Policy Document

Faculty Industry Placement Program (FIPP)



Office of Research, Innovation and Commercialization

(ORIC)

University of Central Punjab

Overview

The University of Central Punjab (UCP) is committed to strengthening university–industry linkages and enhancing faculty members' professional development through meaningful industrial engagement. The Faculty Industry Placement Program (FIPP) provides faculty members with opportunities to gain practical exposure to contemporary industry practices, technologies, challenges, and professional environments. This Policy establishes the framework for facilitating and managing industry placements and defines the roles, responsibilities, rights, and obligations of participating faculty members, host organizations, and University personnel involved in industry-academia linkage initiatives.

1. Purpose

To establish the framework and operational guidelines for University of Central Punjab (UCP) faculty undertaking industry placements with host organizations.

2. Scope

This policy applies to:

a. UCP faculty members nominated to undertake industry placements under the Program.
b. External host organizations participating in the Program.
c. Administrative bodies, including the Office of Research, Innovation, and Commercialization (ORIC), responsible for facilitating and managing placements.

3. Principles

a. All industry placements must be part of an officially approved program.
b. All industry placements must be approved by the Prorector on the recommendation of Director ORIC prior to commencement.
c. Institutional arrangements and expectations between UCP and the host organization must be formally documented in writing.
d. Placement schedules and durations must be mutually agreed upon by the faculty member, the host organization, and the UCP industry placement coordinator

4. Eligibility and Selection of Faculty Members

4.1 Faculty Nomination

ORIC shall issue a call for nominations and receive nominations through the respective Deans of Faculties for consideration under the Program.

4.2 Selection and Placement Allocation

ORIC shall be responsible for the allocation of available industrial placements in consultation with the relevant faculties members and the Deans. Placement allocations shall be made from among the nominated faculty members based on the evaluation of Faculty Industry Placement Program (FIPP) Pre-Placement Proposal Form **(Annexure A)** submitted by them to determine their suitability, expertise, and alignment with the objectives of the Program, and the requirements of the host organization.

5. Industry Placement Provider Eligibility

The University values its relationships with external stakeholders and seeks to develop arrangements for industry placements for mutual benefit.
The University will not accept the following industry placement opportunities:

a. Home-based businesses.
b. Commission-only jobs.
c. Work involving any illegal activity.
d. Any work which requires the employee to purchase a product or service, or offer a security deposit or similar as a condition of employment.
e. Any work that will cause expense for the faculty, i.e., own use of phone or laptop.
f. Any work that requires the use of UCP's equipment for commercial use, i.e., film and television cameras, lighting, sound, editing suites.

5.1 Selection and Approval of Host Organizations

The ORIC, University of Central Punjab, with the help of relevant faculty members & the Deans, is responsible for identifying and engaging placement providers who can provide:

a. A safe, positive, and ethical learning environment for Faculty.
b. Suitable induction, training, and mentoring in professional behavior.
c. Varied experiences for the faculty that support the attainment of learning objectives.
d. Appropriate supervision and performance evaluation of the faculty.

6. Roles and Responsibilities

6.1 ORIC

It is the responsibility of the ORIC UCP, to ensure the equitable allocation of available placements, taking into account the preferences of the faculty wherever possible:

a. Administer, coordinate, and oversee the Faculty Industry Placement Program (FIPP).
b. Identify, evaluate, and approve suitable host organizations and placement opportunities.
c. Risk-assess and quality-assure placements to ensure learning outcomes are met.

d. Ensure that all participants are appropriately oriented and aware of their roles, responsibilities, rights, and obligations.
e. Monitor faculty participation, progress, attendance, and overall placement performance.
f. Maintain relevant placement records, documentation, and program data.
g. Prepare and submit an overall FIPP Report summarizing placement activities, outcomes, industry engagement, lessons learned, and recommendations for future program improvement.
h. Review placement outcomes, obtain stakeholder feedback, and implement continuous improvements to the Program.

6.2 Host Organization

a. Nominate a workplace supervisor for the participating faculty member.
b. Provide appropriate orientation, induction, training, workplace access, facilities, equipment, supervision, and learning opportunities.
c. Ensure the faculty member is informed of and complies with the organization's policies regarding confidentiality, conduct, discipline, and attendance.
d. Support the faculty member in applying and enhancing professional skills within a professional working environment.
e. Facilitate the identification and sharing of industry challenges, operational gaps, and areas for improvement, and provide opportunities for the faculty member to explore potential solutions and collaborative initiatives.
f. Maintain relevant placement records and notify ORIC of any concerns regarding attendance, conduct, or performance.

7. Faculty Placement Program Objectives and Expected Outcome

a. Innovation and Commercialization is actively reaching out to the industries to enhance university-industry linkages in advancing innovation and industrial research. In this context, UCP has initiated the Faculty Industry Engagement Program to place its selected researchers in the industry. The prime objective of this program is to provide faculty an opportunity to be enlightened with industrial environments, enabling him/her to initiate industry-related research, undertake process improvement as well as innovative work, and provide technical support in a multidisciplinary environment.

b. Faculty members will be selected in the post-fall batch (summer break) for the UCP Faculty Industry Placement Program, the duration of which is **1 week to 2 months**. During placement at the industry, a faculty member will be involved across all tiers, inclusive of but not limited to administration and management, industrial production line, supply chain management, and ICT. It is a good opportunity to develop skills further in an industry environment to analyze and apply the practical results of learning and research.

c. During Faculty member placement at the industry, the following serves as the guidelines for adherence:
    - Interact with personnel at all tiers of the host industry and inform them about UCP.
    - For this purpose, the UCP standard presentation will be emailed to relevant faculty members.
    - Identification of specific needs, problems, etc. that the host industry is currently facing. What are the expectations of the host industry? What solutions can be proposed? This will enable faculty members to initiate a project proposal after return, under research funding schemes and possible IP generation leading to commercialization thereafter.
    - See the possibility of new products and methodologies that could improve competitiveness of the host industry. Faculty member may identify UCP School/faculty that could be engaged further to add value to the host industry through a multidisciplinary project.
    - Industry training initiatives shall be pursued through the Centre for Professional Excellence (CPE). The feasibility of proposed training programs shall be assessed in consultation with CPE.
    - Upon completion of the placement, the participating faculty member shall provide a recommendation regarding the continuation of collaboration with the host industry during subsequent placement cycles. Where continuation is recommended, the faculty member shall also identify the academic discipline, expertise, and faculty profile most suitable for placement within the host industry.

8. Reimbursement of Fuel Costs

Faculty members participating in approved Industry Placements shall be eligible for reimbursement of additional fuel costs where the distance between their residence and the host industry exceeds the distance between their residence and UCP. Faculty members must provide their residential address to ORIC before the commencement of the placement for distance verification and reimbursement calculation.

The reimbursable distance shall be determined using the following formula:

- **Distance A** = Distance from Home to UCP (km)
- **Distance B** = Distance from Home to Industry (km)
- **Additional Distance** = Distance B − Distance A

Fuel reimbursement shall be payable only on the additional distance traveled and shall be calculated at the approved per-kilometer rate. All claims shall be subject to verification by ORIC, submission of the required supporting documents, approval by the Pro-Recor, and the availability of funds.

9. Monitoring, Quality Assurance and Reporting

Industrial placements shall be reviewed with participating faculty members and host organizations at the midpoint and upon completion of the placement period to assess progress and outcomes. Participating faculty members shall submit a Post-Placement Report **(Annexure-B)** to ORIC within fifteen (15) days of completing the placement, outlining the nature of engagement, key learnings, outcomes achieved, and recommendations for future collaboration and program improvement.

10. Benefits of the Faculty Industry Placements

10.1 Benefits to UCP and Participating Faculty

Some faculties, by their nature, require constant exposure to the businesses and technological advancements in related applications in the industry. Such exposure can be most effectively accomplished through faculty placements at local businesses and industries.

a. It will build lasting relationships with the local professionals and industry players who could in many ways support the mission of the university.
b. Faculty placements can help the university reach a better understanding of what the industry experts expect from faculty of its departments.
c. The program will allow academia better to match its faculty members' capabilities with industry needs.

10.2 Benefits to the Host Businesses

Besides building a strong long-term bond, the program offers the following advantages to the host company;

a. The host organization benefits from the engagement of a qualified faculty member for a period of one (1) week to two (2) months, gaining access to specialized academic expertise, analytical capabilities, and evidence-based insights that can contribute to addressing organizational, operational, technological, manufacturing, and product development challenges.
b. The host company may utilize the faculty's analytical skills to scrutinize issues and identify industry problems.
c. The company can implicitly convey information to the university on what attributes they are looking for in our program graduates.
d. The host company will be able to build close relationships with the faculty and request their input in resolving industrial problems.

Annexure-A

Faculty Industry Placement Program (FIPP) – Proposal Form

1. Faculty Member Information

Name: _____
Phone: _____
Email: _____
Area of Specialization: _____
Department: _____
Faculty: _____
Proposed Industry Name: _____

2. Purpose of visit

(Describe the main objectives of your placement in the proposed industry)

3. Industry Problem Statement

(Briefly describe a key challenge or issue currently faced by the proposed industry)

4. Proposed Solution

(Outline the approach or methodology to be employed to address the problem)

5. Proposed Benefits of your Placement

a. To Industry:

_____
_____

b. To University:

_____
_____

c. To Students:

_____
_____

6. Placement Information

Proposed Starting Date for your Placement (Aug–Sep): _____

Proposed Duration (Up to 8 Weeks): _____ Weeks

Annexure-B

Faculty Industry Placement Program (FIPP) – Post-Placement Progress Report

1. Faculty Information

Name			
Department			
Faculty			
Phone Number			
Email Address			
Placement Industry Name and Address			
Industry Contact Person (Name, Phone & Email)			
Placement Duration			
Start Date		End Date	

2. Summary of Activities

Provide an overview of your tasks, responsibilities, and activities during the placement.

3. Key Learnings and Insights

Describe the practical knowledge, tools, or techniques you gained and how they relate to your academic discipline.

4. Industry Problem and Contribution

a. Problem Identified:

b. Your Proposed/Implemented Solution:

c. Outcome / Current Status:

5. Impact of Placement

a. On Your Teaching Approach:

How will this placement influence your classroom delivery or curriculum development?

b. On Research Opportunities:

Any collaborative research ideas initiated or planned?

c. On Industry Relations:

Are there any ongoing linkages, consultancies, or joint initiatives planned?

6. Student Benefit Opportunities
Internship leads, case studies, site visits, guest speakers, etc., made possible through this placement.

7. Suggestions for Improving FIPP

8. Gallery (e.g., workplace activities, group photos, presentations, or other professional engagements during your placement)

Signature of Faculty Member: _____ Date: _____

Submitted to ORIC on: _____