



HIGHER EDUCATION COMMISSION
(Research & Innovation Wing)
Application for Recognition of BIC
(Business Incubation Center)

A- University Name	
B- Year of BIC Establishment	

B- BIC Human Resource and Operations				
Sr.	Parameters	Yes / No	Annexure Page Ref. No.	Remarks (if any)
1	BIC Establishment Notification			
2	BIC Functional Office with ICT Facilities ¹			
3	BIC Director/Manager (Full-time) ²			
4	Startups Support Executive/equivalent – (Full-time)			
5	Admin & Finance Executive/equivalent – (Full-time)			
6	Support Positions			
7	BIC Steering Committee			
8	BIC Cohort Selection Committee			
9	BIC Functional Website, Social Media Handles, Centralized Email ID			

C- Incubation Center Operations & Output						
1	Startup Business Plan / Pitching Competition / Bootcamps Held (past 3-years data)					
	Name of Competition	Date/Year Held	No. of Students Participated	No. of Winners	Award / Prize (if any)	Page No. of PDF - Documentary Evidence
2	Students / Faculty / Alumni Startups Incubated at the facility (past 3-years data)					

¹ Functional Office with ICT Facilities include but are not limited to BIC Office Block, Offices for BIC HR, Conference / Meeting Rooms, Computers, Internet, Telephones, Multimedia, etc.

² In accordance with BIC Policy 2021

	Year / Cohort	No. of Students Incubated	No. of Faculty Startups Incubated	No. of Alumni Startups Incubated	Status of Cohort	Page No. of PDF - Documentary Evidence	
3	Students / Faculty / Alumni Startups Graduated at the facility (past 3-years data)						
	Year / Cohort	No. of Students Graduated	No. of Faculty Startups Graduated	No. of Alumni Startups Graduated	Status of Cohort	Page No. of PDF - Documentary Evidence	
4	Jobs Created by Student/Faculty/Alumni Startups (past 3-years data)						
	Name of Startup	Name of Founder	Graduation Year	Thematic Area	No. of Jobs Created	Page No. of PDF - Documentary Evidence	
5	Pre-Seed / Seed Funding Secured for/by Faculty / Student / Alumni Startups						
	Name of Grant / Funding	Startup Name	Founder Name	Amount Raised (Rs. XXX))	Month / Year	Funding Raised by Startup or BIC	Page No. of PDF - Documentary Evidence
6	Availability of Incubation Training Program / Course for Startups						
	Name & Type of Course	Duration	No. of Startups Completed the Course	In-House or Outsourced	If outsourced, Offering Body	Page No. of PDF - Documentary Evidence	
7	A comprehensive database / repository of industries / stakeholders / mentors / corporate partners for startups as mentors or BDSPs						
	No. of Mentors Available in Pool	No. of Thematic Areas Targeted	No. of Sessions Held with the Mentors	No. of National Mentors	No. of International Mentors	Page No. of PDF - Documentary Evidence	
8	Number of Professional Links with Public / Corporate / Industrial Bodies by BIC at National / International Level for Strengthening & Sustainability of BIC						
	No. of Links Established through MoUs	No. of National Linkages	No. of International Linkages	No. of Thematic Areas Focused	Success Story through Linkages	Page No. of PDF - Documentary Evidence	
9	University's Technical / Financial Continued Support for the BIC						

	Level of Support (Financial or In Kind)	Amount of Financial Support Provided (till date) (Rs. XXX)	In Kind Support Key Elements	Page No. of PDF - Documentary Evidence		
10	Graduated Startup Success Stories of BIC (past three years information)					
	Name of Startup	Founder Name	Graduation Month/Year	Thematic Area	Brief	Page No. of PDF - Documentary Evidence

D- ORIC Performance of Past 3-Years				
Sr.	Parameter	Current Year	Accumulated ³	Annexure Page Ref. No.
1	Number of Patents Filed (nationally & internationally)			
2	Number of Patents Granted (nationally & internationally)			
3	Number of Joint Research Projects Completed with Industry (nationally & internationally)			
4	Volume of R&D Funding Secured by the HEI	Rs.	Rs.	
5	Volume of Contract Research Awarded by Industry or Government Organization	Rs.	Rs.	
6	Number of IP Licensing Negotiations Initiated (at National & International Level)			
7	Number of Non-Exclusive or Exclusive Licenses Signed (at National & International Level)			
8	Number of research products / processes / prototype gone into prefeasibility / industrial scale testing or prototype development			
9	Intellectual Property Rights / Technology Commercialization Policy of HEI Status: ⁴			
10	ORIC Research Commercialization / Technology Transfer Success Story			

E- BIC Steering Committee			
Sr.	Name and Designation	Position	Parent Institute / Organization
		Chair	
		Co-Chair	
		Member	

³ Data to be reported at least for the past three years.

⁴ If the policies are duly approved, please attach their copies with the application as annexure.

		Member	
		Member	
		Member	
		Member	
		Secretary	

F- Startup Cohort Selection Committee			
Sr.	Name and Designation	Position	Parent Institute / Organization
		Chair	
		Co-Chair	
		Member	
		Member	
		Member	
		Member	
		Member	
		Secretary	

G- BIC's 5 Years Strategic Plan	
a.	Executive Summary: (including overview of the HEI, specialties, entrepreneurship/incubation expertise, linked with BICs core objectives)
b.	BIC – the mission, vision, values, competitive advantage and information on leadership
c.	Roles, Responsibilities and Services Offered at BIC
d.	Yearly Objectives, Short-Term, Medium-Term, Long Term-Goals, Performance Indicators and Action Plans
e.	BICs SWOT Analysis

f.	Reviews and Updating
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Certificate
(by the BIC & ORIC Head of University/HEI)

- i. All the required documentary evidences have been enclosed.
- ii. The appointment of BIC personnel is as per HEC-BIC-Policy.
- iii. The provided information is true and nothing is concealed upon.

BIC (Head) Stamp & Signatures	ORIC (Head) Stamp & Signatures	Date

Verified and Validated
(by the Registrar of University/HEI)

- i. All the required documentary evidences have been verified by me.
- ii. The appointment of BIC personnel is as per HEC-ORIC-Policy and verified by me.
- iii. The provided information is true and nothing is concealed upon.

Registrar Signatures	Registrar Official Stamp	Date

Countersigned by Rector/Vice Chancellor of University/DAI

- i. I endorse and authenticate the certificate provided by the Head of BIC of my University/HEI.
- ii. I endorse and authenticate the verification and validation performed by the Registrar of my University/HEI.

Vice Chancellor / Rector Signatures	Vice Chancellor / Rector Official Stamp	Date

University Details

a.	Title of University/HEI	
b.	Correspondence Address	
c.	City of University / HEI	
d.	Province of University/HEI (Select appropriate province)	☐ Federal ☐ Punjab ☐ Sindh ☐ Khyber Pakhtunkhwa / FATA ☐ Baluchistan ☐ Gilgit Baltistan ☐ Azad Jammu & Kashmir
e.	Sector of University/HEI (Select appropriate sector)	☐ Public ☐ Private
f.	Web URL of University/HEI	www.UniversityDomainName.edu.pk
g.	Web URL of BIC	www.UniversityDomainName.edu.pk/bic
h.	BIC Centralized Email Address	bic@UniversityDomainName.edu.pk
i.	University Contact Number	
j.	Designation of Head of the University/HEI	Rector or Vice Chancellor
k.	Name of Rector / VC	
l.	Official Email Address of Rector / VC	
m.	Contact Number of Rector / VC	
n.	Official Email Address of PA to Rector / VC	
o.	Contact Number of PA to Rector / VC	
p.	Name of Registrar	
q.	Official Email Address of Registrar	
r.	Contact Number of Registrar	
s.	Official Email Address of PA to Registrar	
t.	Contact Number of PA to Registrar	
u.	BIC Bank Account Title / Number	
v.	Bank Name, City, Branch and Branch Code in which ORIC Bank Account exists	

Position No. 1 - BIC Head - Service Type = Full Time

a.	Name		
b.	CNIC Number		
c.	Qualification Level (Select appropriate qualification)	☐ Bachelor (16 Years)	☐ Ph.D. (Doctorate)
		☐ Master (16 Years)	☐ Post-Doctorate
		☐ MS/M.Phil. (18 Years)	☐ Any Other (Please Specify)
d.	Qualification name with Subject	e.g. Ph.D. (Management) etc.	
e.	Employment Type (Select appropriate employment)	☐ Regular	
		☐ Contractual (from _____ to _____)	
		☐ Ad-hoc (from _____ to _____)	
f.	Date of Appointment (in BIC)		
g.	Phone Number	+92-	
h.	Mobile Number	+92-3	
i.	Official Email		
j.	Experience before joining the BIC (in Years)	Total:	
		Industry / Corporate:	
		Public Sector:	
		Academia:	
		Others (Please Specify)	

Declaration / Documentary Evidences:

i.	Appointment Letter / Office Order / Joining Report Copy Attached	☐
ii.	Endorsement from University Authority that the services of Director/Manager (BIC) is on Full Time Basis and he/she would not be involved in any other university assignments apart from BIC activities.	☐
iii.	Detailed and Updated Resume	☐
iv.	The Information about Director/Manager (BIC) at the BIC HR/Staff webpage of University website has been uploaded.	☐
v.	The above information is true and nothing is concealed upon.	☐

BIC (Head) Signatures & Stamp	Countersign ORIC (Head) Signatures & Stamp	Date

Position No. 2 – Startup Support Executive - Service Type = Full Time

a.	Name		
b.	CNIC Number		
c.	Qualification Level (Select appropriate qualification)	☐ Bachelor (16 Years)	☐ Ph.D. (Doctorate)
		☐ Master (16 Years)	☐ Post-Doctorate
		☐ MS/M.Phil. (18 Years)	☐ Any Other (Please Specify)
d.	Qualification name with Subject	e.g. Ph.D. (Management) etc.	
e.	Employment Type (Select appropriate employment)	☐ Regular	
		☐ Contractual (from _____ to _____)	
		☐ Ad-hoc (from _____ to _____)	
f.	Date of Appointment (in BIC)		
g.	Designation (if nomenclature is different)		
h.	Phone Number	+92-	
i.	Mobile Number	+92-3	
j.	Official Email		
k.	Experience before joining the BIC (in Years)	Total:	
		Industry / Corporate:	
		Public Sector:	
		Academia:	
		Others (Please Specify)	

Declaration / Documentary Evidences:

i.	Appointment Letter / Office Order / Joining Report Copy Attached	☐
ii.	Endorsement from University Authority that the services of Starup Support Executive / equivalent are on Full Time Basis and he/she would not be involved in any other university assignments apart from BIC activities.	☐
iii.	Detailed and Updated Resume	☐
iv.	The Information about Starup Support Executive / equivalent at the BIC HR/Staff webpage of university website has been uploaded.	☐
v.	The above information is true, and nothing is concealed upon.	☐

Starup Support Executive Signatures & Stamp	Countersign BIC (Head) Signatures & Stamp	Date

Position No. 3 – Admin & Finance Executive - Service Type = Full Time

a.	Name		
b.	CNIC Number		
c.	Qualification Level (Select appropriate qualification)	☐ Bachelor (16 Years)	☐ Ph.D. (Doctorate)
		☐ Master (16 Years)	☐ Post-Doctorate
		☐ MS/M.Phil. (18 Years)	☐ Any Other (Please Specify)
d.	Qualification name with Subject	e.g. Ph.D. (Management) etc.	
e.	Employment Type (Select appropriate employment)	☐ Regular	
		☐ Contractual (from _____ to _____)	
		☐ Ad-hoc (from _____ to _____)	
f.	Date of Appointment (in BIC)		
g.	Designation (if nomenclature is different)		
h.	Phone Number	+92-	
i.	Mobile Number	+92-3	
j.	Official Email		
k.	Experience before joining the BIC (in Years)	Total:	
		Industry / Corporate:	
		Public Sector:	
		Academia:	
		Others (Please Specify)	

Declaration / Documentary Evidences:

i.	Appointment Letter / Office Order / Joining Report Copy Attached	☐
ii.	Endorsement from University Authority that the services of Admin & Finance Executive is on Full Time Basis and he/she would not be involved in any other university assignments apart from BIC activities.	☐
iii.	Detailed and Updated Resume	☐
iv.	The Information about Admin & Finance Executive at the BIC HR/Staff webpage of University website has been uploaded.	☐
v.	The above information is true and nothing is concealed upon.	☐

Admin & Finance Executive Signatures & Stamp	Countersign BIC (Head) Signatures & Stamp	Date

Support Position - Service Type = Full Time / Part Time / Additional Charge⁵

a.	Support Position Title		
b.	Name		
c.	CNIC Number		
d.	Qualification Level (Select appropriate qualification)	☐ Bachelor (16 Years)	☐ Ph.D. (Doctorate)
		☐ Master (16 Years)	☐ Post-Doctorate
		☐ MS/M.Phil. (18 Years)	☐ Any Other (Please Specify)
e.	Qualification name with Subject	e.g. Ph.D. (Management) etc.	
f.	Employment Type (Select appropriate employment)	☐ Regular	
		☐ Contractual / Ad-hoc (from _____ to _____)	
		☐ Part-time / Add Charge (from _____ to _____)	
g.	Date of Appointment (in BIC)		
h.	Phone Number	+92-	
i.	Mobile Number	+92-3	
j.	Official Email		
k.	Experience before joining the BIC (in Years)	Total:	
		Industry / Corporate:	
		Public Sector:	
		Academia:	
		Others (Please Specify)	

Declaration / Documentary Evidences:

i.	Appointment Letter / Office Order / Joining Report Copy Attached	☐
ii.	Detailed and Updated Resume	☐
iii.	The Information about stated Support Position is reflected at the BIC HR/Staff webpage of University website.	☐
iv.	The above information is true and nothing is concealed upon.	☐
Designation & Employee Signatures & Stamp	Countersign BIC (Head) Signatures & Stamp	Date

⁵ Please add similar annexure forms for additional support positions.

General Guidelines for Application Submission

The HEIs interested in establishment and recognition of Business Incubation Center (BIC) by HEC are advised to carefully go through the below outlined guidelines and instructions:

- The application form is categorized into following three sections, namely:
 - Section I – Preliminary information about the University and available Human Resource for managing operations of BIC
 - Section II – An overview of existing strengths of the University in terms of Incubation & Entrepreneurial activities
 - Section III – The BICs 5 Year Strategic Plan
- The University shall submit the duly filled application form in soft and attach a single PDF format document having relevant annexures and required documentary evidences.
- The application form complete in all aspects and duly endorsed by Registrar and Vice Chancellor / Rector of the HEI, may be sent via email at: bic@hec.gov.pk.
- Hard copies of the application form are **NOT** required and HEC BIC Section will specifically ask for any document in hard, if the need arises.
- The University shall make sure that proper indexing, referencing is made and cited in the application form.