

ORIC STAFF MEETING MINUTES

Under the Chairmanship of Vice Chancellor KMU, the ORIC staff meeting was held on 07th August, 2018 at Committee room of Khyber Medical University Peshawar. The following attended the meeting and below are agenda points:

1. Prof. Dr. Arshad Javaid, Vice Chancellor KMU
2. Prof. Dr. Muhammad Saleem Gandapur, Registrar KMU
3. Mr. Tauqir Ahmad, Treasurer, KMU
4. Dr. Zilli-Huma, Director IBMS KMU
5. Prof. Dr. Zia ul Haq, Director IPH&SS, KMU
6. Prof. Dr. Lal Muhammad, Principal KIMs Kohat
7. Dr. Haider Darain, Director IPM&R KMU
8. Prof. Dr. Akhatar Sharin, Professor KIMs Kohat
9. Dr. Ahsan Sethi, Acting Director, IHPE&R KMU
10. Dr. Dildar Muhammad, Principal INS KMU
11. Dr. Zohaib Khan, Director ORIC-KMU
12. Dr. Zeeshan Kibria, Deputy Director-ORIC KMU
13. Dr. M Shahzad, Assistant Professor-IBMS KMU
14. Dr. Arif Mumtaz, Assistant Professor KIMs KMU

Agenda Points:

1. Process of utilization of research funds via ORIC
2. Details of available research funds with ORIC
3. Mphil and PhD supervision policy
4. Procedures for application for research projects etc
5. TMO ship allowance for students
6. Research Cell at KMU-IMS



Agenda Points	Discussion	Decisions
<p>Process of utilization of research funds via ORIC</p>	<ol style="list-style-type: none"> 1. It was discussed that the composition of the current procurement committee was reformed keeping in view the previous lengthy process and delays in procurement of items/equipment for projects. All the procurement related to the projects must be routed through this committee. 2. It was discussed due to rapid increased in the new projects and research activities; ORIC may need more human resources to cope-up with requirement and timely execution of the activities. The office is already facing shortage of staff, therefore the following positions may be created to strength the ORIC department while keeping in view future 	<ol style="list-style-type: none"> 1. House agreed to speed up the project procurement process while keeping inline to the KP-PPRA rules as well as adherence to implementation deadlines of the projects. It was further decided that upon confirmation letter of project from the donor agency, PI can start initial process of project e.g <ol style="list-style-type: none"> a. Procurement process b. Recruitment of staff involved in the project File work & approvals on above process may be completed and small expenses like advertisement can be paid from the ORIC fund account to avoid delay in the implementation. PI of the project will be involved in the procurement/recruitment process. The committee is proposed and approved against projects with following representation; <ol style="list-style-type: none"> a. Vice Chancellor- Chairman b. Director or DD ORIC- secretary c. PI of respective project- Member d. KMU Procurement Officer- co-opted member 2. The honorable Vice Chancellor agreed and instructed the Director ORIC to forward an agenda for the same to the upcoming F&PC meeting for approval.



	<p>4. The point has been raised by the Director IPH&SS that against mega projects, sometimes donor requirement is to open separate bank account. It therefore requested to the house to accord an approval for same.</p> <p>5. The details about available and allocated ORIC budget against heads shared. It was discussed that the allocated budget was inadequate and needs revision to strengthen the research culture within the university;</p>	<p>c. In order to ensure quality & monitor research projects, all KMU staff working on a internally funded research project must declare the “full time equivalent” of their role in the subject project. The involvement in research activities should not exceed:</p> <ul style="list-style-type: none"> i. Professor or equivalent 75% j. Associate Prof or equivalent 60% k. Assistant Pro 50% l. Lecturer 30% <p>d. For individual research consultancies an approval must be sought from the Vice Chancellor KMU, the consultant will have to declare the full time equivalence of their role and pay a 33% consultancy to the KMU of the total amount as liability cost.</p> <p>4. The house agreed upon opening of separate bank account for mega project (only if necessary), however before opening an account approval from the competent authorities may be required. The Director-ORIC, DD-ORIC & PI will be signatories.</p> <p>5. The house agreed and approved that as per HEC instructions 10% of the total annual budget of KMU allocated to ORIC.</p>
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KHYBER MEDICAL UNIVERSITY



OFFICE OF RESEARCH INNOVATION AND COMMERCIALIZATION

PHASE-V, HAYATABAD, KHYBER PAKHTUNKHWA, PESHAWAR, PAKISTAN

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Budget Head	Current Budget	Proposed revision
ORIC research Funds	20 million	50 million
Financial Assistant for M.Phil	50,000	100,000
Financial Assistant for P.hD	100,000	200,000

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	<p>6. The fee and charges against publication of the research papers in the different journals requires to be increased and constitution of publication committees</p>	<p>6. To encourage publication in good journals, the following amounts were recommended for the OMC Rs. 15,000 for National journals recognize by HEC/PMDC and Rs. 50,000 for journals with If > 2, Rs. 100,000 for 2-7, Rs. 150,000 for 7-12, Rs. 200,000 for >12 above</p>
<p>M.phil and PhD supervision policy</p>	<p>Due to non-availability of proper M.phil and PhD supervision policy, university is facing numerous problems. It is need of time to refine the existing policy and make it according to the international standards.</p>	<p>The house agreed upon changes supervision policy and to bring changes according to the required standards. A composition of committee has been approved by the house, including with following members;</p> <ul style="list-style-type: none"> a. Prof. Dr. Akhatar Sharin ---- Chairman b. Prof Dr. Zia ul Haq --- Secretary c. Dr. Zilli Huma ---- Member d. Dr. Zohaib Khan ---- Member



		The above committee will review the existing policy and refine it according to the International standards and will submit it to the competent authorities for formal approval.
Procedures for application for research projects etc	Issues and delays in thesis and research proposal submission to evaluation have been facing by the KMU scholars. In the current method candidate submit his/her thesis through supervisor to the KMU Examination department while mentioning 05 potential relevant reviewer's name. The Examination department then sends all these names with request to select at least 02 appropriate persons to the Vice Chancellor-KMU. After selection and approval from VC-KMU, the respective thesis is dispatched to the selected reviewers.	The house proposed to make this process easier and speedy with possibility and suggestion to shift it to ORIC section. Upon approval of shifting to ORIC, all institutions will prepare the general list of potential examiners and will submit to the ORIC. Then ORIC will maintain database of all potential review according to the disciplines and maintain further liaison and between scholar and reviewers upon final decision. ORIC will be responsible for any financial disbursement to the reviewers.
TMO ship allowance for students	It has been discussed that there are numerous problems in TMOship allowance. in the previous year there were many cases reported and highlighted that even already working with government sector and engaged with other hospitals but at the same time students were getting stipend from the KMU to this counter. We have started to generate monthly report from the respective supervisor before releasing of stipend. It is further highlighted that TMOs were chosen from two institution IBMS & IPH&SS only, while other institute not been facilitated against this opportunity. Therefore to quota for all KMU institutions may be ascertained.	House agreed to shift TMO ship program to the concerned academic section and approved to compose the committee for TMO ship including with ; <ul style="list-style-type: none"> a. Director Academic --- Chairman b. Director IBMS----- Secretary c. Principal INS----- Member d. Director IPH&SS—Member The committee will perform following roles; <ul style="list-style-type: none"> a. Committee will draft SOPs for TMO ship b. Quota system based on student ratio will be defined for all institutions and future TMOs will be selected accordingly.



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		c. The current vacant 26 TMOs seats will be advertised soon and will be selected from the all institution as per defined quota system.
Research Cell at KIMs	The idea was floated through KIMs and ORIC management to form research cell at KIMs Kohat to promote the cultural in the undergraduate students. Prof. Dr. Akhtar Shareen and Prof. Dr.Lal Muhammad, Principal KIMs are ready to provide space in the building and furniture to initially start Research Cell at KIMs.	The house agreed and approved the proposal as below; Dr. Arif Mumtaz, Assistant Professor-KIMs nominated and given additional responsibility to start Research Cell at KIMs in collaboration with Dr. Akhtar Shareen and Prof. Dr.Lal Muhammad, Principal KIMs. They will appoint a UMR Coordinator at KIMs who will liaison with the ORIC. Staff & necessary equipment will be provided by the KMU.

Reviewed By:

Dr. Zohaib Khan,
Director-ORIC

Approved by:

Prof. Dr. Arshad Javaid,
Vice Chancellor-KMU