

Ziauddin University KPI Portal Training Manual

Portal Link: <https://my.zu.edu.pk/hr/oric.php>

Introduction

The Ziauddin University KPI Portal is an online platform designed to help faculty members, to track and report performance data across five key domains:

- Teaching & Learning
- Research & Commercialization
- Industrial/Clinical Engagement
- Administrative Assignments
- Student Affairs

This manual provides detailed guidance to ensure all users can navigate the system efficiently, meet institutional requirements, and uphold data quality standards.

Step-by-Step Walkthroughs

Login and Access

1. Go to <https://my.zu.edu.pk/hr/oric.php>

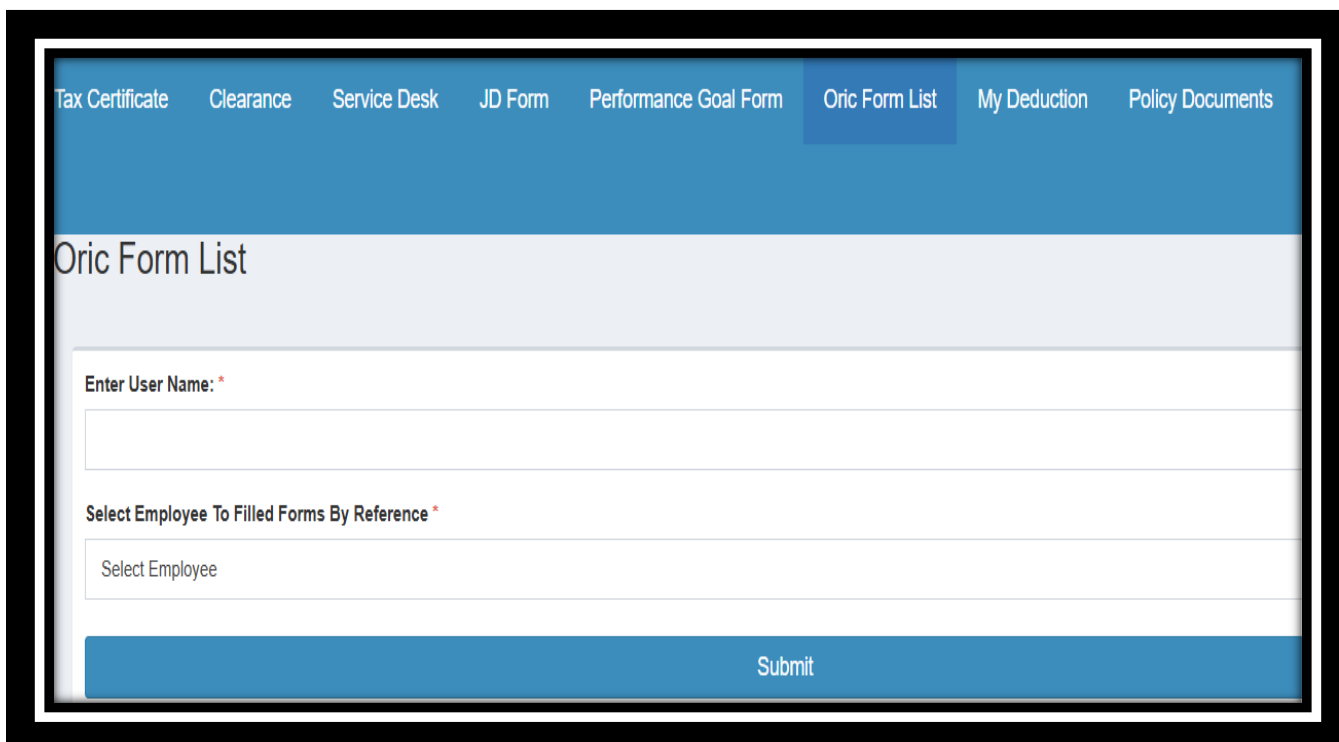
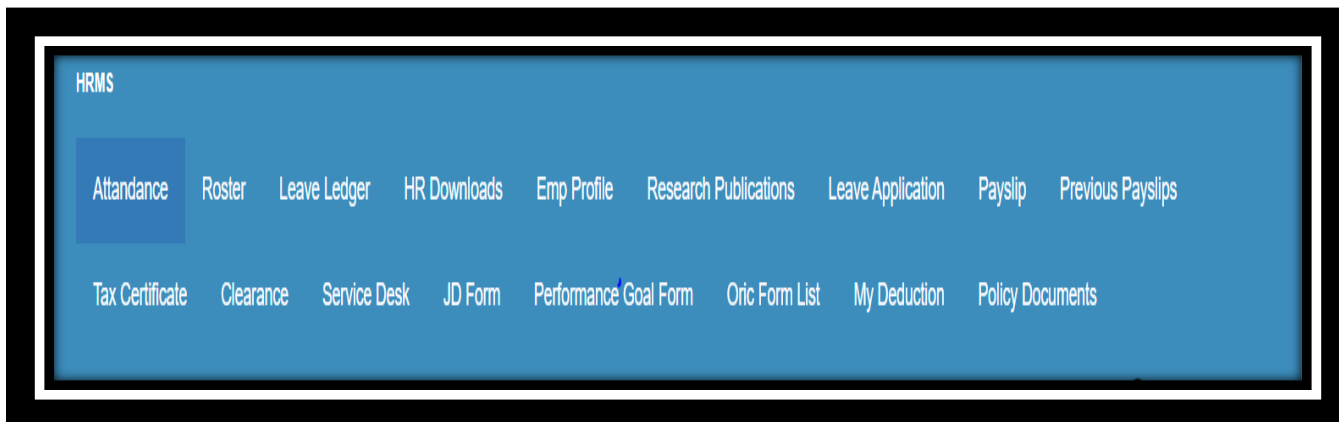
Ziauddin GroupHRMS

Sign in to start your session

<input type="text" value="72389"/>	
<input type="password" value="....."/>	
<input type="button" value="Sign In"/>	

Enter your **HRMS username and password.**

Once logged in, you will see the **Dashboard** showing all modules.



Click ORIC Form list

The screen will show these options

The screenshot displays the 'Faculty KPI Dashboard' with the following sections and options:

- Teaching Learning Forms**
 - Faculty Development Certification
- Research And Innovation**
 - Apply New Research
 - Apply For Policy Advocacy
 - Apply For Consultancy
 - Apply For New IP
 - Apply For Research Link / Collaborations / MoU
- Industry Clinical Engagement**
 - Professional Membership Form
 - Final Year Projects Supervised
- Administrative Assignment**
 - Focal Person / Coordinator / Committee Memeber / Dean / Principal / HOD
- SUSTAINABILITY AND CAPACITY BUILDING**
 - Organize An Event / Activity
- Student Engagement**
 - Number of Student Level Startup Mentored
 - Number of Student Placements Arranged

Teaching Learning Forms Faculty Development Certification (Field Guide)

Field Name	How to Fill / Explanation
Name of Faculty	Full name as per HR record. Example: <i>SOHAIL REHMAN</i>
Employee ID	6-digit official employee number. Example: <i>942008</i>
Designation of Faculty	Your current job title. Example: <i>Manager Research OP and Development</i>
Department	Full department name. Example: <i>ORIC</i>
Title of Certification	Name of the course/workshop. Example: <i>Advanced Research Methods</i>
Type of Certification	Select type from dropdown. Example: <i>CME</i> (for continuing medical education), or select other category if applicable.
Others (Mention Type)	If you selected "Others," explain here. Example: <i>Teaching Excellence Workshop</i>
Certification Date	Date when certification was awarded. Format: <i>MM/DD/YYYY</i> → Select using the date picker.
Certifying Body	Name of institution that awarded the certificate. Example: <i>University of Karachi</i> or <i>Pakistan Medical Council</i>
No of Days Attend	Select from dropdown how many days the course lasted. Example: <i>Less than 7</i> or <i>More than 7</i>
Attachment	Upload scanned certificate (PDF or image format). Example: Click Choose File → Select file → Upload.

Research Excellence: Application for New Grant/Proposal

Step 1: Go to **Research Excellence** tab on the dashboard.

Step 2: Click **Application for New Grant/Proposal**.

Click Apply New Grant Button

Research Excellence

[Application For New Grant/Proposal](#) [Apply For Contract Research Agreement](#)

Application For New Grant/Proposal

Name of Employee
SOHAIL REHMAN


Employee ID
942008


Designation Of Faculty: *
MANAGER RESEARCH OP AND DEVELOPMENT


Department: *
ORIC


Funding Organization*


Name of Research Grant *

Submission Deadline *
mm/dd/yyyy 

IS Collabrator Require*
Yes 

HEC/Non-HEC *
HEC 

Thematic Area of a Research/Grant proposal*
Climate Change and Sustainability 

Grant is
National 

Collaborating Partner(s) Details (if any)

Collaborating Partner(s) Details (if any)

Co Funding Partner(s) Details (if any)

Title of Research Proposal *

Remarks / Any other information

IRB Meeting Decision *

Approved ▼

Duration (Starting and Ending Date) *

07/13/2025 - 07/13/2025

Currency *

Select Currency ▼

Total Funding Requested

ORIC Overhead in Approved Funding (if any)

Key Project Deliverables and Outcomes (attach brief summary) *

Grant Proposal

No file chosen

Budget Template

No file chosen

Work Plan/TimeLine

No file chosen

Plagiarism Report

No file chosen

WorkBook

No file chosen

Standard Proposal Template

No file chosen

CV / Resume / Biosketch

No file chosen

Below form may be helpful when you submit

[Basic GRANT BUDGET SPREADSHEET](#) [budget-template with Formulas](#) [NIH Budget template](#)

[Annex-D-Grant-Budget-Template](#) [General Proposal Template Made By ORIC](#) [Bill and melinda Budget template](#)

Apply for New grant Proposal: Form Fields Explanation

Field Name	What to Fill
Name of Employee	Auto-filled (your name from HRMS) → e.g., <i>SOHAIL REHMAN</i>
Employee ID	Auto-filled → <i>942008</i>
Designation of Faculty	Auto-filled → <i>Manager Research OP and Development</i>
Department	Enter your department → e.g., <i>ORIC</i>
Funding Organization	Name of the funding body → e.g., <i>HEC, NIH, Wellcome Trust</i>
Name of Research Grant	Title of the grant/project you're applying for
Submission Deadline	Enter date → Use date picker (MM/DD/YYYY)
Is Collaboration Required	Select Yes/No
HEC/Non-HEC	Select funding type from dropdown
Thematic Area	Choose theme → e.g., <i>Climate Change and Sustainability</i>
Grant Type	Select National or International
Collaborating Partner(s)	Mention partner institution(s) if any
Co-funding Partner(s)	Mention co-funding agencies if any
Title of Research Proposal	Full proposal title
Remarks/Any Other Information	Optional notes or clarifications
IRB Meeting Decision	Mention if approved/reviewed by IRB
Duration (Start & End Date)	Provide full period → e.g., <i>07/13/2025 – 07/13/2026</i>
Currency	Select → e.g., <i>PKR, USD</i>
Total Funding Requested	Enter amount requested
ORIC Overhead in Approved Funding	If known, enter overhead percentage or value
Key Project Deliverables & Outcomes	Provide summary or attach as file

Apply Contract research agreement

Step 1: Go to Research Excellence tab on the dashboard.

Step 2 Click Apply New contract research agreement button

Apply For Contract Research Agreement

Type OF CRA *
Collabration

Name of CRA *

CRA Type *
Organization

Name of Contractor *

Thematic Area of a CRA*
Pharmaceutical Development and Drug Discovery

Grant Is
National

Collaborating Partner(s) Details (If any)

Co Funding Partner(s) Details (If any)

Title OF CRA*

Remarks / Any other information

Duration (Starting and Ending Date) *
07/13/2025 - 07/13/2025

Currency *
Select Currency

Total Funding Requested

ORIC Overhead In Approved Funding (If any)

Key Project Deliverables and Outcomes (attach brief summary) *

Attachment:
Choose File No file chosen

Below form may be helpful when you submit
Contract Research Agreement - Template

Submit

Form Fields Explanation: Apply for New CRA

Field Name	What to Fill / Explanation
Type of CRA	Select type from dropdown → e.g., <i>Collaboration, Fee-for-service, Licensing</i>
Name of CRA	Enter project or agreement name → e.g., <i>Clinical Trial Agreement with ABC Pharma</i>
CRA Type	Select type → <i>Organization or Individual</i>
Name of Contractor	Enter name of contracting organization or principal investigator → e.g., <i>ABC Pharmaceuticals</i>
Thematic Area of CRA	Select from dropdown → e.g., <i>Pharmaceutical Development and Drug Discovery</i>
Grant is	Select whether it's <i>National or International</i>
Collaborating Partner(s) Details (if any)	List partner institution(s) involved, if any → e.g., <i>University of Lahore</i>
Co-Funding Partner(s) Details (if any)	Mention co-funders, if any → e.g., <i>Ministry of Health</i>
Title of CRA	Provide formal CRA title → e.g., <i>Phase II Trial for Drug XYZ</i>
Remarks / Any other information	Add any important notes or clarifications (optional)
Duration (Starting and Ending Date)	Enter full project timeline → e.g., <i>07/13/2025 – 07/13/2026</i>
Currency	Select currency type → e.g., <i>PKR, USD</i>
Total Funding Requested	Input total budget/funding amount
ORIC Overhead in Approved Funding (if any)	If applicable, enter the overhead portion allocated to ORIC
Key Project Deliverables and Outcomes	Summarize main goals, deliverables, and expected impact (or attach as file)
Attachment	Upload related documents (PDF, Word, Excel) → e.g., project summary, budget, proposal

Additional Resources :Download the **Contract Research Agreement – Template** if you need help preparing your submission.

Apply for Policy and Advocacy

Step 1: Go to Research Excellence tab on the dashboard.

Step 2 Click Apply for Policy and advocacy button

Research/Innovation Research

Apply For Policy Advocacy or Case Study

Name of Employee
SOHAIL REHMAN

Designation Of Faculty: *
MANAGER RESEARCH OP AND DEVELOPMENT

Department: *
ORIC

Name of Policy *

Date Policy was sent for Acknowledgement *
mm/dd/yyyy

Thematic Area of a CRA *
Pharmaceutical Development and Drug Discovery

Name of Government Organization Policy was sent to *

Name of Government Officer *

Designation of Government Officer *

Contact Number / Email Address of Government Officer *

Acknowledgement Received *
Yes

Brief

Attachment:
Choose File No file chosen

Below form should be Filled and Attach when submit
Sample of Policy Advocacy

Submit

Form Fields Explanation (apply for Policy and advocacy)

Field Name	What to Fill / Explanation
Name of Employee	Auto-filled from HRMS → e.g., <i>SOHAIL REHMAN</i>
Designation of Faculty	Auto-filled → e.g., <i>Manager Research OP and Development</i>
Department	Your department name → e.g., <i>ORIC</i>
Name of Policy	Official name of the policy or advocacy document submitted → e.g., <i>National Antimicrobial Resistance Plan Recommendations</i>
Date Policy was sent for Acknowledgement	Date you submitted it → Use date picker (MM/DD/YYYY)
Thematic Area of CRA	Select theme from dropdown → e.g., <i>Pharmaceutical Development and Drug Discovery</i>
Name of Government Organization Policy was sent to	Full name of ministry, agency, or public body → e.g., <i>Ministry of National Health Services</i>
Name of Government Officer	Official contact person at the government side → e.g., <i>Dr. Ayesha Khan</i>
Designation of Government Officer	Their job title → e.g., <i>Deputy Director, Public Health Policy</i>
Contact Number / Email of Government Officer	Official contact info (email and/or phone number)
Acknowledgement Received	Select Yes/No depending on whether you received confirmation
Brief	Provide a summary (2-3 lines) of key points, recommendations, or goals of the policy or advocacy submission
Attachment	Upload the policy document, cover letter, or acknowledgment email (PDF, Word)

Apply for Consultancy

Step 1: Go to Research Excellence tab on the dashboard.

Step 2 Click Apply for consultancy button

Research/Innovation Research

Apply For Consultancy

Name of Employee
SOHAIL REHMAN

Designation
MANAGER RESEARCH OP AND DEVELOPMENT

Department
ORIC

Organization Name *

Consultancy Type *
Research

Location*
National

Location of Consultancy *

Duration (Starting and Ending Date) *
07/13/2025 - 07/13/2025

Currency

Total Amount

Attachment:
Choose File | No file chosen

Below form should be Filled and Attach when submit

Consultancy Form

Submit

Form Fields Explanation (Apply for Consultancy)

Field Name	What to Fill / Explanation
Name of Employee	Auto-filled from HRMS → e.g., <i>SOHAIL REHMAN</i>
Designation	Auto-filled → e.g., <i>Manager Research OP and Development</i>
Department	Auto-filled → e.g., <i>ORIC</i>
Organization Name	Full name of the organization offering the consultancy → e.g., <i>UNICEF Pakistan, WHO, UNESCO</i>
Consultancy Type	Select from dropdown → e.g., <i>Research, Technical Advisory, Capacity Building, Monitoring & Evaluation</i>
Location	Select scope → e.g., <i>National or International</i>
Location of Consultancy	Specific city, region, or country → e.g., <i>Karachi, Sindh or Islamabad, Pakistan</i>
Duration (Starting and Ending Date)	Enter the full time period → e.g., <i>07/13/2025 – 07/13/2026</i>
Currency	Select currency type → e.g., <i>PKR, USD, EUR</i>
Total Amount	Enter total value of the consultancy contract → e.g., <i>PKR 500,000</i>
Attachment	Upload related documents (contract, TOR, agreement letter) → PDF, Word

Apply an IP disclosure Form

Step 1: Go to Research Excellence tab on the dashboard.

Step 2 Click IP Disclosure Form

Apply an IP Disclosure

Name of Inventor *

Other Inventors/Collaborators: *

Title of Invention *

Category of IP (Product, Process, Technology, etc.) *

Development Status (Idea, Prototype, Validation, Production) *

Previous Disclosure (if any)

Abstract

Prototype

Below form should be Filled and Attach when submit

Submit

Form Fields Explanation (Apply an IP disclosure form)

Field Name	What to Fill / Explanation
Name of Inventor	Auto-filled from HRMS → e.g., <i>SOHAIL REHMAN</i>
Other Inventors/Collaborators	List names of any co-inventors or collaborators (inside or outside the university)
Title of Invention	Provide a clear, formal title of the invention or technology → e.g., <i>Biodegradable Nanoparticle Drug Delivery System</i>
Category of IP	Select from dropdown → <i>Product, Process, Technology, Software, etc.</i>
Development Status	Select current stage → <i>Idea, Prototype, Validation, Production</i>
Previous Disclosure (If any)	Mention if this has been previously disclosed (if yes, provide date/reference); leave blank if first submission
Abstract (Upload)	Upload a brief abstract or summary describing the invention → PDF or Word format
Prototype (Upload)	Upload images, sketches, or documents describing the prototype (if available)

Apply a patent, trademark, Copyright

Step 1: Go to Research Excellence tab on the dashboard.

Step 2 Click apply a patent, trademark, Copyright

Apply a patent, trademark, copyright

Name of Inventor *

SOHAIL REHMAN

Other Inventors/Collaborators: *

Title of Invention *

Patent Status *

Provisional Specification

Category of IP (Product, Process, Technology, etc.) *

Product

Development Status (Idea, Prototype, Validation, Production) *

Idea

Commercial Partner (if any)

Previous Disclosure (if any)

Attachment:

[Choose File](#) No file chosen

Below form should be Filled and Attach when submit

[Form P-1_0](#) [Form P-1A_0](#) [Form P-3_0](#)

[Submit](#)

Form Fields Explanation 9(apply a patent, Trademark, Copyright)

Field Name	What to Fill / Explanation
Name of Inventor	Auto-filled → e.g., <i>SOHAIL REHMAN</i>
Other Inventors/Collaborators	List names of co-inventors or team members involved (internal or external)
Title of Invention	Provide formal title → e.g., <i>Smart Sensor Device for Diabetic Foot Monitoring</i>
Patent Status	Select from dropdown → e.g., <i>Provisional Specification, Complete Specification, Filed, Granted</i>
Category of IP (Product, Process, Technology, etc.)	Select type → <i>Product, Process, Technology, Software, Design, etc.</i>
Development Status (Idea, Prototype, Validation, Production)	Select stage → <i>Idea, Prototype, Validation, Production</i>
Commercial Partner (If any)	Name of company or institution collaborating on commercialization (if applicable)
Previous Disclosure (If any)	Mention if prior IP disclosure or submission exists (reference number or date)
Attachment	Upload relevant documents (technical file, drawings, supporting data) → PDF, Word

Submit a granted Patent, Trademark, Copyright

Step 1: Go to Research Excellence tab on the dashboard.

Step 2 Click Submit a **granted Patent, Trademark, Copyright**

Research/Innovation IP Disclosure

Apply an IP Disclosure Apply a patent, trademark, copyright **Submit a granted Patent, Trademark, Copyright**

Submit a granted Patent, Trademark, Copyright

Name of Inventor *
SOHAIL REHMAN

Other Inventors/Collaborators: *

Patent Application *

Patent Status *
Provisional Specification Filled

Category of IP (Product, Process, Technology, etc.) *
Product

Development Status (Idea, Prototype, Validation, Production) *
Idea

Commercial Partner (if any)

Previous Disclosure (if any)

Attachment:
Choose File No file chosen

Submit

Form Fields Explanation: Submit a granted Patent, Trademark, Copyright

Field Name	What to Fill / Explanation
Name of Inventor	Auto-filled → e.g., <i>SOHAIL REHMAN</i>
Other Inventors/Collaborators	List names of all co-inventors or collaborators involved in the granted work
Patent Application	Enter official application number or reference number assigned by IP office
Patent Status	Select from dropdown → e.g., <i>Provisional Specification Filed, Complete Specification Filed, Granted, Registered</i>
Category of IP (Product, Process, Technology, etc.)	Select type → <i>Product, Process, Technology, Software, Design, Artistic Work</i>
Development Status (Idea, Prototype, Validation, Production)	Select stage → <i>Idea, Prototype, Validation, Production</i>
Commercial Partner (If any)	Name of commercial partner or licensee (if applicable)
Previous Disclosure (If any)	Mention if previously disclosed internally; include reference number if available
Attachment	Upload official grant/registration certificate (PDF), final filing documents, or legal confirmations

Apply For Research Link / Collaborations /MoU

Step 1: Go to Research Excellence tab on the dashboard.

Step 2 Click **Apply for Research Link / Collaborations /MoU**

Research/Innovation Sustainability and Capacity Building

Apply For Research Link / Collaborations /MoU

Type of Linkages: *
Academic

Type: *
National

Date of MoU/Agreement: *
mm/dd/yyyy

Name of Collaborating Institution: *

Scope of Collaboration: *

Name of Focal Person (from Organization): *

Designation of Focal Person (from Organization): *

Contact Number of Focal Person (from Organization): *

Attachment:
Choose File No file chosen

Below form should be Filled and Attach when submit

MOU Draft

Submit

Form Fields Explanation: Apply For Research Link / Collaborations /MoU

Field Name	What to Fill / Explanation
Type of Linkage	Select type → <i>Academic, Research, Industry, Capacity Building</i>
Type	Select scope → <i>National or International</i>
Date of MoU/Agreement	Provide the formal date when MoU was signed → Use date picker (MM/DD/YYYY)
Name of Collaborating Institution	Full name of partner institution → e.g., <i>University of Malaya, Aga Khan University</i>
Scope of Collaboration	Briefly describe focus areas → e.g., <i>Joint research, student exchange, faculty development, clinical trials</i>
Name of Focal Person (from Organization)	Full name of main point of contact at the collaborating institution
Designation of Focal Person (from Organization)	Job title → e.g., <i>Director of Research, Dean, International Office Manager</i>
Contact Number of Focal Person (from Organization)	Email and/or phone number of the focal person
Attachment	Upload supporting documents → e.g., signed MoU, draft agreement, meeting minutes (PDF, Word)

Professional Membership Form

Step 1: Go to ORIC Form list

Step 2 Click **Professional Membership Form**

Industry/Clinical Engagement

Professional Membership Form

Name of Faculty: *
SOHAIL REHMAN

Employee ID: *
942008

Membership Title:*
PMDC

Others Please specify:

Position:*
Member

Membership Validity Start Date *
mm/dd/yyyy

Membership Validity End Date *
mm/dd/yyyy

Attachment: *
Choose File No file chosen

Kindly Upload Valid Membership Card, Valid Membership Letter

Submit

Form Fields Explanation: Professional membership form

Field Name	What to Fill / Explanation
Name of Faculty	Auto-filled → e.g., <i>SOHAIL REHMAN</i>
Employee ID	Auto-filled → e.g., <i>942008</i>
Membership Title	Select name of professional body from dropdown → e.g., <i>PMDC, CPSP, PNC, HEC</i>
Others (Please Specify)	If not in dropdown, manually type the name → e.g., <i>Pakistan Pharmacists Association</i>
Position	Select your position or membership level → e.g., <i>Member, Fellow, Associate, Executive Member</i>
Membership Validity Start Date	Date when membership became valid → Use date picker (MM/DD/YYYY)
Membership Validity End Date	Date when membership is set to expire → Use date picker (MM/DD/YYYY)
Attachment	Upload valid membership card, membership letter, or certificate → PDF, JPG, or Word file

Final Year Projects Supervised

Step 1: Go to ORIC Form list

Step 2 Click **Final Year Projects Supervised**

Industry/Clinical Engagement

Final Year Projects Supervised

Name of Faculty: *

Employee ID: *

Faculty: *

College *

Title of the Final Year Project: *

1st Student Enroll No *

1st Student Name *

2st Student Enroll No

2st Student Name

Other Student ID

Attachment: *

 No file chosen
Kindly Upload Final Year Project Report

Form Fields Explanation: Final year Projects supervised

Field Name	What to Fill / Explanation
Name of Faculty	Auto-filled → e.g., <i>SOHAIL REHMAN</i>
Employee ID	Auto-filled → e.g., <i>942008</i>
Faculty	Enter faculty name → e.g., <i>Faculty of Pharmacy, Faculty of Engineering, Faculty of Health Sciences</i>
College	Enter college name → e.g., <i>Ziauddin College of Pharmacy, Ziauddin College of Engineering</i>
Title of the Final Year Project	Provide the full project title supervised → e.g., <i>Development of Herbal Antibacterial Gel Using Azadirachta Indica</i>
1st Student Enroll No	First student's official enrollment number
1st Student Name	First student's full name
2st Student Enroll No	Second student's enrollment number
2st Student Name	Second student's full name
Other Student ID	Enrollment numbers of any additional group members (if applicable)
Attachment	Upload the FYP final report or submission file → PDF or Word format

Focal Person / Coordinator / Committee Member / Dean / Principal / HOD

Step 1: Go to ORIC Form list

Step 2 Click on **Focal Person / Coordinator / Committee Member / Dean / Principal / HOD**

Administrative Assignment

Focal Person / Coordinator / Committee Memeber / Dean / Principal / HOD

Name Of Faculty *
SOHAIL REHMAN

Employee ID: *
942008

Administrative Role*
Focal Person

Focal Person*
QEC

Others Focal Person:

Dean: *
DR. ZULFIQAR ALI UMRANI

College: *
ORIC

Attachment: *
 No file chosen

Kindly Signed Notification Letter

Form Fields Explanation: Focal Person / Coordinator / Committee Member / Dean / Principal / HOD

Field Name	What to Fill / Explanation
Name of Faculty	Auto-filled → e.g., <i>SOHAIL REHMAN</i>
Employee ID	Auto-filled → e.g., <i>942008</i>
Administrative Role	Select your role from dropdown → e.g., <i>Focal Person, Coordinator, Committee Member, Dean, Principal, HoD</i>
Focal Person	Select the specific area if applicable → e.g., <i>QEC, ORIC, Accreditation, Admissions, Research</i>
Others Focal Person	If your specific focal point isn't listed, type it manually → e.g., <i>Digital Learning Focal Person</i>
Dean	Name of supervising Dean → Auto-filled → e.g., <i>Dr. Zulfiqar Ali Umrani</i>
College	Enter your college/department → e.g., <i>ORIC, College of Pharmacy, College of Health Sciences</i>
Attachment	Upload signed notification or appointment letter → PDF or image format

Organize An Event / Activity

Step 1: Go to ORIC Form list

Step 2 Click on **Organize an Event / Activity**

Research/Innovation Sustainability and Capacity Building

Organize An Event / Activity

Employee Name/Organizer: *
SOHAIL REHMAN

Employee ID: *
942008

Title of Event / Initiative: *

Category: *
Government

Type: *
CME

Audience Type (student /faculty /researchers): *
Faculty

Event Venue: *

Other Organizers: *

Attachment:
Choose File No file chosen

Below form should be Filled and Attach when submit
Attend an Event Activity Form

Submit

Form Fields Explanation: Organize an activity

Field Name	What to Fill / Explanation
Employee Name / Organizer	Auto-filled → e.g., <i>SOHAIL REHMAN</i>
Employee ID	Auto-filled → e.g., <i>942008</i>
Title of Event / Initiative	Enter full event title → e.g., <i>National Workshop on Climate Change Adaptation Strategies</i>
Category	Select category → e.g., <i>Government, Academic, Industry, NGO</i>
Type	Select type → e.g., <i>CME, Workshop, Conference, Webinar, Training</i>
Audience Type (Student / Faculty / Researchers)	Select main audience → <i>Student, Faculty, Researchers, Mixed</i>
Event Venue	Enter location → e.g., <i>Ziauddin University Auditorium, Karachi; Online via Zoom</i>
Other Organizers	List any partner organizations or co-organizers → e.g., <i>HEC, UNDP, Pakistan Medical Association</i>
Attachment	Upload event report, flyer, or program schedule → PDF, Word, or image format

Number of Student Level Startup Mentored

Step 1: Go to ORIC Form list

Step 2 Click on **Number of Student Level Startup Mentored**

Number of Student Level Startup Mentored

Name Of Faculty *

Employee ID: *
StartUp Name:*
Student Founder:*
Student ID:*
Co-Founder:*
Student ID:*
Number of Startup Competition Participation:*
Startup Competition Name(s):*
Won:*
If Yes, then Specify the amount of Money Won:*
Attachment: * No file chosen
Kindly Upload Competition Participation Certificate

Submit

Form Fields Explanation: Number of student level startup mentored

Field Name	What to Fill / Explanation
Name of Faculty	Auto-filled → e.g., <i>SOHAIL REHMAN</i>
Employee ID	Auto-filled → e.g., <i>942008</i>
Startup Name	Provide the official name of the student-led startup → e.g., <i>EcoPure Solutions</i>
Student Founder	Name of the primary student founder
Student ID (Founder)	Enrollment number of the student founder
Co-Founder	Name of co-founder (if applicable)
Student ID (Co-Founder)	Enrollment number of the co-founder
Number of Startup Competition Participation	Total number of competitions or challenges the startup participated in
Startup Competition Name(s)	List names of competitions → e.g., <i>National Startup Cup, Hult Prize, Shell Tameer</i>
Won	Select Yes/No to indicate if they won any prize
If Yes, Specify Amount of Money Won	If won, state the total prize amount → e.g., <i>PKR 50,000</i>
Attachment	Upload certificates of competition participation or awards → PDF, JPG, or Word

Number of Student Placements Arranged

Step 1: Go to ORIC Form list

Step 2 Click on **Number of Student Placements Arranged**

Student Affairs

Number of Student Placements Arranged

Name Of Faculty *


Employee ID: *

Organization Name:*

Student Name:*

Student ID:*

Period Of Placements:*

Faculty Supervisor Name:*

Attachment: *

Kindly Upload Placement Certificate

Form Fields Explanation: Number of Student Placements Arranged

Field Name	What to Fill / Explanation
Name of Faculty	Auto-filled → e.g., <i>SOHAIL REHMAN</i>
Employee ID	Auto-filled → e.g., <i>942008</i>
Organization Name	Name of external organization where the student was placed → e.g., <i>GSK Pakistan, Indus Hospital, Engro</i>
Student Name	Full name of the student placed
Student ID	Student's official enrollment number
Period of Placements	Date or time period of the placement → e.g., <i>01/01/2024 – 03/31/2024</i>
Faculty Supervisor Name	Full name of faculty member supervising or overseeing the placement
Attachment	Upload the placement certificate or confirmation letter → PDF, image, or Word document