



IPR CELL – SRICCE

NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA, ODISHA 769 008

NITR/IPR/2020/M/0060 dt. 03.07.2020

Sub: Proposal of Amendments to the existing regulations of IPR Cell / Committee.

Ref: NITR/ES/2018//M/1139 dt. 19.04.2018
CH/0679 dt.27.12.2018
NITR/RG/Senate-79/22018/M/0602 dt. 16.11.2018
NITR/RG/Senate-84/2019/M/0392 dt.18.07.2019
NITR/IPR/2020/M/0059 dt.02.07.2020

With reference to the above referred orders / minutes / letters and the captioned subject, the IPR Cell proposes the following in line with the approved IPR Manual of the Institute.

IPR Cell wishes to propose the following amendments to the existing regulations / process flow / work distribution of the IPR Cell / Committee so as to function precisely.

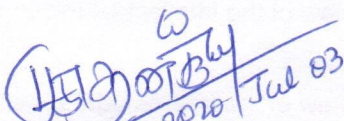
S. No.	IPR Committee	Work Distribution
1.	Chairman	1.) Issue of Sanction* Letter for filing of Intellectual Property after the review process is complete. 2.) Interface to Govt. of India for all Intellectual Property Applications from the Institute. 3.) Technical Assessment / Review of the Intellectual Property Applications. 4.) Overall administration of the IPR Cell / Committee.
2.	Professor In-charge	1.) Day-to-day administration of IPR activities. 2.) Review Communications of Intellectual Property Applications of the Institute. 3.) Technical Assessment / Review of the Intellectual Property Applications.
3.	Member 1	1.) Technical Assessment / Review of the Intellectual Property Applications. 2.) Support for any other activities assigned by PIC & Chairman.
4.	Member 2	1.) Technical Assessment / Review of the Intellectual Property Applications. 2.) Support for any other activities assigned by PIC & Chairman.
5.	Member Secretary	1.) Review of the Intellectual Property Application. 2.) Compilation of Intellectual Property, Drafting of Minutes, Official Communications and other day-to-day activities. 3.) Support for any other activities assigned by PIC & Chairman.

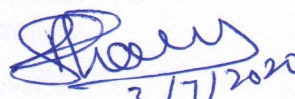
- A.) * INR 30, 800/- (or at actuals revised time-to-time by Govt) is a Government fee paid to IP Office, Govt. of India (either as Demand Draft or Bank transfer) while filing the Intellectual Property in a single instance where applicant being National Institute of Technology Rourkela. The sanction order enumerating this payment shall be treated for clearing the claims by the inventor from the Institute.
- B.) The travel cost (offline application) or other administrative costs (offline / online application) involving the Intellectual Property filing to Govt. of India shall be borne from the Institute funds [PDA / Project Travel Grant for Faculties, Institute Travel Grant for Research Scholars / Full time UG or PG student(s), Project Travel Grant for Project Staff(s)].
- C.) Leave for the above purpose (if applicable to travel to IP Office, Govt) shall be as per the existing Institute Leave Rules.
- D.) w.r.t. the approval accorded vide Letter no. NITR/SR/2020/M/2051 dt. 16.04.2020; it is proposed to open a new account for IPR Cell with the following signatories;

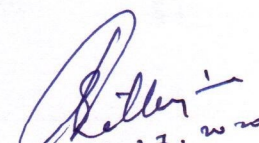
Joint Signatories	Single Signatory*
Member Secretary, IPRC + Chairman, IPRC / PIC, IPRC	Director

* if any one of the joint signatories is absent.

Put up for kind approval.


Member Secretary, IPRC


Professor In-Charge, IPRC


Chairman, IPRC


Encl:

1. NITR/ES/2018/M/1139 dt. 19.04.2018
2. CH/0679 dt. 27.12.2018
3. NITR/RG/Senate-79/22018/M/0602 dt. 16.11.2018
4. NITR/RG/Senate-84/2019/M/0392 dt. 18.07.2019
5. NITR/IPR/2020/M/0059 dt. 02.07.2020

Copy to: IPR File no.1

To
The Director

Approved recommendation. Also, it is suggested that IPR cell should operate in a separate office with separate resources & management.


 21/7/20

CH
1059
To

Registrar
NIT Rourkela

Sub : Request for including the name of Asst. Registrar (SRICCE) in IPR Committee as member secretary (Ex-Officio)

Sir,

The IPR Committee is constitutes of four faculty members only. So far around 50 numbers of patents have been filed by our faculty colleagues in Patent office, Kolkata. It is observed that around six patents have been submitted in last six months only. Now some more patents are in initial reviewing stage which will be submitted shortly. Our faculty members are taking interests to submit more patents for which Patent fees are to be paid from SRICCE.

Comments of submitted patents are being received slowly from Patent Office for which legal advisor or legal expert's help is required for this also finance is involved.

All the financial parts of the Patents to be submitted and to be granted are to be processed by SRICCE.

Thus AR (SRICCE) is required to be involved for all the financial processings. As Associate Dean (SRICCE) is the chairman (Ex-Officio), AR (SRICCE) should be member secretary for IPR committee to process the papers thereby helping to improve the system.

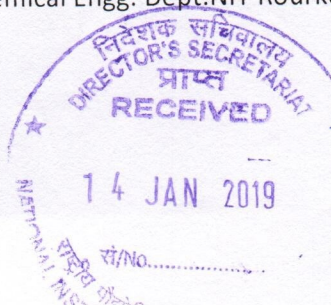
Again contacting legal person/writing notes are to be performed by some member secretary by which the Patent filing methods may improve drastically as faculty members get changed in every two years.

Therefore it was discussed in the meeting of IPR committee on 05.12.2018 that Assistant Registrar, SRICCE should be included in IPR Committee as member secretary. A copy of the minutes of the meeting held on 05.12.2018 for IPR committee is attached with this letter.

Therefore you are requested to kindly for including the name of Asst. Registrar (SRICCE) as Member secretary (Ex-Officio) in IPR Committee.

Thanking You

Asahoo
26-12-18
Prof. Abanti Sahoo,
Chairman, IPR Committee
Chemical Engg. Dept. NIT Rourkela



The proposal may pl. be recommended to Director for approval as chairman, Senate which will be ratified later.

The reasons ~~mentioned~~ appears to be justified. So, recommended for approval. to

Director

Approved
Asst. Secy
14/1/19

Asahoo
08/01/19
AR (Ac-R)



CH/0679, dt. 27-12-2018
26.12.18

DR (58)

Asahoo
AR (Ac-R)
For n/c pl.
28/12/18



Minutes of IPR-meeting held on 05.12.2018 in the chamber of Prof. A. Sahoo, Chemical Engineering
Department

All the members of IPR committee were present in the meeting.

All the submitted patents were assigned some external members for initial reviewing i.e. for checking the technicality.

The following agenda items were discussed one after other.

(i) Improvement in Patent filing methods

- (a) It was decided that all the members will meet once in a month preferably in first week of a month to speed up the process.
- (b) Director Sir will be requested to include AR-SRICCE as member secretary for the IPR committee for official work and to assign one computer aided assistance.

(ii) Keeping the records of related documents

- (a) It was further discussed to have space in SRICCE office for storing the Patent related documents.
- (b) The faculties (author of the Patent) will be asked to submit hard copy and soft copy (CD containing word and pdf files) of the corrected Patent before filing in Patent Office.

(iii) Creation of E-Mail ID specifically for IPR Cell

PIC computer Centre will be asked for creating one E-Mail ID for the IPR-cell.

(iv) Training program for Committee members

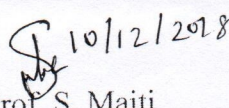
All the IPR committee members will be sent for attending IPR related training programs in the National level.

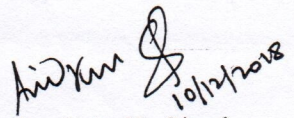
(v) Conducting / Organising IPR induction programme at NIT RKL by inviting Experts

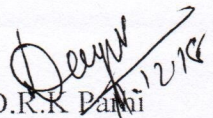
One day Workshop on IPR induction programme is to be conducted in our Institute for the awareness of our faculties and research students.

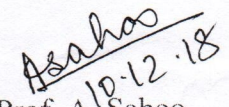
(vi) Funding for filing International Patents

IPR committee members did not agree for funding of International patents as the fees are very high.


Prof. S. Maiti
(Member)


Prof. A. K. Singh
(Member)


Prof. D.R.K. Parhi
(PIC)


Prof. A. Sahoo
(Chairman)