SOP FLOWCHART FOR FILING PATENTS/ INTELLECTUAL PROPERTY RIGHTS/ TRADE MARK

Step 1: Invention Disclosure

- Inventor identifies invention
- Submits completed Disclosure Form (Annexure-I)

Step 2: Acknowledgement & Preliminary Check

- Acknowledges receipt
- Checks administrative & technical completeness

Step 3: Preliminary Evaluation

- Preliminary evaluation by a Committee
- Inventor may be asked to give short presentation on the discovery before the Committee
- Assesses:
  - Novelty, Inventive Step, Industrial Applicability
  - Market Potential
  - Legal Risks

Step 4: Filing Decision

- If Committee recommends Filing:
  - ➢ If the University agrees to fund the patent, it shall engage a registered patent agent or qualified IPR firm to carry out patentability search, specification drafting, filing, and all associated legal procedures.
  - ➢ The inventor shall work in coordination with the engaged patent agent during the drafting and prosecution process to ensure technical accuracy and timely compliance.
- Else if Limited Merit:
  - ➢ Committee issues No Objection Certificate (NOC)
  - ➢ Inventor free to file at own cost

Step 5: Provisional Filing by Inventor (Optional)

- Inventor may file provisional application (self-funded or with partner)

Step 6: Role Post Grant/Publications

- University:
  - May not claim rights on NOC-based patents
  - May offer commercialization support

Step 7: Support for Granted Patents

- University facilitates:
  - Technology Transfer
  - Licensing
  - Industry Linkages (e.g., NRDC)