

**DISCLOSURE FORM: INTELLECTUAL PROPERTY**

I, hereby declare that I am aware of and agree to abide by the intellectual property policies and regulations of IIEE, PCSIR. By signing this disclosure form, I acknowledge that I have read, understood, and agree to comply IP ownership policies of IIEE, PCSIR.

I also acknowledge and understand that it is my obligation to report, disclose, and assign any intellectual property developed by me during my employment or engagement with IIEE, PCSIR. I also agree to maintain the confidentiality of any intellectual property related to IIEE, PCSIR. I shall not disclose any proprietary information, trade secrets, or confidential data to unauthorized parties, both during and after my employment or engagement with the IIEE, PCSIR, unless explicitly authorized in writing.

I have read and understood this disclosure form fully. I voluntarily and freely consent to the terms and conditions outlined herein by signing below.

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

# Institute of Industrial Electronics Engineering, PCSIR

## Policy of Innovation & Entrepreneurship

### **PREAMBLE**

Under the guidelines of Higher Education Commission (HEC), Pakistan to establish and promote research and commercialization culture in all Universities/HEI's, Office of innovation and entrepreneurship (OIE) was established at IIEE in December 2022. The scope of this document is to define the vision, mission, objectives, structured, role /responsibilities, strategic plan and the operational policies/guidelines of OIE for smooth operation at IIEE. It would help to regulate and promote entrepreneurship, technology transfer and commercialization activities in order to improve and support the institute revenues and contribute to national economy.

### **DEFINITIONS**

In this policy, unless there is anything repugnant in the subject or content

'Council' means Pakistan Council of Scientific and Industrial Research (PCSIR)

'Institute' means Institute of Industrial Electronics Engineering'

'Chairman' means Chairman of PCSIR

'Member' means Member of Technology, PCSIR

'Principal' means Principal IIEE

'OIE' means Office of innovation and entrepreneurship

'Focal Person' means focal person of OIE-IIEE

'Faculty' means IIEE faculty

'ILO' means Industrial Liaison Officer, IIEE

### **VISION OF OIE**

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

### **MISSION OF OIE**

To create and manage entrepreneurship culture and to establish linkages for commercialization and innovative ideas with industry.

### **OBJECTIVES OF OIE**

- To manage, streamline, strengthen and enhance the research, innovation and commercialization activities at the institute.

- To collaborate with other HEIs/Universities for promotion of entrepreneurial and commercialization of the startups.
- To create partnerships with the research communities to build a culture of high achievements in research collaboration at both national and international level.
- To conduct and arrange workshops, seminars, competitions, symposiums and conferences, related to entrepreneurship, for the university students and faculty members.
- To facilitate, encourage and promote students and faculty of the institute to obtain research funding around the world for different research projects.
- To promote a culture of innovation and encourage the creation of intellectual property that can be commercialized.

## **STRUCTURE OF OIE**

The OIE office shall be headed by the Principal who shall be assisted by the following officers/staff as may be prescribed from time to time.

- Focal person OIE
- Academic expert
- Industrial expert
- Industrial liaising Office(ILO)
- Office & administrative assistant( Secretary)

The focal person of OIE is responsible for the oversight of daily operations of the OIE-IIIEE marketing the facility in terms of innovation through incubation, business plan and sustainability model.

## **ROLE AND RESPONSIBILITIES OF OIE**

The following set of services are envisioned at the OIE

- OIE provide guidance, including lectures, mentoring, access to materials, and technical advice on launching startups, selecting business strategies, protecting their intellectual property, mobilizing resources, and generally converting innovative ideas into successful enterprises.
- Facilitating access to laboratories, libraries, ICT-facilities, technical workforce, subject matter experts, and seed-funding opportunities.
- Ensuring that the startups can generate opportunities for students to get internships or trainings, as well as to apply their knowledge to real business problems as case studies.
- Establishment of network of graduated startups and organizing periodical meetings with existing incubates for their grooming and mentoring thus creating a dynamic environment through which all stakeholders can benefit.

- To define the avenues for creating intellectual property (IP), establish ownership terms, and define the responsibilities and key principles for managing IP creation.
- IP's SWOT analysis is carried out to identify areas where it may need further development or improvement before Commercialization.
- Development of commercialization plan and identification of right strategy for successful technology transfer and review of commercial potential of an IP.

## CREATION AND OWNERSHIP OF IP

- An IP can be created through research projects, course materials, students' projects, inventions and development.
- Where an inventor/researcher/student identifies potential IP resulting from his/her research (or team), he/she shall disclose such potential IP to OIE-IIEE promptly by means of disclosure form.
- PCSIR shall also own all IPs created by its employees generated from their inventions and research activities.
- IP ownership in funded projects shall be exercised as per signed agreement/contract between the council and the funding agency. The funding may be derived either through industry or some donor agency.
- IP ownership in collaborative research shall be exercised as per signed agreement/contract between the council and the collaborating partner.
- There would be IP committee responsible for managing IP related matters and forward recommendations to the Chairman. The committee would consists of
  - a. Member Technology, PCSIR
  - b. Principal IIEE
  - c. Inventor
  - d. Focal person, OIE
  - e. ILO

## PERFORMANCE MONITORING OF OIE

- Number of Student / Alumni Startups Created
- Funding Secured for Faculty / Student / Alumni Startups
- Number of Students Placed in University Startups
- Startup Business Plan / Pitching Competition / Boot camps
- Number of IPs registered

**ENCLOSED:** APPENDIX-A (DISCLOSURE FORM: INTELLECTUAL PROPERTY)



*(Handwritten Signature)*

**Prepared By:**

(Engr. Dr. Syed Saeed Jaffer)

Principal Instructor, IIEE