



TESTING POLICY



RESEARCH



INNOVATION



COMMERCIALIZATION



ORIC

**OFFICE OF RESEARCH, INNOVATION
AND COMMERCIALIZATION**

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CUST Testing Policy

1. Introduction

- (a) The University supports significant prominence to its lab facilities and believes in continual up gradation in accordance with industry requirements and encourages departments to perform testing using state of art lab facilities.
- (b) The contemporary lab facilities at CUST can be used for disseminating quality hands-on/practical knowledge to the students, research and commercial testing. There is a huge scope for commercial testing and specific equipment available in various departments are quite capable of performing it. Commercial testing includes the testing of samples/specimens using the lab equipment by the relevant lab technician. Industry Advisory Board and Departmental Industry Outreach Committee strongly recommend the conduct of commercial testing at CUST.
- (c) This policy lays out the procedural framework for relevant faculty/staff involvement in Commercial Testing and their responsibilities and duties along with the procedures for fulfilling them in relation to testing. Commercial testing shall be done as part of department duty. There shall be no payment to involved persons (i.e. senior faculty and technicians) from the generated income of commercial testing.
- (d) Department will declare the lab with equipment, relevant senior faculty and technician(s) available for commercial testing as per Annexure A. The relevant senior faculty and technician will be working as part of their duty. The relevant senior faculty shall coordinate on behalf of department keeping in mind its requirements for undergraduate labs, DP work and graduate research. The relevant senior faculty of the department shall be signing the reports. The relevant expert technicians of concerned labs/equipments shall be doing tests and preparing reports. Both senior faculty and lab technician of a particular specialization must have expertise in the commercial testing and must be well aware of the relevant testing standards/procedures.
- (e) The application forms shall be prepared by the respective department for labs undergoing testing. The Industrial Outreach Committees (IOC) of respective department, in consul-

tation with the relevant senior faculty, would be authorized to propose and modify the application form and also to review the testing dues/ charges. The maximum number of samples allowed for certain testing shall also be decided by the similar body. All such decisions and amendments shall be intimated to VC Office.

2. Standard Operating Procedures (SOPs) for Commercial Testing

- (a) The client shall make the request for testing through an online form to the Office of Research Innovation and Commercialization (ORIC). The link to the application form would be available under the ORIC tab on the University web. The client/customer after filling the prescribed form by all aspects would submit the application to the ORIC. The incomplete application forms missing the requisite information shall not be entertained.
- (b) The ORIC shall have the authority to accept or reject the application in consultation with the relevant HoD subject to the availability of testing equipment in working condition, time slots, technical staff and associated facilities. The priority of lab usage shall be in sequence of undergraduate labs, DP work, graduate research and then commercial testing.
- (c) It is obligatory for the client, after acceptance from ORIC, to pay the respective testing fee.
- (d) The ORIC shall then forward the case (i.e. copies of application form) to the relevant faculty member through HoD, under whose guidance, all testing will be done. One copy of each case shall be retained at ORIC.
- (e) The client shall bring the testing samples in respective lab along with signed application form and payment receipt. Lab technician will receive samples as per the application form and payment receipt.
- (f) The testing shall be performed on first come, first served basis. Applicants are required to bring well prepared samples for the testing.
- (g) The relevant lab technician shall be responsible for maintaining records, and preparing and sending reports to the clients and ORIC through the HoD. The report must clearly mention the relevant national / international standards and codes applied in testing and should be countersigned by the relevant faculty member and HoD.
- (h) The testing shall be carried out by the relevant lab technician. The lab technician who performs testing must be competent enough to undertake the testing procedures, and should have adequate practical training and experience. He shall also take the pictures of test specimens before, during and after the testing process for proper detailed record.

- (i) A report of each testing shall be prepared which will be signed by the respective lab technician, faculty member and HoD. The report shall be sent to the ORIC who shall then forward it to the client.

3. Health and Safety Regulations

- (a) The relevant lab technician(s) performing the testing must understand and address all the health and safety related protocols and procedures.
- (b) The testing samples which are radioactive, bio-hazardous, explosive, volatile/dirty or can cause any potential threat to the person's health and safety shall not be accepted.
- (c) The testing experiments shall be performed with all precautionary measures and keeping in mind the health and safety regulations.

4. Recordkeeping

- (a) A checklist of precautionary measures, technical requirements and necessary administrative approvals shall be prepared. This list shall be checked before performing the testing.
- (b) It is the responsibility of the lab technician to maintain the record/database of testing experiments performed in lab(s) and update it on regular basis. One copy of each case shall also be kept in ORIC.
- (c) The testing database should include the testing back up data, lab reports, payment receipts and any similar data (e.g. photos etc.) associated with the testing.
- (d) The data should be kept both in hard and soft forms for future reference.

5. Financial Matters

- (a) The ORIC shall be responsible to look after finances with the help of University Accounts Office.
- (b) The data related to finances like payments receipts shall be at three locations ORIC, Account Office and respective Department.
- (c) After approval of this policy, for one year, Dean ORIC in consultation with Dean Faculty shall use finance (after deduction of funds for lab/equipment maintenance and consumable items from generated income) for the award of research grants through competition.

The relevant faculty member through HoD shall forward the case of maintenance and consumable on quarterly basis. A quota of 50% may be considered for research grant to the department involved in commercial testing. After one year, the distribution of income from commercial testing may be reviewed.

(d) Whenever.

**AVAILABILITY OF LABS, EQUIPMENT, RELEVANT SENIOR FACULTY AND LAB
TECHNICIAN FOR COMMERCIAL TESTING**

Sr. No.	Lab	Equipment	Relevant Senior Faculty and Lab Technician	Expected Commercial Testing(s)	Remarks

Definitions

Incubation Centre: is a specialized program or physical space designed to nurture and accelerate the growth of startups and new ventures that are based on university research, technology, and intellectual property (IP). Its primary goal is to bridge the gap between academic innovation and commercial success.

Intellectual Property (IP): refers to creations of the mind, such as inventions, literary and artistic works, designs, and symbols, names, and images used in commerce. It is a class of property that results from the workings of human intellect and has commercial value.

Patent: is a legal right granted by a governing body to an inventor or assignee for a limited period of time, in exchange for the public disclosure of an invention

Spin-Off: refers to a company established to commercialize university-owned IP, developed through Final Year Projects (FYPs), theses, funded research, or other institutional activities.

Startup: refers to a new business venture initiated by students, faculty, or staff based on skills, know-how, or project experience, without involving university-owned Intellectual Property (IP).

Venture Capital (VC): refers to a type of private equity financing provided by investors to startups and early-stage companies that have been developed from university research. This funding is given in exchange for an ownership stake (equity) in the company.

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