

Job Description

Manager - Innovation & Commercialization (Manager I&C)

The Manager Innovation & Commercialization (I&C) supports the Director while managing, developing, and promoting I&C activities. He will be responsible for encouraging, and, disclosure, protecting, marketing, and licensing institutional inventions and intellectual property. Primarily focused on the day-to-day operations of the office and the management of faculty training and marketing outreach of intellectual property.

The key role of the Manager I&C is to encourage and enhance the university's entrepreneurial environment by strengthening university-industry relationships as well as expanding partnerships with the public and private sector organizations, national and international donors, and all other community-based organizations. Relevant experience as below is mandatory

1. Prepare Annual Calendar for I&C events/ activities.
2. Review, update the 5-year strategic plan of I&C section to ensure its proper compliance.
3. Organize events for industry or entrepreneurial stimulus, or for community engagement or community awareness at and outside of the University.
4. Make arrangements for the industry representatives or community members regarding potential research subjects at the University.
5. Promote entrepreneurship, technology transfer, and commercialization activities that energizes and supports the local and national economy.
6. Provide information to faculty about various available I&C events.
7. Arrange Innovative ideas events/ competitions Faculty-wise in the University. Participation of University in similar events organized at other institutes National/ International level.
8. Linkages with Industry/ Chamber of Commerce/ Private& Public Organizations. Bridge the gap between academia and industry to provide crucial advice on matters to promote university-industry linkages and commercialization.

9. Arrange/ conduct seminars, conferences, and training programs for students/ faculty awareness and industry interaction. Interface between students/ faculty and the commercial sector.
10. Establishment of links with donor Organizations.
11. Market analyses of University intellectual property to provide assistance and guidance to the staff/ students on patent filing and licensing.
12. In-house preparation and filing of provisional patent applications/ Funding for patent applications.
13. Work with patent counsel to assess patentability/ licensing
14. Evaluate markets for commercialization of inventions
15. Identify potential licensees & Negotiate terms of licenses. Assist with negotiating problematic sponsored research agreements.
16. I&C Policy analysis development & Administrative support
17. Develop business plans and help the faculty/ students' startup companies.
18. Assist the Director ORIC to set goals and responsibilities of the section and monitor procedural efficiencies.
19. Maintain University's Database/ webpage regarding I&C.
20. Submit a report (Monthly) on the Innovation & Commercialization progress and challenges of the University.
21. Preparation and Completion of HEC-Annual report (i.e. *"Research Excellence"*, *"Innovation & Commercialization"* and *"Sustainability & Capacity building"* sections regarding I&C), every year by 30th June. Upload all the information on HEC-Portal every year before 15th July.
22. Perform duties assigned by the Director ORIC.