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Office of the Registrar SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)
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Standard Operating Procedure (SOP)

Intellectual Property Rights

I am directed by Hon'ble Vice-Chancellor to convey that Standard Operating Procedure (SOP) for Intellectual Property Rights has been revised. A copy of the same is attached for your perusal and to disseminate to the concerned.

Thanking you,



Registrar

Enclosure: As above

Copy to:

- Hon'ble Vice-Chancellor
- Chief Executive Officer
- Pro Vice-Chancellor
- Head of the Institutions
SMC/SDC/SNC/Physiotherapy/KSCP/SITE/Polytechnic/SIL/Mgmt./HotelMgt./JMC/Fine Arts/Yoga/Education/Science/Arts & Social Science
- HOD (*Home Science/Lib. Science/Para-Medical Sciences*)



Registrar

INTELLECTUAL PROPERTY RIGHTS

(STANDARD OPERATING PROCEDURE)

The Standard Operating Procedure Types of Intellectual Property Rights:

1. **Copyright** is an exclusive right given to the creator to reproduce the work, prepare derivative works, distribute by sale or otherwise, and display or perform the work publicly

The Govt. Fee for filing a copyright is **INR 500** and the timeline for grant of the certificate of Copyright is approximately **two months**.

2. **Industrial Designs** registration provides protection for the aesthetic look.

The Govt. Fee for filing an Industrial Design is **INR 4000** and the timeline for grant of the certificate of Industrial Design is approximately **twelve months**.

3. **Patent** is a right conferred by Government of a country for an invention to an inventor to exclude all others from making, using, or selling the invention within the territories of the country, for a period of 20 years from the date of filing patent application.

- The Govt. Fee for filing patent application is **INR 1600** and the timeline for receiving the published application is 18 months.
- The Govt. Fee for filing Early Publication is **INR 2500** in case of receiving the published application within one month.
- The Govt. Fee for filing Examination is **INR 4000** in case of receiving the First Examination Report within six months.
- The Govt. Fee for filing Examination is **INR 8000** in case of receiving the First Examination Report within two months.

Standard Operating Procedure:

The standard procedure provided below has to be followed by the University Patent Cell and the faculty members, while initiating the process of

filing any type of Intellectual Property mentioned above.

1. The proposed intellectual property right (copyright, industrial design, patent) which has to be filed shall be submitted to the University Patent Cell by the faculty/individual through chairman Quality Control.
2. After due scrutiny, if the proposed intellectual property right is found appropriate then the same shall be forwarded duly approved to the IPR Cell for further Process.
3. Upon performing the complete process (including searching, drafting, form preparation) the final forms will be sent to Vice Chancellors office through Quality Control for requisite signatures.
4. The signed documents shall be mailed/sent back to University IPR cell for further filing and submission.
5. The Govt. Receipts shall be sent to chairman Quality Control and Vice Chancellors office for further dispersion to the concerned faculty members. However, please note that the original certificates received from the Patent Office/Design Office/Copyright Office after the grant of Intellectual Property will be possessed by Subharti University and a scanned copy of the same shall be dispersed to concerned faculty member.

DISTRIBUTION OF GOVERNMENT FEE:

1. Subharti University will be the first Applicant in any type of Intellectual Property, govt. fee for filing the same will be borne by the University.
2. In case of Co-Applicant (if any faculty member wants to be the co-applicant with Subharti University) the 50 percent of the govt. fee will be borne by Subharti University and rest 50 % shall be equally shared by the faculty members who wish to be as co-Applicants.

COMMERCIALISATION/TECHNOLOGY TRANSFER:

PHASES	ACTIVITIES TO BE PERFORMED BY INNOVE INTELLECTS	EXPENSES
Phase I (Closing of Agreement of 1 st Phase b/w University and Company, that includes actual interest of company towards our product)	<ul style="list-style-type: none">• Assessment of Market Potential of your Technology• Client Brochure• Email Marketing• One to One call to R&D of the company• Meeting in person• Travel expenses for any meeting for your Technology Transfer processes in India• One resource person for your work	Rs 50,000 (Consultant on closing of 1 st Phase lead with Company/University)
Phase II	Final closing of the technology transfer project	Final revenue sharing 80:20 80%- Subharti University 20%- InnoVe Intellectuals (In case of Co-Applicant, Subharti will receive 50% cost and the Co-Applicant will receive 30%)