

THIAGARAJAR COLLEGE, MADURAI
OFFICE OF THE RESEARCH AND INNOVATION

IPR Cell – Standard Operating Procedure (SOP)

1. Awareness and Idea Disclosure

- Faculty member, researcher, or student develops an invention.
- Inventor submits an **Invention Disclosure Form (IDF)** to the IPR Cell before publishing the work or presenting it at a conference.

2. Preliminary Screening

The IPR Cell checks:

- Whether the invention is **novel**.
- Whether it has **industrial applicability**.
- Whether it is patentable under the Indian Patents Act.
- Whether public disclosure has already occurred.

3. Prior Art Search

- Conduct a patent and literature search (Google Patents, InPASS, WIPO, Espacenet, etc.).
- Prepare a **Patentability Search Report** highlighting novelty and inventive step.

4. IPR Committee Evaluation

The committee reviews:

- Technical merit.
- Patentability.
- Commercial potential.
- Ownership (college, inventor, or joint ownership).
- Recommendation to proceed or not.

5. Approval from Competent Authority

- Obtain approval from the Principal/Secretary/Management (as per the college IPR Policy).
- Sanction the filing expenses.

6. Appointment of Patent Agent

- Forward the documents to a **registered Patent Agent**.
- Sign the authorization (Form 26) if the application is filed through the patent agent.

7. Drafting the Patent

The patent agent, with the inventors, prepares:

- Title
- Field of invention
- Background
- Problem statement
- Objectives
- Detailed description
- Drawings
- Claims
- Abstract

8. Filing the Patent

Depending on the readiness of the invention:

- File a **Provisional Specification** (if the work is still under development), followed by the Complete Specification within **12 months**, or
- File a **Complete Specification** directly if the invention is finalized.

9. Filing Forms

Common forms include:

- Form 1 – Application for Grant of Patent
- Form 2 – Provisional/Complete Specification
- Form 3 – Statement and Undertaking
- Form 5 – Declaration of Inventorship

- Form 26 – Authorization of Patent Agent (if applicable)

10. Post-Filing Activities

- Maintain the patent file in the IPR Cell.
- Record the application number and filing date.
- Monitor publication, examination, First Examination Report (FER), responses, grant, renewal fees, and commercialization.

Documents the IPR Cell should maintain

- Invention Disclosure Form (IDF)
- Confidentiality Agreement (NDA)
- Patentability Search Report
- IPR Committee Recommendation

- Management Approval
- Inventor Declaration
- Assignment Agreement (if the college owns the patent)
- Patent Filing Register
- Patent Status Tracking Register

For a college IPR Cell, the process can be summarized as:

Idea → IDF Submission → Prior Art Search → IPR Committee Review → Management Approval → Patent Agent → Patent Drafting → Patent Filing → Examination → Grant → Commercialization/Licensing.

