant for Research Facilities worth of Rs. 4 Million in last two Years.
Sr. Research Assistant Professor to Research Associate Professor	i. For candidates hired externally, a minimum of two years of experience at BU is required for next promotion. ii. For candidates hired from within BU (existing faculty/researchers), at least two years experience since their last promotion.	As per BU Promotion Criteria	Patents Filed relevant to respective domain in each year: 03	Funded Projects (as PI)/ Foreign Funded Projects (as PI/CoPI)/Consultancy Projects as PI / Any other Research Grant for Research Facilities worth of Rs. 4.5 Million in last two Years.

Research Associate Professor to Sr. Research Associate Professor	i. For candidates hired externally, a minimum of two years of experience at BU is required for next promotion. ii. For candidates hired from within BU (existing	As per BU Promotion Criteria	Patents Filed relevant to respective domain in	Funded Projects (as PI)/ Foreign Funded Projects (as PI/CoPI)/Consultancy Projects as PI / Any other Research Grant for Research
	faculty/researchers), at least two years experience since their last promotion.		each year: 04	Facilities worth of Rs. 5 Million in last two Years.
Sr. Research Associate Professor to Research Professor	i. For candidates hired externally, a minimum of two years of experience at BU is required for next promotion. ii. For candidates hired from within BU (existing faculty/researchers), at least two years experience since their last promotion.	As per BU Promotion Criteria	Patents Filed relevant to respective domain in each year: 05	Funded Projects (as PI)/ Foreign Funded Projects (as PI/CoPI)/Consultancy Projects as PI / Any other Research Grant for Research Facilities worth of Rs. 5.5 Million in last two Years.

Research Professor to Sr. Research Professor	i. For candidates hired externally, a minimum of two years of experience at BU is required for next promotion. ii. For candidates hired from within BU (existing faculty/researchers), at least two years experience since their last promotion.	As per BU Promotion Criteria	Patents Filed relevant to respective domain in each year: 06	Funded Projects (as PI)/ Foreign Funded Projects (as PI/CoPI)/Consultancy Projects as PI / Any other Research Grant for Research Facilities worth of Rs. 6 Million in last two Years.
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10. At least one course to be taught as mandatory requirement for each position in his/her domain during appointment on RTF.

BUORIC-P19 – Policy for Short Term Research Visit

Policy Number:	BUORIC-P19
Policy Title:	Short Term Research Visit
Approval Authority:	Higher Education Research Committee (HERC)
Status:	ACTIVE

1. Responsible Party:

Deans of respective Faculties

2. Purpose

Short term research visits are quite common in the international research community. It is an opportunity for active researchers to polish their research skills and expand their networking circle. Furthermore, it helps to establish and maintain the collaboration between local and foreign universities.

3. Scope:

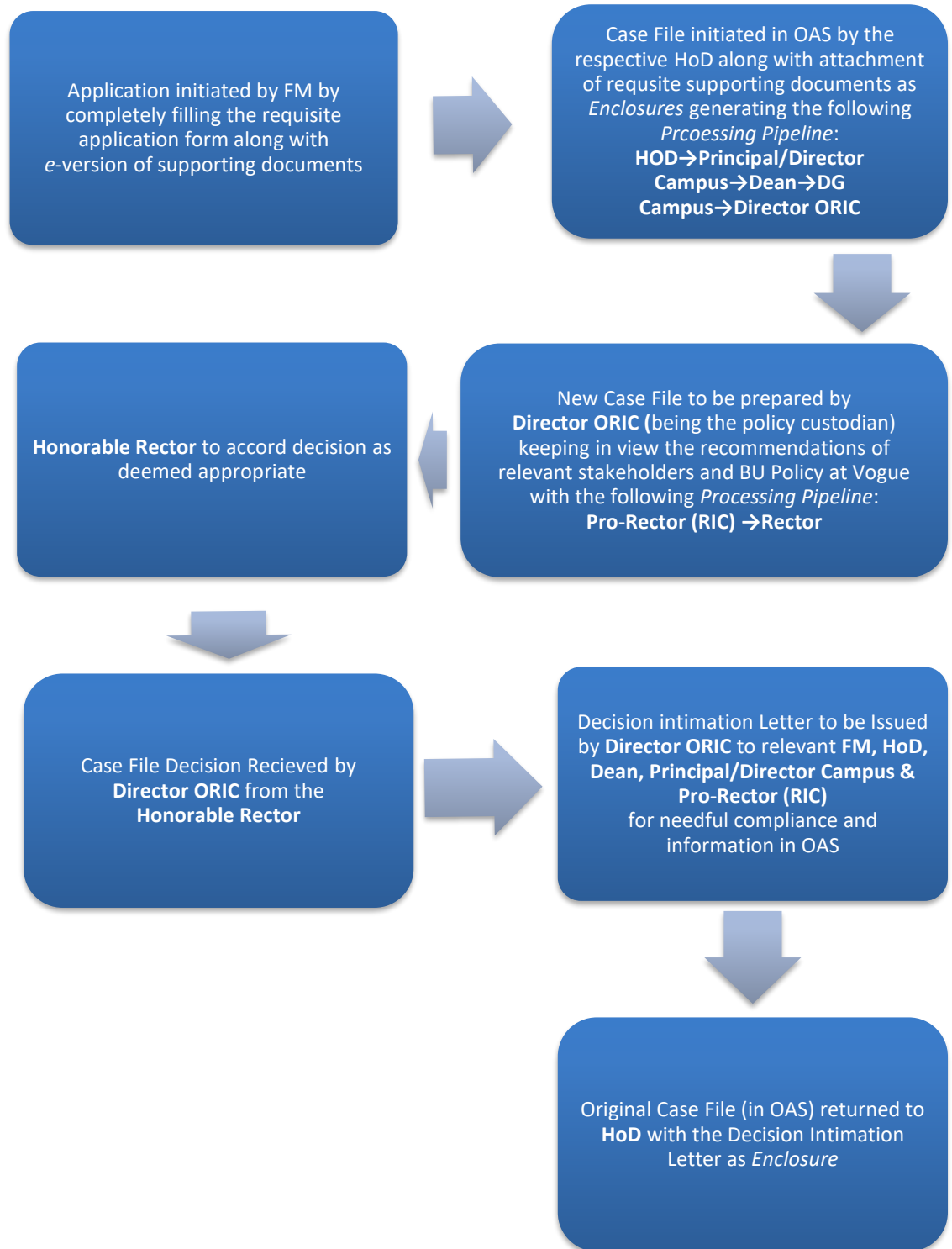
All BU researchers and FM's are eligible to apply for this policy.

4. Policy Statement:

Bahria University is committed to acquire excellence in research, therefore, the following Policy is implemented to promote "*short term research*" visits to foreign research labs.

- 4.1 The research visit should be during the semester breaks (i.e., summer or winter).
- 4.2 The FM who has an international short-term research offer should manage to acquire a formal "Invitation Letter" from the host research lab.
- 4.3 The travel and living expenses are borne by the host institute/ researcher. The FM would be considered on duty and BU keeps on paying the regular monthly pay during the researcher' stay abroad.
- 4.4 Based on the invitation letter, the FM will apply for approval through his department with following supportive documents on the prescribed application form:
 - 4.4.1 Updated CV clearly specifying research publications and relevant experience
 - 4.4.2 Formal Invitation Letter from host research institute/lab
 - 4.4.3 Research Plan during the tenure of research visit
- 4.5 During the research visit, the FM is to ensure the prompt response to all emails for smooth operation of its parent department.
- 4.6 The FM must take care of the norms and culture of the country where he/she is going in order to create soft image of the Bahria University.
- 4.7 The FM is bound to take care of all moral and ethical values during his visit.
- 4.8 The FM will submit a detail report about his/her research activities during his stay at foreign research lab within 02 weeks after joining BU.

5. Application Filing Procedure in OAS:



BUORIC-P20 – External Linkages Policy

Policy Number:	BUORIC-P20
Policy Title:	External Linkages Policy
Approval Authority:	Higher Education Research Committee (HERC)
Status:	ACTIVE

1. Responsible Party:

- 1.1 Office of Research, Innovation & Commercialization
- 1.2 International Office

2. Introduction:

- 2.1 Universities are considered as hub of new knowledge and innovative technology which is to be ultimately used for the welfare of the society. The dream of a standard and demand driven education can only be materialized if the academics and research pursuits of universities are in line with what is actually required in the existing industries.
- 2.2 In order to see the big picture and to be part of total change in the economy, external linkages are very much important so as to standardize and globalize the brands of education and its attributes across various sectors in the economy.
- 2.3 The aim is to maximize the impact of our excellence in education and research by engaging effectively with business/ industry/universities in a way that benefits staff, students, faculty, and alumni.
- 2.4 In view of the strategic plan of Bahria University, the external linkages would cater for both national and international level partnerships. The objectives set under each one of them are as follow:

3. International Linkages:

- 3.1 **Objective 1:** Develop agreements and linkages with institutions of higher learning internationally, as well as with the global education networks, for exchange of knowledge, resources and skills that endure academic excellence through high quality education.
- 3.2 **Objective 2:** Internationalizing the curriculum, pedagogy and extra-curriculum activities of the University.
- 3.3 **Objective 3:** To increase the number of indigenous students who gain international experiences & exposure.
- 3.4 **Objective 4:** To develop strategies to enable the University recruit international students into its undergraduate and postgraduate programs.
- 3.5 **Objective 5:** Attracting international faculty to engage in teaching and research activities at the University.

In order to achieve above stated objectives, following actions are to be taken by all the Constituent Units of the University:

- 3.1 **Objective 1:** Develop agreements and linkages with institutions of higher learning internationally, as well as with the global education networks, for exchange of knowledge, resources and skills that endure academic excellence through high quality education.
 - i. Regularly attend conferences of high calibre that enable networking opportunities for the senior management and faculty.

- ii. Look for opportunities to invite international academic community to Bahria University to enable them to interact with the senior management and relevant departments of the University.
- iii. Arrange and organize visits of senior management and academics to foreign countries to seek potential partnerships with Universities of good calibre possessing prospects of a mutually beneficial partnership.
- iv. Involve technical and foreign qualified faculty of different departments to build and strengthen quality linkages with international universities.

3.2 Objective 2: Internationalizing the curriculum, pedagogy and extra-curriculum activities of the University.

- i. Put continuous efforts to obtain international accreditation of the University programmes.
- ii. Organize training/workshops for the faculty pertaining to innovative pedagogies being followed internationally to become compatible with international standards.
- iii. Arrange learning visits for the academic staff and administration to international universities for learning international best practices.
- iv. Facilitate faculty members with obtaining fellowships at partner international institutes.

3.3 Objective 3: To increase the number of indigenous students who gain international experiences & exposure.

- i. Initiate regular student mobility programmes such as international study trips, conferences, summer school for Bahria University students to help them gain international exposure.
- ii. Coordinate and manage international student exchange programme for a semester with International partner Universities with the possibility of credit transfer after return.
- iii. Regularly arrange guest lectures by international faculty of partner Universities. The mode of video conferencing to be used to facilitate this process.
- iv. Students group shall be formed with partner institutes, where possible, comprising of international and indigenous students for delivery of guest lecture on unified topics through video conferencing facility.
- v. Arranging credit transfer opportunities to partner educational institutes for Bahria University students in programme of similar nature.
- vi. Establish linkages with international universities for joint/dual or split degree programmes.

3.4 Objective 4: To develop strategies to enable the University recruit international students into its undergraduate and postgraduate programs.

- i. Develop infrastructure to accommodate international students' on-campus.
- ii. Continuously network and share information about Bahria University with foreign embassies in Pakistan of countries where there exists potential of attracting international students.

- iii. Continuously improve the admission process for international students so as to enable them to apply with utmost ease without any administrative delays, while ensuring the academic quality checks.
- iv. Opening off-shore campuses, after thorough feasibility study, in countries where there exists good potential to attract international students.

3.5 Objective 5: Attracting international faculty to engage in teaching and research activities at the University as well as Establish & develop linkages with partner institutes for collaborative research activities.

- i. Each research group in Bahria University shall strive to add international researchers in their group, preferably from a partner university, in the relevant field. The engagement of international researchers can be in form of joint research papers, consultancy and external review of the ongoing research activities.
- ii. Departments shall continuously look for international research projects in collaboration with partner universities that are funded by organizations such as British Council, USEFP, USAIDs and International Global Networks whose memberships are held by the University.
- iii. Look for research grants that can allow faculty from International Universities to engage in relevant academic activities at Bahria University for a short duration on part time or adjunct basis. In addition, own resources, may also be considered for funding such activities
- iv. Each department shall try to regularly organize conferences, seminars and workshops engaging foreign faculty. Mode of video conferencing shall be used to make such events more cost effective for the university, where possible.

4. National Linkages:

4.1 Objective 1: The University shall develop agreements and linkages with institutions of higher learning nationally through high quality education and collaborative research.

4.2 Objective 2: Invite businesses to work with BU, at all our locations and across the full range of our activities, with a coordinated and coherent entry point for both proactive and reactive discussions.

4.3 Objective 3: Build mutually beneficial partnerships with like-minded organizations and improve the effectiveness of our current external engagement activities by involvement of key people from industry in University's statutory bodies and improve the effectiveness of our business development network staff.

4.4 Objective 4: Focus on Technical & Management assistance to accelerate the development of entrepreneurial companies by increasing the operations of Business Incubation Centers at BU Campuses and run short courses pertaining to entrepreneurial process and skills.

4.5 Objective 5: Build mutually beneficial partnerships with like-minded organizations and improve the effectiveness of our current external engagement activities.

In order to achieve above stated objectives, following actions are to be taken by all the Constituent Units of the University:

4.1 Objective 1: The University shall develop agreements and linkages with institutions of higher learning nationally through high quality education and collaborative research.

- i. Faculty members/researchers to conduct research activities collectively.
- ii. Write joint research proposals for acquiring research funding.

- iii. Generate high impact publications
- iv. Develop University-Academia Linkages
- v. Invite faculty members/researchers from other institutions for starting the joint research projects with the faculty/researchers of BU.
- vi. Conduct joint conference, seminars, workshops with other institutions for knowledge enhancement and sharing.
- vii. Arrange and organize visits of senior management and academicians to other education institutions for networking and learning from each other.

4.2 Objective 2: Invite businesses to work with BU, at all our locations and across the full range of our activities, with a coordinated and coherent entry point for both proactive and reactive discussions.

- i. Increase industry research partners
- ii. Increase industry projects
- iii. Organize conferences and symposium involving people from industry focusing on topics pertaining to industrial challenges
- iv. Organize open house to showcase students' projects for industry and to gauge their interest

4.3 Objective 3: Build mutually beneficial partnerships with like-minded organizations and improve the effectiveness of our current external engagement activities by involvement of key people from industry in University's statutory bodies and improve the effectiveness of our business development network staff.

- i. The Corporate Advisory Boards shall be revitalized and minimum of 2 meetings to be held in a semester by each department.
- ii. Ensure presence of Industry representative (s) in the BOG, ACM, FBOS & DBOS meetings.
- iii. Invest in a cadre of well-informed business engagement professionals capable of working across institutional boundaries
- iv. Providing a systemic induction and training programme in business development methods and system.
- v. Develop respective setup of ORIC at campus level.

4.4 Objective 4: Focus on Technical & Management assistance to accelerate the development of entrepreneurial companies by increasing the operations of Business Incubation Centers at BU Campuses and run short courses pertaining to entrepreneurial process and skills.

- i. Increase the capacity of Leadership Development Center (LDC) to run short courses for the people from industry.
- ii. At least 2 short courses shall be organized by each department, each semester.
- iii. Organize short courses of relevance to industry.
- iv. Increasing the operations of Business Incubation Centers at BU Campuses.
- v. The capacity of Business Incubation Centers shall be increased to minimum of 30 incubates at campuses having students more than 5000.

4.5 Objective 5: Build mutually beneficial partnerships with like-minded organizations and improve the effectiveness of our current external engagement activities.

- i. Develop linkages with the industry to facilitate the development of entrepreneurial companies.
- ii. Run short courses pertaining to entrepreneurial process and skills.
- iii. At least 5 short courses shall be organized each year pertaining to entrepreneurial process.

5. Review Mechanism of BU External Linkages:

- 5.1** Principals shall appoint Departmental Focal Persons to identify and oversee the execution of MoUs and initiatives with the industry at the school/departmental level, as outlined in the MoUs.
- 5.2** The activities undertaken by each department be tabled in every Departmental Research Committee Meeting (DRCM) as STANDING AGENDA ITEM and consolidated progress report along with documentary evidence of implementation of MoUs and different industrial initiatives/activities be forwarded to Faculty Research Committee Meeting (FRCM) as STANDING AGENDA ITEM for needful deliberations and information.
- 5.3** The MoUs signed at Campus/CU level be reviewed by Campuses/CUs bi-annually.
- 5.4** The MoUs signed at Head Office level be monitored by BUHO.

6. Custodian of MoUs:

- 6.1** For processing of MoUs at BUHO, the following are main custodians:
 - 6.1.1** MoUs at International Level – International Office.
 - 6.1.2** MoUs at National Level – Dte. of RIC, BUHO.

7. Approval Procedure:

- 7.1** The draft MoU from the concerned department on the standard template shall be forwarded to Dte. of RIC (for National MoUs) and International Office (for International MoUs).
- 7.2** The submission shall be made through the Director Academics/Director CUs/Principals, accompanied by the necessary requirements as specified below:
 - 7.2.1** Recommendation/approval of respective DG Campus.
 - 7.2.2** Required details of Focal Persons & Signatories from BU and Counterparts.
 - 7.2.3** Organizational Profile and relevant details of Counterpart as a separate attachment.
- 7.3** The standard template of draft MoU at **National level** is attached as **Annexure-I**. The suggested template of MoU at **International level** is attached as **Annexure-II** for guidance only (as International Universities usually have their own formats/templates).
- 7.4** Dte. of RIC initiate the case at BUHO on a separate case file and forward the case file to Legal Advisor – BUHO for Legal Vetting.
- 7.5** If any National/International MoU requires approval from HEC/any other Govt. Ministry, the same shall be sent for consultation/approval.
- 7.6** Legally vetted MoUs shall be processed for the approval of the Honorable Rector, as follows:
 - 7.6.1** Academic Nature MoUs through Pro-Rector (Academics).
 - 7.6.2** Research Nature MoUs through Pro-Rector (RIC).
 - 7.6.3** Mixed Nature MOUs may be processed through both Pro-Rector (RIC) and Pro-Rector (Acad).

- 7.6.4** Keeping in view of the contents of MoU, other relevant officials of BU may be added in the processing.
- 7.6.5** The approved MoUs shall be sent to concerned departments/CUs for further signing with the collaborative organization via separate letter by Dte. of RIC.
- 7.6.6** Duly signed copy of the approved MoU shall be forwarded to Dte. of RIC (for National MoUs) and International Office (for International MoUs).
- 7.6.7** In case of expiry of any MoU, the case shall be reinitiated for approval as per the process specified in Para-7 of this policy. The copy of the same be forwarded to Dte. of RIC/IO for future record.



Bahria University
Discovering Knowledge

Insert LOGO of
Collaborative
Organization

MEMORANDUM OF UNDERSTANDING (MOU)

Between

BAHRIA UNIVERSITY _____ CAMPUS (XXXX)

And

**NAME OF COLLABORATIVE ORGANIZATION
CITY NAME**

____ **Month, YYYY**

This Memorandum of Understanding hereinafter referred as “**MoU**” is made between *Bahria University* _____ *Campus* (hereinafter referred as ‘**Campus Abbreviation**’) and **Name of Collaborative Organization** (hereinafter referred as ‘**Organization Abbreviation**’) on ____, Month, YYYY.

Bahria University (BU) is a Federally Chartered Public Sector University. The principal seat of Bahria University is at Islamabad and campuses are at Islamabad, Karachi, and Lahore. Bahria University was established by the Bahria University Ordinance 2000, and since then it has steadily grown into one of the leading higher education institutions in Pakistan. It plays a major role in grooming future leaders who can make a positive difference to the world around them. Bahria University is a comprehensive university having multidisciplinary programs that includes Health Sciences, Engineering Sciences, Computer Sciences, Management Sciences, Social Sciences, Law, Earth and Environmental Sciences, Psychology and Maritime Studies.

AND

Name of Collaborative Organization: (insert brief description of the organization in one or two paragraphs)

PURPOSE:

(insert purpose of both the organization for signing this MoUs in two paragraphs as per the example given below)

Whereas xxxxx and Bahria University have agreed to collaborate and extend/exchange their resources and expertise for the promotion and development of xxxx related to their business operations and the professional development of students of Bahria University.

And

Whereas keeping in view their mutual interests and objectives, the parties to this Memorandum of Understanding have shown their interest to co-operate and co-ordinate on the following inter-institutional efforts to arrive at academic and professional collaboration to enhance industry-academia linkages.

Now henceforth the parties to this memorandum agree to collaborate on the following covenants of this inter-institutional memorandum:

AREAS OF COOPERATION:

1. (insert areas of cooperation/collaboration with proper numbering to each paragraph i.e. 1, 2, 3, ...)

IMPLEMENTATION MECHANISM:**ROLE OF (NAME OF COLLABORATIVE ORGANIZATION):**

2. (insert role of collaborative organization by undertaking this MoU).

ROLE BAHRIA UNIVERSITY ____ CAMPUS:

3. (insert role of Bahria University ____ Campus by undertaking this MoU).

TERM(S) OF MOU:

4. This MoU shall enter into force on the date of signatures. It shall remain valid unless terminated by either party to the MOU **(or any other clause may be inserted)**.

TERMINATION:

5. Either Party may terminate this MoU at any time by giving a notice in writing of three months to the other Party of its intention to terminate this MOU. Termination shall not affect ongoing activities initiated before the termination date. **(or any other clause may be inserted)**.

AMENDMENT OR MODIFICATION:

6. This MoU may be amended or modified at any time through mutual consent of the Parties. The amendment or modification shall be realized through a written instrument signed by both parties to the MOU. **(or any other clause may be inserted)**.

NOTICES:

7. All communication relating to this MoU shall be directed to the signatories of the MoU or their authorized representatives.
8. In the event that a dispute arises between the parties concerning the _____, the same shall be decided amicably through consultations between the _____ (Designation of Head of the Collaborative Organization e.g. CEO, Telenor) and the Director General of BUIC/BUK /BUHS, or their duly authorized representatives. **(or any other clause may be inserted)**.

NATURE:

7. This MoU is not intended to create any legally binding relationship between the Parties and nothing in this MOU shall be construed to create any legal right of either party or any third party. **(or any other clause may be inserted).**

FOCAL PERSONS:

8. For the implementation of this MoU, the Parties agree to designate points of contact for future official correspondence and coordination, as follows:

Bahria University

Name

Designation

Email

Contact #

Name of Collaborative Organization

Name

Designation

Email

Contact #

SIGNATURES:

9. In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

On behalf of Bahria University	On behalf of Name of Collaborative Organization
Name	Name
Designation	Designation
Campus	Name of Collaborative Organization
Dated: _____	Dated: _____

Annexure-II

MEMORANDUM OF UNDERSTANDING

between

Partner University, Country

and

Bahria University, Pakistan

[Partner University Name, Country, Address], and Bahria University, Shangrila Road, Sector E-8, Islamabad, Pakistan, have agreed upon the general terms of the present agreement, in accordance with a mutual desire for cooperation and collaboration aimed at improving, strengthening and promoting relations between the two respective institutions:

Article I

Both universities hereby express their intention to promote cooperation between academic members, students and research groups.

Article II

Within the framework of the fields of common interest, both universities will abide by the following general principles of consideration:

1. Promoting and encouraging the exchange of academic staff and students.
2. Exchanging invitations to scholars and students to participate in academic activities such as exhibitions, lectures, conferences, symposia and workshops.
3. Facilitating exchange of experiences and opinions to mutual benefit.
4. Promoting and encouraging activities of joint research in fields of common interest.
5. Exchanging research and educational data, where possible, to be used for education and training purposes.
6. Establishment of joint degree programs between interested departments of both institutions.
7. Organization of Summer/Winter school programs.
8. Provision of internships to students for experiential knowledge, where possible.
9. Transfer of credits in programmes with compatible roadmap and medium of instruction, where permitted by the regulatory bodies.
10. Any other area of mutual interest.

Article III

The precise nature and specific details of collaboration between the two universities, including topics of common activities and formalities concerning visits, exchanges, and other forms of cooperation, will be defined by additional "Agreements of Cooperation" which will be prepared by authorized official representatives of both universities who wish to collaborate under the framework of this agreement.

Article IV

This MOU is written and signed in English in two copies. The present MOU will come into force as soon as it has been signed by the authorized representatives of the two universities and will remain in force for a five year period from the date of execution and may be renewed for an additional five years upon mutual consent. The MOU may be terminated by the authorized official representative of either institution by written notice. Such notice must be given at least three months before it becomes effective. Such termination shall not affect the completion of any activity underway at the time or the rights of individuals exchanged under this agreement, prior to the notice of termination. This MoU is not intended to create any legally binding relationship between the Parties and nothing in this MOU shall be construed to create any legal right of either Party or any third party.

On behalf of

On behalf of

[Partner University Name]

Bahria University

[Country]

[Name of Signatory]

[Name of Signatory]

Rector

Rector

Date:

Date:

BUORIC-P21 – Policy for Best Faculty Researcher Award

Policy Number: BUORIC-P21
Policy Title: Best Faculty Researcher Award
Approval Authority: Higher Education Research Committee (HERC)
Status: ACTIVE

1. Responsible Party:

Directorate of Quality Assurance

2. Purpose:

The Best Faculty Researcher Award aims to encourage and recognize the research contributions of the outstanding researchers of Bahria University. The incentives in terms of monetary reward and Certificate of Appreciation are envisaged to promote research activities and enhance the quality of research carried out by the faculty members of BU.

3. Scope:

All BU faculty members / researchers can apply for this award as per mentioned eligibility criteria.

4. Policy Statement:

A Cash Award of Rs. 50,000/- along with a Certificate of Appreciation and a Shield will be given to the Best Faculty Researcher. Number of awards are distributed amongst faculties and campuses:

Best Faculty Researcher Award	No. of Awards					
	BUIC-E8	BUIC-H11	BUKC	BULC	BUHSC BUKC	BUHSC BUIC
Faculty of Engineering Sciences	2 (1+1) (A+B)	2 (1+1) (A+B)	2 (1+1) (A+B)	1	-	-
Faculty of Management Sciences	2 (1+1) (A+B)		2 (1+1) (A+B)	1	-	-
Faculty of Humanities and Social Sciences	2 (1+1) (A+B)					
Faculty of Professional Psychology	2 (1+1) (A+B)					
Faculty of Health Sciences					2 (1+1) A+B	2 (1+1) (A+B)

Category - A: Lecturers and Assistant Professors

Category - B: Associate Professors and Professors

5. Procedure and Conditions:

- 5.1. QA Directorate shall launch the call for Best Faculty Researcher award after the end of academic year. (Jan-Dec)
- 5.2. Author's Affiliation mentioned on the Research Endeavors must be under the name of "Bahria University."
- 5.3. The following two categories are included:
 - 5.3.1. One award for Lecturers and Assistant Professors

5.3.2. One award for Associate Professors and Professors

5.4. Concerned HOD is to forward eligible faculty members (for each category) from departments of Faculty to Best Faculty Researcher Award Nomination Committee for further selection.

5.5. Nominations (for each category) from each Faculty shall be shortlisted by the Best Faculty Researcher Award Nomination Committee to Directorate of QA at BUHO. The committee shall consist of:

- | | |
|----------------------|------------------|
| a. Head of CU | President |
| b. Principals | Member |
| c. Manager QA | Member/Secretary |

5.6. Following committee will recommend final faculty names for approval of Best Research Award to Honorable Rector:

- | | |
|----------------------------|------------------|
| a. Pro-Rector (RIC) | President |
| b. Dean ES | Member |
| c. Dean MS | Member |
| d. Dean H&SS | Member |
| e. Director ORIC | Member |
| f. Director QA | Member/Secretary |

5.7. The Best Faculty Researcher Award Nomination Committee of the faculty will recommend top scoring faculty members on prescribed form along with the required documents clearly indicating score of teachers evaluated as per prescribed guideline/criteria and clarifying that the nominee is not involved in any disciplinary or plagiarism case.

5.8. Final nomination form/ Certificate on the last page shall be endorsed by the members of Best Faculty Researcher Award Committee with their official stamps and

5.9. In order to improve quality and classified scoring, following weightage against each parameter is given below:

	Key Research Parameters	Weightage
5.9.1	Journal Publications Impact Factor/W Category 5 marks HEC X Category 3 marks HEC Y Category 2 marks	40%
5.9.2	Patents/Consultancy Services/ Commercialization of Research	20%
5.9.3	Thesis & Project Supervisions	10%
5.9.4	Research Grants Funding as PI & Co-PI	30%

5.10. The following are not eligible for this award:

5.10.1. Members of Best Faculty Researcher Award Nomination Committee

5.10.2. Directors/Principals/Deans Associate Deans/HODs

5.10.3. Faculty Members appointed on administrative posts at campuses/BUHO (except cluster heads/PG coordinators/evening coordinators/ weekend coordinators/ local and international accreditation council coordinators etc.) are not eligible to apply for this Award.

5.11. There should be no disciplinary proceedings and no adverse remark in the AERs against a nominee during his/her service career at BU.

- 5.12.** Faculty applying for the award should be teaching at least 2 courses in academic year (1 per semester - fall and spring) as regular teaching load (excluding visiting courses).
- 5.13.** Minimum qualifying score to compete for the award shall be at least 45%.
- 5.14.** QA Directorate, BUHO will scrutinize all nominations and will forward cases for approval of competent authority through Pro-Rector (RIC).

BUORIC-P22 – Policy for Best Student Researcher Award

Policy Number: BUORIC-P22
Policy Title: Best Student Researcher Award
Approval Authority: Higher Education Research Committee (HERC)
Status: ACTIVE

1. Responsible Party:

Directorate of Quality Assurance

2. Purpose:

The Best Student Researcher Award aims to encourage and recognize the research contributions of the outstanding research students of Bahria University. The incentives in terms of monetary reward and Certificate of Appreciation are envisaged to enhance the quality of research carried out by the students of BU.

3. Scope:

All BU currently enrolled students can apply for this award as per mentioned eligibility criteria.

4. Policy Statement:

- a. A Cash Award of **Rs. 25,000/-** along with a Certificate of Appreciation and a Shield will be given to the Best Student Researcher. Number of awards are distributed amongst faculties are as follows:

Faculty	No. of Award
Faculty of Engineering Sciences	1
Faculty of Management Sciences	1
Faculty of Humanities and Social Sciences	1
Faculty of Professional Psychology	1
Faculty of Law	1
Faculty of Health Sciences	1

5. Procedure and Conditions:

5.1 QA Directorate shall launch the call for the Best Student Researcher award after the end of academic calendar year. (Jan-Dec)

5.2 Author's Affiliation mentioned on the Research Endeavors must be under the name of **"Bahria University."**

5.3 Concerned HOD is to forward eligible students (for each category) from department to Best Student Researcher Award Nomination Committee for further selection.

5.4 Shortlisted nominations of student's researcher (for each category) from each Faculty shall be recommended by the Best Student Researcher Award Nomination Committee. The committee shall consist of:

- | | |
|---------------|------------------|
| a. Head of CU | President |
| b. Principals | Member |
| c. Manager QA | Member/Secretary |

5.5 Following committee will recommend final students' names for approval of Best Research Award to Honorable Rector:

- | | |
|---------------------|-----------|
| a. Pro-Rector (RIC) | President |
|---------------------|-----------|

- | | |
|------------------|------------------|
| b. Dean ES | Member |
| c. Dean MS | Member |
| d. Dean H&SS | Member |
| e. Director ORIC | Member |
| f. Director QA | Member/Secretary |

5.6 The Best Student Researcher Award Nomination Committee of the faculty will recommend top scoring student researcher on prescribed form along with the required documents clearly indicating score of students evaluated as per prescribed guideline/criteria and clarifying that the nominee is not involved in any disciplinary or plagiarism case.

5.7 Final nomination form/ Certificate on the last page shall be endorsed by the members of Best Student Researcher Award Committee with their official stamps and countersigned & stamped by Head of the Campus/CU.

5.8 The criteria for Best Student Researcher Award is as follows:

Parameter	Marks Assigned
HEC 'W' Category Journal Paper	30 marks/Paper
HEC 'X' Category Journal Paper	20 marks/Paper
HEC 'Y' Category Journal Paper	10 marks/Paper
International Conference Paper	7 marks/Paper
National Conference Paper	3.5 marks/Paper
Book Chapter	5 marks/Book Chapter
Intellectual Property Rights (IPRs)	10 marks/IPR

***Note:**

- **Minimum qualifying score** to compete for the award shall be at least **25 marks**.
- The student with the highest score shall be awarded with Best Student Researcher Award.
- In case of tie between Two or more candidates, the preference shall be given to candidate who published in highest category journal.
- In case where two or more candidates gets same marks by publishing in same category Journal then the preference shall be given to candidates based on relative IF of the Journal (s).

5.9 The following are not eligible for this award:

5.9.1 FM/Any BU faculty appointed/posted on admin post pursuing MS/PhD degree from BU as a student

5.9.2 Administrative staff (including officers) at same time pursuing MS/PhD degree from BU as a student

5.10 QA Directorate, BUHO will scrutinize all nominations and will forward cases for approval of the Honorable Rector.

BUORIC-P23 – Policy for Course Load Reduction

Policy Number: BUORIC-P23
Policy Title: Course Load Reduction Policy
Approval Authority: Higher Education Research Committee (HERC)
Status: ACTIVE

1. Responsible Party:

Office of Research, Innovation & Commercialization (ORIC)

2. Purpose:

The purpose of this policy is to provide support to BU FMs/Researchers in terms of reduction of their regular course load with an aim to provide support in different R&D endeavors

3. Scope:

All Principal Investigator(s)/Team Member(s) of the funded research projects Principal Supervisor(s) of Consultancy Endeavors and Author(s) of Research Papers can apply for the request of reduction in course load.

4. Policy Statement:

4.1 Course Load of BU FMs/Researchers will be reduced for the following **Three Streams** of R&D endeavors:

4.1.1 Funded Research Projects:

The course load of the FMs/Researchers involved in the sponsored research projects will be reduced in the following manner: -

Funding Acquired (in Rupees)	No. of Courses Reduced*
2 Million – 7 Million	One
>7 Million	Two

* Only one person will be allowed from the project team to avail the course load concession for the duration pertaining to the implementation period of the project as approved by the funding organization

4.1.2 Acquisition of Consultancy from Industry:

The workload of FMs/Researchers performing consultancy of different magnitude will be reduced for the entire duration of consultancy endeavor in the following manner:

Consultancy Amount (Rs.) per Six Months	Number of Hours Reduced	No. of Courses Reduced
0.5 Million to 0.75 Million	8 Hours per week	Nil
> 0.75 Million to 1.00 Million	12 Hours per week	Nil
> 1.00 Million	16 Hours per week	One

4.1.3 Publication of Research Papers

4.1.3.1 The course load of BU FMs will be reduced only from “4 to 3” courses i.e. the FM/Researcher who publishes at least ONE (01) HEC Recognized ‘W’ & ‘X’ category with Impact Factor research publication or at least THREE (03) HEC Recognized ‘X’ category without Impact Factor research publications (irrespective of discipline), among first three authors and only one affiliation of BU during the preceding academic year (July to June every year), for the succeeding ONE SEMESTER (Fall Semester) only.

4.1.3.2 Publication claimed for cash award/publication fee shall not be re-claimed for course waiver under course reduction policy and vice versa. One FMs from first three authors of one research paper to avail course load reduction.

4.1.3.3 Course load waiver cases against research papers shall be approved before allocation of courses at department/campus level before commencement of semester.

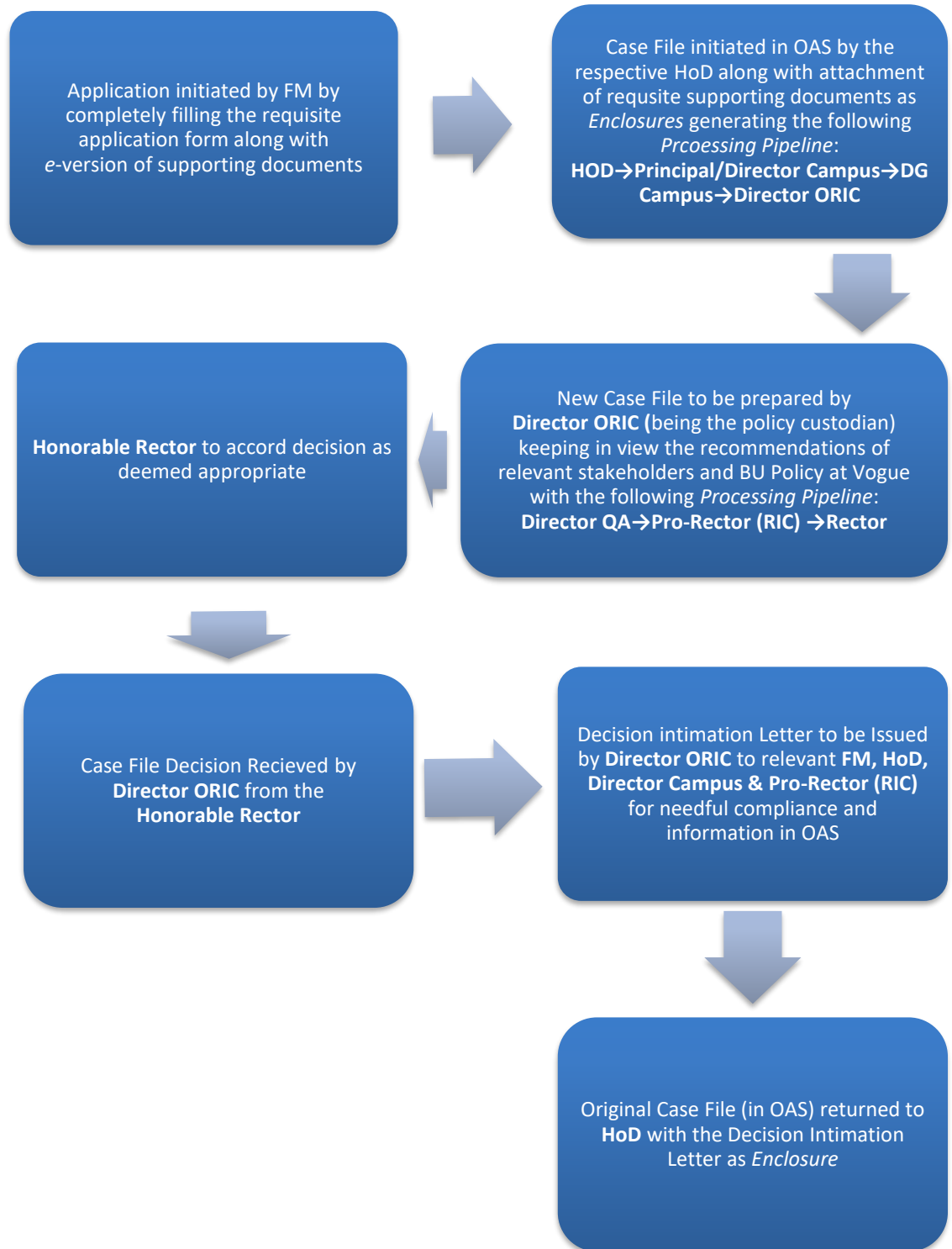
4.1.3.4 All FMs/Researchers shall have to teach at least ONE Course Load during the semester after availing all the waivers through different streams.

5. Procedure

5.1 The application for the reduction in course load shall be submitted on the prescribed application forms to the ORIC Directorate of BUHO through respective Director Campus for Scrutiny/verification which will be processed further for the approval of the Honorable Rector through Director QA and Pro-Rector (RIC).

5.2 The cases of consultancy shall be sent to Dte of RIC, BUHO from Director (Admin)/Director Campus/Director CU (where applicable) for the approval of the any consultancy undertaken with the industry, course Load waiver and relaxation in working hours by the Honorable Rector.

6. Application Filing Procedure in OAS:



BUORIC-P24 – Non-Cash Incentives for Achieving Excellence in Research

Policy Number: BUORIC-P24
Policy Title: Non-Cash Incentives for Achieving Excellence in Research
Approval Authority: Higher Education Research Committee (HERC)
Status: ACTIVE

1. Responsible Party:

Office of Research, Innovation & Commercialization (ORIC)

2. Purpose:

The aim of this policy is to motivate BUFMs/Researchers to achieve excellence in different Key Performance Indicators of Research.

3. Scope:

All BUFM's and researchers have achieved maximum number in different parameters.

4. Policy Statement:

4.1 In order to encourage BUFMs/Researchers, Rector – BU will Award '**Certificate of Excellence**' every year to each FM/researcher who will get the Top/Maximum Score/Funding in each of the following categories in one Calendar year (Jan-Dec).

- a. Highest Impact Factor Award
- b. Highest Citations Award
- c. Highest HEC Recognized X Category Publication Award
- d. Highest Research Funding Award (from external sources only)
- e. Highest Consultancy Award
- f. Highest Patent Filing Award

4.2 The details of each parameter are, as follows:

a. Highest Impact Factor Award:

Cumulative Impact Factor of the ISI Indexed with Impact Factor Journal Publication(s) of a FM in respective calendar year. The Impact Factor paper(s) must be published in the journals which are included in the latest JCR of Web of Science.

b. Highest Citations Award

Highest Number of Citations of a research paper published in last three years. The citations of the said research paper will be counted for the respective Calendar Year (Jan-Dec) from Google Scholar.

c. Highest HEC Recognized X Category Publication Award

The research papers must be published in the journals included in HEC Journal Recognition System (HJRS) in 'X' Category.

d. Highest Research Funding Award (from external sources only)

The approval of the funding by the funding agency in "**Award Letter**" must be in respective calendar year. The total approved amount by funding agency will be considered for different projects.

e. Highest Consultancy Award

The approval of the consultancy funding by the respective organization in "**Award Letter/Consultancy Agreement**" must be in respective calendar year. The total

approved amount of consultancy funding will be considered for different consultancy projects.

f. Highest Patent Filing Award

Highest number of patents filed by a FM/researcher through TISC in respective calendar year.

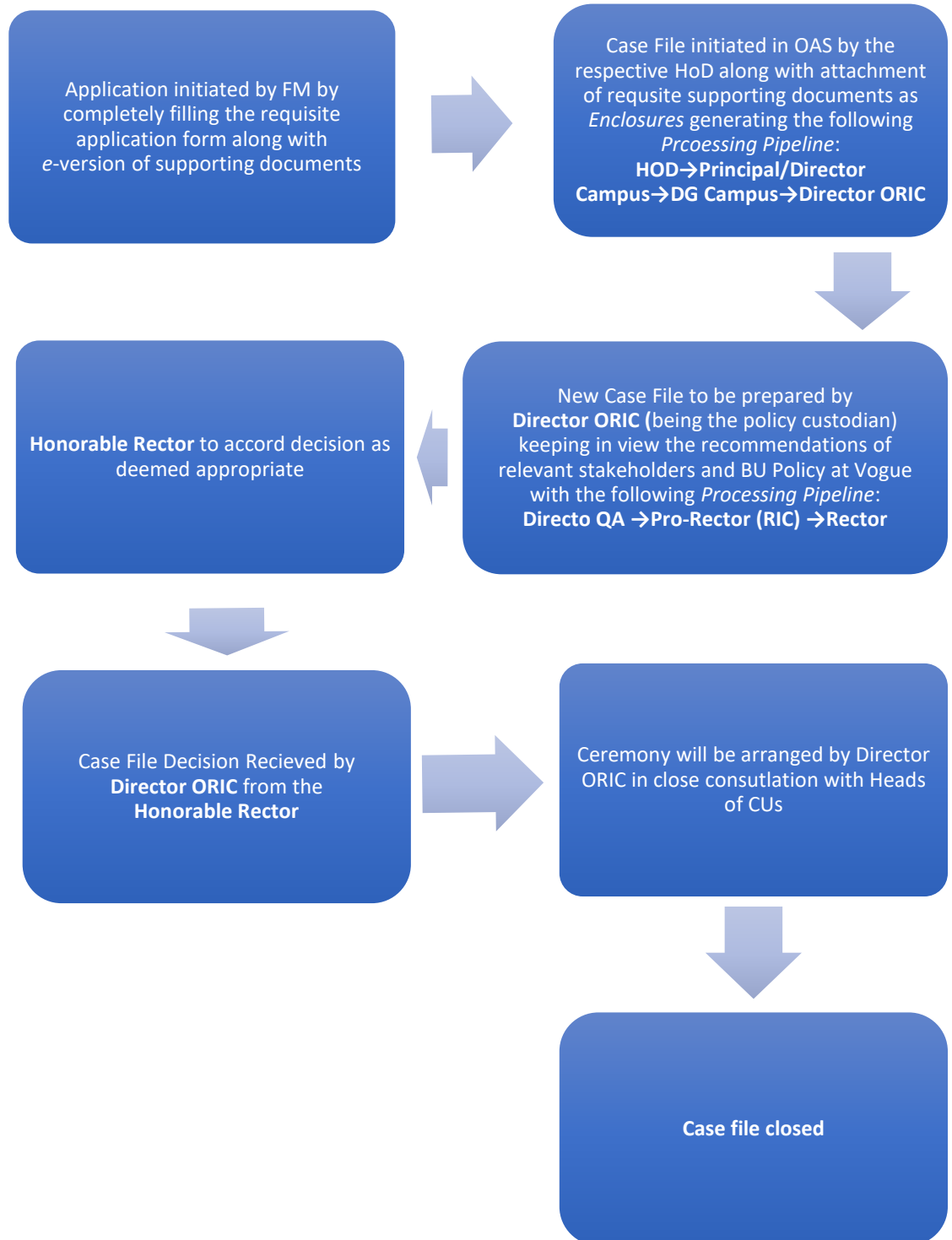
4.3 One Certificate of Excellence will be Awarded by the Honorable Rector to the Top Performer under each category of the above-mentioned parameter.

4.4 The call for the above-mentioned non-cash awards will be issued every year in the month of January by Dte. of RIC, BUHO and Award will be conferred in the Month of February after evaluation of all nomination received and approval by the Honorable Rector.

5. Procedure:

The application for the claiming non-cash incentives shall be submitted on the prescribed application form Dte. of RIC through respective Principal/Director and Director General for initial scrutiny which will be processed further for the approval of the Honorable Rector through Dte. of QA, BUHO.

6. Application Filing Procedure in OAS:



BUORIC-P25-Policy for Establishment and Functioning of Research Groups (RGs) at BU

Policy Number: BUORIC-P25

Policy Title: Policy for Establishment and Functioning of Research Groups (RGs) at BU

Approval Authority: Higher Education Research Committee (HERC)

Status: Active

1. Responsible Party:

1.1 All Principals/Directors CU/HoDs

2. Purpose:

2.1 A Research Group (RG) is an association of university scholars who share research interests and who engage in collaborative or closely related research and scholarly/creative activities.

2.2 The purpose of RG is to promote and facilitate communication and collaboration among its members, and to establish the legitimacy of the group both inside and outside the university.

2.3 The policy on RGs at BU outlines the guidelines & procedures for formation, functioning and evaluation of RGs as mandated in KPI 2.3.3 of BU Strategic Plan.

3. Policy Statement:

This policy aims to enhance the functionality of RGs for achieving excellence in research by BU through:

- a. Providing recognition and support for a growing area of research excellence within which researchers pursue a common research agenda and can develop a critical mass of research.
- b. Increasing the quality and intensity of BU's research outputs, including academic & high impact publications.
- c. Facilitating collaboration with external partners, particularly through funded research activities/projects from industry, government/private sector, etc.

4. Key Functions of RGs:

RGs at BU shall fulfill following functions to achieve the aim of this policy.

- a. **Facilitating Collaboration:** RGs shall provide a platform for researchers to work together on a common goal. Collaboration (National & International) among researchers from different disciplines is encouraged as it often leads to more comprehensive and innovative solutions to research problems.
- b. **Encouraging Creativity and Innovation:** RGs shall provide an environment that fosters creativity and encourages researchers to explore new ideas and approaches. This can lead to breakthrough the discoveries and innovations.

- c. **Attracting Funding:** RGs shall strive to attract funding from government agencies, foundations, and industry partners. This funding is critical for supporting research projects, purchasing equipment, and providing stipends for graduate students and doctoral fellows.
- d. **Enhancing the Reputation of BU:** Successful research projects conducted by RGs can attract talented students.
- e. **Providing Training Opportunities:** RGs shall provide opportunities for undergraduate and graduate students to gain research experience and learn from experienced researchers.
- f. **Research Themes/Areas:** Research Groups shall select the research areas from the major Research Themes / Priority Research Areas defined by HEC on its website.

5. Formation of RGs:

- 5.1 A proposal to establish RG(s) shall be prepared by respective Principals/Director CUs and then submitted to DG-CU for approval.
- 5.2 The proposal shall include the following information:
 - i. Name of RG
 - ii. Objectives and Rationale for Formation of the RG
 - iii. Description of the Constitution of RG in terms of:
 - Organizational Structure
 - Areas of Research
 - Name, Designation and Department of Group Head
 - Number of Foreign Researchers
 - Reporting Procedures
 - List of all Group Members (including Name, Designation and Department of all Local/Internal Group Members and Name, Designation, Institute and Country of Foreign Researchers) and their brief Curriculum Vitae.
- 5.3 Once approval is accorded by respective DG, a notification shall be issued to Head of RG by respective Principal/Director under intimation to Dte. of RIC, BUHO regarding the formation of RG.

6. Key Performance Indicators of RGs:

All RGs of BU shall be assigned following Key Performance Indicators (KPIs) derived from HEC ORIC Assessment Criteria and National/International Ranking parameters for gauging the performance of each RG every year.

- a. **Publication Output:** The number and quality of publications produced by RG is an important indicator of its productivity and impact. Publications will include journal articles, conference papers, books/book chapters, and other forms of scholarly output.

- b. Research Funding:** The amount and sources of external funding secured by RG will indicate the level of support and recognition for its work. This includes grants from government agencies, private foundations, and industry partners.
- c. Research Impact:** The impact of RG's work can be measured by the number of citations, media attention, and other forms of recognition it receives.
- d. Collaboration:** The number and quality of collaborations (National & International) with other RGs or institutions indicate the level of engagement and knowledge exchange within the research community.
- e. Training and Mentorship:** The ability of RG to attract and train graduate students and PhD scholars is an important measure of its success in developing the next generation of researchers in collaboration with LPDC.

7. Monitoring Mechanism of RGs:

- 7.1** All RGs are required to submit Bi-annual Performance Review Reports to the Dte. of RIC-BUHO through their respective Principal with the endorsement of DG-Campus for the perusal of Pro-Rector (RIC) by 1st July and 1st January each year.
- 7.2** Quarterly Progress of the Research Groups be monitored at Campus/CU level.
- 7.3** The Bi-annual Performance Review Report shall include following information:
 - i. Progress of RG against Key Performance Indicators listed in Clause-6 of this policy.
 - ii. KPIs Forecasts for the next reporting period.
- 7.4** Head of RGs and other two group members (whose names are included in first three authors in research endeavors) will be awarded one course load waiver on the recommendation of the respective Director Generals (DGs) by the Honorable Rector considering the exceptional performance of RG on the KPIs mentioned in Clause-6 of this policy in the preceding year. However, the exceptional performance of a RG shall be quantified in a particular FY (July-June), as follows:

Impact Factor Publications	At least 5 IF Publications
External Research Funding	Rs. 5 million and above
OR	
Impact Factor Publications	At least 5 IF Publications
Patents Approved	at least 01 Patent approved at National or International Level

- 7.5** Dte. of RIC-BU may request a report be prepared by the Head of RG into any aspect of the RG's activities at any time.
- 7.6** The Head of RG shall comply with any reporting request within a reasonable period.
- 7.7** DG may de-notify RG upon unsatisfactory performance.

- 7.8** Top performing Research Group shall be awarded letter of appreciation only (faculty -wise) from the Honorable Rector after yearly review of all Research Groups based on the parameters outlined in Para-6.
- 7.9** The administrative requirements of the research groups to undertake the research be processed at campus level for approval and provision.

BUORIC-P26 – Policy on BU Research Laboratories/Centers of Research Excellence/Research Institutes

Policy Number: BUORIC-P26

Effective Date: 18th June, 2025

Policy Title: Policy on BU Research Laboratories/Centers of Research Excellence /Research Institutes

Approval Authority: Rector and Higher Education & Research Committee (HERC)

1. Responsible Party:

- Office of Research, Innovation & Commercialization (ORIC).
- All Heads of CUs.

2. Definitions: In this policy, the terms Research Laboratory, Center of Research Excellence, and Research Institute shall collectively be referred to as '**Research Facilities**,' and individually as '**Research Facility**.' The definitions of the same are as follows:

2.1 Research Laboratory (RL): A Research Laboratory (RL) is a facility dedicated to conducting scientific research, experiments, and investigations aimed at making new discoveries or advancing knowledge within a defined discipline.

2.2 Center of Research Excellence (CORE): A Center of Research Excellence (CORE) is a structured unit, independent of departments/schools, that promotes collaborative and interdisciplinary research, training, and knowledge dissemination. It focuses on specific research areas (applied/basic) and engages with industry to drive innovation and real-world impact resolutions.

2.3 Research Institute (RI): A Research Institute (RI) is a formally established entity that operates with the primary goal of advancing knowledge, fostering innovation, and addressing complex societal, scientific, technological, industry or policy-related challenges. A research institute is inherently interdisciplinary and collaborative, drawing on the expertise and resources of multiple faculties, departments, schools and external partners to achieve transformative outcomes.

3. Objective: The primary objective of this policy is to provide a comprehensive framework for the establishment, governance, operation, upgradation and discontinuation (*where applicable*) and incentives offered to Research Facilities at Bahria University to support their sustainable growth and impact with expected more revenue streams.

4. Criteria for Establishing a Research Facility

4.1 Research Excellence & Innovation: The proposed Research Facility must align with the vision and strategic objectives of Bahria University, demonstrating a commitment to excellence in research, innovation, and commercialization.

4.2 Interdisciplinary Nature: Research Facilities should encourage collaborations, bring together faculty members, researchers and industrial experts from different Departments/Schools/Faculties/Industries to address complex challenges.

4.3 Relevance to SDGs, National and Strategic Objectives: The specific areas of the research, pertaining to Research Facilities, should align with SDGs, national priorities and contribute to the strategic objectives of Bahria University.

4.4 Qualified Team: The Research Facility must have a team of highly qualified faculty and researchers with a proven track record of research publications, projects and Intellectual Property Rights (IPRs) in the proposed field.

4.5 Infrastructure & Resources: Adequate resources and infrastructure, including space, meeting room, equipment, laboratory, computing/internet access must be planned to support the activities of research facilities.

4.6 Focus on Knowledge & Technology Transfer: Emphasize knowledge transfer through workshops, seminars, and community outreach programs to promote the practical application of research findings. Emphasis will be on the generation of Intellectual Property Rights (IPRs) and effective commercialization pertaining to industry driven propositions, establishing robust connections with industries, and fostering collaboration with Technology Innovation Support Center (TISC)-BU.

5. Approval Process

5.1 Proposal Submission

5.1.1 CUs will submit a detailed proposal outlining the vision, mission, objectives, expected outcomes, budgetary (initial and recurring)/resource requirements as mentioned in Clause 4 and sustainability plan along with business model of the proposed research facility to Dte. of RIC through respective Heads of CUs on the prescribed Template attached as **Annexure-I**.

5.1.2 Proposals for establishing research facilities may originate from either Constituent Units (CUs) as independent initiatives, or the Bahria University Head Office (BUHO) through formal directives.

5.2 Evaluation & Approval Mechanism

5.2.1 An Evaluation Committee comprising the following members to assess proposals for new research facilities:

Pro-Rector (RIC)	-	President
Director ORIC	-	Member/Secretary
Director Technology Development	-	Member
Respective Director CU/s	-	Member
Director Research/DD Research CU/s	-	Member
Respective Dean/Principal	-	Member
Subject Expert	-	Member

5.2.2 The above committee will evaluate the proposal based on the vision, mission, objectives, expected outcomes, budgetary/resource requirements as mentioned in Clause 4.5 (initial and recurring), and sustainability plan along with business model of the proposed Research Facility.

5.2.3 The Evaluation Committee's recommendations shall be forwarded through the Directorate of Research, Innovation & Commercialization for final approval by the Honorable Rector.

6. Funding and Resource Allocation

6.1 Initial Funding: The funding mechanism for the establishment of Research Facilities is as follows:

6.1.1 External Sources: Research Facilities may be established through grants or funding provided by local or international organizations, including those from academia, research institutions, and industry. The establishment mechanism will be determined on a case-by-case basis, considering the scope of the grants or collaborations. To ensure long-term financial sustainability, these facilities are expected to actively pursue external funding such as competitive grants, industry partnerships, and collaborations to cover operational expenses beyond the initial two years.

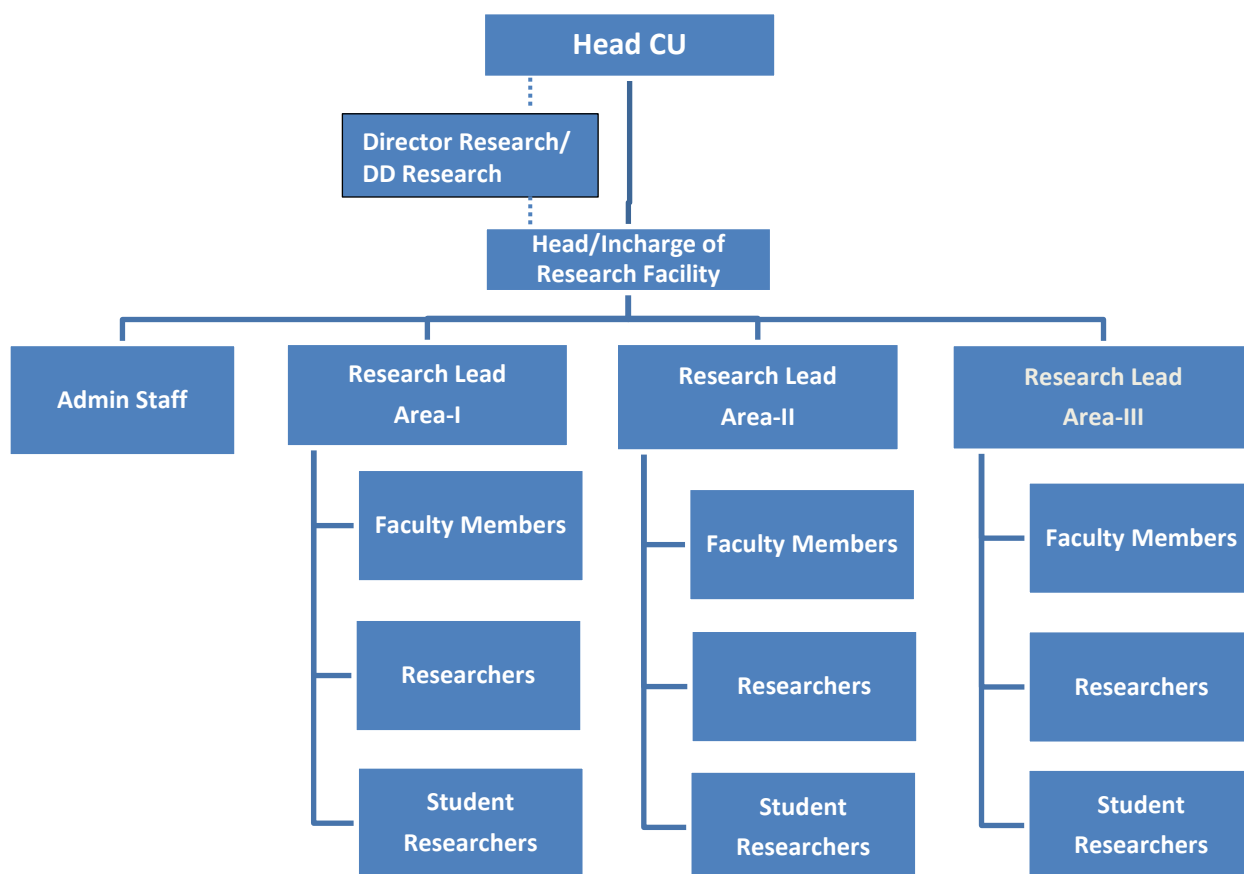
6.1.2 Internal Sources: Bahria University will establish Research Facilities by providing initial funding for infrastructure development, equipment procurement, and operational expenses for the first two years.

7. Governance and Management

7.1 Administrative Staff

7.1.1 Each Research Facility will be led by a Head or Incharge, who will be responsible for its overall management, with support from designated administrative staff.

7.1.2 The organizational structure of the Research Facilities, based on their specific requirements and scope, will be as follows:



8. Performance Evaluation and Monitoring:

8.1 The Constituent Unit (CU) will hold a biannual performance review meeting prior to the Higher Education Research and Committee Meeting (HERCM) to evaluate the current performance of Research Facilities and plan activities for the following six months. The composition of the review committee is as follows:

Head CU	-	President
Director Research / DD Research	-	Member/Secretary
Respective Dean/Principal	-	Member
Subject Expert	-	Member

8.2 The committee will review the functioning of each Research Facility in line with its approved business and strategic plan.

8.3 The respective Constituent Unit (CU) is required to submit a quarterly progress report to the Directorate of Research, Innovation, and Commercialization (ORIC), BUHO through the Head of the CU.

8.4 The Head of Research Facilities must present their progress on bi-annual basis in the HERCM.

9. Funds for Research Facility and Dedicated Bank Account of Research Facility

9.1 The following are relevant to dedicated bank account of Research Facility:

9.1.1 A dedicated bank account must be established for the Research Facility.

9.1.2 The approval for establishment of Research facility by the Rector will be considered as approval for opening/operating of dedicated bank account of Research Facility. Dedicated Bank Account shall be operated jointly by the Rector and the Treasurer in the case of BUHO, and by the Heads of CU and the Manager (Accounts) in the case of CU.

9.1.3 Funds for Research Facilities from BU will be allocated if formally requested within the corresponding Financial Year by the concerned CU.

9.1.4 The Head of each Research Facility shall submit quarterly financial progress reports to the Directorate of ORIC-BUHO for record-keeping and financial oversight and transparency.

9.1.5 Quarterly financial progress report must be submitted by Head of Research Facility to Dte. of ORIC-BUHO for information, record and oversight purposes.

9.1.6 Annual financial audit of Research Facility's Bank Account must be conducted as per defined SOPs of Financial Audit in BUFR.

9.2 Possible Income and Expense Streams

9.2.1 Possible Income Streams: Following will be the main funding sources of Research Facilities:

9.2.1.1 Funds provided by BU/External Funding Agencies for establishment and operations of Research Facilities and subsequent recurring grants.

9.2.1.2 Funds generated through commercialization of Intellectual Property Rights (IPRs) and Products.

9.2.1.3 Income generated from the paid trainings/courses/consultancies conducted by Research Facilities.

9.2.1.4 Rental charges charged on utilization of different infrastructural facilities by external organizations.

9.2.1.5 Funding provided by external funding agencies for executing different research activities through Research Facilities.

9.2.1.6 Funds received as a result of collaboration with local businesses, corporations, and industry stakeholders for sponsorship opportunities.

9.2.2 Possible Expense Streams: Funds will be utilized for achieving the following broad objectives of Research Facilities:

9.2.2.1 Provide funding to cover establishment and operational costs, procurement of research equipment and consumable supplies, product development, and marketing.

9.2.2.2 Financially support arrangement of workshops, seminars, and training sessions focused on specialized domains of Research Facilities.

9.2.2.3 Organize networking events, research-based competitions, and conferences to connect researchers.

9.2.2.4 Provide funding for Research Facility Management to attend research conferences, events, meetings & roadshows held nationally and internationally, enhancing their visibility and networking opportunities.

9.2.2.5 Subscription/Certifications cost of any dedicated software tools, professional societies, and forums by the Research Facilities.

10. Ethical Conduct

Researchers at Research Facilities are anticipated to fulfill all administrative obligations and responsibilities assigned by BU/Head of Research Facilities. In a parallel manner, Head of Research Facilities are also expected to uphold the highest ethical standards and oversee the conduct of the team under his/her supervision.

11. Discontinuing of a Research Facility: Evaluation Committee at Clause 5.2.1 may recommend the discontinuation of a Research Facility for approval by Rector based on one or more of the following factors:

11.1 The research facility is unable to meet the targets defined in approved business plan.

11.2 The research facility lacks financial/technical viability.

11.3 Duplication of research efforts with other existing units, leading to inefficiency or redundancy.

11.4 Persistent non-compliance with BU policies, regulatory requirements, or ethical standards.

11.5 Key faculty or researchers have left and the facility is unable to attract or retain qualified personnel.

11.6 Inadequate utilization of resources, infrastructure, or facilities.

11.7 Recommendations arising from external peer review or audit reports.

12. Incentives for Research Facilities: Incentives to the researchers/personnel of the Research Facilities will be provided in line with the approved BU Policies.

13. Trainings: Trainings to be conducted by Research Facilities must be aligned with the approved BU Policies.

SECTION – 6 APPLICATION FORMS



6.1 Cash Award Application Form for Journal Publication (P01)

Section – I

(To be filled by the Faculty Member/Researcher/Student)

PERSONAL DETAILS (IF THE APPLICANT IS FACULTY MEMBER / RESEARCHER)	
Name	
Designation	
Highest Academic Qualification	
Year of Qualification	
Name of highest degree awarding institution	
Department	
Campus/Institute	
Phone/Cell	
Email	

PERSONAL DETAILS (IF THE APPLICANT IS STUDENT/SCHOLAR OF BU)	
Name	
Enrollment No.	
Date of Enrollment	
Degree	
Program	
Title of Research Thesis	
Semester	
Department	
Campus/Institute	
Phone/Cell	
Email	
Status Date of Graduation (If Student Graduated)	

JOURNAL PUBLICATION DETAILS

Paper Title:	
Journal Name:	
Volume: _____ Issue: _____ Page no(s): _____	
Date of Submission of Paper to the Journal _____	
(date mentioned on the published paper as "received date" or submission email date (please attach the copy of email when process by applicant)).	
Article ID (if available online): _____	
DOI of the article: _____	
(For verification of the official website of the journal)	
Journal research area: _____	
(For Example: Pure, Applied/Technological)	

Which Sustainable Development Goals (SDGs) are covered by this Research? *(Please mark X where applicable, more than one option can be selected.)*

- | | |
|---|--|
| ☐ 1. No Poverty | ☐ 2. Zero Hunger |
| ☐ 3. Good Health & Well-Being for people | ☐ 4. Quality Education |
| ☐ 5. Gender Equality | ☐ 6. Clean Water & Sanitation |
| ☐ 7. Affordable & Clean Energy | ☐ 8. Decent Work & Economic Growth |
| ☐ 9. Industry, Innovation & Infrastructure | ☐ 10. Reduced Inequalities |
| ☐ 11. Sustainable Cities & Communities | ☐ 12. Responsible Consumption & Production |
| ☐ 13. Climate Action | ☐ 14. Life Below Water |
| ☐ 15. Life on Land | ☐ 16. Peace, Justice & Strong Institutions |
| ☐ 17. Partnerships for the Goals | ☐ 18. Others (Not included in any SDGs mentioned) |

Published Research Paper uploaded on Research Web Portal? ☐ Yes ☐ No

Note: It is the mandatory requirement to upload the details of published Research Paper (which is being applied for cash award) on Research Web Portal by the faculty member before processing the case, the uploaded paper will be verified from the portal and then the case file for cash award will be processed further.

Authors' Information <i>[please write name of BU Author(s) first]</i>		
S.No.	Author Name	Affiliated University /HEI
Foreign Co-Author(s) <i>(If any, please provide the details below separately)</i>		
S.No.	Author Name	Affiliated University /HEI Name with Country

Type of journal: ☐ ISI indexed with impact factor Journal
(Included in both current/updated JCR and ISI Master Journal List)
☐ HEC W Category Journal (Included in HEC Recognized Journal System- HJRS)
☐ HEC X Category Journal (Included in HEC Recognized Journal System- HJRS)
☐ HEC Y Category Journal (Included in HEC Recognized Journal System- HJRS)

Last known impact factor: _____
Please attach the documentary evidence (from Journal's Website/ISI Web of Knowledge) of Impact Factor.

Date of Publication: _____

ISSN Number: _____ *(Print/online)*

URL: _____
(URL of online version of research paper)

Instructions for the faculty member/author:

(i) Hard Copy of the "Published Paper" must be attached.

(ii) Faculty member/author must check the plagiarism of his/her research paper through plagiarism detection software Turnitin and attach the "Plagiarism Check Report." The similarity index should be as per BU Plagiarism Policy.

(iii) Co-author(s): Name (s) should be mentioned from first three co-author (s) of Bahria University in Section – II. The primary goal here is to distribute amount of cash award amongst multiple authors. Only first three authors of publication are eligible for cash award.

(iv) Author (s) must enlist his/her/their contributions in publishing the paper.

(v) The applicant must attach an updated CV.

(vi) Please attach the documentary evidence (from Journal's Website/ISI Web of Knowledge) of Impact Factor.

Undertaking: I certify the following to the best of my knowledge:

(i) This journal is a renowned impact factor journal in my researcher/academic area of _____. I certify that I have personally confirmed that this impact factor journal is listed in the Thomson Reuters Master Journal list.

(ii) I certify that none of the author(s) is a ghost or gifted author as defined by the Committee On Publications Ethics (COPE).

(iii) In case, something contrary to my statement is discovered subsequently, I happily allow Bahria University to take action to recover the Cash Award, after giving me a reasonable due notice and a fair chance to explain my stance.

For PhD Scholar only:

(iv) The research paper titled _____ has been published in the _____ journal _____ Vol, Issue/DOI _____ date of publication, is not considered as my mandatory PhD degree requirement.

(v) Faculty member/Student can apply for maximum 5 publications in financial year. Please mention below previously claimed cash award for current financial year:

Sr. No.	Title of Paper	Date of Award received	Amount of cash award (PKR)
1			
2			
3			
4			
5			

Applicant Signature: _____

Date: _____

Applicant Name: _____

Section - II

Undertaking from BU authors

(This section is only required if author(s) are amongst first three authors of Bahria University faculty/researchers/students)

(Amount of Cash Award shall be equally disbursed amongst authors by Accounts Department)

Claim this cash award as (Please tick only one): **1. Faculty Member** **2. Supervisor** **3. Scholar**

(Supervisor must attach official evidence of supervision of co-authors)

1st Author:

Name: _____ Contact (cell): _____ Email: _____

Designation: _____ Department: _____ Campus: _____

Signature: _____ Date: _____

2nd Author:

Name: _____ Contact (cell): _____ Email: _____

Designation: _____ Department: _____ Campus: _____

Signature: _____ Date: _____

3rd Author:

Name: _____ Contact (cell): _____ Email: _____

Designation: _____ Department: _____ Campus: _____

Signature: _____ Date: _____

Please provide the Signatures and below mentioned information of Undertaking by BU Student / Scholar in this row

(in case where one author in first three authors is a BU Student / Scholar)

Signature: _____

Date: _____

Scholar / Student Name: _____

Enrollment No. _____

Date of enrollment / admission _____

Contact / Cell No. _____

Program _____

Currently enrolled (Yes / No) _____

Graduated (Yes / No) _____ Status Date of Graduation (if Graduated) _____

Section-III

(To be filled by the Head of Department)

ENDORSEMENT BY THE HEAD OF DEPARTMENT

Dr./Mr./Ms. _____ is a

regular faculty member/currently enrolled student of
_____ department of _____
Campus/Institute/College.

Signature & Official Stamp

Date: _____

Section-IV

(To be filled by the Principal/Director)

ENDORSEMENT BY THE PRINCIPAL/DIRECTOR

Comments (if any): _____

Signature & Official Stamp

Date: _____

Section - V			
(To be checked/filled by the Directorate of Quality Assurance, BUHO)			
S. No.	Contents to be checked	Yes	No
1	Is the Journal present in W, X and Y categories of HEC Journal Recognition System- HJRS	☐	☐
2	Is the IF Journal present in the <i>Thomson Reuters Master Journal List and updated JCR</i>	☐	☐
3	Is the Journal present in the last/recent/updated JCR	☐	☐
4	Is the IF journal listed in <i>"Title Suppressions Journals list"</i>	☐	☐
5	Has the website of the journal (Using the DOI of the paper) aligned to the official website of the journal/hard-copy of the journal?	☐	☐
6	Have all required and mentioned details as part of this entire form been provided? These include duly filled form in addition to the final corrected version of the author proof/research paper provided by the publisher (in hard copy).	☐	☐
7	Is the 'Plagiarism Check Report' along with explanation of matches attached with the application form in case similarity index is > 19%	☐	☐
8	Is the author's affiliation clearly mentioned in the research paper as "Bahria University"	☐	☐

6.2 Application Form for Payment of Publication Fee (P02)

Section – I

(To be filled by the Faculty Member/Researcher/Student)



PERSONAL DETAILS (IF THE APPLICANT IS FACULTY MEMBER / RESEARCHER)	
Name	
Designation	
Highest Academic Qualification	
Year of Qualification	
Name of highest degree awarding institution	
Department	
Campus/Institute	
Phone/Cell	
Email	

PERSONAL DETAILS (IF THE APPLICANT IS STUDENT/SCHOLAR OF BU)	
Name	
Enrollment No.	
Date of Enrollment	
Degree	
Program	
Title of Research Thesis	
Semester	
Department	
Campus/Institute	
Phone/Cell	
Email	
Status Date of Graduation (If Student Graduated)	

JOURNAL PUBLICATION DETAILS

Paper Title:		
Journal Name:		
<i>Published Research Paper uploaded on Research Web Portal?</i> ☐ Yes ☐ No Note: It is the mandatory requirement to upload the details of published Research Paper (which is being applied for publication fee) on Research Web Portal by the faculty member before processing the case, the uploaded paper will be verified from the portal and then the case file for publication fee will be processed further.		
Type of journal: ☐ ISI indexed with impact factor Journal <i>(Included in both current/updated JCR and ISI Master Journal List)</i> ☐ HEC W Category Journal (Included in HEC Recognized Journal System- HJRS) ☐ HEC X Category Journal (Included in HEC Recognized Journal System- HJRS) ☐ HEC Y Category Journal (Included in HEC Recognized Journal System- HJRS)		
Authors' Information [please write name of BU Author(s) first]		
S. No.	Author Name	Affiliated University / HEI
Foreign Co-Author(s) (If any, please provide the details below separately)		
S. No.	Author Name	Affiliated Foreign University / HEI name with Country
Proof of payment attached: ☐ Yes ☐ No Author/applicant must attach the proof of payment with application form for payment of publication fee, if the payment has been paid by someone else on behalf of the applicant, then the clarification may also be provided below that why applicant did not pay the publication fee himself/herself?		
Clarification, why applicant did not pay the publication fee himself/herself?		
Volume: _____ Issue: _____ Page no(s): _____ Article ID (in case of an online journal): _____ DOIⁱ of the Article: _____		

Date of Publication: _____ Date of Submission of Paper to the Journal _____ <i>(date mentioned on the published paper as "received date" or submission email date (please attach the copy of email when process by applicant)).</i>	
Journal research area: _____ <i>(For Pure/Applied/Technological, etc.)</i>	
Which Sustainable Development Goals (SDGs) are covered by this Research? <i>(Please mark X where applicable, more than one option can be selected.)</i>	
☐ 1. No Poverty ☐ 3. Good Health & Well-Being for people ☐ 5. Gender Equality ☐ 7. Affordable & Clean Energy ☐ 9. Industry, Innovation & Infrastructure ☐ 11. Sustainable Cities & Communities ☐ 13. Climate Action ☐ 15. Life on Land ☐ 17. Partnerships for the Goals	☐ 2. Zero Hunger ☐ 4. Quality Education ☐ 6. Clean Water & Sanitation ☐ 8. Decent Work & Economic Growth ☐ 10. Reduced Inequalities ☐ 12. Responsible Consumption & Production ☐ 14. Life Below Water ☐ 16. Peace, Justice & Strong Institutions ☐ 18. <i>Others (Not included in any SDGs mentioned)</i>
Name, order, affiliation(s), and contribution(s) of co-author(s)/corresponding author(s) (If any): _____ _____ _____	
Last known impact factor: <i>(In case of impact factor journal)</i> _____ <i>Please attach the documentary evidence (from Journal's Website/ISI Web of Knowledge) of Impact Factor.</i>	
Amount of publication fee (in foreign currency): _____ Amount in PKR. _____	
Dollar/ any other foreign currency rate: _____ date: _____ <i>(What rate did you use to convert foreign currency into PKR on a particular date? Also, attach the proof of currency rate from internet on that particular date).</i>	
Official address of the publisher (to whom the publication fee has been sent/paid): _____ _____	
Mode of Payment: _____	
ISSN Number: _____ <i>(Print/Electronic)</i>	
URL: _____ <i>(URL of online version of research paper (for verification)).</i>	

Instructions for the faculty member/author:

(i) Hard Copy of the "Published Paper" must be attached.

(ii) Faculty member/author must check the plagiarism of his/her research paper through plagiarism detection software Turnitin and attach the "Plagiarism Check Report." The similarity index should be as per BU Plagiarism Policy.

(iii) Co-author(s): Name (s) should be mentioned from first three co-author (s) of Bahria University in Section – II. Only first three authors of publication are eligible for publication fee reimbursement.

(iv) Author (s) must enlist his/her/their contributions in publishing the paper.

(v) The applicant must attach an updated CV.

(vi) Please attach the documentary evidence (from Journal's Website/ISI Web of Knowledge) of Impact Factor.

Undertaking: I certify the following to the best of my knowledge:

(i) This journal is a renowned impact factor journal in my researcher/academic area of _____. I certify that I have personally confirmed that this impact factor journal is listed in the Thomson Reuters Master Journal list.

(ii) I certify that none of the author(s) is a ghost or gifted author as defined by the Committee On Publications Ethics (COPE).

(iii) In case, something contrary to my statement is discovered subsequently, I happily allow Bahria University to take action to recover the publication fee amount, after giving me a reasonable due notice and a fair chance to explain my stance.

For PhD Scholar only:

(iv) The research paper titled _____ has been published in the _____ journal _____ Vol, Issue/DOI _____ date of publication, is not considered as my mandatory PhD degree requirement. The publication which is applied for Publication fee is subsequent to my mandatory research paper degree requirement.

(v) Faculty member/Student can apply for maximum 2 publications eligible for publication fee in a financial year. Please mention below previously claimed research papers for publication fee in current financial year:

Sr. No.	Title of Paper	Date of Publications Fee received	Amount of Publication Fee (PKR)
1			
2			

Applicant Signature: _____

Date: _____

Applicant Name: _____

Section - II Undertaking from BU authors <i>(This section is only required if author(s) are amongst first three authors of Bahria University faculty/researchers/students)</i>	
Claim this publication fee as (Please tick only one): 1. Faculty Member 2. Supervisor 3. Scholar (Supervisor must attach official evidence of supervision of co-authors)	
1st Author	Name: _____ Contact (cell): _____ Email: _____ Designation: _____ Department: _____ Campus: _____ Signature: _____ Date: _____
2nd Co- Author:	Name: _____ Contact (cell): _____ Email: _____ Designation: _____ Department: _____ Campus: _____ Signature: _____ Date: _____
3rd Co- Author:	Name: _____ Contact (cell): _____ Email: _____ Designation: _____ Department: _____ Campus: _____ Signature: _____ Date: _____
Please provide the Signatures and below mentioned information of Undertaking by BU Student / Scholar in this row <i>(in case where one author in first three authors is a BU Student / Scholar)</i>	
Signature: _____ Date: _____ Scholar / Student Name: _____ Enrollment No. _____ Date of enrollment / admission _____ Contact / Cell No. _____ Program _____ Currently enrolled (Yes / No) _____ Graduated (Yes / No) _____ Status Date of Graduation (if Graduated) _____	

Section-III <i>(To be filled by the Head of Department)</i>			
ENDORSEMENT BY THE HEAD OF DEPARTMENT			
Dr./Mr./Ms. _____ is a regular faculty member/currently enrolled student of _____ department of _____ Campus/Institute/College.		_____ Signature & Official Stamp Date: _____	
Section-IV <i>(To be filled by the Principal/Director)</i>			
ENDORSEMENT BY THE PRINCIPAL/DIRECTOR			
Comments (if any): _____ _____		_____ Signature & Official Stamp Date: _____	
Section - V <i>(To be checked/filled by the Directorate of Quality Assurance, BUHO)</i>			
S. No.	Contents to be checked	Yes	No
1	Is the Journal present in W, X and Y categories of HEC Journal Recognition System- HJRS	☐	☐
2	Is the IF Journal present in the <i>Thomson Reuters Master Journal List and updated JCR</i>	☐	☐
3	Is the IF Journal present in the last/recent/updated JCR	☐	☐
4	Is the IF journal listed in <i>"Title Suppressions Journals list"</i>	☐	☐
5	Has the website of the journal (Using the DOI of the paper) aligned to the official website of the journal/hard-copy of the journal?	☐	☐
6	Have all required and mentioned details as part of this entire form been provided? These include duly filled form in addition to the final corrected version of the author proof/research paper provided by the publisher (in hard copy).	☐	☐
7	Is the 'Plagiarism Check Report' along with explanation of matches attached with the application form in case similarity index is > 19%	☐	☐
8	Is the author's affiliation clearly mentioned in the research paper as "Bahria University"	☐	☐

6.3 Application Form for Publishing of Journal (P04)

Name of Journal							
Name of the Editor							
Postal Address							
Email Address							
Phone Numbers				Fax Number			
Discipline (e.g. Engineering & Medical Sciences, Social Sciences etc.)							
Publisher (Department/Campus/College, etc.)							
Year of First Issue of the Journal							
Number of issues per year							
Monthly		Quarterly		Bi-Annual		Annual	
Others							
Composition of Editorial/Advisory Board? Provide details as below. (please provide copies of consents of all editorial Board members, whether on email or in letter form)							
S.No	Name	Title	Address	Phone/Fax	E-mail		

Note: Please extend column if required

Details of permanent panel of Peer Reviewers and their consents? (please provide documentary evidences)					
S.No	Name	Title	Address	Phone/Fax	E-mail

Note: Please extend column if required.

Provide Timeline For	
Submission of Research Papers	Months
Peer-Review Duration	Months
Reviewers Comments/Suggestions Incorporation time	Months
Final Acceptance	Months
Publishing Date	
List of Abstracting/Indexing Agencies on which the Research Journal will be Enrolled: For details please consult the HEC website, http://www.hec.gov.pk/htmls/journal lib/JCR/index%20of%20books.pdf .	
Name of the Abstracting /Indexing Agency (Please provide copy of letter/email from the agency)	
1.	

2.	
----	--

Note: *Please extend column if required.*

What will be the mode (s) of distribution?					
In exchange		Gratis		Subscription	
If there is a mix of distribution, please indicate percentages of Journals distributed as:					
In exchange	%	Gratis/complimentary	%	Subscription	%
Total estimated cost involved for publication per issue (attach complete details)		Rs.			

Official Stamp

Date: _____

Signature: _____

Name: _____

Designation: _____

6.4 Application Form for Travel Grant Advance (P05-A)

1	APPLICANT'S PROFILE	
	Name	
	Designation/Department	
	Campus/School	
	Contact Details	Cell: _____ Email: _____
2	DETAILS OF CONFERENCE	
	Title of the Event	
	Event Date(s)	
	Venue (City & Country)	
	Organizer of the Event (Name of university/society)	
3	FINANCIAL ASSISTANCE APPROVED BY HEC	
	Item	Amount (Rs.)
	Travel	
	Registration Fee	
	Accommodation	
	Daily Allowance	
	TOTAL APPROVED COST	
4	UNDERTAKING	
	<i>In case I fail to submit the Post Conference Visit Report and Expenditure Reimbursement Form (with complete supporting documents) within ONE months' time OR HEC rejects the reimbursement claim, BU can deduct the advance amount from my salary, forthwith.</i> Applicant Signature: _____ Date: _____	

6.5 Feedback Form for International Travel Grant Funding (P05-B)

1.	Grantee Profile	
	Name	
	Designation	
	Department/Campus	
	Contact Details	
2.	Conference Details	
	Title of the Event	
	Title of Research Paper Presented	
	Event Date(s)	
	Venue (City & Country)	
	Organizer of the Event (name of university/society)	
3.	Areas of Collaboration Explored with Foreign Researchers/Academicians	
	Area of Collaboration	Please Tick
	a. Inclusion as Evaluators for BU PhD Scholars	☐
	b. Inclusion in BU Research Group	☐
	c. Inclusion in Editorial Board of BU Journals	☐
	d. Joint Research Projects	☐
	e. Exchange of Research Fellows	☐
	f. Participation in BU International Conferences	☐
	g. Guest Lectures/Workshops (incl. Video Conferencing Sessions)	☐
	h. Any Other Area: (Please List Down Below)	
	i.	
	ii.	
iii.		
iv.		
4.	Focus of the Conference	
5.	Brief Description about Exposure to Latest Trends and Techniques in Research of Other Universities of the World	

6.	Details of Discussion on Above Areas of Collaboration and Planned Follow-up Action <i>(Use extra sheet if required)</i>
----	---

Signature and Name of the Grantee

Signature and official Stamp of Head of Department

Dated: _____



HIGHER EDUCATION COMMISSION

H-9, Islamabad (PAKISTAN)

Expenditure Reimbursement Form for Travel Grant to Present
Paper
(FOR APPLICANTS FROM UNIVERSITIES/DAIs)

APPLICANT & EVENT DETAILS

Name of applicant		
CNIC/Passport No.		
Name of University/DAI		
Contact Details	Cell	Email:
Award Letter Approval No. and Date	No.	Date:
Paper Acceptance Ratio*		

* Ratio must be mentioned in the acceptance letter issued from the conference organizer

** Please attach a copy of award letter for ready reference

EXPENDITURE DETAILS

Item	Approved Cost (Rs)*	Actual Expenditure (Rs)	Remarks (If any)
Travel Cost			
Registration Fee			
Accommodation Charges			
Daily Allowance			
Total			

* Approved cost must be mentioned in the award letter issued from the University.

Certified that the above expenditure have been incurred by the applicant to attend the above-mentioned event. It is further certified that all the codal formalities and accounting procedures/policy guidelines have been followed for the reimbursement of Expenditures.

SIGNATURE OF APPLICANT

UNIVERSITY AUDITOR
(Name and Official Stamp)

TREASURER/DIRECTOR
(FINANCE)
(Name and Official Stamp)

HEAD OF INSTITUTION
(Name and Official Stamp)

Dated:

Please ensure to attach following documents with this expenditure reimbursement form:

1. Copy of relevant pages of the Seminar/Conference Proceedings/Abstract/Journal showing author's paper
2. Program of the event showing time slot of the applicant's presentation in given time slot.
3. Acceptance letter from the Conference Organizer (Acceptance letter showing mode of presentation, Review process and proof publication "Proceedings or Abstract Book"). Further Paper Acceptance ratio must be shown in the said letter, if the acceptance ratio is up to 40%, then the applicant will be eligible for 75% reimbursement of approved cost. However, if the ratio is more than 40%, the applicant will be eligible for 50% reimbursement of approved cost mentioned in the award letter as per policy guidelines.
4. Full Text Paper presented in the attended Conference.
5. Latest CV of the applicant who attended the Conference.
6. NOC from Principal Author, if applicant is not the 1st or Principal Author.
7. Receipt for payment of Travel charges like ticket and Boarding Passes etc., accommodation, registration etc.

6.6 Application Form for Partial Support from BU For Travel Grant (Form P05-C)



1	APPLICANT'S PROFILE			
	Name			
	Highest Qualification			
	Designation			
	Department/School			
	Campus			
	CNIC			
Contact Details		Cell:	Email:	
2	DETAILS OF CONFERENCE (Intends to Attend)			
	Title of the Event/Conference			
	Event Date(s) as per acceptance letter			
	Venue (City)		Country	
	Organizer of the Event (name of university/society)			
	Website address of the event/conference			
	Please attach information regarding aims, objectives, themes, organizing committee and keynote speakers of the event.			
3	DETAILS OF PAPER (Intends to Present)			
	Title of the Research Paper (soft copies of the paper must be provided)			
	Has the abstract/paper been reviewed by the technical reviewers? (Documentary evidence that paper has been peer-reviewed must be attached)	Yes	No	
	Will the abstract/paper be published in Book of Abstracts/Proceedings/Journals of Conference etc.? (Documentary evidence that abstract/paper will be published as an outcome of the conference)	Yes	No	

4	FUNDS APPROVED BY HEC FOR TRAVEL GRANT				
	HEC Travel Grant Sanctioned Letter Reference No. with Date <i>(Please attached the copy of the HEC Sanctioned Letter)</i>				
	BREAKUP OF BUDGET APPROVED BY HEC				
	Item	Amount Approved (PKR)			
	Travel (Airfare)				
	Registration				
	TA/DA				
	Others (if any) <i>Please specify here</i>				
	Total				
5	DETAILS OF TRAVEL GRANT(S) AVAILED FROM BU/HEC IN THE LAST ONE YEAR				
	Date of Event	Country Visited	Grant Amount (PKR)	Funded By	
6	TOTAL FINANCIAL EXPENSE REQUESTED				
	Item	Total Cost (PKR)	Funds approved by HEC (PKR)	Funds Required from BU (PKR)	Documents Required
	Airfare <i>(Economy class return air fare from origin to destination)</i>				Quotation from travel agent for the shortest route (mandatory)
	Registration Fee <i>(as per the actual or maximum of 500 USD whichever is less)</i>				Attach documentary evidence (mandatory)
	Daily Allowance <i>(as per Government rules for visit duration of not more than Six (06) days).</i>				Attach documentary evidence (mandatory)
	Grand Total (PKR)				

7	UNDERTAKING BY THE APPLICANT I hereby undertake and affirm that: - The substance of the research paper being presented (as indicated above) is based on the original research conducted by me / us. In case any plagiarism is proved, apart from penalties imposed, I will refund entire amount of grant. - The above paper has not been presented before in any conference/workshop etc. and also has not been published elsewhere. - All the information provided above is true to the best of my knowledge and belief. - If the grant is provided, I shall solely be responsible for its proper utilization, adjustment with used air ticket and other receipts of expenditure. - All the supporting documents submitted are authenticated. - I'll adjust the amount incurred as per actual with the funds provided by BU/HEC on my return as per prevailing BU policies. SIGNATURES OF THE APPLICANT
	RECOMMENDATION BY THE HEAD OF DEPARTMENT Comment(s): SIGNATURE & STAMP

CHECK LIST OF ATTACHMENTS

IMPOTANT NOTES:

- All documents are **MANDATORY** to be provided with the application form.
- In case of failure to submit any document mentioned below, the application will be returned without any further processing.
- The following documents should reach Dte. of RIC – BUHO **at least 8-10 working days before the departure date to attend the International conference.** Early submission of application is encouraged.
- The documents must be attached with the Letter/Case File to be forwarded from respective Principal/Director on OAS.

S. #	Title of Document	Status	
1	Letter of Acceptance/Invitation or email from the organizer in which the mode of presentation (paper presentation-oral) has been clearly mentioned <u>(if there is no mention in the letter or email, please obtain such specific email from the organizer)</u>	Yes	No
2	Documentary evidence indicating that your abstract/paper has been accepted based upon peer-review by the technical committee of the event and would be published in Book of Abstracts/Proceedings/Journals etc. <u>(if there is no mention in the letter or email, please obtain such specific email from the organizer)</u>	Yes	No
3	Documentary Evidence clearly depicting that the conference will be organized or supported by leading professional body of relevant disciplines and whose papers are peer reviewed.	Yes	No
4	Conference Brochure containing aims, objectives and themes, charges of registration and accommodation etc.	Yes	No

5	Full-text paper to be presented <i>(soft copies will be required)</i>	Yes	No
6	Similarity Index Report of Research Paper (must be within the acceptable limit)		
7	NOC from the principal author <i>(In case you are co-author)</i>	Yes	No
8	Quotation from the travel agent indicating the shortest route	Yes	No
9	Documentary Evidence of Registration Fee Amount or Receipt (if paid)	Yes	No
10	Documentary Evidence of Daily Allowance <i>(on the basis of you have calculated)</i>	Yes	No
11	Copy of HEC Award Letter	Yes	No

Signature of Applicant

Name: _____

6.7 Application Form for Funding of Local Travel Grant by BU (P06-A)



1	APPLICANT'S PROFILE (please attach 2-3-page CV with the application form)		
	Name		
	CNIC No.		
	Highest Qualification		
	Designation		
	Department/Institute		
	Contact Details		Cell: Email:
2	DETAILS OF CONFERENCE (Intends to Attend)		
	Title of the Event		
	Event Date(s)		
	Venue (City)		
	Organizer of the Event (name of university/society)		
	Website address of the event		
	Please attach information regarding aims, objectives, themes, organizing committee and keynote speakers of the event.		
3	DETAILS OF PAPER (Intends to Present)		
	Title of the Research Paper (both hard and soft copies of the paper are required)		
	Mode of Presentation (please tick one) (Letter of acceptance/invitation should clearly indicate the mode of presentation)	Oral	Poster
	Has the abstract/paper been reviewed by the technical reviewers? (Documentary evidence that paper has been peer-reviewed must be attached)	Yes	No
	Will the abstract/paper be published in Book of Abstracts/Proceedings/Journals of Conference etc.? (Documentary evidence that abstract/paper will be published as an outcome of the conference)	Yes	No
	Please note that an email from organizer clarifying the mode of presentation, peer review and publication would also be acceptable.		
4	TOTAL FINANCIAL EXPENSE		
	Item	Amount (Rs.)	Documents Required
	Travel		
	Registration Fee		Conference Email/Brochure
	Accommodation		
	Daily Allowance		
	Grand Total		

5	UNDERTAKING BY THE APPLICANT	
	I hereby undertake and affirm that: a. The substance of the research paper being presented (as indicated above) is based on the original research conducted by me / us. In case any plagiarism is proved, apart from penalties imposed, I will refund entire amount of grant. b. The above paper has not been presented before in any conference/workshop etc. and also has not been published elsewhere. c. All the information provided above is true to the best of my knowledge and belief. d. If the grant is provided, I shall solely be responsible for its proper utilization, adjustment with used air ticket and other receipts of expenditure. SIGNATURES OF THE APPLICANT	
6	RECOMMENDATION BY THE HEAD OF DEPARTMENT	
	_____ SIGNATURE & STAMP	
7	RECOMMENDATION BY FRC Standing Committee for Travel Grants	
	Recommended	☐
	Not-Recommended	☐
	Total Funding Available during Current FY	
	Amount of Funding Recommended by FRC Standing Committee	
	Budget Head	Amount Recommended (Rs.)
	Travel (as per BU Travel Policy)	
	Registration Fee (as per Actual or maximum of Rs. 8,000/- whichever is less)	
	Accommodation (Conference days plus one day – maximum of 2 conference days)	
	Daily Allowance (As per BU Rules)	
	Grand Total Maximum Rs. 50,000/- or Actual – (whichever is less)	
	_____ Signature & Stamp (Head FRC Standing Committee)	

CHECK LIST OF ATTACHMENTS

Please ensure that relevant documents are attached with the Application Form.

1	Conference Proceeding/Conference Program of 1 st Conference Attended	Yes	No
2	Letter of Acceptance/Invitation or email from the organizer in which the mode of presentation (oral/poster/keynote speaker) has been clearly mentioned (if there is no mention in the letter or email, please obtain such specific email from the organizer)	Yes	No
3	Documentary evidence indicating that your abstract/paper has been accepted based upon peer-review by the technical committee of the event (if there is no mention in the letter or email, please obtain such specific email from the organizer)	Yes	No
4	Documentary evidence indicating that your abstract/paper would be published in Book of Abstracts/Proceedings/Journals etc. (if there is no mention in the letter or email, please obtain such specific email from the organizer)	Yes	No
5	Conference Brochure containing aims, objectives and themes, charges of registration and accommodation etc.	Yes	No
6	Full-text paper to be presented (both hard and soft copies will be required)	Yes	No
7	NOC from the principal author (In case you are co-author)	Yes	No
8	Quotation from the travel agent indicating the shortest route	Yes	No
9	Brief CV (2-3 pages) attached	Yes	No
10	Similarity Index Report of Research Paper	Yes	No

Signature of Applicant

IMPORTANT

The documents must be attached in above sequence and must be properly tagged. The application must be in proper (spiral/hard/tape) binding to avoid detachment of any document.

6.8 Feedback Form for Local Travel Grant Funding (P06-B)

1	Applicant's Profile	
	Name	
	Designation	
	Department/Institute	
	University/DAI	
	Correspondence Address	
	Contact Details	
2	Conference/Seminar Details	
	Title of the Event	
	Event Date(s)	
	Venue (City & Country)	
	Organizer of the Event (<i>name of university/society</i>)	
3	Focus of the Conference	
4	Brief Description about Exposure to Latest Trends and Techniques in Research of Other Universities of Pakistan	

5	Expected Opportunities for National Collaboration
6	Cascading Plan of Knowledge Sharing with Institutional Fellows and Peers

Signature and Name of the Grantee

Signature and official Stamp of HoD

Dated: _____

6.9 Expenditure Adjustment Form for Travel Grant Funding- Local Conference (P06-C)



APPLICANT & EVENT DETAILS:	
Name	
CNIC No.	
Designation/Department	
Campus	
Contact Details	Cell: _____ Email: _____

EXPENDITURE DETAILS			
Item	Approved Cost (Rs.)	Actual Expenditure (Rs.)	Remarks (if any)
Travel Cost			
Registration Fee			
Accommodation Charges			
Daily Allowance			
Total			

Certified that the above expenditures have been incurred by the applicant to attend the above-mentioned event. It is further certified that all the codal formalities and accounting procedures have been followed for the adjustment of the expenditures.

SIGNATURE OF THE GRANTEE

HEAD OF DEPARTMENT
(Name and Official Stamp)

MANAGER ACCOUNTS-CAMPUS
(Name and Official Stamp)

Dated: _____

Please attach the following with this form:

1. Copy of the relevant pages of the seminar/conference proceedings/abstract/journal showing authors' paper.
2. Program of the event showing time slot of the applicant's presentation in given time slot.
3. Feedback about the event on the attached form (mandatory).



6.10 Application Form for Travel Grant by BU (P07-A)

1	APPLICANT'S PROFILE			
	Name			
	Highest Qualification			
	Designation			
	Department/School			
	Campus			
	CNIC			
Contact Details		Cell:	Email:	
2	DETAILS OF CONFERENCE (Intends to Attend)			
	Title of the Event/Conference			
	Event Date(s) as per acceptance letter			
	Venue (City)		Country	
	Organizer of the Event (name of university/society)			
	Website address of the event/conference			
	Paper Acceptance Ratio of the Conference		i.e. < 20% or <30% or <40%	
<i>Please attach information regarding aims, objectives, themes, organizing committee and keynote speakers of the event.</i>				
3	DETAILS OF PAPER (Intends to Present)			
	Title of the Research Paper (soft copies of the paper must be provided)			
Has the abstract/paper been reviewed by the technical reviewers? (Documentary evidence that paper has been peer-reviewed must be attached)		Yes	No	

	Will the abstract/paper be published in Book of Abstracts/Proceedings/Journals of Conference etc.? <i>(Documentary evidence that abstract/paper will be published as an outcome of the conference)</i>	Yes	No		
	Proof of Paper Acceptance Ratio <i>(confirmation of the paper acceptance ratio by the official conference organizers must be attached)</i>	Yes	No		
4	DETAILS OF TRAVEL GRANT(S) AVAILED FROM BU/HEC IN THE LAST ONE YEAR				
	Date of Event	Country Visited	Grant Amount (PKR)	Funded By	
5	TOTAL FINANCIAL EXPENSE REQUESTED				
	Item	Total Cost (PKR)	Funds Sponsored by Conference Organizers/ Self/ others (PKR)	Funds Required from BU (PKR)	Documents Required
	Airfare <i>(Economy class return air fare from origin to destination)</i>				Quotation from travel agent for the shortest route (mandatory)
	Registration Fee <i>(as per the actual or maximum of 500 USD whichever is less)</i>				Attach documentary evidence (mandatory)
	Daily Allowance <i>(as per Government rules for visit duration of not more than Six (06) days).</i>				Attach documentary evidence (mandatory)
	Grand Total (PKR)				

6	UNDERTAKING BY THE APPLICANT
	I hereby undertake and affirm that: <i>g.</i> The substance of the research paper being presented (as indicated above) is based on the original research conducted by me / us. In case any plagiarism is proved, apart from penalties imposed, I will refund entire amount of grant. <i>h.</i> The above paper has not been presented before in any conference/workshop etc. and also has not been published elsewhere. <i>i.</i> All the information provided above is true to the best of my knowledge and belief. <i>j.</i> If the grant is provided, I shall solely be responsible for its proper utilization, adjustment with used air ticket and other receipts of expenditure. <i>k.</i> All the supporting documents submitted are authenticated. <i>l.</i> I'll adjust the amount incurred as per actual with the funds provided by BU on my return as per prevailing BU policies. SIGNATURES OF THE APPLICANT
7	RECOMMENDATION BY THE HEAD OF DEPARTMENT Comment(s): SIGNATURE & STAMP

CHECK LIST OF ATTACHMENTS

IMPOTANT NOTES:

- All documents are **MANDATORY** to be provided with the application form.
- In case of failure to submit any document mentioned below, the application will be returned without any further processing.
- The following documents should reach Dte. of RIC – BUHO **at least 15 working days before the conference commencement date.** Early submission of application is encouraged.
- The documents must be attached with the Letter/Case File to be forwarded from respective Principal/Director on OAS.

The documents must be attached with the application form as per the following checklist:

S. #	Title of Document	Status	
1	Letter of Acceptance/Invitation or email from the organizer in which the mode of presentation (paper presentation-oral) has been clearly mentioned <u>(if there is no mention in the letter or email, please obtain such specific email from the organizer)</u>	Yes	No
2	Documentary evidence indicating that your abstract/paper has been accepted based upon peer-review by the technical committee of the event and would be published in Book of Abstracts/Proceedings/Journals etc. <u>(if there is no mention in the letter or email, please obtain such specific email from the organizer)</u>	Yes	No
3	Documentary Evidence clearly depicting that the conference will be organized or supported by leading professional body of relevant disciplines and whose papers are peer reviewed.	Yes	No
4	Conference Brochure containing aims, objectives and themes, charges of registration and accommodation etc.	Yes	No
5	Full-text paper to be presented <u>(soft copies will be required)</u>	Yes	No
6	Similarity Index Report of Research Paper (must be within the acceptable limit)	Yes	No
7	NOC from the principal author <u>(In case you are co-author)</u>	Yes	No
8	Quotation from the travel agent indicating the shortest route	Yes	No
9	Documentary Evidence of Registration Fee Amount or Receipt (if paid)	Yes	No
10	Documentary Evidence of Daily Allowance <i>(on the basis of you have calculated)</i>	Yes	No
11	Paper Acceptance Ratio of the Conference	Yes	No

Signature of Applicant

Name: _____



6.11 Expenditure Adjustment Form (P07-B)

APPLICANT & EVENT DETAILS:

Name			
CNIC/Passport No.			
University/DAI			
Contact Details	Cell:	Email:	
Award Letter No. and Date:			
<i>Please attach a copy of Award Letter for Ready Reference</i>			

EXPENDITURE DETAILS:

Item	Approved Cost (Rs.)	Actual Expenditure (Rs.)	Remarks (if any)
Travel Cost			
Registration Fee			
Accommodation Charges			
Daily Allowance			
Total			

Certified that the above expenditures have been incurred by the applicant to attend the above-mentioned event. It is further certified that all the codal formalities and accounting procedures have been followed for the reimbursement of the expenditures.

SIGNATURE OF THE GRANTEE

HEAD OF DEPARTMENT

MANAGER FINANCE (CAMPUS)

(Name and Official Stamp) (Name and Official Stamp)

DIRECTOR CAMPUS

(Name and Official Stamp)

Dated: _____

Please attach the following with this form:

1. Copy of the relevant pages of the seminar/conference proceedings/abstract/journal showing authors' paper.
2. Program of the event showing time slot of the applicant's presentation in given time slot.
3. Feedback about the event on the attached form (mandatory).



6.12 Feedback Form for International Travel Grant Funding Availed from BU (P07-C)

1.	Grantee Profile		
	Name		
	Designation		
	Department/Campus		
	Contact Details		
2.	Conference Details		
	Title of the Event		
	Title of Research Paper Presented		
	Event Date(s)		
	Venue (City & Country)		
	Organizer of the Event (name of university/society)		
3.	Areas of Collaboration Explored with Foreign Researchers/Academicians		
	Area of Collaboration		Please Tick
	a.	Inclusion as Evaluators for BU PhD Scholars	☐
	b.	Inclusion in BU Research Group	☐
	c.	Inclusion in Editorial Board of BU Journals	☐
	d.	Joint Research Projects	☐
	e.	Exchange of Research Fellows	☐
	f.	Participation in BU International Conferences	☐
	g.	Guest Lectures/Workshops (incl. Video Conferencing Sessions)	☐
	h.	Any Other Area: (Please List Down Below)	
	i.		
	ii.		
	iii.		
iv.			
4.	Focus of the Conference		
5.	Brief Description about Exposure to Latest Trends and Techniques in Research of Other Universities of the World		

6.	Details of Discussion on Above Areas of Collaboration and Planned Follow-up Action (<i>Use extra sheet if required</i>)

Signature and Name of the Grantee

Signature and official Stamp of Head of Department

Dated: _____

6.13 Application Form for Organization of Conference / Workshops / Seminars (P08)



1. Data of Proposed Conference/Workshop/Seminar:

Title:			
Venue:			
Date(s).			
Collaboration I:			
Collaboration II:			
Themes & Sub-Themes with Narration:		Please provide Information as per	Annexure I
No. of local participants:			Annexure II
No. of foreign invited speakers:(attach list)			Annexure III
No. of national invited speakers: (attach list)			Annexure IV
No. Organizing committees: (attach list)			Annexure V
Aims and objectives:			Annexure VI
Event Program:			Annexure VII

2. Data of Organizer:

Name of Principal Organizer:	
Designation:	
Department/Institute:	
Phone	
E-mail	

3. Budget of the Event (to be provided by BU):

Heads of expenditure	Amount	Details/justification
Remunerations: (attach details)		Annexure VIII
Stationery: (attach details)		Annexure IX
Boarding & lodging: (attach details)		Annexure X
Entertainment: (attach details)		Annexure XI
Publications: (attach details)		Annexure XII
Contingencies:		
Total (A)		

4. Details of Funding from Other Sources:		
Names of other Funding Agencies	Amount	Status
Income from Registration fee: International participants @ Rs. _____ National participants @ Rs. _____		
Any other Funding Source: (HEC/PSF/ICT R&D Fund/other University etc.)		Annexure XIII
Total (B)		
GRAND TOTAL (A+B)		

Signatures of Principal Organizer

5. Recommendations from Director/Principal I agree and support the event to be convened and strongly recommend the quantum of financial assistance, as requested through this form. Signatures of Director/Principal Stamp and Date

INSTRUCTIONS:

- No box should be left empty.
- Number of participants, resource persons should be indicated in box and lists should be furnished in respective annexure.
- Brief CV in respect of foreign participants and resource persons must be attached.
- Abstracts of talks to be delivered by local and foreign participants be attached.
- Event schedule with brochure should be annexed.
- Full budget of the conference should be furnished with detailed break-up under each sub-head.
- Details of other donors must be indicated with quantum of support.
- Applications complete in all respects, forwarded by the respective Director/Principal should reach to ORIC Office 8 weeks before the proposed dates of holding the event.

6.14 Application Form for Claiming Cash Incentives for Funded Research Projects (P09)

1	APPLICANT'S PROFILE		
	Name		
	Designation/Department		
	Campus/Institute		
	Contact Details	Cell:	Email:
2	DETAILS OF FUNDED RESEARCH PROJECT		
	Attach the following documents		
	• <i>Project Award Letter & Contract</i> • <i>Technical & Financial Closure Letter of the Research Project issued by Funding Organization</i>		
	Title of the Project		
	Project Duration		
	Funding Organization		
	Total Funding		
	Date of Closure		
	Cash Incentive Claimed (Tick the Relevant Bracket)	Funding Bracket	Cash Incentive
		☐ >1 million to 2 million	2%
		☐ >2 million to 5 million	4%
		☐ >5 million to 10 million	6%
		☐ >10 million	8%
	Total Amount Claimed (Rs.)		
	Applicant Signature: _____ Date: _____		

6.15 Application Form for Funding of Applied Research Projects by BU (P10)



Section – 1

1.1 Project Identification

Project Title:

<type here>

Principal Investigator (PI):

Name:

Designation:

Constituent Unit:

Mobile # :

Tel. # :

Email:

Co-Principal Investigator (CPI):

Name:

Designation:

Organization:

Mobile # :

Tel. # :

Email:

What is the target market(s) for the products? *(Please mark X where applicable)*

- | | |
|--|---|
| ☐ Marine | ☐ Business, Marketing, Finance |
| ☐ Defense, Security, Safety | ☐ Education and Training |
| ☐ Environment, Water Management | ☐ Entertainment, Media |
| ☐ Food, Livestock, Agribusiness | ☐ Healthcare |
| ☐ Technologies of 4 th Industrial Revolution | ☐ Mental Health/Psychology |
| ☐ Oil, Gas, Energy | ☐ Telecommunication |
| ☐ Maritime | ☐ Legal |
| ☐ Others (specify): _____ | |

Which Sustainable Development Goals (SDGs) are covered by the products? *(Please mark X where applicable.)*

- | | |
|---|---|
| ☐ 1. No Poverty | ☐ 2. Zero Hunger |
| ☐ 3. Good Health & Well-Being for people | ☐ 4. Quality Education |
| ☐ 5. Gender Equality | ☐ 6. Clean Water & Sanitation |
| ☐ 7. Affordable & Clean Energy | ☐ 8. Decent Work & Economic Growth |
| ☐ 9. Industry, Innovation & Infrastructure | ☐ 10. Reduced Inequalities |
| ☐ 11. Sustainable Cities & Communities | ☐ 12. Responsible Consumption & Production |

- ☐ 13. Climate Action
 - ☐ 14. Life Below Water
 - ☐ 15. Life on Land
 - ☐ 16. Peace, Justice & Strong Institutions
 - ☐ 17. Partnerships for the Goals

Other Organizations Involved in the Project: *(Please identify all affiliated organizations collaborating in the project and describe their role/contribution to the project.)*

Industrial Organizations:

#	Organization Name	Role / Contribution

Funding Organizations:

#	Organization Name	Role / Contribution

Key Words:

<type here>

Thematic Research area of Proposed Study:

<type here>

Project Status: (Please mark X)

- ☐ New
- ☐ Extension of existing project

Project Duration: _____ months

Proposed Budget: PKR

The Problem (Please describe the problem / opportunity / gap / need that you want to address/solve. **Maximum 300 words.**)

<type here>

Existing Solutions of the Targeted Research Study *(Please highlight strengths and weaknesses)*
(Maximum 200 words.)

<type here>

Proposed Solution Summary *(Please highlight how the proposed solution will address the weaknesses of above-mentioned existing solutions)*
(Maximum 200 words.)

<type here>

Proposed Techniques to Achieve Above Mentioned Improvements *(Maximum 200 words.)*

<type here>

Synopsis *(A brief description of the idea, in non-technical language, explaining product benefit, target market, basic technology, commercial partners, investors, and potential customers. Maximum 200 words.)*

<type here>

Section – 2

2.1 Background

Literature Review *(Detailed summary of what all has been done internationally in the proposed area quoting references and bibliography. **Maximum 1500 words.**)*

<type here>

Current State of the Art *(Please describe the current state of the art specific to this research topic. **Maximum 500 words.**)*

<type here>

Challenges *(Please describe the challenges, specific to this research topic, currently being faced internationally. **Maximum 500 words.**)*

<type here>

Motivation and Need *(Please describe the motivation and need for this work. **Maximum 500 words.**)*

<type here>

2.2 Outcomes and Benefits

Expected Outcomes *(Provide a list of proposed project outputs including publications, databases etc.)*

<type here>

Key Benefits and Beneficiaries: *(Please identify clearly the benefits and potential customers/beneficiaries of the project.)*

<type here>

Technology Transfer/Diffusion Approach: *(Please describe how the outputs of the project will be transferred to the beneficiaries/customers. **Maximum 500 words.**)*

<type here>

2.3 Research Approach

Development / Research Methodology *(Please describe the technical details and justification of your development and research plan. The block diagrams, system flow charts, high level algorithm details etc. have to be provided in this section. Maximum 3000 words.)*

<type here>

Key Milestones and Deliverables *(Please list and describe the principal milestones and associated deliverables of the project. The timing of milestones is also to be shown in the Gantt chart in Annexure-A. Quarterly deliverables are preferred.)*

The information given in this table will be the basis of monitoring and release of funds by the BU.

No.	Elapsed time from start (in months) of the project	Milestone	Deliverables
	3 months		
	6 months		
	9 months		
(Please add more rows if required.)			

Section – 3

3.1 Resources & Other Requirements

Project Team *(Please attach the CVs of PI, CoPI(s) and key research/development personnel which should clearly show their expertise in relation to the needs of the project. Please follow the format included in Annexure-C. The numbers in the table below must tally with the HR Cost sheet in the Budget file.)*

Title / Position	Number
PI	
CoPI	
Team Leads	
Researchers / Developers	
Researcher / Development Assistants	
Support Staff	
Contract Staff (please specify)	

Add more rows if required

Team Structure *(Please define the team structure (organogram) and role/key responsibilities of each member. If in collaboration with another partner, the division of manpower at various locations of partners be provided.)*

<paste organogram here>

Title/Position (of each member)	Role/Key Responsibilities	Minimum Qualification Required	Expertise / Background Required	Minimum Experience Required (years)

3.2 Contractual Matters

Contractual Obligations under this Project: *(Please indicate any contractual obligations with third parties that will be entered into for this project.)*

<type here>

Ownership of Intellectual Property Rights: *(As per BU Intellectual Property Policy at Vogue)*

Recommendation By Head of Department

Name: _____

Date: _____ Signature
& stamp: _____**Recommendation By Dean**

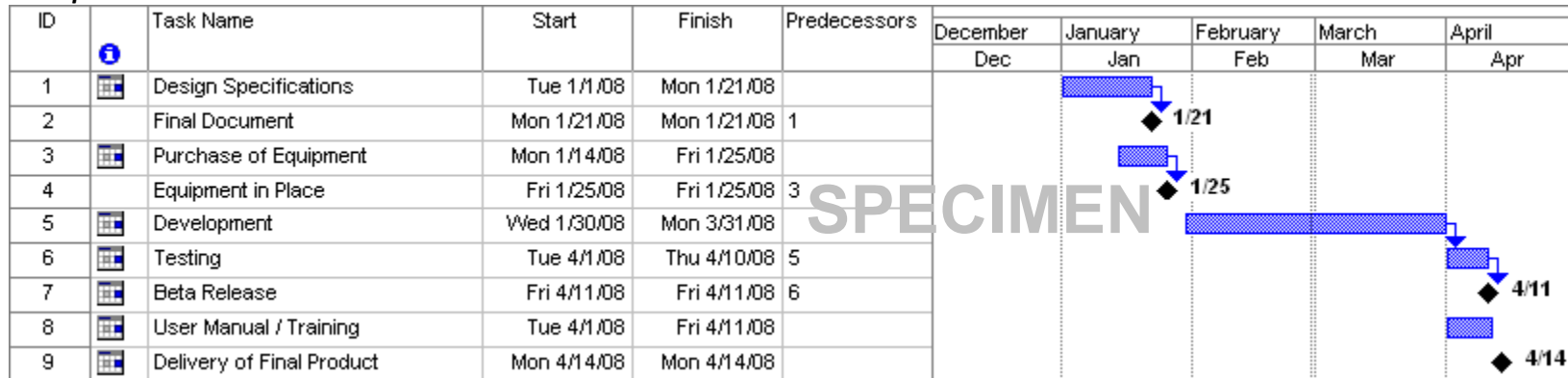
Name: _____

Date: _____ Signature
& stamp: _____

Annexure–A: Project Schedule / Milestone Chart

(Project schedule using MS-Project (or similar tools) with all tasks, deliverables, milestones, cost estimates, payment schedules clearly indicated are preferred.)

Example:



Annexure–B: Proposed Budget

Please use the embedded Excel Worksheet for providing budget details.

Press Ctrl+Enter to open the worksheet.



Budget Sheet-BU
Research Project
Funding Policy



6.16 Application Form for Request for Seed Money (P11)

(Note: Add rows if needed)

Research Project Details	
(i) Research Project Title:	
(ii) Research Project Start Date:	
(iii) Research Project Finish Date:	
(iv) Research Project Summary (less than 200 words):	
(v) Research Project Objectives:	
(vi) Research Project Implementation Method:	
(vii) Total Funding required from BU (Rs.)	
(viii) Estimated Budget(s) details with sub heads:	
(ix) Final Deliverables of the Research Project:	
(x) Benefits of the Research Project to Bahria University:	
Undertaking by the Research Project Supervisor	
It is certified that the Research Project titled “ _____ ” has been undertaken under my supervision and if the subject research project is approved for funding, the disbursed funds will be utilized as per “Bahria University Rules” and the undersigned will be liable to submit the final project report duly signed by the respective accounts office and reimburse/refund the unutilized amount and other cost not approved by Bahria University, if any. Signature of Supervisor: _____ Name & Designation of the Supervisor: _____	



6.17 Application Form for Quarterly Progress Report on Sponsored Research Projects (P13)

1	Title of the Project		
2	Details of Principal Investigator (PI)		
	Name		
	Designation		
	Department & Campus		
	Cell Number		
3	Details of other team members		
	Name	Designation	Department & Campus/ other Institution
4	Name of Funding Agency		
5	Research Grant Approved (Rupees in Million)		
6	Amount of university's overheads mentioned in the allocated approved grant	☐ Yes ☐ No (tick the appropriate box) If yes, mention the amount in PKR _____	
7	Amount received till date	Rs. in Million: _____ as (tick the appropriate box) ☐ 1 st Installment ☐ 2 nd Installment ☐ 3 rd Installment ☐ 4 th Installment ☐ Amount in Full	
8	University's Overheads Received?	☐ Yes ☐ No (tick the appropriate box) If yes, mention the amount in PKR _____	
9	Date of issuance of sanction/award letter from funding agency		
10	Project duration		
	Total Project duration	Starting Date	Date of completion as per approved project
11	Activities Completed with timeline		

	S. No	Title of activity completed	Date
12	Details of funds utilized in the quarter		
	S. No.	Title of activity	Amount (in rupees) of funds utilized
13	General Progress/Current Status on the Project (if behind schedule, give reasons and action to make up for the time lost)		

Note: (i) Please use separate sheet if required for section 11, 12 & 13 of the proforma.
(ii) Please attach the approval/sanction letter from funding agency with this proforma.



Bahria University

Discovering Knowledge

**Proposal / Application
for
Funding of Applied Research Projects**

<Project Title>

<submitted by>

Read carefully before filling the form.

1. Please do not alter the layout of the application form. Information must be filled in the spaces provided, under set format.
2. Guidance notes in various fields should not be deleted.
3. Required information should be duly filled in the specified fields.
4. Required heads/fields which are not relevant to the project should be marked **N/A** (Not Applicable) or left blank and should not be deleted.
5. Specifications, justifications, purposes must be provided against each item in the Budget file.
6. Please do not change the formulas in the budget sheets.



6.18 Intellectual Property Disclosure Form (P14)

This form is to assist BU researchers and staff who are engaged in active research or projects that have the potential to develop IP in disclosing their activities in order to:

- Seek advice on IP protection and development
- Receive prioritised access to available support and funding
- Obtain authorisation for IP exploitation
- Comply with the BU's reporting requirements

The following questions should be answered by electronically inserting text into the answer space provided (the space will expand to accommodate the text). Alternatively, a written submission is acceptable provided that it seeks to answer all of the questions below. You are strongly advised to print out and use this form as a template to support any written submission.

1. YOUR DETAILS	
Name:	
Job Title:	
Faculty/ Department:	
Direct Telephone:	
Email:	
Date:	

2. APPLICABLE IP			
Please indicate the type(s) of IP you believe will apply to and help protect the innovation. (See Appendix 1 for definitions of IP rights) Please put an "X" or tick(s) in the corresponding box or boxes below.)			
Patents	☐	Copyright	☐
Design Registration	☐	Know-how / Trade Secret	☐
Trademark Registration	☐	Don't know	☐

3. OVERVIEW
Please provide a short title that best describes the innovation or the potential IP.
What were the reasons for developing the IP in the first instance? (e.g. serendipity, identified an unmet need, funded or contract research etc).

Please detail the main benefits / advantages and purpose of the innovation and any IP? (e.g. technical innovation, greater efficiency, cost saving etc). *Please indicate, where possible, to whom the benefits would be of interest. (e.g. end users, supply chain participants, manufacturers in the case of process based innovation etc). Note benefits include enhanced research status, societal benefits, environmental impacts etc.*

Are you aware of any competing innovations, products, services or relevant research which makes available or discloses similar innovations? If yes, please provide details. *Please identify any existing IP, products or services of relevance.*

4. OWNERSHIP

Has the IP been wholly developed by you and by BU? *If not, please give details of any persons who contributed to the creation of the IP, their organisational affiliations and outline the nature of their involvement.*

Did the IP result from a specific funding arrangement (e.g. contract for services, research grant, industry collaboration, etc)? *If yes, please provide details of the funding body and details of any funding arrangements including details/copies where possible of any legal contracts in place.*

Please highlight any BU facilities or resources which have been used to create the IP. (e.g. *laboratory resource, computing resource, bought out staff etc.*)

Are you aware of any pre-existing IP used in creating the new IP? *If yes, please provide details. If no, has this to your knowledge been appropriately investigated?*

5. COMMERCIAL DEMAND

Please highlight to the best of your knowledge the general markets or industry sectors where the IP could be exploited or commercialised.

Do you have any idea or direct evidence of the potential market size or commercial interest in the IP? *Please provide any details in relations to known market factors such as volumes, unit sales potential, nature and number of customers etc. Also detail any commercial enquiries from interested parties, project partners etc.*

Do you have any initial thoughts or business plans outlining how you envisage the IP being exploited? (e.g. *IP licensing, further research, new company formation, IP sale, own manufacture etc.*) *Please provide a copy of any available business plans.*

6. RISKS/BENEFITS

Can you identify any potential technical, or similar, risks associated with the further development of the IP? *If yes, please provide details.*

In the case of patentable IP and inventions please complete Section 7 otherwise skip to Section 8. If you are in any doubt about completing Section 7 please contact ORIC-BUHQs

7. PATENT PROTECTION

Have confidential recording and reporting procedures been followed in the course of the development of the IP? (e.g. *use of non-disclosure agreements, the IP has not been published or exhibited etc.*)

If the IP has been disclosed in any form not subject to confidentiality please provide details of to whom and when. *(e.g. marketing, publications, exhibitions, demonstrations, conference presentations, discussions with any third parties.)*

For IP with patent potential, have you conducted a patent search using relevant databases?

European Patent Office
<http://gb.espacenet.com>

World Intellectual Property Organisation database
www.wipo.org

The United States patent and trade mark database
www.uspto.gov

If yes, please provide details of any competing patent IP you have found.

Does the disclosure relate to a patent application already in progress, represent a development of the BU's existing patents (granted or otherwise), or is based on any known background IP? *If yes, please provide details.*

8. SIGNATURES

Inventor(s) signature:
Print Name:

Co-inventor(s) signature:
Print Name:



6.19 Consultancy Application Form (P15)

Section – 1 Consultant Details		
Consultant Name		
Department		
Campus		
Cell		
Email		
Section – 2 Client Details		
Client Name		
Address		
Contact Name		
Telephone		
Email		
Section – 3 Dates		
Proposed Start Date		
Proposed End Date		
Anticipated Number of Days		
Section – 4 Project Details		
Describe the work to be undertaken		
Describe Project Deliverables		
Section – 5 Estimated Project Costs		
Consultant Hours/Days		
Project Administration		
Materials		
Travel and Subsistence		
University Facilities		
Teaching Relief		
Estimated Total		
Section – 6 Ethical Approval		
Does the project require special ethical approval	Yes	No
If, Yes please describe the nature of special circumstance		
If, Yes please confirm that it has been approved by Ethical Review Committee	Yes	No

<u>Recommended By:</u> Head of Department	<u>Approved By:</u> Director/Principle CU
Signature & Stamp	Signature & Stamp

6.20 Application Form for Establishment of Faculty Led Startup @ BU (P16)



SECTION - I		
Primary Applicant's Information		
Full Name:		
Designation:		Highest Qualification:
Department:		Campus:
Date of Joining:		Employee No:
Email:		Cell No:
SECTION - II		
Startup Details		
Commercialization aims of the start-up (one-to two-line description of what is the intent of the startup)		
Technologies/ products that the start-up aims to commercialize		
Proposed start-up Name:		
Designation of primary applicant in the proposed start-up		
Details of other BUFGMs involved in the start-up		

Declaration

I/We, _____ declare that:

- 1) The start-up shall abide by accepted ethical norms and shall not engage in any business activity that brings disrepute to BU.
- 2) BU is not liable for the any actions or practices of the start-up

Primary applicant's Signatures:

Name & signature of other BU faculty/staff part of startup:

Date:

SECTION – IV**Recommendation by Manager BIC**

Comments:

☐ **Recommended**

☐ **Not Recommended**

Name:

Signatures:

Date:

SECTION - V**Recommendation by Director ORIC**

Comments:

☐ **Recommended**

☐ **Not Recommended**

Name:

Signatures

:

Date:

Approval by Pro-Rector (RIC)

☐ **Approved**

☐ **Not Approved**

Name:

Signatures:

Date:

Annex - II

Brief Business Plan (2 Pages maximum)

- 1.** Executive Summary highlighting the goal of the startup
- 2.** Problem Identification
- 3.** Go-To Market Strategy
- 4.** Identified Services Gap/ Market potential / Target Audience
- 5.** Existing Competition/Product/Services/Portfolio
- 6.** In detailed description of proposed product/service to be offered
- 7.** Revenue Model / Projections
- 8.** Timeline and metrics to be used for monitoring progress



6.21 Application Form for Short Term Research Visit (P19)

1	APPLICANT'S PROFILE			
	Name			
	Passport No.		CNIC No.	
	Highest Qualification			
	Designation			
	Department/Institute			
	Contact Details		Cell	
Email				
2	DETAILS OF RESEARCH VISIT			
	University Name			
	Visit Dates			
	Venue (City)		Country	
	Department Name			
	Point of Contact at Host University/Institute		Name	
			Cell	
Email				
3	Nature of Research Work to be undertaken (Please attach additional sheets if required)			
4	UNDERTAKING BY THE APPLICANT			
	I hereby undertake and affirm that: a. I will join BU after completion of the short term research visit. b. I will present a detailed report on the research activities undertaken by myself during my short term research visit within 2 weeks' of re-joining BU c. All the supporting documents submitted are authentic. SIGNATURES OF THE APPLICANT			

CHECK LIST OF ATTACHMENTS

Please ensure that relevant documents are attached with the Application Form.

1	Formal Invitation Letter from host research institute/lab	Yes	No
2	Research Plan during the tenure of research visit	Yes	No
4	Updated CV clearly specifying research publications and relevant experience	Yes	No

Signature of Applicant



6.22 Proforma for the Nomination of Best Faculty Researcher Award (P21)

1	Best Faculty Researcher Award for the Year		2020 (<i>Research Endeavors from Jan-Dec</i>)
2	Faculty Name	☐ Engineering Sciences ☐ Management Sciences ☐ Humanities and Social Sciences ☐ Health Sciences	
3	Campus	☐ BUIC ☐ BUKC and IPP ☐ BULC ☐ BUHSC	
4	Category	☐ Category – A: Lecturer and Assistant Professor ☐ Category – B: Associate Professor and Professor	
5	Personal Details of Nominee		
	Name		
	Designation		
	Department		
	Cell No		
	Email		
6	Date of joining BU as faculty		

7	Details of Research Endeavors (January – December)						
A	Journal Publications – Weightage 40% (Weightage in any one of these or cumulative of these three categories shall not exceed 40%)						
S.No	Type of Journal	Details	Marks Secured	Name of Research Paper	Name of Journal	Year & Date of Publication	Doc Evidence at Page No.
i	ISI Indexed With IF/HEC recognized W Category Indexed in HJRS	5 marks for one Impact factor paper in this category					
ii	HEC recognized X Category Indexed in HJRS	3 marks for one research paper in this category					
iii	HEC recognized Y Category Indexed in HJRS	2 marks for one research paper in this category					
Total A							

B	Patents/Consultancy/Commercialization of Research – Weightage 20% (Weightage in any one of these or cumulative of these three categories shall not exceed 20%)							
S.No	Types of Patents	Details	Maximum Marks	Marks Secured	Title	Status	Date of approval	Doc Evidence at Page No.
i	Patent International-awarded OR Consultancy Fee > 500,000 OR >800,000 Revenue generated through commercialization	5 marks any one endeavor	10					
ii	Patent National-awarded OR Consultancy Fee > (300,000 to 500,000 PKR) OR (>500,000 to 800,000) Revenue generated through commercialization	2.5 marks any one endeavor	5					

iii	Provisional Patent Awarded OR Consultancy Fee > (100,000 to 300,000 PKR) OR (>300,000 to 500,000) Revenue generated through commercialization	1.5 marks any one endeavor	3					
iv	Patent Filed OR Consultancy Fee up to 100,000 PKR OR (100,000 to 300,000) Revenue generated through commercialization	1 mark any one endeavor	2					
Total (B)								

C	Thesis & Project Supervision – Weightage 10% (Weightage in any one of these or cumulative of these three categories shall not exceed 10%)							
S.No	Type of Degree	Details	Maximum Marks	Marks Secured	Name of Student & Enrollment No	Date of Assigned as Supervisor	Expected Date of Degree Comp	Doc Evidence at Page No.
i	PhD Thesis Supervision-Completed	4 marks each for one completed Ph.D.	4					
ii	PhD Thesis Supervision-Research Phase	2.5 marks each for one research phase supervision	2.5					
iii	MS Thesis Supervision-Completed	1.5 marks each for one thesis completed	1.5					

iv	MS Thesis Supervision- Research Phase	1 mark each for one research phase thesis supervision	1					
v	BS Final Year Projects/Thesis Completed	1 mark for BS level	1					
Total (C)								

D	Research Grants – Weightage 30% (Weightage in any one of these or cumulative of these three categories shall not exceed 30%)							
S.No	Type of Project	Details	Maximum Marks	Marks Secured	Title of Project	Funding Agency	Start & End Date of Project	Doc Evidence at Page No.
i	Funding Amount – >1 million to 2 million	1 mark each for one project	3					
ii	Funding Amount – >2 million to 5 million	2 marks each for one project	6					
iii	Funding Amount – >5 million to 10 million	4 marks each for one project	8					
iv	Funding Amount >10.0 million PKR	5 marks each for one project	10					
v	Proposal submitted through BU (>2 million)	1 mark each for one proposal	3					
Total (D)								
Total Marks (A+B+C+D)								
Weightage								100
RECOMMENDATION(S) BY THE HEAD OF DEPARTMENT								
Comments (if any): 						Signature: _____ Date: _____		

CERTIFICATE

It is certified that the nominee has 2 years' service at Bahria University as well as fulfilling all other criteria set for Best Faculty Researcher Award. All relevant documents of the nominee have been checked and examined by the members of the Committee and recommendation has been made keeping in view the Terms & Conditions and criteria set by BU. It is also certified that the nominated teachers are not involved in any disciplinary as well as plagiarism case. The supporting documents are attached with this proforma and page No (s) of documentary evidences marked in the relevant column.

MEMBERS OF BEST FACULTY RESEARCHER AWARD NOMINATION COMMITTEE

(1)

(2)

Signature: _____

Signature: _____

Official Stamp:

Official Stamp:

(3)

(4)

Signature: _____

Signature: _____

Official Stamp:

Official Stamp:

(5)

(6)

Signature: _____

Signature: _____

Official Stamp:

Official Stamp:

Countersigned

Head of CU with Official Stamp



6.23 Proforma for the Nomination of Best Student Researcher Award (P22)

1	Best Faculty Researcher Award for the Year		2020 (Research Endeavors from Jan-Dec)
2	Faculty Name	☐ Engineering Sciences ☐ Management Sciences ☐ Humanities and Social Sciences ☐ Health Sciences ☐ Professional Psychology ☐ Law	
3	Campus	☐ BUIC E-8 ☐ BUIC H-11 ☐ BUKC and IPP ☐ BULC ☐ BUHSC-K ☐ BUHSC-I	
4	Personal Details of Nominee		
	Enrollment No		
	Date of enrollment as student in BU		
	Program		
	Semester		
	Department		
	Cell		
	Email		

5	Details of Research Endeavors (January – December)						
A	Publications						
A-I	Journal Publications						
	Type of Journal	Marks	Marks Secured	Name of Research Paper	Name of Journal	Year & Date of Publication	Doc Evidence at Page No.
i	HEC Recognized 'W' Category	30 Marks/ Paper					
ii	HEC Recognized 'X' Category	20 Marks/ Paper					
iii	HEC Recognized 'Y' Category	10 Marks/ Paper					

A-II	International/National Conferences						
	Types of Conference	Marks	Marks Secured	Title of publication	Venue of Conference	Date of Conference	Doc Evidence at Page No.
i	International Conferences	7 Marks/ Paper					
ii	National Conference	3.5 Marks/ Paper					
A-III	Book Chapters						
	Types of Publication	Marks	Marks Secured	Title of Book Chapter	Title of Book	Date of Publication	Doc Evidence at Page No.
i	Book Chapter	5 Marks/ Paper					
B	Intellectual Property Rights (IPRs)						
	Title	Maximum Marks	Marks Secured	Title of IPR	Approving Authority	Date of Approval	Doc Evidence at Page No.
	IPR	10 Marks/ Paper					
Total Marks							
RECOMMENDATION(S) BY THE HEAD OF DEPARTMENT							
Comments (if any): 						Signature: Date: 	

CERTIFICATE

It is certified that the nominee has 2 years' service at Bahria University as well as fulfilling all other criteria set for Best Faculty Researcher Award. All relevant documents of the nominee have been checked and examined by the members of the Committee and recommendation has been made keeping in view the Terms & Conditions and criteria set by BU. It is also certified that the nominated teachers are not involved in any disciplinary as well as plagiarism case. The supporting documents are attached with this proforma and page No (s) of documentary evidences marked in the relevant column.

MEMBERS OF BEST FACULTY RESEARCHER AWARD NOMINATION COMMITTEE

(1)

(2)

Signature: _____

Signature: _____

Official Stamp:

Official Stamp:

(3)

(4)

Signature: _____

Signature: _____

Official Stamp:

Official Stamp:

(5)

(6)

Signature: _____

Signature: _____

Official Stamp:

Official Stamp:

Countersigned

Head of CU with Official Stamp



6.24 Application Form for Course Load Reduction Against Funded Research Projects (P23-A)

1.	APPLICANT'S PROFILE <i>(please attach 2-3-page CV with the application form)</i>				
	Name				
	Designation				
	Department/Campus				
	Contact Details		Cell:	Email:	
2.	Details of Sponsored Research Project				
	Project Title				
	Project Duration	Start Date		End Date	
	Funding Organization				
	Total Funding Amount (Rs. in million)				
3.	Course Load to be Reduced (Tick the Relevant)				
	Funding Bracket		Course Load to be Reduced		
	Rs. 2 Million to Rs. 7 Million		☐ ONE		
	> Rs. 7 Million		☐ TWO		
4.	UNDERTAKING BY THE APPLICANT				
	<i>I clearly understand the BU Course Load Reduction Policy. After the completion of the course load waiver duration (to be approved and granted), I will undertake standard course load as per BU policy.</i> Date: _____ SIGNATURE OF THE APPLICANT				

Documents to be Attached (Mandatory)

- 1 Copy of Funding Agreement
- 2 Proof/Approval of Previous Course Load Waivers (if any)
- 3 Brief CV (3-4 pages max)



6.25 Application Form for Course Load Reduction Against Consultancy Project (P23-B)

1.	APPLICANT'S PROFILE (please attach 2-3-page CV with the application form)				
	Name				
	Designation				
	Department/Campus				
Contact Details		Cell:	Email:		
2.	Client Details				
	Organization Name				
	Physical Address				
	Focal Person Name				
	Contact Details		Cell:	Email:	
3.	Consultancy Duration/Cost				
	Start Date				
	End Date				
	Total Duration				
	Total Consultancy Fee				
4.	Project Details				
	Describe the Nature of Consultancy/work to be undertaken (Max 300 words)				
	Project Deliverables (Max 300 words)				
5.	Details of Course Load				
Course Load Reduction Applied for the Semester? (e.g. Spring/Fall 2020)					
Current Regular Course Load (Tick the Relevant)		ONE	TWO	THREE	FOUR
Course Load Waiver Already Availed (if any) (Please Mention the basis of Course Load Waiver)					
6.	UNDERTAKING BY THE APPLICANT				
I clearly understand the BU Course Load Reduction Policy. After the completion of the course load waiver duration (to be approved and granted), I will undertake standard course load as per BU policy.					
Date: _____		SIGNATURE OF THE APPLICANT			

Documents to be Attached (Mandatory)

- 1 Copy of Draft Consultancy Agreement with External Organization
- 2 Proof/Approval of Previous Course Load Waivers (if any)
- 3 Brief CV (3-4 pages max)



6.26 Application Form for Course Load Reduction Against Paper Publication (P23-C)

#	APPLICANT'S PROFILE (Please attach 2-3 Page CV with the application form)				
1	Name				
	Designation				
	Department/Campus				
	Contract Details				
2	DETAILS OF RESEARCH PAPER PUBLISHED IN CASE OF IMPACT FACTOR PUBLICATION (If Course Load Reduction is Applied against ONE Impact Factor /HEC X/Y Publication)				
	Title of Research Paper				
	Title of Journal				
	Category of Journal (ISI Indexed/Scopus Indexed/HEC X/Y)				
	Volume/Issue/DOI				
	Date of Publication				
	URL				
3	Course Load Reduction Applied for the Academic Year (e.g 2019-2020)				
4	Current Regular Course Load (Tick the Relevant)	ONE	TWO	THREE	FOUR
5	Course Load Waiver Already Availed (If any) (Please Mention the basis of Course Load Waiver)				
6	UNDERTAKING BY THE APPLICANT				
	I clearly understand the BU Course Load Reduction Policy. After the completion of the course load waiver duration (to be approved and granted), I will undertake standard course load as per BU policy				
	Date: _____		SIGNATURE OF THE APPLICANT		

Documents to be Attached (Mandatory)

- Copy of Published Research Paper(s)
- Proof of Impact Factor Journal's
- Proof of HEC X and Y Recognition Journals
- Similarity Index Report of Research Paper
- Proof/Approval of Previous Course Load Waivers (if any)
- Brief CV (3-4 pages max)

6.27 Application Form for Non-Cash Incentives for Achieving Excellence in Research (P24)



1	APPLICANT'S PROFILE	
	Name	
	Designation/Department	
	Campus/Institute	
	Contact Details	Cell: _____ Email: _____
2	DETAILS OF AWARD CALIMED [Tick the relevant] Attach the documents mentioned in next page	
	☐	Highest Impact Factor Award
	☐	Highest Citations Award
	☐	Highest HEC Recognized X Category Publication Award
	☐	Highest Research Funding Award (from external sources only)
	☐	Highest Consultancy Award
	☐	Highest Patent Filing Award
	Applicant Signature: _____ Date: _____	

DETAILS OF AWARD CALIMED [Tick the relevant]		REQUIRED DOCUMENTS TO BE ATTACHED IN SOFT FORM WHILE PROCESSING [MANDATORY]
☐	Highest Impact Factor Award	- Published Research Paper(s) which must have single BU affiliation of Applicant and Date of Publication. - Turnitin Report of the paper(s). - Proof of HEC Recognition of the Journal from HJRS - Proof of Impact Factor from latest JCR of Web of Science - One page resume
☐	Highest Citations Award	- Published Research Paper(s) which must have single BU affiliation of Applicant and Date of Publication. - Turnitin Report of the Research Paper. - Proof of Citations (screenshot from Google Scholar Profile) - Proof of HEC Recognition of the Journal from HJRS - Proof of Impact Factor from latest JCR of Web of Science - One page resume
☐	Highest HEC Recognized X Category Publication Award	- Published Research Paper(s) which must have single BU affiliation of Applicant and Date of Publication. - Turnitin Report of the Research Paper(s). - Proof of HEC Recognition of the Journal in "X" Category in respective year from HJRS - One page resume
☐	Highest Research Funding Award (from external sources only)	- Funding Award Letter from Funding agency clearly mentioning the approval date, duration, name of PI and Co-PI (if any) and amount of funding approved. - The funding must be awarded to BU-PI. - One page resume
☐	Highest Consultancy Award	- Consultancy Funding Agreement from Funding agency clearly/respective organization clearly mentioning the approval date, duration, name of PI and amount of consultancy funding approved. - The funding must be awarded to BU-PI. - One page resume
☐	Highest Patent Filing Award	- List of patents filed, receipt of patents filed from patent filing agency clearly mentioning the filing date and name of inventor / patent title. - The patent must be filed in the name of PI who has affiliation of BU only. - One page resume

6.28 Format/Form for The Establishment of Research Facility (P26)

Section-I: Basic Information		
1.1	Type of Research Facility	☐ Research Laboratory (RL) ☐ Center of Research Excellence (CORE) ☐ Research Institute (RI)
1.2	Proposed Name of the Research Facility	e.g. Center of Research Excellence in Earth Sciences
1.3	Department	
1.4	School	
1.5	Campus	
1.6	Proposed Name of Head of Research Facility	
1.7	Name of Focal Person	
1.8	Designation of Focal Person	
1.9	Contact No. of Focal Person	
1.10	Email of Focal Person	

Section-II: Core Strengths of Research Facility	
2.1	Background and Rationale:
2.2	Vision and Mission:
2.3	Core Research Areas:
2.4	Core Objectives:
2.5	Core Strengths:
2.6	Expected Impact a. Academic Impact

	b. Societal Impact
	c. Economic Impact
2.7	Alignment with BU Strategic Management Plan (SMP)
2.8	Alignment with SDGs:
2.9	Summary of existing expertise and infrastructure:
2.10	Flagship projects or programs:
2.11	Expected Collaborations (internal and external):
2.12	Planned Outreach:

Section-III: Expected Outcomes of Research Facility						
Please provide expected Outcomes of the Research Facility						
S. #	Description	Year-1	Year-2	Year-3	Year-4	Year-5
3.1	Research Publications in HEC Recognized Journals (<i>Overall</i>)					
3.2	Research Publications in HEC Recognized Journals (<i>Impact Factor</i>)					
3.3	No. of filed Intellectual Property Rights (IPRs)					
3.4	No. of Active Registered/ Approved Intellectual Property Rights (IPRs)					
3.5	No. of Industry/ Govt. Projects to be undertaken					

3.6	No. of Applied Research Projects undertaken to be undertaken with academic/ research institutes					
3.7	No. of Research Proposals to be submitted for External Funding					
3.8	No. of Research Projects/ Services to be approved for External Funding					
3.9	Amount of Funding from External Sources (in million)					
3.10	Funds generated through commercial services (in million)					
3.11	Funds generated through consultancy projects (in million)					
3.12	Funds generated through Technology Driven Projects (in million)					
3.13	Trainings to be Conducted					
3.14	Funds generated through Trainings (in million)					
3.15	No. of Industry Linkages					
3.16	No. of Foreign Collaborations					
3.17	Others (if any)					

Section-IV: Business Plan & Budgeting (Section-IV to Section-VI)				
4.1 Space Requirement				
S. #	Description of Space with Size in Sqft	Nos. of Space Required		Cost to be Incurred on Renovation (PKR)
	e.g. Office Space			
	e.g. Meeting Room/Hall			
	e.g. Laboratory/Laboratories			
Sub-Total				
4.2 Equipment/Furniture/Accessories Requirement				
S. #	Description of Equipment/Furniture/ Accessories	Specifications	Nos.	Cost to be Incurred (PKR)

Sub-Total				
4.3 Human Resource Requirement				
S. #	Designation of HR	Qualification, Experience and Skills	Nos.	Cost to be Incurred in Terms of Salary/Month (PKR)
Sub-Total				
4.4 Other (if any)				
S. #	Description		Nos.	Cost to be Incurred (PKR)
Sub-Total				
Grand Total (PKR) (4.1+4.2+4.3+4.4)				
4.5 Proposed Budget for TWO Years				
S. #	Description	Budget for Year-1 (PKR)	Budget for Year-2 (PKR)	Total Budget (PKR)
	Space Requirement			
	Equipment/Furniture/ Accessories Requirement			
	Human Resource Requirement			
	Other (if any)			
Total				
4.6 Initial and Recurring Grant Required for TWO Years				
S. #	Description	Budget for Year-1 (PKR)	Budget for Year-2 (PKR)	Total Budget (PKR)
	Initial Budget required for Establishment		Nil	
	Recurring Budget for Operations			
Total				

Section-V: Projection of Revenue Generation							
Please provide Projection of Revenue Generation in Five Years (PKR)							
S. #	Description of Revenue Source	Year-1	Year-2	Year-3	Year-4	Year-5	Total (PKR)
5.1	External Funded Projects						
5.2	Consultancy						
5.3	Trainings						
5.4	Commercialization of Produces						
5.5	Fee/Charges for Service Activities						
5.6	IPRs & Licensing						
5.7	Grants & Contracts from Industry						
5.8	Academic & Institutional Support						
5.9	International Funding						
5.10	Other (if any)						
Total (PKR)							

Section-VI: Self-Sustainability Plan of Research Facility	
Please provide the Self-Sustainability Plan of Research Facility	
6.1	Self-Sustainability Plan with Rational Please Note: - To assess and ensure the long-term viability of the research facility, a Self-Sustainability Plan must be proposed. In this plan, please mention the details of revenue-generating activities and business models that align with the facility's research goals while also contributing to its operational resilience. - This plan will evaluate the research facility's ability to independently generate sufficient revenue to cover its operational costs after the period of two years without relying on internal funding/support from BU. - The following formula to be used to calculate the self-sustainability of the research facility: Self-Sustainability Ratio = (Total Revenue / Total Cost) × 100% If > 100% → Sustainable (generates more than it spends) If = 100% → Break-even (self-sustaining) If < 100% → Not sustainable (requires external funding)

Section-VII: Signature of the Focal Person/Initiator

Signature: _____ Date: _____	
Section-VIII: Endorsement by the Principal/Director CU	
Comments (if any): _____ _____	_____ Signature & Official Stamp Date: _____
Section-IX: Endorsement by the Dean	
Comments (if any): _____ _____	_____ Signature & Official Stamp Date: _____
Section-X: Endorsement by the Director General	
Comments (if any): _____ _____	_____ Signature & Official Stamp Date: _____

-----End of Document-----
