



**CONSTITUTION OF CENTER FOR ENTREPRENEURSHIP,
INNOVATION AND TECHNOLOGY TRANSFER**

**UNIVERSITY OF VAVUNIYA
PAMPAIMADU
SRILANKA**

CONSTITUTION OF CENTER FOR ENTREPRENEURSHIP, INNOVATION AND TECHNOLOGY TRANSFER, UNIVERSITY OF VAVUNIYA

1 Introduction

- 1.1 Universities are a source for knowledge, invention and innovation. Research can create useful products and services as well as find solutions for existing problems faced by the society. Based on this the UBL-Vavuniya is established to facilitate the business community in the region
- Constitution and abbreviation
- Hereafter University business linkage cell- University of Vavuniya is referred as “Center for Entrepreneurship, Innovation and Technology Transfer”. The abbreviation of the centre is CEITT.
- 1.2 To become the center for expertise by finding creative ideas to fulfill the need and wants for enterprises through research and innovation
- Vision
- 1.3 Dissemination of knowledge and transfer of University research outcomes among the business community to produce new products and services for public use
- Mission

2 Objectives

- 2.1 Primary intention of establishing CEITT is to support business enterprises in the surrounding region by giving consultancy services, technology transfer, finding solutions for the existing problems through research and innovation using the permitted University resources.
- Establishment
- CEITT of University of Vavuniya is established under the directive given by the University Grants Commission’s Commission Circular No. 10/2016, dated 25 July 2016
- 2.2 The followings are the objectives of CEITT.
- 2.2.1 Introduce and popularize the University business linkage cell and its importance among University staff and students
- Objectives
- 2.2.2 Translate research and knowledge from the laboratory/classroom to industry that benefits the business communities
- 2.2.3 Motivate the staff and students to initiate business-oriented projects through research and

inventions

- 2.2.4 Develop entrepreneurial and intrapreneurial skills among staff, students and the community
- 2.2.5 Support to startup business individual, group and institution by introducing new creation
- 2.2.6 Facilitate to register and commercialize the intellectual property rights developed through University research findings
- 2.2.7 Increase University-industry collaborations through training programmes, consultancy services, and innovative research
 - signing partnership agreements with enterprises whenever necessary
 - conducting training programmes thereby facilitating Continuous Professional Development (CPD) for students and entrepreneurs
 - providing consultancy services to resolve existing problems
 - providing standard services to test and standardize the products and services

3 Organizational Structure

- 3.1 CEITT is guided under the directions of the advisory board. Vice Chancellor shall chair the advisory board. All faculty deans will be a member of the advisory board. Advisory Board
- 3.2 A maximum of nine members from public, private and other organizational representatives can be included in the advisory board and they can serve for two years. They are eligible for reappointment. The members of the advisory board are appointed by the council with the recommendation of the Vice Chancellor. Term and appointment of external member
- 3.2 Director shall be the officer in charge of the CEITT. The Director shall be appointed by the council of the University on the recommendation of the Vice-Chancellor. Appointment of Director
- 3.3 Initially for the first instance the appointment of Director can be for one year and consecutively can be appointed Term of the Director

for a maximum of three years unless otherwise he/she vacates the CEITT earlier or removed from CEITT under paragraph 3.4.

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| 3.4 | The Director can be removed by the council on a vote of censure passed by not less than two third of the council members and they can elect a new Director at that special meeting. | Removal of the Director |
| 3.5 | Each faculty shall have one coordinator to represent their faculty; these positions will be nominated by the respective faculty boards for a period of one year and will be approved by the senate. | Appointment of faculty coordinators |
| 3.6 | Each faculty shall have two faculty CEITT members; these positions will be nominated by the respective faculty boards for a period of one year and will be approved by the senate. | Appointment of faculty members |
| 3.7 | CEITT manager will be hired through an open advertisement and a suitable candidate will be appointed for one year with the council approval. The positions shall be renewed for the consecutive years with the approval of the Vice Chancellor in discussion with the Director. | Appointment of CEITT manager |
| 3.8 | CEITT is expected to collaborate with external entities by signing MoUs to reach the objectives of CEITT. | Collaborations |
| 3.9 | UBL will facilitate to form a student enterprise unit and student enterprise club in the University. This will facilitate to introduce entrepreneurship in the curriculum, help trigger business start-ups and facilitate enterprise development. | Enterprise unit/club |
| 3.10 | Following organizational structures are given in appendix.

Appendix I: Organizational Structure-Advisory
Appendix II: Organizational Structure-Operational
Appendix III: Organizational Structure- Faculty team | |

4 Role of CEITT

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| 4.1 | Role of Advisory Board | Role of Advisory Board |
| 4.1.1 | Facilitate to set up a policy and framework for CEITT | |

- 4.1.2 Facilitate to prepare the action plan for faculties
- 4.1.3 Regular monitoring of CEITT activities
- 4.1.4 Facilitate to popularize the CEITT activities among the business people
- 4.1.5 Find ways for the University to support the small, medium and large organizations.
- 4.1.6 Facilitate all operations of faculty level business centers and thereby maintain a uniform activity across the faculties
- 4.1.7 Review the progress of activities in all faculties
- 4.1.8 Generally, guide CEITT in all its endeavours
- 4.2 Role of Director
 - 4.2.1 Responsible for performing all operations and accountable for governance, productivity and sustainability of the cell by maintaining a good relationship with in the University and the businesses Responsibility of Director
 - 4.2.2 Implementation of the IP policy of the University
 - 4.2.3 Take initial step to build a network between entrepreneurs, investors and businesses with the University researchers
 - 4.2.4 Facilitate the faculty members and students to commercialize research and innovation of University
 - 4.2.5 Convening meeting with advisory board and faculty coordinators
 - 4.2.6 Submitting financial, progress and evaluation reports to council through Vice Chancellor whenever required.
 - 4.2.7 Facilitate to establish a student enterprise unit at the University to introduce entrepreneurship in the curriculum and facilitate the startup businesses among students.
- 4.3 Role of Faculty Coordinators
 - 4.3.1 Responsible to perform all operations and accountable for governance, productivity and Responsibility of Faculty

sustainability at the faculty level.

Coordinators

- 4.3.2 Coordinate the faculty level innovation, incubation and technology transfer activities and report the progress of the activities to CEITT
- 4.3.3 Corporate with all activities of CEITT
- 4.3.4 Identify research /research outcome that leads to commercialize products and services within the faculties
- 4.3.5 Support to establish startups and incubators for the inventions within the faculty
- 4.3.6 Facilitate students to establish student enterprise unit

5 Outcomes and outputs

- 5.1 Advisory board shall set a five-year progressing target. Annual targets will be agreed by chair in discussion with the Director of CEITT who will set this out within a three-year strategic plan. Outcomes and output
- 5.2 The outcomes will be consistent with the mission and annual outputs should match the annual targets set by the Chair of the advisory board.

6 Recognition and compensation

- 6.1 Staff who are engaging in tasks that make a tangible contribution towards projects will be compensated in agreement with 1648 Commission Circular No. 04/2016. The sum is negotiable if more than one staff member is contributing towards the project. Financial Remunerate
- 6.2 Those contributing to a project may at the judgment of their Dean take time out in lieu of excessive hours worked on the project and when this is not compensated under section 6.1. Rewards
- 6.3 Staff who have registered as consultants will be qualified to get training and other professional developments. Training and Development
- 6.4 The monies paid to the university will be in accordance with the 1648 Commission Circular No. 04/2016 dated 1st March 2016. These will be considered as overheads and will be used to provide CEITT related services such Fees and Commission Retained by the

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| | as salaries, meeting expenses, legal cover and extra facilities (laboratory, insurance, etc.). | University |
| 6.5 | Fees and commissions obtained by CEITT can be used to provide services to all potential beneficiaries in a way to maintain its sustainability. The budgets and limits to such retained fees will be agreed with the Advisory Board and signed off by the Chairman/Vice Chancellor of University of Vavuniya. | Fees and commissions retained by CEITT |
| 6.6 | The consultancy services or other services obtained from outsiders can be paid based on the market price and doesn't want to reflect University guidelines. | Consultancy Services |

7 Financing sources

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| 7.1 | UBL will become a financially independent and self-sustaining enterprise returning surpluses to the University within five years of incorporation. However, some client groups will require business and consultancy services on a pro bono basis with a number requiring such support for more than 12 months. This will need to be considered in setting out a budget for the operations of the UBL cell. | |
| 7.2 | As per the UGC Commission Circular No. 10/2016, dated 25 July 2016, CEITT shall be provided with Adequate recurrent funds for the followings. <ul style="list-style-type: none"> - Operational expenses including telephone, electricity, stationary, water and payments to visiting staff or resource person - Training programmes, workshops, events and etc. <p>Continuation of this involvement by the UGC will be reviewed at that point and the constitution revised accordingly if needed.</p> | Start-up Finance |
| 7.3 | All appropriate effort will be made to obtain funding from various sources that are compliant with the rules and regulations of the UGC and of the UOV to apply for and to receive such funds to reach a self-sustainable stage. | Support funds, subsidies and other transfers |
| 7.4 | Support from benefactors will be solicited within the guidelines operated by the university in an ethical and | Gifts and donations |

transparent manner.

- 7.5 UBL cell will work resourcefully and assert itself fully to develop several streams of income through its activities such as consultancy services, providing workshops, exhibitions, seminars etc Income generation
- 7.6 The Micro, Small and Medium Enterprises need to be supported at an early stage of their business development on a pro bono basis with knowledge and technology transfer until they reach a stage when they will be able to afford payments. Pro bono work
- 7.7 Student enterprise unit at a start-up stage may need to be mentored over several years before they become self-sustaining.
- 7.8 7.8.1 The financial year of CEITT cell Vavuniya will be 1 January to 31 December of the same year. Fully completed and audited accounts will be recommended by the Advisory Board and approved by Council of UOV by 31 March of the following year. Accounts and Auditors
- 7.8.2 The Director of CEITT will be responsible for the finding of accountants who will be appointed by the council to liaise with accountants from the University to ensure the annual accounts are prepared and completed in time for audit and submission to the Advisory Board.
- 7.8.3 Independent auditors will be recommended by the Advisory Board and approval by council
- 7.8.4 Contracts for auditors will be reviewed annually and subject to satisfactory performance will be approved or an alternative appointment will be made.
- 7.8.5 Annual audited accounts will be recommended by the Advisory Board at the first meeting after 31 March or earlier if the accounts are on hand. Annual audited accounts approval by Council.

9 Assets and ownership

- 9.1 The CEITT cell will have financial resources to purchase, start up or to buy into businesses in order to meet its objectives as stated in the constitution. Assets and ownership
- 9.2 The capability to build reserves by CEITT cell or to have access to facilities and resources from the University to

meet its objectives will both form part of the remit of the Advisory Board to whom it will be accountable. This will also include the ability to own physical and IP assets.

- 9.3 All assets of the CEITT-cell will eventually revert to the University and this transfer will be made by the Director of CEITT-cell under the instruction and supervision of the Advisory Board.

10 Meeting and reporting

- 10.1 Monthly CEITT meetings will be held with Advisory Board members and the progress of activities will be submitted to the Chair of the Advisory Board to place the council. Meetings and reporting
- 10.2 Once in six months the progress shall be reported to the UGC.
- 10.3 After establishing CEITT, the advisory committee shall recommend suitable key performance indicators (KPIs) to evaluate the performance of CEITT.

Also the committee shall recommend the key performance indicators for faculty level CEITT based on the recommendation made by faculty coordinators.

- 10.2 The director and faculty coordinators will meet monthly to do the CEITT activities in a timely manner.
- 10.3 The CEITT team will meet the business community regularly and submit the progress report to the Chair of the Advisory Board.

11 Dissolution of CEITT

- 11.1 CEITT can be dissolved only after the Advisory Board obtains from the UGC an explicit and unequivocal approval for dissolution. Dissolution

Upon receiving such approval, it will then become incumbent upon the Advisory Board of UBL to convene an extra-ordinary meeting of the Advisory Board where the UGC's response will be tabled as the single agenda item for discussion and implementation.

Upon dissolution of UBL, its assets, copyrights and titles still remaining will, after all outstanding dues are met and paid, be transferred to the University of Vavuniya.

APPENDIX I

**Office of CEITT Chair
and Advisory Board**



Director Operations

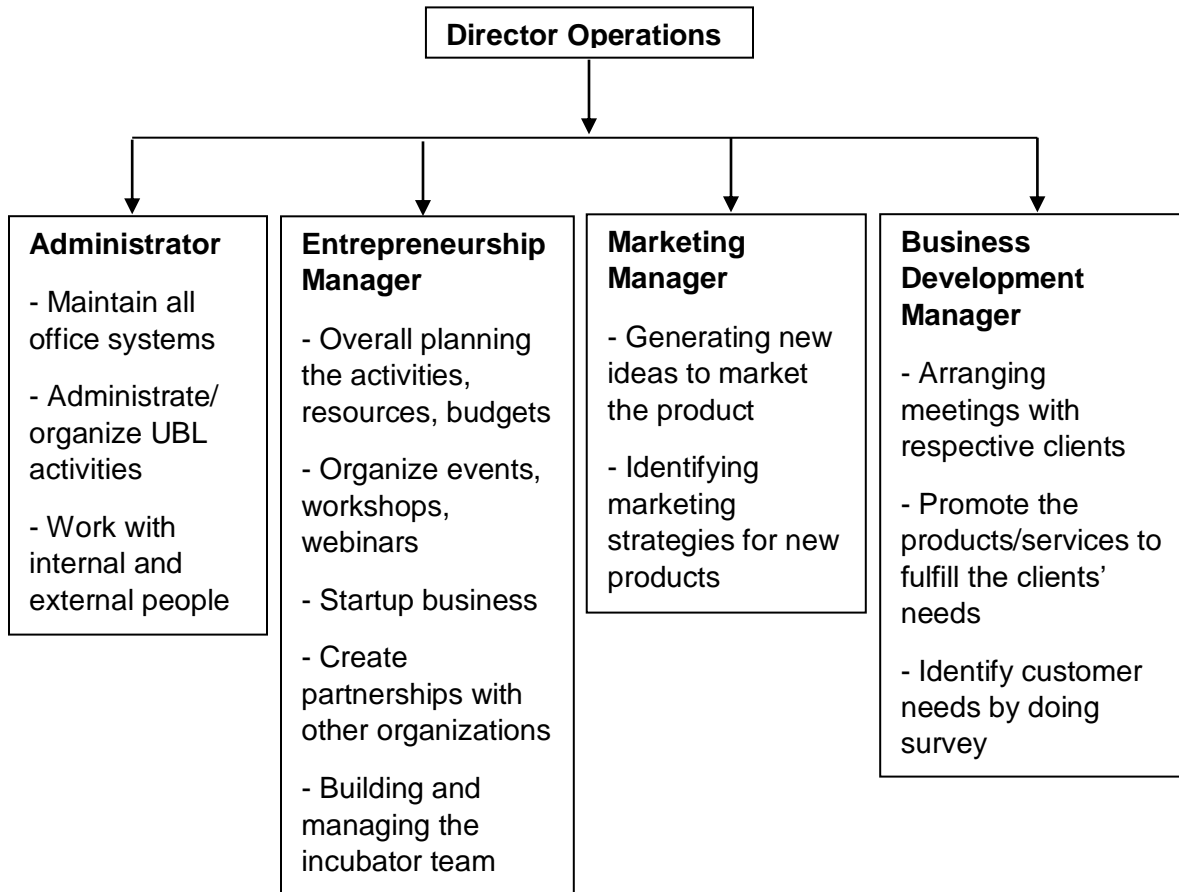
- Accountable to the Advisory Board/Faculties Clients'
- Development Media/Press/Public relations
- Compliance/ governance



Faculty Coordinators

- Identify potential researchers
- Motivate staff to do marketable research
- Introduce marketable products

APPENDIX II



APPENDIX III

