



Constitution
of
Business Linkage, Innovation, Incubation and
Technology Transfer Office
(BLII-TTO)

University of Peradeniya

The Council of the University of Peradeniya granted approval for the Constitution at the 486th meeting held on 29/06/2019

Constitution of the "Business Linkage, Innovation, Incubation and Technology Transfer Office" of the University of Peradeniya

1. Introduction

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| 1.1. | This constitution may be cited as the constitution of the Business Linkage, Innovation, Incubation and Technology Transfer Office 2019. | Constitution |
| 1.2. | The term "the University" referred to the University of Peradeniya. "BLII-TTO" referred to the Business Linkage, Innovation, Incubation and Technology Transfer Office. "BLII-TTC" referred to as Business Linkage, Innovation, Incubation and Technology Transfer Committee, "IP Policy" referred to as Intellectual Property Policy of the University of Peradeniya. "IPAC" referred to the Intellectual Property Advisory Committee of the University of Peradeniya. "MuNIC" stands for Multi-disciplinary National Incubation Center, UGC stands for University Grants Commission. "Act" means the Universities Act, No. 16 of 1978 as amended. "Appropriate Instrument" means any Order, circular, ordinance, Statue, By-laws, Regulation or Rule made in accordance with the provisions of the aforesaid Act. | Abbreviations used |
| 1.3. | The Vision of the BLII-TTO is to be a center of excellence in the region for entrepreneurship by fostering a suitable eco system for promoting business linkages, innovation, incubation and technology transfer among the University community and hence create jobs, wealth and social values thorough successful ventures. | Vision |
| 1.4. | The Mission of the BLII-TTO is to; | Mission |
| 1.4.1. | Explore opportunities and secure research grants from national and international organizations to promote commercially viable outcome based research within the University. subjected to the provisions in clause 3.10. | |
| 1.4.2. | Coordinate with Faculty level business cells/centers or relevant faculty representatives to share opportunities and information related to available research and funding opportunities. | |
| 1.4.3. | Enhance university-industry collaborations and technical cooperation. | |
| 1.4.4. | Implementation and management of IP policy within the University. | |

- 1.4.5. Protect and manage intellectual property rights resulted from the R&D efforts of the researches of the University according to the intellectual property policy of the University.
 - 1.4.6. Facilitate publicizing university research and innovations among potential investors and other stakeholders.
 - 1.4.7. Disseminate state-of-art research knowledge and best practices among the business community in Sri Lanka.
 - 1.4.8. Promote and coordinate technical consulting services through faculty level business cells / centers or relevant faculty representatives.
 - 1.4.9. Promoting business incubation and creation of university spin-offs in collaboration with other relevant internal / external entities.
 - 1.4.10. Promoting strategic alliances with the private sector in order to develop research infrastructure and capacities in the University.
- 1.5. As a policy the University shall commit for continual improvements in its Business Linkage, Innovation, Incubation and Technology Transfer and Commercialization mechanism according to the following principles; Policy and Principles
- 1.5.1. Comply with all applicable statutory laws and regulations and the University IP Policy.
 - 1.5.2. Review performance of the process of business linkages, innovation, incubation and technology transfer throughout the university.
 - 1.5.3. Ensure that the Innovations and Technologies Transferred are used for the well-being of the mankind while protecting the environment.
 - 1.5.4. Innovations and Technologies that may distract well being of the humanity and environment shall not be promoted.
 - 1.5.5. Promote image and the standards of the university locally and internationally through high standard innovations and better marketable products and services.

2. Objectives

- 2.1. Business Linkage, Innovation, Incubation and Technology Transfer Office (BLII-TTO) of the University of Peradeniya is established under the directives given by the UGC Commission Circular 10/2016. Establishment

- 2.2. Focal areas of the BLII-TTO of the University are;
- 2.2.1. Developing practice and promote and facilitate business oriented and outcome based research within the University and Develop awarding schemes to recognize researches who introduce best commercially viable products and services.
 - 2.2.2. Organizing training workshops and coaching camps for disseminating state-of-art research knowledge and best practices for business organizations.
 - 2.2.3. Promote and coordinate technical consultancy services through faculty level business centers / faculty coordinators for business organizations.
 - 2.2.4. Implementing, promoting, monitoring and management of the IP Policy within the University and sharing the benefits of technology transfers among the relevant researches.
 - 2.2.5. Promoting Incubation, creation of university spin-offs in collaboration with with other relevant internal / external entities. .
 - 2.2.6. Promote research cooperation between businesses and the University.
 - 2.2.7. Promoting strategic alliances with the private sector (National / International) in order to develop the research infrastructure and capacities at the University subjected to the clause 3.9.
 - 2.2.8. Coordination between faculty level business centers / units and reporting progress of the activities to the University community and UGC.
 - 2.2.9. Promote, facilitate and advice on establishment of faculty level business centers.
 - 2.2.10. Conduct/Promote seminars, workshops, conferences, exhibitions, publish magazines etc aimed at creating awareness for the development of university business linkages.

Focal Areas

3. Organizational Structure

- 3.1. BLII-TTO is the apex body within the University in terms of implementing activities related to above mentioned focal areas.
- 3.2. BLII-TTO is guided under the directions of IP Advisory Committee (IPAC) and the BLII-TTO Coordinating Committee..
- 3.3. Members of the BLII-TTO Coordinating Committee is appointed by the Council of the University with the recommendations of the Vice-Chancellor as outlined in the Appendix I.

Apex Body

- 3.4. BLII-TTO is headed by a Director appointed by the Council of the University with the recommendation of the Vice Chancellor.
- 3.5. Functions of faculty level business centers / units are coordinated and monitored through the BLII-TTO.
- 3.6. Faculty level business centers / units are headed by a Director or a Coordinator. One of the Directors/Coordinators of faculty level business centers in each faculty or a representatives nominated by deans of each respective faculty will serve as the respective faculty coordinator at the BLII-TTO Coordinating Committee. Faculty Level Activities
- 3.7. Faculty level business centers / units will have autonomy to expand their services, improve service procedures through the recommendations of faculty level BLII-TTC and with the approval of relevant entities of the University. But they are expected report any developments to the BLII-TTO through the faculty coordinator.
- 3.8. BLII-TTO may be collaborated with other relevant internal/external entities through separate MoUs/Agreements to facilitate the services offered under above focal areas (section 2.2). Collaborations
- 3.9. BLII-TTO will also be liaised with the International Affairs Office (IAO) of the University for any international collaborations.
- 3.10. Further each faculty shall appoint a BLII-TTC (Business Linkage, Innovation, Incubation and Technology Transfer Committee) to coordinate faculty level activities fall within the focus areas of BLII-TTO. Composition of the Faculty level BLII-TTC will be as given in the Appendix II. Faculty level BLII-TTCs shall be appointed by the Senate on the recommendation of the respective faculty boards. Composition of the Faculty Level BLII-TTC
- 3.11. Composition of Business Linkage, Innovation, Incubation and Technology Transfer Office (BLII-TTO); Composition of the BLII-TTO
- 3.11.1. BLII-TTO shall be headed by a Director.
- 3.11.2. A Technology Manager .
- 3.11.3. Secretary cum Operational Assistant for documentation work and maintain the operations of the Office.
- 3.11.4. At the initial stage One Technology Manager and One Secretary/Operational Assistant would be sufficient. But later based on the workload of the office more positions shall be created.
- 3.12. Overall organizational chart is given in appendix III.

4. Term of the Office, Quorum, Meeting and Reporting

Term of the
Office, Quorum,
Meeting and
Reporting

- 4.1. The term of office of Coordinating Committee Members of the BLII-TTO who are not holding *ex-officio* membership shall be three years and they are eligible for re-appointment.
- 4.2. A member of the Coordinating Committee of the BLII-TTO who are not holding *ex-officio* membership may resign from his/her office by letter addressed in that respect to the Vice-Chancellor of the University. In such situations the Council may appoint a suitable member on the recommendation of the Vice-Chancellor for the remaining period of the existing coordinating committee.
- 4.3. The members of the Coordinating Committee of the BLII-TTO shall be paid such remuneration or allowances in accordance with the applicable Circular provisions.
- 4.4. The quorum for a meeting of the Coordinating Committee of the BLII-TTO shall be one-third of its total membership.
- 4.5. The Coordinating Committee of the BLII-TTO shall meet once a month and report the progress of its activities to the Council. The number of meetings per year shall not be less than ten.
- 4.6. The Director shall, whenever he thinks necessary or within one week upon the receipt by him of a written requisition from not less than one-third of the total membership of the Coordinating Committee of the BLII-TTO, convene a special meeting of the Coordinating Committee of the BLII-TTO.
- 4.7. Subject to the provision of the Act and of any appropriate Instrument, the Coordinating Committee of the BLII-TTO shall exercise the powers and perform duties and functions conferred or imposed on, or assigned to the BLII-TTO by this Constitution.
- 4.8. BLII-TTO shall report its progress once in six months to the UGC.
- 4.9. Faculty level BLII-TTC shall meet once a month and report the progress of its activities to the Coordinating Committee of BLII-TTO. The number of meetings per year for each faculty level BLII-TTC shall not be less than ten.

5. Responsibilities

- 5.1. Responsibilities of Coordinating Committee of BLII-TTO

Responsibilities
of BLII-TTO
Coordinating
Committee

- 5.1.1. Recommend institutional policy and framework changes for the functions related to the BLII-TTO, to the Council of the University.
- 5.1.2. Guide the preparation of Action Plan for the BLII-TTO activities at faculty and central level.
- 5.1.3. Recommend guidelines for operations at faculty level business centers to maintain uniformity on activities across the University.
- 5.1.4. Regular monitoring of progress of the BLII-TTO and faculty level BLII-TTC activities.
- 5.1.5. Make recommendations to the council on establishing and maintenance of business linkages with outside organizations, promoting innovations and incubation within the university community, technology transfer and commercialization policies.
- 5.1.6. But, as stated in the paragraph 5.3 of the University IP Policy, IP Advisory Committee (IPAC) shall be the advisory body to the Council on all matters related to IP, technology management and technology transfer activities of the University. Also the IPAC provides recommendations for all the requests forwarded by Technology Transfer Office (BLII-TTO).
- 5.1.7. Review the progress of activities recommended by IPAC.

5.2. Appointment, Term and Removal of Director of BLII-TTO

- 5.2.1. Subject to the provisions in the preceding paragraphs, the Director shall be the officer in charge of the BLII-TTO
- 5.2.2. The Director shall be appointed by the Council of the University on the recommendation of the Vice-Chancellor. No persons shall be appointed as a Director of the BLII TTO for more than two consecutive terms.
- 5.2.3. Director shall, unless he vacates office earlier or is removed from office under-paragraph 5.2.4, hold office for a period of three years reckoned from the date of his appointment or until he completes his sixty fifth year, whichever event occurs earlier.
- 5.2.4. A Director shall be removed from office by the Council of the University on a vote of censure passed by not less than two-thirds of the total membership of the BLII-TTO Coordinating Committee at a special meeting convened for the purpose. The members present at such special meeting shall elect from

Appointment of the Director

Term of the Director

Removal of the Director

among themselves a person other than the Director, to preside at such special meeting. Alternatively, the Director can be removed by the University Council after following normal disciplinary or administrative procedure of the University.

- 5.2.5. If any vacancy occurs in the office of Director, by reason of leave, illness, absence from Sri Lanka, or other cause, is temporarily unable to perform the duties of his office, the Vice-Chancellor of the University shall, within seven days of the occurrence of such vacancy, make such arrangement as it may think fit, for carrying on the duties of the office, until a permanent appointment is made under paragraph 5.2.2 above
- 5.2.6. The Director shall be a part-time officer of the BLII-TTO.
- 5.2.7. It shall be the duty of the Director, in accordance with such directions as may from time to time be officially issued to him in that behalf by the Coordinating Committee of the BLII-TTO, to ensure that the provisions of the Universities Act, this Constitution and of any appropriate instrument in so far as they relate to the BLII-TTO, are duly observed, and he shall have and may exercise such powers as he may deem necessary for the purpose.
- 5.2.8. It shall be the duty of the Director to give effect, or to ensure that effect is given, to the decisions of both the University IP Advisory Committee (IPAC) and Coordinating Committee of the BLII-TTO .

Duty of the
Director

5.3. Responsibilities of Director of BLII-TTO

Responsibilities
of the Director

- 5.3.1. Subject to the provisions set out in paragraphs 5.2.7 and 5.2.8 above the Director shall be responsible for the following tasks.
- 5.3.2. The overall administrative and financial management of the BLII-TTO, in accordance with policies, guidelines, rules and regulations as laid down by the Coordinating Committee of the BLII-TTO from time to time.
- 5.3.3. Implementation of the IP Policy of the University.
- 5.3.4. Convening of meetings of the Coordinating Committee of the BLII-TTO and IPAC.
- 5.3.5. Efficient implementation of commercialization and Technology Transfer decisions set by the IPAC of the University.
- 5.3.6. Report the progress of Innovation disclosures, IP filling, technology transfer and technology management activities to the IPAC.

- 5.3.7. Report the progress of IPAC meetings to the BLII-TTO Coordinating Committee.
- 5.3.8. The maintenance of inventories and documents of all equipment, furniture and other items received and disposed of.
- 5.3.9. Management of the IP portfolio of the University.
- 5.3.10. Submitting financial, progress and evaluation reports as required to the Council, through the Vice-Chancellor.
- 5.3.11. Overall supervision of the staff of the BLII-TTO and guide them for promoting Business Linkages, Innovations, Incubation and Technology Transfer activities within the University community according to the regulations set out in the IP Policy of the University.
- 5.3.12. Any other functions necessary for the efficient and effective functioning of the BLII-TTO, as recommended or delegated by the Vice-Chancellor.

5.4. Responsibilities of BLII-TTO

Responsibilities
of BLII-TTO

- 5.4.1. As indicated in the section 6.0 of the University IP Policy, one of the core role of the BLII-TTO is to assist researches in the University in acquiring, managing and exploitation of its intellectual assets in ways that facilitate their transformation into benefits for the University, researches and in general the society. Further the BLII-TTO includes, but not limited to, Receive and review completed Invention Disclosure forms; Conduct all operations necessary to process, acquire, protect, license, and report the University inventions; Negotiate licenses to the University inventions and related property rights; Administer the distribution of net license revenue;
- 5.4.2. Facilitate and promote technology-based incubation and entrepreneurship including start-ups and spin-offs and contribute to the national economic development.
- 5.4.3. Explore opportunities and secure research grants from national and international organizations to promote commercially viable outcome based research within the University.
- 5.4.4. Promote and facilitate business oriented and outcome based research within the University and Develop awarding schemes to recognize researches who invent/innovate best commercially viable products and services.

- 5.4.5. Organizing training workshops and coaching camps for disseminating state-of-art research knowledge and best practices for business organizations.
- 5.4.6. Promote and coordinate technical consultancy services for business organizations through faculty level business centers / faculty coordinators.
- 5.4.7. Promoting Incubation and creation of university spin-offs in collaboration with other internal / external entities.
- 5.4.8. Promote research cooperation between businesses and the University.
- 5.4.9. Promoting strategic alliances with the private sector (National / International) in order to develop the research infrastructure and capacities at the University.
- 5.4.10. Coordination between faculty level business centers / units and reporting progress of the activities to the University community and UGC.
- 5.4.11. Promote, facilitate and advice on establishment of faculty level business centers.
- 5.4.12. Conduct/Promote seminars, workshops, conferences, exhibitions, publish magazines etc aimed at creating awareness for the development of university business linkages.

5.5. Responsibilities of Faculty Level BLII-TTCs

Responsibilities
of BLII-TTC

- 5.5.1. Chairperson of the BLII-TTC will be the faculty coordinator and he/she represent the respective faculty at the Coordinating Committee of the BLII-TTO.
- 5.5.2. The core responsibility of faculty level BLII-TTC is to coordinate the faculty level Business Linkage, Innovation, Incubation activities and technology transfer operations and report the progress of the activities to the BLII-TTO in regular basis.
- 5.5.3. Corporate with all the activities in the BLII-TTO.
- 5.5.4. Actively involve with screening of potential products for patenting or commercialization from respective faculties.
- 5.5.5. Actively support BLII-TTO on promoting commercially viable innovations, incubation, submitting innovation disclosure forms for acquiring intellectual patent rights, commercialization of products etc within the faculty.
- 5.5.6. Support reviewing proposals and maintaining documents related to intellectual property and technology transfer in respective faculty.

- 5.5.7. Support research partnerships to commercialize the inventions/innovations from the Faculty.
- 5.5.8. Involve in continuous education on technology transfer and entrepreneurship in the faculty.
- 5.5.9. Support on establishing startups and incubators for identified inventions/innovations from the faculty.
- 5.5.10. Support on all other responsibilities recommended by the Coordinating Committee of BLII-TTO.

6. Financial Management

Financial
Management

- 6.1. Finance year for the BLII-TTO shall be from 1st January of each year to 31st December in the same year.
- 6.2. All the finances related to the BLII-TTO shall be recorded under separate ledger account namely "Technology Transfer Fund" as imposed in the IP Policy of the University.
- 6.3. All the activities involving finances shall be managed according to the current applicable financial regulations of the University.
- 6.4. Some of the Incubation, Commercialization and R&D projects may handled through the other internal / external entities.

7. Resources

7.1. Physical Resources

Physical
Resources

- 7.1.1. As per the UGC Circular 2016/10 BLII-TTO shall be provided with the following minimum facilities by the University.
 - Office space at a permanent location
 - Meeting or conference room (desirable)
 - Adequate furniture
 - Computer with internet facilities
 - Office equipments
 - Transport means

7.2. Financial Resources

Financial
Resources

- 7.2.1. As per the UGC Circular 2016/10 BLII-TTO shall be provided with adequate recurrent funds for the following by the University.
 - Salaries / allowances for staff members of the BLII-TTO
 - Operational expenses including telephone, electricity, stationary, water and payments to visiting staff/resource persons.

- Training programs, workshops, events, etc.
- 7.3. With the recommendations of the Coordinating Committee, BLII-TTO may submit funding proposals for external (National /International) granting organizations for improvements of capacities of the BLII-TTO.
 - 7.4. As per the IP Policy BLII-TTO will generate funds from technology commercialization revenue and as per the UGC Commission Circular 2016/04 through other consultancies, collaborative R&D projects, conducting workshops, seminars etc. Portion of these income will be credited to "Technology Transfer Fund" ledger account. Generated Funds
 - 7.5. As the "Technology Transfer Fund" evolve with the time BLII-TTO expects to become self funding organization within the first five years of its establishment. Monitoring and Evaluation
8. Monitoring and Evaluation of BLII-TTO Activities
- 8.1. Local evaluation shall be done by the Coordinating Committee of BLII-TTO once in 3 months and shall report the progress to the Council.
 - 8.2. Once in 6 months the progress shall be reported to the UGC.
 - 8.3. Once the BLII-TTO is established, the Coordinating Committee shall recommend suitable key performance indicators (KPIs) for evaluate the performance of BLII-TTO.
 - 8.4. Also the Coordinating Committee of the BLII-TTO shall recommend suitable key performance indicators (KPIs) for faculty level BLII-TTC based on the recommendations made by relevant faculty coordinator.
 - 8.5. each faculty level BLII-TTC shall report their performance indicators to the BLII-TTO at the end of each year.
 - 8.6. BLII-TTO shall define at the end of each financial year the performance indicators for both BLII-TTO and BLII-TTC for the next year.
9. Meetings and Reporting Meeting and Reporting
- 9.1. The Director of BLII TTO shall be reported directly to the Vice-Chancellor.
 - 9.2. BLII-TTO shall meet once a month and report the progress of its activities to the Council. The number of meetings per year shall not be less than ten.
 - 9.3. BLII-TTO shall report its progress once in six months to the UGC.

- 9.4. BLII-TTC shall meet once a month and report the progress of its activities to the BLII-TTO. The number of meetings per year for each faculty level BLII-TTC shall not be less than ten.

10. BLII-TTO activities benefit sharing

Benefit Sharing

- 10.1. Revenue generated through technology transferring as license fees, royalty, profit sharing etc shall be distributed according the IP Policy of the University.
- 10.2. Other income generated through constancy services will be distributed according to the provisions of the UGC Commission Circular 2016/04. Financial committee approval for those projects/services will be sought on case by case basis.

11. Rules and Regulations for Process of Technology Transfer at BLII-TTO

Rules and
Regulations of
Technology
Transfer

- 11.1. Each academic and administrative entity of the University shall be responsible for working on consultancies, innovations and invention disclosure, reporting marketing and commercialization according to the University Intellectual Property Policy.
- 11.2. Information regarding innovation and invention disclosure shall be forwarded to the BLII-TTO through the respective faculty coordinator.
- 11.3. Once the information received the Technology Manager at the BLII-TTO will be liaised with the principle investigator to initiate the IP filling process and technology transfer process according to the IP Policy of the University.

12. Amending and Interpreting this Constitution

- 12.1. Any amendments to this Constitution will be required to be approved by the Council of the University .
- 12.2. Any discrepancy between this Constitution and the IP Policy the provisions of the IP policy shall be prevailed.
- 12.3. Whenever any dispute arises with regard to any interpretation of any clause in this constitution the interpretation of the Vice-Chancellor shall be final.

Appendix I

Composition of the Coordinating Committee of the BLII-TTO shall be

- Director / BLII-TTO - Chairperson
- Director / Carrier Guidance Unit (Ex-Officio)
- Director / International Affairs Office (Ex-Officio)
- Secretary of the BLII-TTO as the secretary to the Coordinating Committee (Non-voting member)
- Faculty / Postgraduate Institute Representatives
 - One representative from each faculty and Postgraduate Institute (Can be selected from directors of the business centers/units at faculties or any other academic staff members nominated by Deans of Faculties and Directors of PGs on the recommendation of respective faculty board or board of management.
- Two Representatives from External Organizations
- Director / OTS (As an observer during the AHEAD grant period)

Appendix II

Composition of Faculty Level BLII-TTC

- Faculty coordinator of BLII-TTO Coordinating Committee (Chairperson of BLII-TTC)
- Directors of other business centers / units of the respective faculty (if there are more than one business center/unit).
- Any other member(s) recommended by the Faculty Board.

Appendix III

Organizational Chart

