



Capital University of Science and Technology

Islamabad Expressway, Kahuta Road, Zone-V, Islamabad

Phone: +92 51 111 555 666, Fax: 92 51 4486705

Email: info@cust.edu.pk, Website: <http://www.cust.edu.pk>

Dated: 10th October, 2023

22nd ORIC Research Committee Meeting

Minutes of the Meeting held on October 05, 2023

- The 22nd ORIC Research Committee meeting was held on Thursday, October 05, 2023 at 03:00 PM in Conference Room, F-Block, CUST.
- Director ORIC, Dr. M. Kamran Naqi Khan presided the meeting.
- The following members were present in the meeting:
 - Dr. Imtiaz A. Taj Professor, EE
 - Dr. Majid Ali Professor, CE
 - Dr. Abdul Rehman Kashif Associate Professor, Math.
 - Dr. Mahboob Alam Associate Professor, Pharmacy
 - Dr. Arshia Amin Butt Assistant Professor, BI
 - Dr. Mudassir Ali Assistant Professor, MS
 - Dr. Ahthasham Assistant Professor, SE
 - Mr. Jahanzeb Malik Manager, ORIC
 - Mr. Raheel Anjum Manager, ORIC
 - Mr. Haris Bilal Deputy Director, ORIC
- Dr. Ahthasham attended the meeting on behalf of Dr. Nadeem Anjum who could not attend the meeting due to office commitments. HoD ME nominated Dr. Javed Hyder as a member of ORIC Research Committee from Mechanical Engineering Department in place of Dr. Waqas Akbar Lughmani who recently left the university.

The meeting progressed as per agenda item listed below: -

- | Item #1 | <u>Welcome and Opening Remarks</u> | <u>Action By</u> |
|----------------|---|-------------------------|
| 1.1 | Director ORIC, Dr. M. Kamran Naqi Khan welcomed all the members of ORIC Research Committee to its 22 nd meeting. He briefed the house that ORIC is now recognized by HEC and in order to comply with the HEC ORIC Policy, ORIC has prepared a Research Strategy to achieve the yearly targets i-e. HEC Scorecard which should be construed as mandatory. | |
| Item #2 | <u>Confirmation of 21st Meeting Minutes</u> | |
| 2.1 | It was informed to the committee that minutes of the 21 st ORIC committee were circulated amongst the members on June 27 th , 2023. While reviewing the minutes, it was noted that most of the action items were completed and being no observation on the decisions taken in the last meeting, the minutes stayed confirmed. | |



Item #3

PhD Faculty Research Targets to Achieve KPIs of HEC ORIC Scorecard

3.1 The Chair briefed that ORIC has prepared the strategy to achieve the HEC scorecard KPIs related to the PhD faculty. After a thorough discussion, the following were resolved that:

- i. Each PhD faculty member will be given yearly research targets.
- ii. These targets will include as per the Table A:

Targets	Numbers
Research Proposals (HEC)	1
Research Proposals (National/International)	1
Joint Research Projects (National/ International)	1
Policy Advocacy / Case Studies	1
Contract Research (Industry/Government)	1
Consultancy Contract (Industry/Government)	1
Patents / IP Licensing / Copyrights/	1

Table A

- iii. The house also suggested that the incentives of the above mentioned yearly research targets should also be acknowledged as part of research output in the Annual Appraisal Form.
 - iv. The above-mentioned Research Targets will be notified to faculty members after the approval by the Competent Authority.
- 3.2 The brief strategy and process to achieve ORIC KPIs weekly, monthly and quarterly is attached in **Annexure I**.

Item #4

Research Proposal Format / Template

4.1 The Chair Informed that ORIC has prepared Research Proposal Format / Template (**Annexure II**) which will be shared with all the faculty members. The templated can be used for proposal writing of Final Year Projects for funding from local industry and funding agencies.

The meeting ended with a vote of thanks to the Chair as well as the participants of the meeting.



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Prepared by:

Jahanzeb Malik
Manager ORIC

Approved By:

Dr. M. Kamran Naqi Khan
Director ORIC

Enclosed:

- Annexure I
- Annexure II

Distribution

- Vice Chancellor
- Registrar
- All Deans
- ORIC Research Committee
- File



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Annexure 1

Research Contribution					
	Key Performance Indicators (KPIs)	Targets to Achieve	Strategy to Achieve Scorecard	Week-wise Quarterly Targets	Maximum Score (45)
1.	<p>Research Proposals Submitted for Funding from HEC (Proposals/PhD Faculty Ratio)</p> <p><u>Marks Parameters:</u></p> <ul style="list-style-type: none"> 1% - 5% of total PhD faculty = 0.5 5% - 20% of total PhD faculty = 1 20% - 50% of total PhD faculty = 1.5 50% - 80% of total PhD faculty = 2 80% - 100% of total PhD faculty = 2.5 	<p>18 Proposals after 3 months</p> <p><u>Distribution:</u></p> <p>Total PhDs = 80 to 90</p> <p>80% of PhDs = 60 to 72</p> <p>Proposals required = 18</p>	<p>Every Dean of Faculty will ensure at least 03 proposals after 3 months, ORIC will facilitate the faculty in proposal submission</p> <p><u>Distribution:</u></p> <p>FoE: 4</p> <p>FoC: 4</p> <p>FHLS: 3</p> <p>FoP: 3</p> <p>FMSS: 4</p>	<p>Week 1: FoE & FMSS</p> <p>Week 2: FoC</p> <p>Week 3: FMSS</p> <p>Week 4: FoP & FoE</p> <p>Week 5: FMSS & FoC</p> <p>Week 6: FHLS</p> <p>Week 7: FoE</p> <p>Week 8: FoP & FoC</p> <p>Week 9: FMSS & FHLS</p> <p>Week 10: FoC & FoE</p> <p>Week 12: FoP & FHLS</p>	2.5
2.	<p>Research Proposals Submitted (from non-HEC source - National or International)</p> <p><u>Marks Parameters:</u></p> <ul style="list-style-type: none"> 1% - 5% of total PhD faculty = 0.5 5% - 20% of total PhD faculty = 1 20% - 50% of total PhD faculty = 1.5 50% - 80% of total PhD faculty = 2 80% - 100% of total PhD faculty = 2.5 	<p>5 Proposals per Month</p> <p><u>Distribution:</u></p> <p>Total PhDs = 80 to 90</p> <p>80% of PhDs = 60 to 72</p> <p>Proposals required per month = 5</p>	<p>Every Dean of Faculty will ensure at least 01 proposal per month</p> <p><u>Distribution:</u></p> <p>FoE: 1</p> <p>FoC: 1</p> <p>FHLS: 1</p> <p>FoP: 1</p> <p>FMSS: 1</p>	<p>Week 1: FoC</p> <p>Week 2: FHLS</p> <p>Week 3: FoP</p> <p>Week 4: FMSS</p> <p>Week 5: FoC</p> <p>Week 6: FHLS</p> <p>Week 7: FoP</p> <p>Week 8: FoE & FMSS</p> <p>Week 9: FoC</p>	2.5



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				<p>Week 10: FHLS</p> <p>Week 11: FoP & FoE</p> <p>Week 12: FoE & FMSS</p>	
3.	<p>Joint Research Projects Approved for Funding (National / International Funding Agencies) - (Proposals Acceptance Ratio)</p> <p><u>Marks Parameters:</u></p> <p>1% - 5% of Research Proposal Submitted = 1</p> <p>5% - 20% of Research Proposal Submitted = 1.5</p> <p>20% - 50% of Research Proposal Submitted = 2</p> <p>50% - 80% of Research Proposal Submitted = 2.5</p> <p>80% - 100% of Research Proposal Submitted = 3</p>	<p>06 Joint Research Projects per Month</p> <p><u>Distribution:</u></p> <p>Total PhDs = 80 to 90</p> <p>80% of PhDs = 60 to 72</p> <p>Joint Research Projects required per month = 06</p>	<p><u>Distribution (Every 3 months):</u></p> <p>FoE: 4</p> <p>FoC: 6</p> <p>FHLS: 2</p> <p>FoP: 2</p> <p>FMSS: 4</p>	<p>Week 1: FoE</p> <p>Week 2: FoC & FMSS</p> <p>Week 3: FHLS</p> <p>Week 4: FoC</p> <p>Week 5: FoE & FMSS</p> <p>Week 6: FoC & FoP</p> <p>Week 7: FHLS</p> <p>Week 8: FoC & FMSS</p> <p>Week 9: FoE</p> <p>Week 10: FoC</p> <p>Week 11: FoP & FMSS</p> <p>Week 12: FoE & FoC</p>	03
4.	<p>Number of Policy Advocacy or Case Studies Presented to Government Departments - (Policy Advocacy or Case Studies Submitted to PhD Faculty Ratio)</p> <p><u>Marks Parameters:</u></p> <ul style="list-style-type: none"> 1% - 5% of total PhD faculty = 0.5 5% - 20% of total PhD faculty = 1 20% - 50% of total PhD faculty = 1.5 	<p>18 Policy Advocacy or Case Studies after 3 months</p> <p><u>Distribution:</u></p> <p>Total PhDs = 80 to 90</p> <p>80% of PhDs = 60 to 72</p> <p>Policy Advocacy or Case Studies required after 3 months = 18</p>	<p><u>Distribution:</u></p> <p>FoE: 3</p> <p>FoC: 3</p> <p>FHLS: 2</p> <p>FoP: 2</p> <p>FMSS: 8</p> <p>Visit of Faculty members to Gov. Universities /</p>	<p>Week 1: FHLS & FMSS</p> <p>Week 2: FoE & FoP</p> <p>Week 3: FoC & FMSS</p> <p>Week 4: FMSS</p> <p>Week 6: FoE FMSS FoC</p> <p>Week 7: FMSS</p> <p>Week 8: FHLS</p> <p>Week 9: FoE FoP FMSS</p>	2.5



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	<ul style="list-style-type: none"> 50% - 80% of total PhD faculty = 2 80% - 100% of total PhD faculty = 2.5 		Industries / PEC/HEC/NCRC visits	Week 10: FMSS Week 11: FoC Week 12: FMSS	
5.	<p>Number of Research Links Established with other HEIs / Corporate Sector / Industry / Community (National / International) - (Research Links to PhD Faculty Ratio)</p> <p><u>Marks Parameters:</u></p> <ul style="list-style-type: none"> 1% - 5% of total PhD faculty = 0.5 5% - 20% of total PhD faculty = 1 20% - 50% of total PhD faculty = 1.5 50% and above of total PhD faculty = 2 	<p><u>Distribution:</u></p> <p>Total PhDs = 80 to 90 50% of PhDs = 40 to 45 Research Links Established per month = 4</p>	<p><u>Distribution:</u></p> <p>FoE: 1 FoC: 1 FHLS: 1 FoP: 1 FMSS: 1</p>	Week 1: FHLS Week 2: FoP Week 3: FoE & FMSS Week 4: FoC Week 5: FHLS Week 6: FoP Week 7: FoE & FMSS Week 8: FoC Week 9: FHLS Week 10: FoP Week 11: FoE & FMSS Week 12: FoC	02
6.	<p>Number of Contract Research Awarded by Industry or Government Organizations (National) - (Contract Research Awarded to PhD Faculty Ratio)</p> <p><u>Marks Parameters:</u></p> <p>1% - 5% of total PhD faculty = 0.5 5% - 20% of total PhD faculty = 1 20% - 50% of total PhD faculty = 1.5</p>	<p>06 Contract Research per Month</p> <p><u>Distribution:</u></p> <p>Total PhDs = 80 to 90 80% of PhDs = 60 to 72 Contract Research Projects required per month = 06</p>	<p><u>Distribution (every 3 Months):</u></p> <p>FoE: 4 FoC: 4 FHLS: 3 FoP: 3 FMSS: 4</p>	Week 1: FoP & FoE Week 2: FMSS & FoC Week 3: FHLS Week 4: FoE Week 5: FoP & FoC Week 6: FMSS Week 7: FoC FoE FHLS Week 8: FoC & FMSS	2.5



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7.	<p>Number of Contract Research Awarded by Industry or Government Organizations (International) - (Contract Research Awarded to PhD Faculty Ratio)</p> <p><u>Marks Parameters:</u></p> <ul style="list-style-type: none"> • 1% - 5% of total PhD faculty = 1 • 5% - 20% of total PhD faculty = 1.5 • 20% - 50% of total PhD faculty = 2 • 50% - 80% of total PhD faculty = 2.5 • 80% - 100% of total PhD faculty = 3 	<p>06 Contract Research per Month</p> <p><u>Distribution:</u></p> <p>Total PhDs = 80 to 90 80% of PhDs = 60 to 72 Contract Research Projects required per month= 06</p>	<p><u>Distribution (Every Three Months):</u></p> <p>FoE: 4 FoC: 4 FHLS: 3 FoP: 3 FMSS: 4</p>	<p>Week 1: FMSS & FoC Week 2: FHLS Week 3: FoE Week 4: FoP & FoC Week 5: FMSS & FHLS Week 6: FoC & FoE Week 7: FoC Week 8: FoP Week 9: FoE & FMSS Week 10: FHLS Week 11: FoP Week 12: FMSS & FoE</p>	03
8.	<p>Consultancy Contracts Executed through ORIC with Industry, Commerce or Government etc. - (Consultancy Contracts Executed to PhD Faculty Ratio)</p> <p><u>Marks Parameters:</u></p> <ul style="list-style-type: none"> • 1% - 5% of total PhD faculty = 1 • 5% - 20% of total PhD faculty = 1.5 • 20% - 50% of total PhD faculty = 2 	<p>06 Consultancy Contracts per Month</p> <p><u>Distribution:</u></p> <p>Total PhDs = 80 to 90 80% of PhDs = 60 to 72 Consultancy Contracts required per month= 06</p>	<p><u>Distribution (every 3 Months):</u></p> <p>FoE: 3 FoC: 3 FHLS: 3 FoP: 3 FMSS: 6</p>	<p>Week 1: FMSS Week 2: FMSS Week 3: FoP & FoC Week 4: FMSS & FHLS Week 5: FMSS & FoE Week 7: FoP & FHLS Week 8: FoE & FMSS Week 9: FoC</p>	03



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<ul style="list-style-type: none"> • 50% - 80% of total PhD faculty = 2.5 • 80% - 100% of total PhD faculty = 3 			<p>Week 10: FHLS</p> <p>Week 11: FoP FoE FMSS</p> <p>Week 12: FoC</p>
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Innovation & Commercialization KPIs

Key Performance Indicators (KPIs)		Targets to Achieve	Strategy to Achieve Scorecard	Week-wise Quarterly Targets	Maximum Score (45)
1.	<p>Number of IP Disclosures Made with Patent Department / Patent Attorneys etc. (at National / International Level) - (IP Disclosures Made to PhD Faculty Ratio)</p> <p><u>Marks Parameters:</u></p> <p>1% - 5% of total PhD faculty = 0.5</p> <p>5% - 20% of total PhD faculty = 1</p> <p>20% - 70% of total PhD faculty = 1.5</p> <p>70% and above of total PhD faculty = 2</p>	<p>5 IP Disclosures per Month</p> <p><u>Distribution:</u></p> <p>Total PhDs = 80 to 90</p> <p>70% of PhDs = 56-60</p> <p>IP Disclosures required per month = 5</p>	<p><u>Distribution:</u></p> <p>FoE: 2</p> <p>FoC: 2</p> <p>FHLS: 1</p>	<p>Week 5: FoE</p> <p>Week 6: FoC</p> <p>Week 8: FHLS</p> <p>Week 11: FoE</p> <p>Week 12: FoC</p>	02
2.	<p>Number of Patents / Trademarks / Design Patent / Copyrights, etc. FILED (at National Level) - (Patents Filed to PhD Faculty Ratio)</p> <p><u>Marks Parameters:</u></p> <p>1-5% of total PhD faculty = 0.5</p> <p>5% and above of total PhD faculty = 1</p>	<p>1 Patent / Trademark / Design Patent / Copyrights after three months</p> <p><u>Distribution:</u></p> <p>Total PhDs = 80 to 90</p> <p>5% of PhDs = 4 to 5</p>	<p><u>Distribution:</u></p> <p>FoE: 2</p> <p>FoC: 1</p> <p>FHLS: 1</p>	<p>Week 3: FoE</p> <p>Week 5: FHLS</p> <p>Week 8: FoE</p> <p>Week 9: FoC</p>	1



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3.	<p>Number of Patents / Trademarks / Design Patent / Copyrights, etc. FILED (at International Level) - (Patents Filed to PhD Faculty Ratio)</p> <p><u>Marks Parameters:</u> 1% - 5% of total PhD faculty = 1 5% and above of total PhD faculty = 2</p>	<p>1 Patent / Trademark / Design Patent / Copyrights after three months</p> <p><u>Distribution:</u> Total PhDs = 80 to 90 5% of PhDs = 4 to 5</p>	<p><u>Distribution:</u> FoE: 2 FoC: 1 FHLS: 1</p>	<p>Week 2: FoE Week 4: FoC Week 10: FHLS Week 12: FoE</p>	2
4.	<p>Number of IP Licensing Negotiations Initiated (at National Level) - (IP Negotiations Made to PhD Faculty Ratio)</p> <p><u>Marks Parameters:</u> 1% - 5% of total PhD faculty = 0.5 5% and above of total PhD faculty = 1</p>	<p>1 IP Licensing Negotiations Initiated after three months</p> <p><u>Distribution:</u> Total PhDs = 80 to 90 5% of PhDs = 4 to 5</p>	<p><u>Distribution:</u> FoE: 2 FoC: 1 FHLS: 1</p>	<p>Week 3: FoC Week 4: FoE Week 9: FoE Week 12: FHLS</p>	01
5.	<p>Number of IP Licensing Negotiations Initiated (at International Level) - (IP Negotiations Made to PhD Faculty Ratio)</p> <p><u>Marks Parameters:</u> 1% - 5% of total PhD faculty = 1 5% and above of total PhD faculty = 2</p>	<p>1 IP Licensing Negotiations Initiated after three months</p> <p><u>Distribution:</u> Total PhDs = 80 to 90 5% of PhDs = 4 to 5</p>	<p><u>Distribution:</u> FoE: 2 FoC: 1 FHLS: 1</p>	<p>Week 1: FoE Week 2: FHLS Week 5: FoC Week 6: FoE</p>	02



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Annexure II

Research Proposal

Submitted to CUST ORIC, Date:

Name and Designation of Principle Investigator		Phone No:	
Co- PI Name and Affiliation (If any)		Industrial Partner (if any)	

Project Title:	
Duration of Project:	
Total Budget Required:	
Area of Proposed Research:	
Project Summary:	

National Impact of Proposed Project / Project Scope

Industrial and Academic Collaborator Roles

Project Description

Problem Statement:

Literature Review and Research Gap:

Methodology:

Research Challenges:

Project Team:

Execution Plan:

Ethical considerations related to the proposed research (If any):

Project Management and Risk Management Strategy:

Project Implementation Timeline and Strategic Plan:

Benefits of the Project:

Physical Resources and Facilities Available and Required:

References:

Proposed Project Budget

Final Deliverables of the Project:

(Please tick one of the following)

- | | | |
|---|---|--|
| <input type="checkbox"/> Hardware System | <input type="checkbox"/> Software System | <input type="checkbox"/> HW/SW integrated system |
| <input type="checkbox"/> Simulator Design | <input type="checkbox"/> Software Simulation results | <input type="checkbox"/> Theoretical Design |
| <input type="checkbox"/> New Technology/Process/
Mechanism | <input type="checkbox"/> New or Recyclable
Materials/Products/Composites | <input type="checkbox"/> Sustainable Solution |
| <input type="checkbox"/> Comparative Study | <input type="checkbox"/> Other Please specify | |

Product Sales Tendency & Marketing Potential (MoUs / Patents / Agreements / IP Licensing etc.)