



Policies & Procedures Manual

Sir Syed University of Engineering & Technology

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Policy Statement

It is the policy of SSUET to establish a quality management system that meets the quality standards expected by our stakeholders. To achieve this, SSUET management is committed to continue the improvement in all areas of activities.

	Name	Designation	Date
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Office of Research, Innovation & Commercialization (ORIC) Policy

1. Preamble

Under the guidelines of the Higher Education Commission, to establish “Offices of Research, Innovation & Commercialization (ORIC)” in all Universities/DAIs of Pakistan, ORIC was established and is functioning at SSUET since January 2016. However, ORIC’s setup was presented before any SSUET statutory body for approval. This document formally presents the salient features of ORIC.

2. Introduction

Scope of this document pertains to the policies for the smooth operation of ORIC at SSUET. This document contains the Vision, Mission and Objectives of ORIC at SSUET.

3. Vision of ORIC SSUET

ORIC will create an outstanding climate of support for the university students and faculty enabling an entrepreneurship culture and a continuous advancement process in research and technology transfers.

4. Mission of ORIC SSUET

The mission of ORIC is to create and manage entrepreneurship culture and to facilitate and enhance the university’s research programs by linking research and technology based innovation activities directly to the educational, social and economic priorities of the university and to facilitate the commercialization of innovative ideas through the linkages of industry and academia.

5. Objectives of ORIC SSUET

- **To Establish and Run an Innovation/Incubation center** to promote and support different researcher/students/entrepreneur for the commercialization of their MVPs and to transform their technology-based business ideas to reality.
- **To Create Partnerships** with the research communities to build a culture of high achievements in research collaboration at both national and international level.
- **To Avail research funding** around the world for different research projects. To facilitate, encourage and promote researchers/PhD. scholars/faculty members of the university to compete nationally and internationally in the various calls of funding.
- **To Conduct and Arrange** workshops, seminars, competitions, symposiums and conferences for the university students and faculty members.
- **To Engage and Motivate** faculty members and students to increase their research publications at national and international scholarly forum. To strengthen research process, knowledge creation in the academic circle and increase the quality of research output. Also to encourage participation in multi-disciplinary research initiatives.

6. Organogram of ORIC SSUET

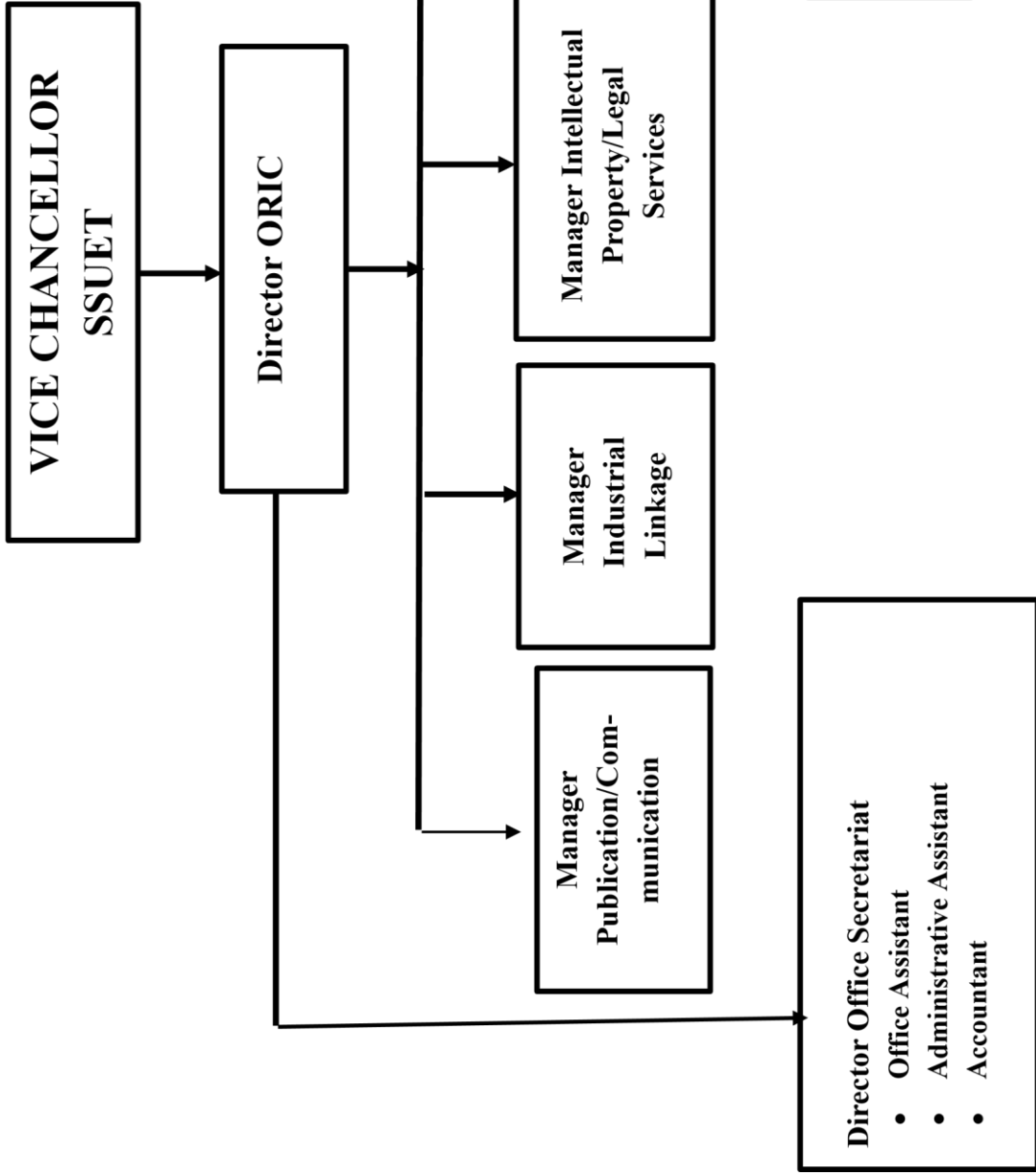
Attached in annexure (A)

7. Sir Syed Technology Incubation Center

Documents pertaining to the operations of STIC:

- Tenancy and Services Agreement between SSUET and incubate of Sir Syed Technology Incubation Center (STIC) (annexure B).
- SOP for the intake of incubate batch in STIC (annexure C)

ORGANOGRAM OF ORIC-SSUET



Annex A

Annex B

Sir Syed Technology Incubation Center (STIC)

Tenancy and Services

Agreement

Between

Sir Syed Technology Incubation Center (STIC) SSUET
Karachi

And

[Incubatee Team Name]

Prepared by:

Office of Research Innovation and Commercialization

(Initial Draft, to be finalized and approved by Competent Authority)

**Sir Syed University of Engineering & Technology
(SSUET), Karachi**

Tenancy and Services Agreement

THIS LEASE AGREEMENT is made at Karachi on this dated of _____, between: Sir Syed University of Engineering & Technology, herein referred to as SSUET which expression means and includes its successors and assigns.

AND

[Company Name], a sole private entrepreneur team, having its office at Sir Syed Technology Incubation Center (STIC), SSUET, Karachi.

WHEREAS

1. SSUET is the sole and absolute owner of vacant space of cubical situated at STIC along with infrastructural facilities and STIC SSUET is entitled and fully competent to deal with the space as its owner without any hindrance.
2. Sir Syed Technology Incubator (STIC) is run under the administration of Office of Research Innovation and Commercialization (ORIC) SSUET.
3. The Incubatee is desirous to use the space for carrying out research, development and commercialization activities as mutually agreed between the parties.
4. SSUET has agreed to accede to such request upon the following:

Terms and Conditions

1. SSUET hereby grants the use of the space unto the Incubatee for free for the period of **Six Months of Incubation cycle**. The tenure may be extended upon successful completion of the pre-incubation performance with a rental amount. The amount of rent will be decided by the competent authority of the university at the time of extension. University shall remain in charge and in possession of the space where the research and development is going to be carried out.
2. SSUET shall provide infrastructure and facilities to the Incubatee as described below:
 - Furnished floor space within the University premises. Furniture shall include one working table, one revolving chair and two normal chairs, whiteboard and soft board;
 - Provision of electricity, gas, Internet, printer, telephone and technical support is free at no cost;
 - Advisory services from STIC core staff on business and enterprise development.
 - Consultancy services from faculty members of UNIVERSITY (based on availability in the related field)
 - Online company profile at SSUET website under ORIC/STIC link;
 - Promotion of product and /or services of Incubatee at STIC Portal and Social Networks;
 - One e-mail address on the domain of SSUET;
 - Training on basics of entrepreneurship at nominal cost or free;

- Support in commercialization activities of the incubatee products/services, such as identifying funding sources, advertisement, industrial liaison (liaison with trade associations, chambers of commerce and industry, industrial organizations etc.)
- Filing of patents, copyrights, design rights and trademarks through Intellectual Property Rights Office (IPRO) at a certain cost.
- Initial **three months** (from the date of signing of this agreement) will be considered as pre-incubation period. After completion of **three months** a board (Consisting of Director ORIC and ORIC members) will confirm the status, based on Incubatee performance.
- Don't lock the room door from inside in any circumstances in STIC.
- Allow only company team members (Incubatees) to sit and work in STIC rooms.
- All company team members (Incubatees) are required to sign-in and sign-out into manual register in STIC.
- Incubatee Team submit the financial status of revenue generated by the company
- Incubatee Team must support the SSUET students / Conduct guest talks / Conduct seminar / Mentoring Sessions

Damage to the Building

- For security reason Incubatee must submit Rs. 10,000. It will be fully refunded after leaving the space.
- In the event of the space or any part thereof being damaged or destroyed by the Incubatee's activities, carelessness or negligence the Incubatee shall undertake forthwith at its own expense to rebuild, reinstate or replace the space in good and licensable condition as it was before any such destruction or damage.
- The agreement is for SIX months, commencing on the date it is signed. Either party can terminate it only after issuing one-month prior notice in written, delivered on any working day at the other party's office
- Incubatee shall hold a formal monthly/weekly progress meeting with STIC/ ORIC Administration
- The maturity/graduating certificate will be issued normally after completing six months or as determined by Sir Syed Technology Incubation Center; however, same will depend on good performance and fulfilling of the Incubatee graduating criteria as established by the University.
- In case of any earnings during the incubation period by the Incubatee, 5% of the total amount will be paid to the Sir Syed Technology Incubation Center (STIC)

Intellectual Property/ Patent

- The startup company must register IP on the name of the university.
- Startup Company registers the logo/trade mark of the company.

- IP/Logo/Trademark/Patent fee and all the expense will be paid by the university.
- Startup company IP rights will be reserved with the university
- If Startup Company wants to keep IP with at their own, then it shall pay 2 % equity on each month sales.

Termination of Contract

1. Both parties shall have the right to terminate this contract at any time but only after issuing one-month prior notice in written by certified letter with acknowledgement of receipt.
2. If following conditions arise, then University shall have the right to terminate the contract immediately without any prior notice.
 - Violation of Tenancy and Services Agreement and other policies and procedures promulgated by the University from time to time.
 - Failure to provide regular updated company information and quarterly progress.
 - Failure to provide Business Plan.
 - Failure to meet growth objectives and milestones.
 - Professional misconduct or unethical practices.
3. Incubatee Team will always promote SSUET name in any Event / Occasion / Media Converge / Business Idea Competition / Exhibition / Conference with University Logo if any condition not fulfilled contract will be terminated immediately.
4. Notwithstanding the above, the University may terminate this Agreement forthwith (without giving prior notice) upon determination (in its entire and sole discretion) that the continued use of space by the Incubatee is detrimental to its image and reputation.

Indemnity

1. The Lessee undertakes to indemnify and hold the University harmless in respect of any loss, damage caused to the University or the space on account of acts of omission, negligence, noncompliance of said rules and regulations by the Incubatee or by any person(s) employed by the Incubatee.

Working Hours

1. The working hours of Incubatee will be from 09:00 AM. to 09:00 PM From Monday to Friday for support service which are standard STIC working hours but Incubatee will spend at least 3-5 hours a day at Incubation Center. Any work after the standard working hours will require written approval.

Removal of Equipment

1. In case of expiration or termination of this agreement, Incubatee shall be entitled to remove all the equipment provided or installed by the Incubatee after getting clearance from the University which includes payment of all outstanding dues.

Arbitration

- 1. All disputes arising with respect to the validity of the contract, its interpretation, its performance or termination shall be referred to arbitration. Both parties shall nominate a person from their respective organizations as arbitrators.
- 2. In case the dispute(s) cannot be resolved by mutual agreement, Director ORIC decision will be binding on both parties.

IN WITNESS WHERE OF the parties have set their hands on this Lease Agreement on the date given here above.

For and on behalf of University, Director ORIC

For and on behalf the Incubatee's

Name:

1- Name: _____ Date:

Date: _____

NIC #: _____

2- Name: _____

Date: _____

NIC #: _____

3- Name: _____

Date: _____

NIC #: _____

4- Name: _____

Date: _____

NIC #: _____



SIR SYED UNIVERSITY OF ENGINEERING & TECHNOLOGY
University Road, Karachi - 75300, Pakistan



Proposed SOP for the Incubation Center at SSUET

1. Scope

Scope of this document pertains to the policies for the establishment and smooth operation of Incubation Center at SSUET.

2. Mission and Objectives

To establish a technology, transfer infrastructure that supports successful commercialization of innovative and research ideas by students and faculties of SSUET. Formation of business incubator as a tool for entrepreneurship development and enhancement.

3. Location, Name and Physical Structure

Existing location of the Incubation Center Office is AS-07. The proposed name of the Incubation Center is “Sir Syed Technology Incubation Center”, abbreviated as “STIC”.

The physical structure of the Incubation Center Office will have the capacity of at least six teams/projects to be incubated.

4. Facilities

The facilities to be provided to the incubated teams include:

- 4.1. Flexible working hours between 9 am to 9 pm
- 4.2. Office infrastructure comprising of utilities, workbenches, desktop computers, printer, internet, telephone line, office boy.
- 4.3. Access to Faculty & Labs for experimentation and guidance
- 4.4. Business Support, Technical Support and Mentoring sessions on regular basis from both academia and industry personnel.
- 4.5. Linkage with Investors and VCs for investment purposes

4.6. Establishment of links with Funding organizations.

5. Selection criteria of Projects

5.1. The selection process consists of two stages:

5.1.1. First Stage: Each department select 5 to 10 projects according to the initial evaluation criteria from their FYPs. Selected projects to be forwarded for the next stage of selection

5.1.2. Second Stage: A panel comprising of judges from industry and academia to be constituted under the supervision of ORIC. This panel selects the final teams to be incubated

5.2. Evaluation criteria of the selection is based on the following points

5.2.1. Business Plan including the time line.

5.2.2. Potential for Incubation Center in the idea/prototype

5.2.3. Impact of Project in Extension of Existing Knowledge

5.2.4. Practical Implementation and usefulness of Project

5.2.5. Completeness and Validity of the Project in relation to the Problem Addressed. 5.2.6.

Quality of Completed Project

6. Time cycle

The time cycle including the Project selection time and Incubation period of teams are

6.1. Middle of the Spring Semester (January-February): First stage of selection (5.1.1)

6.2. End of the Spring Semester(May-June): Second stage selection process (5.1.2)

6.3. Period of Incubation: Initially 6 months. Can be extended.

7. Intellectual rights and Profit Sharing

7.1. The IP Policy defines Intellectual Property as all forms of legally recognized intellectual property, including copyrights, patents, trade secrets, trademarks, and plant variety protection, together with any associated or supporting technology or know-how.

(Draft of Proposed IP Policy: annexure D)

7.2. For the purpose of this Policy, “Intellectual Property” also includes tangible property such as research tools, prototypes, and records used or produced in the course of University projects.