

Phase: I; ORIC ASSESSMENT PROFORMAE (O-01) REGARDING ESTABLISHMENT OF ORIC

To be filled by the respective Head/Director of along with comments against each:

R.No.	Availability of Human/Physical Resources/Infrastructure	Yes/No	Comments/Information
1- Establishment of ORIC (weightage 20)			
1.i	Temporary building space		
1-ii	Permanent building space		
1-ii-a	One meeting/ conference room		
1-ii-b	Reception area for Administrative assistants		
1-ii-c	One office shared by Manager of research Operations and Accountant		
1-ii-d	One office shared by Manager of Resource Development and Manager of University-Industrial Linkages		
1-ii-e	One office shared by HR officer, publications and communications specialist, and Research Associate		
1-ii-f	Office for Director		
1.iii Available facilities			
1-iii-a	Full furnished office		
1-iii-b	Computers / Phone and internet service		
1.iv Staffing			
1.iv-a	Director (full time)*		
1.iv-b	Manager Research operation (full time)*		
1.iv-c	Manager Research Development (full time)*		
1.iv-d	Manager University Industry linkages and technology transfer (full time)*		
1.iv-e	3 administrative assistants (full time)*		
1.iv-f	1 accountant (full time)*		
1.iv-g	1 HR officer (full time)*		
1-iv-h	3 research associates (full time)*		
1-iv-i	1 publication/ communication specialist (part time)*		

Declaration:

This is to certify that all the entries are correct/true to the best of my knowledge and belief.

University/Institution: _____ Location: _____

Information provided By: _____ Designation: _____

Date: ____/____/20____. Signature with Official Stamp _____

* Information, being provided regarding the available Human Resources in the above table, must be substantiated with the documentary evidences (e.g. Office Order/Joining letter etc.) please.