



HIGHER EDUCATION COMMISSION

Sector H-9, Islamabad

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Ref. 20/1-1/ORIC/R&D/HEC/2010/17

Date: April 15, 2011

Subject: **Establishment of Offices of Research, Innovation and Commercialization (ORICs) in Universities.**

In continuation to earlier letters No. 1-10/ED/HEC/2010/1086 dated 08-12-2010 and 20-1 (RO)/R&D/10/5486 dated, 12-02-2011, this is to inform you that in order to facilitate the initial establishment process the 'minimum criteria' as prerequisite for HEC Notification of an ORIC has been defined (Annexure-A). However, this relaxation should not be a permanent feature as with progress of the ORIC additional human /physical resources must be incorporated in strict compliance with the prescribed model/organizational chart - already sent to the universities with the referred letter -.

You are therefore, requested to kindly expedite the process of establishment and information may please be provided accordingly on the Proformae (O-01) only, with the documentary evidences against the appointments/readjustments made regarding Human Resources along with the nature of appointment/readjustment as to whether on permanent/full time basis or temporary/part time basis.

It is also clarified again that your university will be provided the increased overhead cost @ 15% against each research project/proposal submitted to NRPU (National Research Program for Universities) w.e.f. the date when the ORIC (of the university) will be notified by the HEC.

Please visit our website for further information on ORIC and ORIC related documents, including the Proformae O-01, which are available at www.hec.gov.pk/oric.

This is being issued with the approval of competent authority.

With best regards,

(Agha M. Raza)

Assistant Director (R&D)

-Encl. As stated

Distribution to:
Registrars/ Directors ORICs,
of concerned Universities

Cc-

- DG (R&D), Higher Education Commission, Islamabad.
- DD (R&D), Higher Education Commission, Islamabad.

Minimum Criteria for ORIC Establishment

The ORIC of the universities can start working at MINIMUM with the following Human Resources + Physical Infrastructure + Facilities:

A. Human Resources (HR strength 5)

- i. **Director** (full time; however, initially can be appointed on contractual or with additional charges)
- ii. **Manager Research Development** (full time)/ **Manager Research operation** (full time)
- iii. **Manager University Industry linkages and technology transfer** (full time)
- iv. One '**Administrative Assistants**' (full time)
- v. One '**Research Associate**' (full time)

B. Physical Infra Structure (offices 3)

- i. Temporary building space/Permanent building space
- ii. One office shared by Manager of Resource Development and Manager of University-Industrial Linkages.
- iii. One office shared by Administrative assistants and Research Associates.
- iv. Office for Director

C. Available Facilities

- i. The offices must be well furnished and
- ii. Well equipped with proper necessary instruments/equipment such as Computers / Phone and internet service.

Note: This relaxation/Minimum criteria should not be a permanent feature as with progress of the ORIC additional human /physical resources must be incorporated in strict compliance with the prescribed model/organizational chart (available at www.hec.gov.pk/oric).