



LAHORE GARRISON UNIVERSITY

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NOTIFICATION
LGU RESEARCH AND DEVELOPMENT POLICIES MANUAL
LAHORE GARRISON UNIVERSITY

1. LGU Research and Development Policies Manual has been approved by Academic Council LGU during its 29th Meeting held on 1st Oct 2024.
2. For compliance, please.


Brig
Registrar
[Adnan Ahmed Khan, SI(M), (Retd)]

To: All Deans, Directors, Chairpersons, CoE, Treasurer, Exam Branch, Manager Admissions and Marketing

CC: PSO to VC

LGU Research and Development Policies Manual



LGU Research and Development Policies Manual

1. **Introduction** Lahore Garrison University's Research and Development (R&D) manual provides a comprehensive framework to strengthen the research culture at LGU. It encourages faculty, students, and researchers to engage in high-quality research by offering incentives, financial support, and resources. This manual encompasses key areas such as research incentives, journal management, innovation funding, support for final-year projects, and intellectual property management. Furthermore, it encourages the development of a startup culture through the Entrepreneurship, Innovation, and Startup Policy, promoting innovation and the pursuit of business ventures among faculty and students. The LGU R&D manual includes six core policies designed to advance research and commercialization, innovation, and enterprise within Lahore Garrison University.
2. **Policy on Research Incentives (Annexure A)**. This policy provides rewards for faculty and students who publish research in recognized journals. Incentives are awarded based on the journal's impact factor and category, with financial rewards ranging from PKR 30,000 to 100,000. The policy includes eligibility criteria for receiving publication incentives.
3. **Policy on LGU Research Journals (Annexure B)**. This policy covers the management and quality control of LGU-affiliated research journals. It provides incentives for editorial board members and reviewers, ensuring the journals meet high publication standards and gain international recognition.
4. **Research Innovation Fund (RIF) Policy (Annexure C)**. The RIF policy supports innovative research projects and startups by providing grants to MS and PhDs ranging from PKR 50,000 to 1 million. It promotes entrepreneurship by offering training, incubation, and business development services to help transform research ideas into viable products and services.
5. **Final Year Projects Funding Policy (Annexure D)**. This policy offers financial and technical support for BS final-year undergraduate students to complete their research projects successfully. It covers the costs of materials, tools, and other research-related expenses.
6. **Entrepreneurship, Innovation, and Startup Policy (Annexure E)**. This policy promotes a vibrant entrepreneurial culture within LGU. It encourages students, faculty, and alumni to pursue innovative business ventures by providing mentorship, incubation, and funding resources. The policy aims to develop startups that contribute to socioeconomic growth and align with the curriculum to support entrepreneurship across all disciplines.
7. **Intellectual Property (IP) Policy (Annexure F)**. The IP policy outlines the management of intellectual property generated through research at LGU. It establishes guidelines for the ownership, protection, and commercialization of patents, copyrights, and trademarks, including a revenue-sharing model between inventors and the university.

Policy on Research Incentives

1. **Research Paper Publications Reward.** Publishing scientific and innovative research is considered a crucial responsibility for faculty members and researchers. Lahore Garrison University emphasizes fostering a culture of high-quality research and development. As a result, faculty, students, and staff receive appropriate recognition and incentives for publishing high-quality research in impact factor journals. This approach encourages excellence in research and acknowledges contributions to advancing knowledge and innovation.

(1) **Eligibility Criteria**

- (a) The author (Employee or Student) must be among one of the first **three** author(s) of the research paper with the affiliation of LGU.
- (b) The author can only claim the research paper publication incentive within six months (02 Quarters only) after the paper is published in HEC-recognized journals quarterly.
- (c) The complete department and university's name must be mentioned on the research paper's title page, e.g. Department of Computer Science, Lahore Garrison University.
- (d) The research paper must be published in accordance with HEC Journal and Publications Policy 2024.
- (e) The author/candidate can claim a research award for any number of publications per year.
- (f) The author must submit the following documents for research incentive:-
 - i. The first page of the published research paper with duly filled and signed proforma.
 - ii. Weblink of the published paper.
 - iii. Proof of Journal category & Quartile rank from JCR report.
- (g) **Publication categories.** The categorization of National and International Journals will be as under:-

Indexing Agency	Category
All Journals indexed in any of the following collections of Web of Science (WOS): <ol style="list-style-type: none"> i. Science Citation Index Expanded (SCIE) ii. Social Sciences Citation Index (SSCI) iii. Arts & Humanities Citation Index (AHCI) 	W
All Journals indexed in the following collection of Web of Science (WOS): Emerging Sources Citation Index (ESCI)	X

Pakistani journals indexed in Scopus (other than those indexed in Web of Science (WOS) subject to fulfilling the following additional criteria:- <ul style="list-style-type: none"> ▪ Indexed with Scopus. ▪ 25 % International authorship. ▪ Open Journal Management System (OJS) or similar Journal Management systems adopted for submission, acceptance, and rejection as well as peer review process of research articles. ▪ Self-Institutional publication and Editor(s) /Editorial Board members publication is not allowed. ▪ Published articles peer-reviewed by well-reputed international experts in relevant fields. 	Y
Pakistani journals indexed in Scopus (other than those indexed in Web of Science (WOS) (which do not fulfil above mentioned additional criteria).	Y
Pakistani journals indexed in MEDLINE (PubMed) (other than those indexed in Web of Science (WOS)/Scopus)	Y
Pakistani journals indexed in China National Knowledge Infrastructure (CNKI) (other than those indexed in Web of Science (WOS)/Scopus)	Y
National journals Recommended by the HEC local committee	Y

HEC Recognized Categories with Quartile Rank	Publication Reward
X-Scopus indexed (Pakistani Journal)	30,000/-
X-Q4	45,000/-
X-Q3	50,000/-
X-Q2	55,000/-
X-Q1	60,000/-
W-Q4	65,000/-
W-Q3	75,000/-
W-Q2	85,000/-
W-Q1	100,000/-

- (h) The Research papers publication reward will be made every quarter (every three months i.e., Jan-March, April-June, July-Sept, and Oct-Dec).
- (i) Payment shall be made in the name of the principal/co-author only. If more than one author (Faculty, Student, and staff) from LGU is in the published paper, then the claiming author must

submit a consent form for an incentive claim. For the student paper, mention the student's name in the research reward proforma column. Students can receive payment cheques by providing the LGU student card and CNIC from the accounts department.

- (j) The updated research incentive policy will be effective from 01 July 2024.

(2) **Annual Research Awards.**

- (a) ORIC shall also analyze all types of research parameters for the annual research award. The best researcher award will be given at the discretion of the vice chancellor in a fiscal year from faculty and staff. The following procedure will be adopted:-

Research Publication	Book Publication	Book Chapter Publication	Funded Projects	Conference Publication	Conference presentation	Patents	PhD/MS Supervision
50%	10 %	10 %	10 %	5%	5%	5%	5%

Research Parameter	Author Position	Bodies	Points
Research Publication (only HJRS) (50%)	Principal Authors	W-Category Papers	10 points
		X-Category Papers	6 points
		Y-Category Papers	2 points
	2 nd and 3 rd position authors/Corresponding Author	W-Category Papers	8 points
		X-Category Papers	4 points
Book Publication (10 %)	Principal Authors	reputable publisher	7 points
	2 nd and 3 rd position authors	reputable publisher	5 points
Book Chapter Publication (10 %)	Principal Authors	reputable publisher	5 points
	2 nd and 3 rd position authors	reputable publisher	4 points
Funding Projects (10%)	Principal Investigator	HEC	10 points
	Up to 3 rd position PI	HEC	7 points
	Up to 3 rd position PI	International	10 points
	Up to 3 rd position PI	Local	3 Points
Conference Publication (5%)	Principal Authors	International	5 points
	Up to 3 rd position authors	International	3 points
	Principal Authors	Local	3 points
	Up to 3 rd position authors	Local	2 points
Conference Presentation (5%)	Session Chair/ Keynote Speaker	International	10 points
	Session Chair/ Keynote Speaker	Local	6 points
	Paper Presenter	International	5 points
	Paper Presenter	Local	3 points

Patents (5%)	Principal Authors	International	10 points
	Up to 3 rd position authors	International	8 points
	Principal Authors	Local	5 points
	Up to 3 rd position authors	Local	3 points
PhD/MS Supervision (5%)	PhD Students	Per student	5 points
	MS Student	Per student	3 points

- (2) The faculty, student, and admin staff can benefit from the above. ORIC will determine the best quarter researcher based on the departments' data and award the "Best Researcher Certificate" quarterly. VC would make the Final Decision.

c. **Travel Grant**

- (1) The applicant (faculty member or staff) should apply for an HEC/PHEC travel grant through the designated form available on the HEC/PHEC website or any other relevant organization, at least 45 days before the event.
- (2) The form should be filled according to the detailed checklist available on the HEC/PHEC website /relevant organization.
- (3) The form should be cross-verified by Dean, Director ORIC, Director internal audit, and HoD before sending it for final approval by VC.
- (4) Certificate of similarity index should be issued by Dir ORIC.
- (5) After approval of a grant from HEC, the University can issue a loan (advance payment) to an applicant for the approval of VC.
- (6) The treasurer's office will receive the guarantee cheque from the applicant and submit a report to VC within three days of receiving the guarantee cheque.
- (7) Travel grant applications for local or international conferences and workshops must be submitted through the ORIC department at least 60 days in advance, with recommendations from the Head of Department (HoD) and Dean. TA/DA will be awarded in accordance with university rules. ORIC will assess the conference/workshop category and submit a recommendation. The Vice-Chancellor has the final authority to approve the travel grant application

d. **Funded Projects**

- (1) All the national/International private/public sector projects will be processed through LGU-ORIC for approval from the competent authority. Award letters for funding projects must be submitted to ORIC-LGU. Projects with LGU affiliations without approval from competent authority will be considered a serious concern, and full funding of author(s) will be shifted to the Research and Innovation Fund (RIF) LGU-ORIC account.
- (2) The researcher(s) of funded projects (fully/partially) cannot claim research incentive rewards from LGU against paper publications.
- (3) The researcher(s) will contribute 10% of the total received funding (in receiving currency) and will be submitted to the Research and

Innovation Fund (RIF) LGU-ORIC account. This amount will be used to encourage LGU students to research work/scientific innovation.

- (4) The researcher(s) need NOC for the shifting of national/International private/public sector projects to the other HEIs.
- (5) PhD faculty members must submit at least one relevant Project for HEC announced projects e.g. PSF/National Research Program for Universities (NRPU)/ National ICT R&D Fund/national/International private/public sector etc. funding through ORIC.
- (6) ORIC will issue a list of faculty members who did not participate in National/International funding projects to the HR office.
- (7) LGU faculty members who win an industrial project or contract will receive a 5% incentive of the total amount submitted in the LGU account after the project is completed.

Policy on LGU Research Journals

1. Editorial Incentive to Editor-in-Chief, Associate Editors & Reviewers of LGU Journals. The following criteria will be followed as under: -

- a. The LGU Journals' Editor-in-Chief will receive PKR 10,000/- per issue verified by ORIC.
- b. Any two Editors/Associates/Assistants/Sub-editors/Managing/Publication editor will receive the amount of PKR 5000/- per issue verified by the Editor-in-chief and ORIC. The editorial board should be composed of PhD faculty members only.
 - (1) The National Reviewer will be given PKR 2000/- per paper subject to the Editor-in-Chief and ORIC recommendations. The frequency of the National Reviewer's review of a paper is the maximum, one per issue. No National reviewer can review more than one paper per issue.
 - (2) International reviewers will be given USD 20 per paper after verification by the Editor-in-Chief and ORIC. The frequency of reviewing a paper by the international reviewer is the maximum one per issue
 - (3) The Editor-in-Chief, Editors & Reviewers of LGU journals can only claim the reward within 30 Days after the online of LGU journals on a quarterly basis w.e.f. Jan 2024
 - (4) Any one Editor / Associate / Assistant / Sub-editor/Managing/Publication editor will receive an amount of PKR 10,000/- as formatting cost per issue recommended by the Editor-in-chief and ORIC w.e.f. Jan 2024.
 - (5) Citing LGU journals in faculty research paper publications can significantly enhance the credibility of the journals. Citation rewards Rs. 500 per citation for papers published in Web of Science (WOS) and Scopus-indexed journals. A maximum of two citations per paper is allowed.
 - (6) All LGU journals will be published bi-annually starting January 2025.

2. Subscription of LGU Research Journals/Publication Charges

- a. The subscription fee per issue of LGU Research Journal is Rs.2500/- and the annual subscription fee for 4 issues (one volume) is Rs.8,000/-
- b. International subscription fee per issue of LGU Research Journal is \$20, and the annual subscription fee for 4 issues (one volume) is \$70.
- c. LGU Y Category journal will charge 15,000/- per paper as publication charges w.e.f. Oct 2024. It will be submitted to Lahore Garrison University's Bank Account **MCB0633853231000004**,
IBAN:PK56MUCB0633853231000004
- d. Payment can be submitted through online transfer/bank deposit. Editors will reconcile with the accounts office before publishing the paper.

LGU-RESEARCH AND INNOVATION FUND (RIF) POLICY

1. **Introduction.** One of the primary objectives of the Office of Research, Innovation, and Commercialization (ORIC) at Lahore Garrison University is to cultivate a strong culture of research and innovation by actively engaging students, faculty, researchers, and entrepreneurs. ORIC is critical in launching research initiatives across various disciplines, driving innovation, and turning ideas into meaningful outcomes. The Research Innovation Fund (RIF) will provide seed funding to early-stage startups, projects, and proposals through ORIC. Grant recipients will receive a designated amount of funding and comprehensive support from ORIC, including training, financial education, business development services, and guidance on investment readiness. The program also connects successful ventures with additional funding sources to support their capital needs during growth. Each year, promising early-stage startups, projects, and proposals will receive funding, along with the necessary training and incubation services, to help them evolve into investable ventures through the support of the Research Innovation Fund.
2. **Purpose.** The purpose/aim of the LGU-Research and Innovation Fund Policy (RIF) is to provide the guidelines for awarding the RIF to the faculty members, students, researchers, and entrepreneurs at Lahore Garrison University (LGU).
3. **Scope.** This policy covers the funds for research and innovation which LGU will fund to promote and support research culture among the faculty, students, researchers, and entrepreneurs.
4. **Objectives.** The primary objective of this research policy is to motivate faculty, students, researchers, and entrepreneurs to broaden their existing scope of research work. The policy aims to also support final year projects for graduate programs to help the students come up with their support for innovative startups, research projects, and proposals.
5. **Procedure for Submission of Applications.** The applicant can submit their research proposal/projects/startup with a dully filled application form including a budget sheet and the application form will be available on the ORIC Web- Page/office.
6. **Proposal Evaluation Criteria.** ORIC-LGU will initially scrutinize the research proposal duly evaluated and endorsed by the HoD/Dean. The Vice-Chancellor will give final approval after the expert's opinion of the internal and external reviewers committee. The research projects/proposals will be evaluated within 6-8 weeks by ORIC with the help of all evaluators and respective Deans with the following procedure:
 - a. The projects/proposals/startups will be evaluated by the relevant departmental team and endorsed by the HoD and Dean.
 - b. ORIC will conduct an initial scrutiny of the submission.
 - c. Authorized university experts and external reviewers will review the projects/proposals/startups.
 - d. The proposal will receive recommendations from industrial experts through collaboration efforts.
 - e. Final approval by Vice-Chancellor
7. **Applicant Eligibility Criteria**
 - a. All startups, research projects, and proposals in LGU, including students, recent graduates, alumni, and faculty members/researchers are eligible to apply.

- b. The applications for the RIF program will be routed via the ORIC LGU, Lahore. Final awardees will enter into a bi-partite agreement between the startups and ORIC. While the grant is open to all, it primarily targets early-stage startups, research project ideas, and proposals that would benefit from a specific amount of grant and entrepreneurial training.
 - c. The applicant must be a permanent or contract Ph.D. faculty member at a university campus. They must belong to a department offering graduate or postgraduate programs at LGU and be actively engaged in research, with at least one published paper in an HEC-recognized journal with an impact factor.
 - d. Applicants with existing internal or external research projects/grants will not be eligible to apply for RIF.
 - e. Non-PhD faculty/students can apply as co-principal investigators in collaboration with Ph.D. faculty members.
 - f. The applicant can claim only one RIF grant at a time.
8. **Funding Range.** Amount of grant ranging from PKR-50,000 to PKR-1 million.
9. **Other Terms and Conditions.**
- a. Funds will be released monthly after receiving the necessary documents from the Principal Investigator (PI), including a project initiation letter, quarterly technical and financial reports, and a project completion report.
 - b. The number of accepted applications will depend on available funds.
 - c. PI remuneration or conference travel is not covered. External funding for such expenses is encouraged.
 - d. Failure to meet objectives disqualifies the applicant from future ORIC grants.
 - e. If a quarterly report is deemed unsatisfactory, the project may be terminated or financial disbursements delayed. Additionally, no course exemptions for those receiving this research funding, including the PI, Co-PI, researchers, or faculty members, will be granted.
 - f. The PI may transfer the project to a Co-PI or another faculty member who agrees in writing to take responsibility for the project, achieve its objectives, and receive recommendations from ORIC and Deans, with final approval from the Vice-Chancellor.
 - g. In case a PI leaves the university during the execution of the project or is unable to continue with the project for any reason, the following guidelines will apply:
 - (1) The PI must apply to the Vice-Chancellor at least six months prior to discontinuing, requesting adjustments to project outcomes and budget through ORIC
 - (2) If no adjustments are made, the application is late, or objectives are unmet, the PI must return all released funds before clearance from the university.
 - (3) The PI must remain in service for the duration of the project.

Policy for Final Year Projects Funding-LGU

1. **Introduction.** The Final Year Project Funding Policy will provide financial support and guidance to students undertaking final-year projects at Lahore Garrison University. Recognizing the pivotal role of final-year projects in students' academic and professional development, this policy aims to ensure equitable access to resources and foster excellence in project completion. This policy seeks to empower students to conduct high-quality research, experimentation, and innovation by offering funding opportunities, thereby advancing knowledge and achieving academic excellence. The Office of Research, Innovation, and Commercialization (ORIC) is central to helping students and faculty members to navigate the Final Year Project Funding Policy. ORIC serves as the primary point of contact for students and faculty seeking information, guidance, and support related to project funding opportunities and requirements.
2. **Purpose.** The purpose/aim of this FYP Funding policy is to support and facilitate final-year projects undertaken by students at Lahore Garrison University, with the overarching goal of enhancing academic excellence, promoting innovation, and fostering collaboration and mentorship within the academic community.
3. **Objective.** The primary objective of this FYP Funding Policy is to encourage students and researchers to translate their ideas into tangible products. We aim to provide financial support and guidance to students undertaking their final year projects, ensuring equitable access to resources and fostering excellence in project completion. This policy is designed to facilitate students in conducting high-quality research, experimentation, and innovation by offering funding opportunities that enable them to realize their academic and professional goals effectively. Through this policy, we aim to promote student success, encourage interdisciplinary collaboration, and contribute to advancing knowledge and innovation within the academic community.
4. **Scope.** This policy is intended to benefit all final-year undergraduate or postgraduate students. It provides opportunities for students undertaking final-year projects as a part of their academic curriculum to access financial support and guidance. Additionally, faculty members and academic supervisors mentoring and supervising final-year projects may also utilize this policy to assist students in securing funding and resources necessary for project completion.
5. **Applicant Eligibility Criteria.** Final-year students, including those in their 7th and 8th semesters of undergraduate studies (for BS programs) and 3rd and 4th semesters of master's programs, are eligible to avail of the FYP Funding. Only students who have fulfilled all necessary coursework and prerequisites are eligible to undertake a final-year project with funding support.
6. **Proposal Evaluation Criteria.** ORIC LGU will review the FYP funding proposal, which must be duly evaluated and endorsed by the Head of Department (HoD) and Dean. Following this initial scrutiny, the proposal will undergo expert evaluation by one internal member and two external reviewers/members appointed by the FYP funding committee. Upon receiving the expert opinions, the Vice Chancellor will provide the final approval for the funding proposal.
7. **Funding Range**
 - a. Amount of FYP funding range per project PKR-10,000 to PKR-150,000/-
 - b. Supervisor remuneration on successful completion PKR-10,000/-
 - c. 02 x External reviewer cost PKR- 5000/-.

8. **Ethical Considerations.** Students must conduct their final-year projects with the highest academic integrity and ethical standards. Any form of plagiarism, fabrication, falsification, or other unethical practices will not be tolerated and may result in project termination and academic penalties.
9. **Revision and Resubmission.** In case of unsatisfactory project outcomes or feedback from the evaluation committee, students may be required to revise and resubmit their final reports within a specified timeframe. Failure to address identified deficiencies may impact the final grade or completion of the project.
10. **Appeals and Grievances.** Students have the right to appeal against any decisions related to their final year projects, including assessment outcomes or disciplinary actions. Grievances will be addressed through established university procedures and channels. In the event of any grievance, the Vice Chancellor will serve as the final authority.
11. **Other terms and conditions.** The other terms and conditions are as follows:-
- a. The FYP funding will be released based on approved budget documents containing equipment/laboratory items//hardware/materials only.
 - b. The project must be completed within six to twelve months before the student's graduation.
 - c. The supervisor will bear responsibility for ensuring the completion of the project.
 - d. The project or product will be the property of LGU and will be stored in the FYP Labs for showcasing purposes.
 - e. Projects funded by Ignite, a program of the Higher Education Commission (HEC), will not be eligible for funding under this policy.

Entrepreneurship, Innovation, and Startup Policy

1. **Vision.** "To be a renowned University in Teaching, Research, Innovation, and Commercialization, providing a conducive environment for the acquisition of latest knowledge so that students may contribute to community support, technical and socioeconomic development."

2. **Mission.** "To play a leading role in technical and socioeconomic development through academic and research

excellence while adhering to international quality standards. The university would develop leaders who are multi-disciplinary, value-oriented, creative, and entrepreneurial."

3. **Business Incubation Center, LGU**

a. **Vision.** "To serve as a leading and impactful platform for innovation and entrepreneurship, fostering the growth of startup ventures, thus contributing to Pakistan Innovation Ecosystem".

b. **Mission.** "To play the role in establishing an entrepreneurial culture on campus and provide a nurturing environment, resources, guidance, and early-stage startups and aspiring entrepreneurs; enabling them to convert their ideas into sustainable ventures."

c. **Purpose of the Policy.** The purpose of this policy is to foster a vibrant startup culture within Lahore Garrison University by providing a supportive and encouraging environment for innovative and entrepreneurial ventures. This policy aims to encourage students, faculty, and staff to explore their entrepreneurial aspirations, transform innovative ideas into successful ventures, and contribute to the economic growth and development of the community.

d. **Scope of the Policy.** This policy applies to all members of the individuals and entities belonging to Lahore Garrison University, including students, faculty, departments, and alumni, who are engaged in entrepreneurial activities or seek to establish startups. It covers activities within the university premises, as well as collaborations with external partners and stakeholders in the innovation ecosystem.

e. **Responsibilities.** This policy sets the foundation for utilizing the full potential of entrepreneurial talent within the university community and driving socio-economic impact through successful startups. Lahore Garrison University, thus considers the following stakeholders to play their role in the implementation of the policy.

f. **University Administration**

(1) Develop and implement strategies, programs, and resources to support the Business Incubation Center and startup innovation and entrepreneurship.

(2) Foster collaborations with external partners, such as industry experts, investors, and incubation centers, to enhance entrepreneurial support and opportunities.

- (3) Regularly review and update the policy to ensure alignment with the evolving needs and trends in the startup landscape.
- g. **Faculty and Departments**
- (1) Encourage and support students and faculty's entrepreneurial ambitions by integrating entrepreneurship education and training into relevant curricula and courses.
 - (2) Act as mentors and advisors to students and startup teams, providing guidance, expertise, and industry connections.
 - (3) Facilitate research collaboration and technology transfer to promote innovation and commercialization of university-generated intellectual property.
 - (4) Promote and participate in events, workshops, and seminars that foster an entrepreneurial mindset among students.
- h. **Students**
- (1) Embrace the entrepreneurial spirit and actively participate in startup-related activities and initiatives.
 - (2) Develop and refine innovative ideas through entrepreneurship courses, hackathons, business plan competitions, and other co-curricular activities.
 - (3) Utilize resources provided by the university, such as incubation facilities, mentorship programs, and networking events, to accelerate the development of their startups.
 - (4) Comply with ethical, professional, and legal requirements, including intellectual property rights, etc., while pursuing entrepreneurial activities.
- i. **Alumni and Collaborative Partners**
- (1) Contribute to the startup ecosystem by providing mentorship, networking opportunities, and financial support to aspiring entrepreneurs from Lahore Garrison University.
 - (2) Collaborate with the university to offer internships, job opportunities, and industry partnerships to support the setup, growth, and sustainability of startup ventures.
 - (3) Act as ambassadors of the university's entrepreneurial culture and advocate for its initiatives in the wider innovation ecosystem.
- j. **Preamble.** Lahore Garrison University since its establishment, is taking measures to enhance the entrepreneurship culture at campus and develop an entrepreneurial mindset among faculty and students. Several initiatives have been taken in the past; like holding business idea competitions, inviting entrepreneurs to campus, encouraging students to participate in business idea competitions like the Hult Prize and other challenges, etc. Entrepreneurship has been an integral and vital part of the Strategic plan of Lahore Garrison University. Various evaluation visits by HEC and accreditation bodies have also advised strongly to take steps to foster entrepreneurship and startups who graduated from LGU. The business Incubation Center is active and operational under the Department of Management Sciences. As cohorts are being run at campus and gaining attention among students and faculty, a need has been felt to formulate an Entrepreneurship and Startup Policy for the startups from the BIC LGU platform. The objective of this policy is to provide clear guidance and instill confidence among startups, students, faculty, and management regarding

their roles and responsibilities in fostering entrepreneurship and producing startups from LGU. This policy aims to promote innovative ideas that contribute to LGU's strategic mission.

k. **Pillars of the Policy**

- (1) Encouragement of Entrepreneurial Mindset.
- (2) Curriculum alignment.
- (3) Incubation management.
- (4) Networking.
- (5) Funding and investment.

- l. **Encouragement of Entrepreneurial Mindset.** In the wake of Innovation and the knowledge economy, the university's role is now being discussed as transforming the campus into an innovation launchpad for innovative ideas catering the contemporary issues in society. To ease transformation into an entrepreneurial university, encouragement of an entrepreneurial mindset is the first and most important step.

Policy Statement 1: Faculty and Students will be encouraged to adapt and launch innovation and entrepreneurial ventures from the campus of the university.

1. Action Steps

- a. Students and faculty will be encouraged through various activities including entrepreneurial-related seminars, workshops, training and capacity building, exhibitions, and mentoring from industry leaders to promising startups to opt for the entrepreneurial path.
- b. Faculty is encouraged to turn their FYPs and lab-based research ideas into a startup.
- c. Students from startup teams will be compensated in attendance only for lectures when they are either in training or mentoring sessions or busy in networking events like expos and business idea competitions. Teachers will compensate attendance only when endorsed by BIC.
- d. Startups enrolled in the cohort, are allowed to seek clientage from the campus through marketing and sales activities. They will be allowed to distribute brochures, run sales campaigns, promotion through stalls, etc. The marketing policy has already been approved by competent authorities.
- e. To sustain the startup teams, departments will provide interdisciplinary support in terms of synergizing their expertise, knowledge, and human resources recommendations.

2. Curriculum Alignment. The curriculum needs to be coherent and align with entrepreneurship and innovation, this will help in developing an entrepreneurial mindset and will ensure consistency throughout the university. In the end, every student and every department benefit from an innovative mindset.

Policy Statement: Revise, align, monitor, and update the Entrepreneurship Curriculum and Build synergy and capacity of Faculty regarding innovation and entrepreneurship.

1. Action Steps.

- a. Aggressive campaign to create awareness among faculty members of various departments to be conducted including seminars, workshops, and research.
- b. Lab-based research projects or FYPs should be conceptualized in accordance with the “real life industry or social problem”. Industry experts can be taken on board to identify the contemporary and futuristic problems of society or industry.
- c. The subjects of Introduction to Business, Marketing, and Management are to be declared as
- d. preliminary subjects for Entrepreneurship for non-business students. If a student has cleared these subjects, only then he can opt for the Entrepreneurship Subject.
- e. FYPs should be started from the 5th or 6th semester and entrepreneurship as a base or
- f. foundation course to be taught in the same semester of CS and Basic Sciences disciplines.
- g. Entrepreneurship subjects can be designed more to identify the need or gap analysis. Students should be taken out to industry or community to understand the ground realities including problem areas and come up with the solution.
- h. Students from Business Studies, will be associated with each FYP team and will be conducting the research related to market and feasibility. In the subject of Project Management in BBA degree, students will be converting the feasibility and research into project proposal.
- i. The 7th and 8th semesters of selected FYP and Lab Based research teams will be in Cohort, where they will Validate and test the idea, get training from industry experts, and get their startup registered.
- j. The faculty and supervisors will be asked to take industrial training or sandwich courses on innovation and entrepreneurship from professional or vocational training institutes.
- k. Course content of the entrepreneurship subject to be discussed with the external mentor team, to include insights from contemporary practices in entrepreneurship into the curriculum and meet the pace of the industry.

2. **Incubation Management.** Room 74 Old Building has been notified as BIC of LGU. With the establishment of BIC, the students and faculty have a physical place and working space. For effective utilization of the BIC, there is a need for effective incubation management.

Policy Statement: Facilitate the BIC with resources and sustain a conducive environment for the ideas to originate and sustain.

1. Action Steps

- a. Budget for marketing, and networking activities of BIC to be allocated separately from the Department funds.
- b. An extensive marketing campaign of BIC within and outside LGU is required, so that it can pave the way for awareness among faculty, students, and stakeholders.
- c. Dedicated Internet provision for the startups should be on a priority basis.
- d. Develop a Steering committee composed of internal and external mentor teams chaired by VC LGU and notified officially by university management. The Steering Committee will evaluate the performance of BIC and take strategic decisions like grants and funding of startups and graduation etc. BIC Steering Committee meeting should hold 60 percent attendance from members.
- e. The Internal Mentor team is to be revised in each cohort and notified by authorities. Their experience to be included in their experience letter, performance evaluation, and credentials.
- f. The selection and evaluation of the startups to be jointly conducted by internal and external mentor team in each cohort.
- g. BIC will be converted eventually into a workspace, where the teams will be given workspace for longer hours regardless of university timings.

2. Networking. It is a mantra of experts and professionals from the innovation ecosystem across the globe “Your network determines your net worth”. Business incubation centers and startups must be connected to various organizations of the Innovation Ecosystem and expose to various opportunities.

Policy Statement: BIC will identify, seize, and reap the opportunities to be a part of the Innovation Ecosystem.

1. **Action Steps.**

- a. BIC will sign a MoU with other Incubation Centers and organizations for the sake of knowledge sharing and identifying opportunities.
- b. BIC will sign MOUs with investors and venture capital firms, and the startup will apply for funds through participation in various initiatives.
- c. BIC and Startup teams will participate in various events like conferences, exhibitions, boot
- d. camps or investor summits etc.
- e. BIC Startups and internal mentor teams will seek various challenges and startup competitions.
- f. Cohort launching and graduating ceremonies will invite experts from the industry, trainers and
- g. mentors.

2. **Funding and Investment.** Startups from Pakistan recently have raised a promising amount of investment from various investment venues. Startups usually seek various sources of funding and investment.

Policy Statement: Startups from BIC will seek investment opportunities. LGU will remain a stakeholder in terms of acceleration of startup and will be given due credit by the startups.

1. Action Steps

- a. Startups will ask for seed money from LGU, on meeting the following criteria;
 - (1) The startup team will submit the business plan and an application asking for seed money mentioning the budget heads under which the amount will be utilized.
 - (2) Application to be endorsed by internal and external mentor team and BIC.
 - (3) The Startup will ensure 80% attendance in the training sessions of the cohort.
 - (4) Startup team members are not involved in any sort of ethical or financial misconduct.
 - (5) Startup founder and cofounder are not expelled from LGU in lieu of any misconduct.
- b. The startup teams will sign an agreement, with terms and conditions to use the seed money for:
 - (1) Validation of Idea.
 - (2) Prototype development cost.
 - (3) Purchases of raw materials to develop the prototype.
 - (4) Marketing research and travel costs for this purpose only.
 - (5) Domain registration is required for the website and application.
 - (6) Registration of the startups and legal documentation.
- c. The seed money will be given in installments (two or three, depending upon the nature of the startup and utilization purposes) and startups will provide the relevant documentation.
- d. The investment dealing from any investment-related organization or winning any idea competition or grant will be brought to the notice of the LGU Administration and necessary documentation or evidence will be provided.
- e. The startup teams will give details of the funding to the internal and external mentor teams.
- f. Startups will be liable to give credit to LGU for being the launching pad of their startup in the following documentation;
 - (1) Website and social media
 - (2) Registration with SECP and FBR.
 - (3) Annual & Audit Reports.
- g. The startup teams on raising investment from any investment venue will adopt one of the two options;
 - (1) LGU will hold Zero Equity in the investment raised by the startup till Rs. 3 million and on raising investment for more than Rs. 3 million, LGU will hold 5 percent equity on exit/selling of shares or startup.
 - (2) LGU will hold Zero Equity till the startup earnings exceed Rs. 2 million of profit a month. On touching this bar, the startup will give 5 percent profit shares to LGU.

Intellectual Property (IP) Policy

1. **Introduction.** This policy outlines the intellectual property (IP) guidelines at Lahore Garrison University (LGU) for staff, students, researchers, and other stakeholders. It covers the objectives, scope, ownership, disclosure, market evaluation, licensing, commercialization, and revenue distribution of IP generated within the university. In the past, economic development focused on land, resources, and market control, but today, securing rights to ideas, innovations, and inventions is more crucial. The policy aims to create a collaborative environment for all parties involved in commercialization (staff, researchers, industry, and government), emphasizing the need to manage and protect IP in the public interest. This is particularly important for LGU, which relies on government and external funding for research. By providing clear guidelines for IP management, the policy seeks to encourage innovation, foster university-industry collaboration, and ensure fair distribution of revenues. The ultimate goal is to align LGU's research output with commercial opportunities, ensuring IP protection, stakeholder cooperation, and financial sustainability for the university.

2. **Objectives.** This policy provides a framework for managing intellectual property at LGU, benefiting the university, inventors and researchers. The main objectives of the policy are as follows:

- a. Protecting the ownership rights of staff, students, and researchers while allowing them to control their work's outcomes.
- b. Ensuring proper use of LGU's name, insignias, and logos, and ensuring the university receives a fair share of any commercial profits derived from their use.
- c. Defining clear standards regarding the rights and obligations of LGU and creators in intellectual property.
- d. Complying with relevant laws to secure research funding at various levels.
- e. Implementing a system to accelerate discoveries and innovations, promoting economic benefits through commercialization and licensing.
- f. Developing a strategy for co-ownership and a fair share of profits for LGU from IP commercialization in partnerships.

3. **Coverage of IP Policy.** This policy document section outlines the scope of individuals and areas covered by the policy:

- a. **Course Materials.** "Course materials" encompass all content developed or used for instructional purposes, including any patents applied in the teaching process. These materials span various formats: digital, print, video, and visual media, and include the associated intellectual property (IP) rights. Examples include lectures, lecture notes, course outlines, study guides, assessment tools, images, multimedia presentations, web content, and any course-related software.
- b. **Research Projects.** All research activities at LGU fall under the institution's IP policy. For research projects conducted in collaboration with external partners (industry or other institutions), IP ownership will be governed by the

terms of the collaboration agreement, with the university retaining its rights over its contributions.

- c. **Persons.** This policy applies to all individuals associated with LGU, including academic staff, undergraduate and postgraduate students, researchers, consultants, non-employees using LGU resources, and others not categorized above. It covers both permanent and contractual teaching and research staff.
- d. **IP Assets and Rights.** This policy encompasses all forms of IP rights under the country's relevant laws, including:
 - (1) **Definition of IP Assets.** Intellectual property (IP) assets include, but are not limited to, patents, copyrights, trademarks, trade secrets, designs, software, databases, and any other creations or innovations that are subject to legal protection.
 - (2) **Ownership of IP Rights.** The LGU holds the ownership of IP rights for all IP assets developed by its employees, students, or affiliates using university resources, funding, or facilities, unless otherwise specified in a prior written agreement.
 - (3) **Registration and Protection of IP Rights.** The LGU reserves the right to pursue legal protection for its IP assets, including patent filings, copyright registration, and trademark applications. The decision to protect and enforce IP rights shall be made by the university's IP office in consultation with the creators.
 - (4) **Assignment of IP Rights.** Creators of IP (faculty, students, staff, etc.) may be required to assign their rights in the IP assets to the university if the assets were created using university resources or within the scope of their employment or academic duties.
 - (5) **Licensing and Commercialization of IP.** The university has the sole right to license or commercialize its IP assets. ORIC must approve any agreements for licensing or commercialization, ensuring that the terms are in the best interests of the LGU.
 - (6) **Revenue Distribution.** In cases where IP assets generate revenue through licensing, commercialization, or other means, the revenue will be distributed between the university and the creator(s) in accordance with the university's revenue-sharing policy/ A separate agreement may be considered based on the nature of the project.
 - (7) **Third-Party IP Rights.** The university acknowledges the rights of third parties, including collaborators and external partners, in jointly developed IP assets. The allocation of rights and responsibilities will be governed by agreements signed prior to the commencement of collaborative research or projects.
 - (8) **IP Rights for Students.** Students who create IP assets as part of their academic work will generally retain ownership unless the IP is created using significant university resources, or as part of a funded research project, in which case the university may claim ownership.

4. **Intellectual Property Review Committee.** The Intellectual Property Review Committee (IPRC) is established to oversee the evaluation, management, and protection of intellectual property (IP) generated within the university. Its primary role is to ensure that IP is properly disclosed, assessed for protection, and aligned with the university's IP policy and strategic objectives.

- a. **Review and Evaluation:** The IPRC will review all IP disclosures submitted by university researchers, faculty, staff, and students. It will evaluate the potential of each IP asset for protection, commercialization, or other forms of exploitation.
 - b. **Recommendation for Protection:** Based on the evaluation, the IPRC will recommend whether IP should be pursued for protection (e.g., patenting, copyrighting, or trademarking) and the most appropriate legal strategy for doing so.
 - c. **Advising on Commercialization:** The IPRC will provide guidance on potential commercialization strategies, including licensing, partnerships, or the formation of start-ups, and will ensure that the interests of both the university and the creators are protected.
 - d. **Conflict Resolution:** In cases where disputes arise regarding IP ownership, revenue sharing, or other matters, the IPRC will serve as a neutral body to mediate and resolve conflicts in accordance with university policies.
5. The IPRC will report its findings and recommendations to the Vice Chancellor, including any suggested changes to IP policies or procedures to better support innovation and commercialization efforts.