

L. D. College of Engineering Intellectual Property Rights Cell Standard Operating Procedure



About:

IP Cell has been set up under SSIP cell, L. D. College of Engineering. This entity is broadly responsible to deploy mandates of the guidelines provided for IPR under SSIP. This entity has end to end IPR support mechanism to implement IP guidelines. This entity has empanelled IP Facilitator to help the students, start-ups and individuals in protecting their innovations .

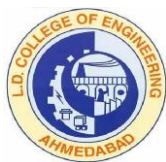
Process:

The process of IP filing and Prosecution Support are as follows.

1. Innovator can fill online application form for IP Services at <https://forms.gle/5e1VRtmCjHDRTGNa8>
2. Innovators have to submit a duly signed hard copy of above Google form and Consent for Authorization (as per Annexure: A) to the IP Cell.
3. IP Cell has been located at Aarambh Cell, COE- Siemens, Mechanical Workshop, Block No: 5. Working hours would be 5.00 PM to 6.00 PM.
4. After receiving applications for IP filing, Committee will review the applications and shortlist for complete IP filing process.
5. Innovator will be informed regarding selection of IPR application through mail ONLY.
6. After receiving confirmation about acceptance, Innovator will contact the IP Facilitator.
7. IP Facilitator will perform Prior Art Search on innovator's idea.
8. IP Facilitator will submit Prior Art Search report to the innovator and IP Cell. IP Facilitator will also give conclusion about idea is patentable or not with nearest relevant results.
9. If Innovator's idea is patentable then IP Facilitator files the patent application on behalf of Innovator.
10. After successful completion of filing process, Innovator has to submit a duly signed copy of Satisfactory Work Completion Certificate (as per Annexure: B) to the IP Cell.
11. IP Facilitator will submit the bills, invoices of government fees with a written consent.
12. IP Cell will verify the bills and reimburse the bills to IP Facilitator.
13. At the time of FER or objection, IP Facilitator will intimate the Innovator and IP Cell for the same.
14. IP Facilitator will response the any numbers of examination report, preparing notice for attending hearing and attending any number of hearing for said case till issuance of Trademark Registration Certificate/ Copyright/ Design/ Patent.

General Conditions/Terms/Rules/Norms for Innovator/Beneficiary

1. Innovator/s must be student (Start-up/innovator/researcher) or Alumni (not more than 5 years from graduation) from L. D. College of Engineering.
2. It is mandatory to mention the name of institute, "L. D. College of Engineering" as an Applicant.
3. It is mandatory to include at least one faculty guide as an Innovator.
4. Only ideas/projects which are screened and passed by SSIP, IP Cell will get benefits of this scheme.



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5. For project and inventions which are not patentable due to lack of novelty or patentability criteria, will not be provided any further financial assistance under this scheme.
6. For publication of an application, the cost associated with early publication will be borne by Innovator/s or else the application will be published after eighteen months from first filing date at no additional cost to Innovator/s.
7. For expedited examination of the application, the cost associated with early examination will be borne by Innovator/s.
8. The cost associated with renewal of granted patent has to be borne by Innovator/s.
9. The cost associated with opposition will be borne by Innovator/s.
10. The cost associated with infringement will borne by Innovator/s.
11. In case the patent application includes more than 30 pages or the claims are more than 10 then addition fees for the same will be borne by Innovator/s.
12. In any situation, which is not covered here, or in cases of any conflicts, the decision of IP Cell will remain final and binding to IP Facilitator and beneficiaries of this scheme.
13. IP Cell reserves the right to modify the terms, conditions and working of this policy without prior notice to any parties.

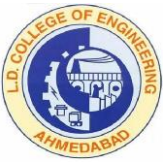


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Details to be kept ready for IP Application

IP Filing & Prosecution Support Required for	<ol style="list-style-type: none">1. Patent2. Industrial Design3. Trademark4. Copyright5. Plant variety Registry6. Semiconductor Integrated circuits layout Design Registry
If Patent	<ol style="list-style-type: none">1. Title of Invention2. Field of Invention3. Abstract of invention4. Novelty aspect of invention5. How your invention is different from Prior Art Work?6. Upload supporting document/ ppt
If Industrial Design	<ol style="list-style-type: none">1. Name of article which the design is to applied2. Relevant class of article3. Novelty of Design4. Upload the image of industrial design
If Trademark	<ol style="list-style-type: none">1. Category of mark2. Name of Word mark3. Description of Goods/Service4. Class of Goods or Service5. Upload Document of Trademark
If Copyright	<ol style="list-style-type: none">1. Types of Copyright work :<ul style="list-style-type: none">➤ Music➤ Books➤ Paper➤ Presentation➤ Drawing Video➤ Others2. Upload the relevant Document
If Plant Variety Registry	<ol style="list-style-type: none">1. Common name of the Crop2. Botanical name3. Type of Variety<ul style="list-style-type: none">➤ New variety➤ Extant variety4. Classification of the Candidate Variety<ul style="list-style-type: none">➤ Typical variety➤ Hybrid variety➤ Transgenic➤ Other5. Upload document
If Semiconductor Integrated circuits layout Design Registry	<ol style="list-style-type: none">1. Title of Layout Design2. Classification of the semiconductor integrated circuit<ul style="list-style-type: none">➤ Structure➤ Technique➤ Function3. Brief Description of the layout design4. Upload Drawing / Photograph



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ANNEXURE: A

CONSENT FOR AUTHORIZATION

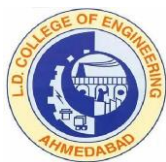
I/We are, _____, like to give permission for intellectual property application having Indian nationality, to the name of patent agent _____ appears in the respective matters. I understand and agree that the IP facilitator will do their best. I/We authorize him/her to sign our name and on our behalf.

I/We hereby assent to the action already taken by the said person in the above matter.

Dated:

Name & Signature of Innovator/s

Name & Signature of Faculty Guide



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ANNEXURE: B

SATISFACTORY WORK COMPLETION CERTIFICATE

Date: _____

We the applicants of an invention entitled as _____
_____, hereby express our
acknowledgement towards services from _____ registered Indian
patent agent/IP law firm having patent agent registration number _____ for satisfactory
drafting of our provisional/complete patent specification toward invention.

We acknowledge that, the said complete patent specification toward invention had been
satisfactorily drafted after properly discussing and understanding about invention with inventors. All
our comments had taken and incorporated appropriately before finalising the draft for submission to
patent office. No money had been taken from us or requested (including of application and request for
examination fees, except early publication fees (if applicable)), to file this application by the above
mentioned registered Patent Agent/IP Law Firm.

We also acknowledge that we have not got financial benefit from any other government
scheme or agency for purpose of paying the facilitator/patent agent for filing and prosecuting our patent
application of the same invention.

Name & Signature of Innovator/s:

Name & Signature of Faculty Guide: