

BIC Establishment 2026-27 User Manual



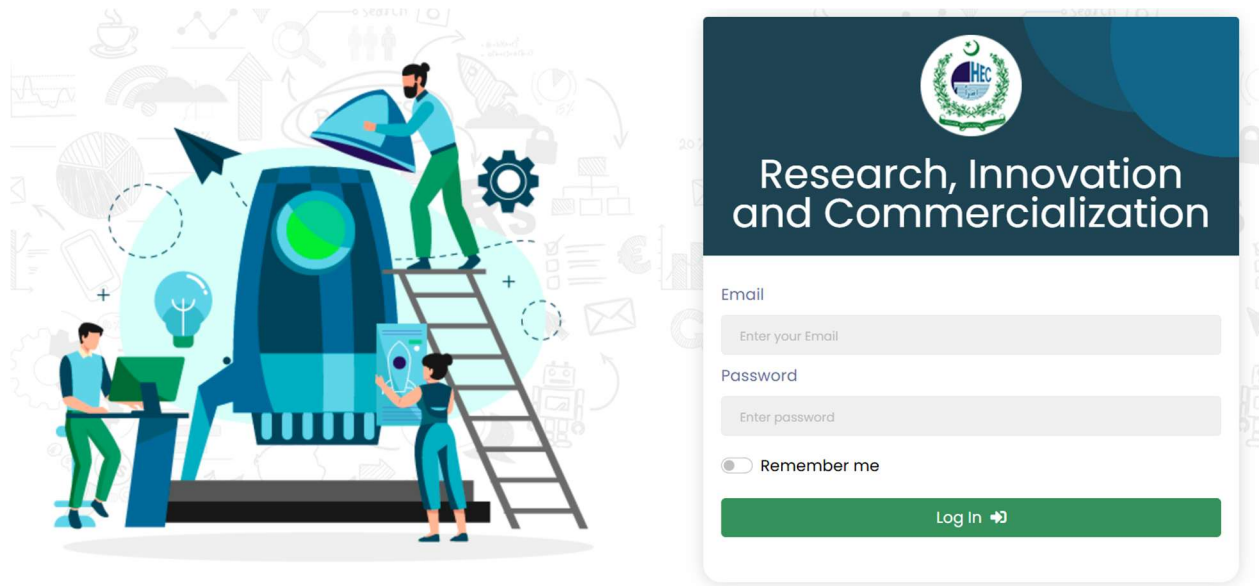
1. Introduction

This document would help users to easily use the portal. This document contains pictorial representation of the system including the brief description against each screenshot. There are no limitations for end-user either they are technical or non-technical, this document will help both kind of users to maintain and manage the website along with its content, forms documents etc.

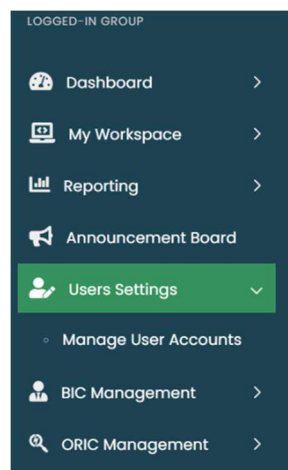
2. System

2.1. Application Registration

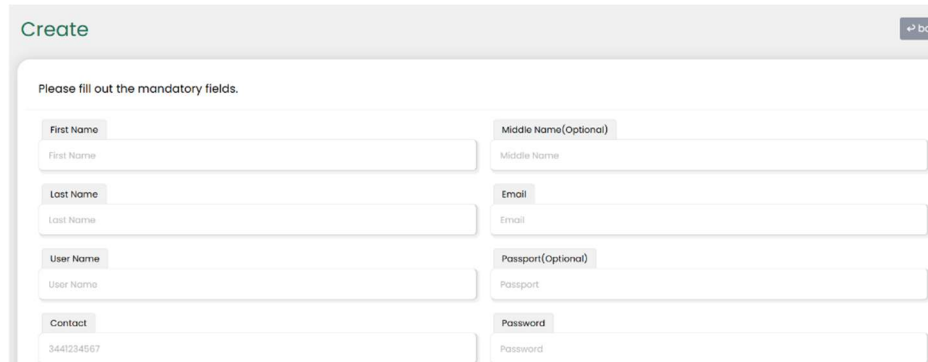
The ORIC Admin of Universities having registered user ID at the portal can initiate the application with same credentials by logging in at <https://rfiadmin.hec.gov.pk>.



The ORIC Admin can also assign BIC Establishment Application role to their nominated BIC User. In the menu, select User Settings and click Manage User Accounts.



On the right side, click on Add User button, this will lead to a brief form, fill in the mandatory fields and assign Group: BIC and role “BIC Applicant”. Once done click on Submit button, the new BIC Establishment User is created.

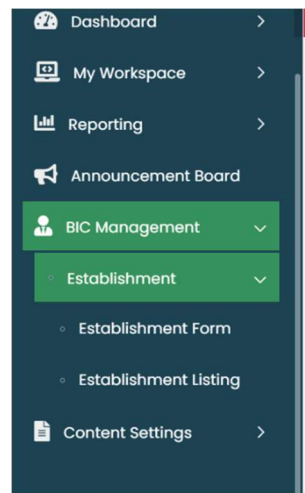


The screenshot shows a 'Create' user form with the following fields:

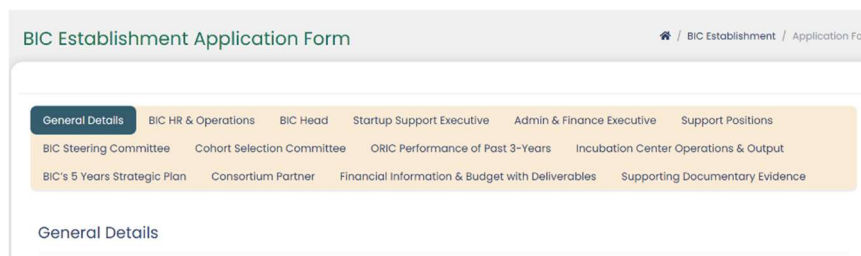
- First Name** (Mandatory): Input field with placeholder 'First Name'.
- Middle Name(Optional)**: Input field with placeholder 'Middle Name'.
- Last Name** (Mandatory): Input field with placeholder 'Last Name'.
- Email** (Mandatory): Input field with placeholder 'Email'.
- User Name** (Mandatory): Input field with placeholder 'User Name'.
- Password(Optional)**: Input field with placeholder 'Password'.
- Contact** (Mandatory): Input field with placeholder '3441234567'.
- Password** (Mandatory): Input field with placeholder 'Password'.

Share the credentials with the BIC Focal Person who will log in to the portal through same URL (<https://rfiadmin.hec.gov.pk>).

The BIC Focal Person after logging in, from the menu will open the Establishment Form.



After clicking on Establishment Form the complete application will be accessible and the user is required to fill in the application as per requirement:



The screenshot shows the 'BIC Establishment Application Form' with the following tabs:

- General Details (Selected)
- BIC HR & Operations
- BIC Head
- Startup Support Executive
- Admin & Finance Executive
- Support Positions

The 'General Details' tab is active, showing the following sections:

- BIC Steering Committee
- Cohort Selection Committee
- ORIC Performance of Past 3-Years
- Incubation Center Operations & Output
- BIC's 5 Years Strategic Plan
- Consortium Partner
- Financial Information & Budget with Deliverables
- Supporting Documentary Evidence

2.2. Submission

BIC Applicant User would be redirected to BIC Establishment Application form where User can fill the form, upload required documentary evidences, and submit the application to ORIC Admin. The ORIC Admin will endorse the application and finally submit to HEC for further consideration.

Submitted Applications

[BIC Establishment](#) / [List](#)

Excel

Search:

Sr#	University	Status	Submission Date	Action
1	The Islamia University of Bahawalpur	Submitted for endorsement	11-Jun-2025 04:22 PM	

Showing 1 to 1 of 1 entries

Previous

1

Next

From Column named Action when user click on Show, it will show the detailed application with options to approve application, reject application and revert back the submitted application to BIC applicant. Please note that application once endorsed and submitted to HEC can not be reverted.

BIC Establishment Application Form

Details

History

Proceed Application

Remarks *

Endorse

Revert

Reject

Submitted Applications

Excel

Search:

Sr#	University	Status	Submission Date	Action
1	The Islamia University of Bahawalpur	endorsed by ORIC Admin	11-Jun-2025 04:22 PM	

For any further queries or help, please feel free to write at bic@hec.gov.pk