



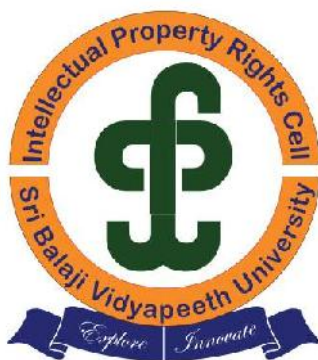
SRI BALAJI VIDYAPEETH

Deemed to be University U/S 3 of UGC act 1956

Accredited by NAAC with A grade

SBV – MIPTECH

Hand- Book on Patent and Copyright Process



SBV - MIPTECH

Mission For Intellectual Property And Technology Transfer

Table of Contents

Introduction	01
Organogram	02
Committee Members	03
List of Committees for Patent and Copyright Filing	04
Policy	06
Patent Filing Committee	22
Copyright Filing Committee	35

Introduction :

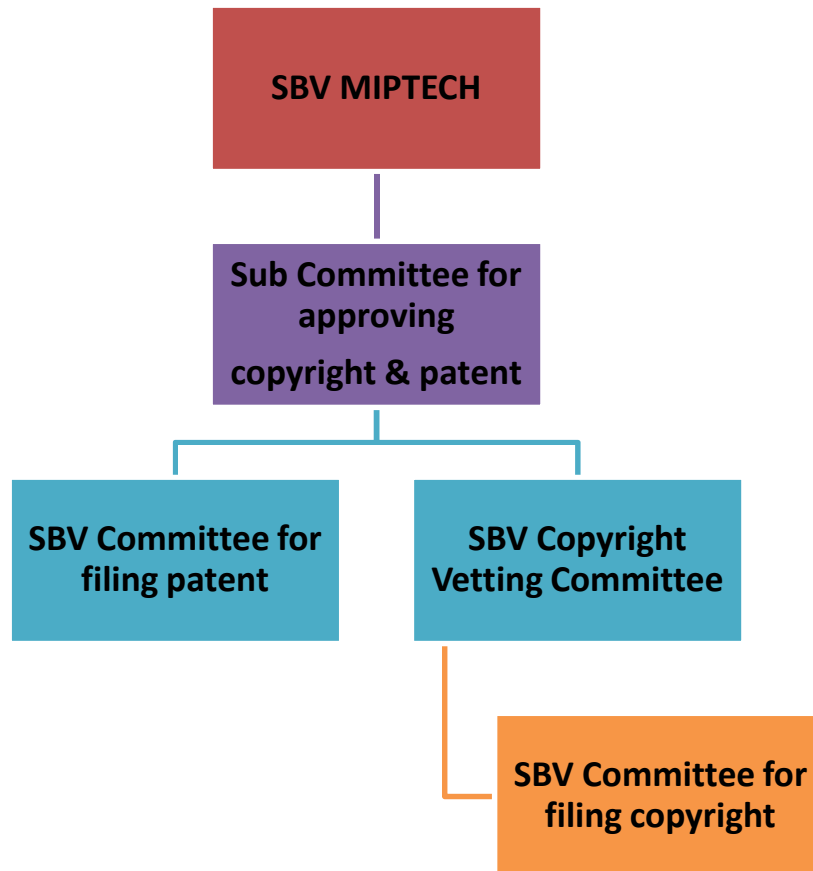
Sri Balaji Vidyapeeth (SBV) strives to encourage creativity and innovation, which in turn leads to generation of intellectual property. Protection of Intellectual Property (IP) so generated is necessary to provide security, stimulation and incentives for sustained and enhanced output. Moreover, in the context of ever shortening product lifecycles, product differentiation and a market driven by vagaries, it is becoming more and more essential to manage Intellectual Property Rights (IPR) effectively.

The **SBV - Mission For Intellectual Property And Technology Transfer** (SBV – MIPTECH) at Sri Balaji Vidyapeeth has a clear mandate of facilitating and guiding faculty, students and others in the various aspects and issues in the field of IPR. The SBV - MIPTECH has organized many workshops, sensitization programmes, seminars, besides getting IP registrations done. The SBV - MIPTECH constantly striving towards strengthening linkages with like minded organizations to leverage its registered designs for further technology transfer. SBV - MIPTECH, SBV has been one of the few Educational Institutions in the country to formulate IPR, Technology transfer guidelines & policy

Aim:

- 1) To use innovative and inventive work created in the institution for public interest.
- 2) To encourage scholars to come out with more and more of creative work that will help the society, nation and humanity.
- 3) To observe that the guidelines balance the interest of the scholars, the institution and the society
- 4) To facilitate appropriate technology transfer of the registered IPR works.

SBV MIPTECH Organogram



SBV – MIPTECH

Vice-Chancellor, SBV - Prof.S.C.Parija,	- Patron
Dean(R), SBV - Prof.C.Adithan	- Chairman
Dean, MGMCRI - Prof.M.Ravishankar	- Advisor
Dean, SSSMCRI - Prof.P.F.Kotur,	- Advisor
Principal, IGIDS - Prof.R.SaravanaKumar,	- Advisor
Principal, KGNC - Prof.Renuka,	- Advisor
Principal, School of Pharmacy - Prof.Sarath Chandra,	- Advisor
Director, CIDRF - Dr.Balanehru Subramanian	- Advisor
Prof.A.R.Srinivasan, Registrar, SBV	- Member
Dr.Partha Nandi, Vice-Principal (Stu.Affairs), MGMCRI	- Member
Dr.Glad Mohesh, Asst.Prof, Physiology, SSSMCRI	- Member
Dr.Saurab Shrivatsa, Vice-Principal (Curri), SSSMCRI	- Member
Dr.B.V.Adkoli, Director, CHPE	- Member
Dr.Ananda Balayogi, Director, CYTER	- Member
Prof.Shivasakthy, Deputy Director, CHPE	- Member
Dr.Sam, Scientist,CIDRF	- Member
Dr.Manopriya, Asst.Prof, KGNC	- Member
Mrs.Asha Sureshababu, GM (Admin), SBV	- Member
Prof.Senthil.M, Public Health Dentistry, IGIDS	- Member Secretary

Functioning of SBV - MIPTECH

- The committee will be convened once in a month to decide about the IPR proposals received from various IPR committee affiliated to the university.
- The Committee will decide about the feasibility of the filing the Patent and Copyright proposals received in terms of possibility of getting the grant and cost/funding involved in the process.
- The committee will also decide to whom the work order to be issue for the process of filing IPR Proposals
- The Committee will facilitate the IPR registered works for a possible technology transfer with appropriate industry.
- For the purpose technology transfer the Committee will do a market research for the appropriate industry and negotiate with the industry for the possible agreement and royalty sharing for the technology transfer

Subcommittee for approving patent and copyright

Purpose:

The Committee will be responsible for approval of the patent and copyright proposal generated by the SBV Committee of filing copyright and patent including the financial requirements.

Chair Person:

- Dean(R), SBV - Prof.C.Adithan - Chairman

Members:

- Principal, IGIDS - Prof.R.SaravanaKumar,
- Principal, KGNC - Prof.Renuka,
- Prof.A.R.Srinivasan, Registrar, SBV
- Dr.B.V.Adkoli, Director, CHPE
- Mrs.Asha Sureshababu, GM (Admin), SBV
- Prof.Senthil.M, Public Health Dentistry, IGIDS

SBV Committee for filing Patent

Purpose:

The Committee will be responsible for conducting sensitization program and workshops to promote patent filing among faculty and students of constituent colleges of SBV

Chair Person:

- Dr. Saravana Kumar. R, Principal, IGIDS.

Members:

- Prof.B.V.Adkoli, Director, CHPE.
- Prof. Selvaraj Stephen, Associate Dean-Research, MGMCRI.
- Prof. Renuka K, Principal, KGNC.
- Prof. Mani. K, Dept. Of Anatomy, SSMCRI
- Dr. Glad Mohesh. M.I, Ass. Professor, SSMCRI.
- Prof. Pratheba, Associate Dean, IGIDS.
- Prof. Bamalakshmi, Head, Dept. Of Community Health Nursing, KGNC.
- Prof. Pramothini, Dept. Of Microbiology, MGMC&RI.
- Dr. Arul Vijaya Vani. S, Asst. Professor, MGMC&RI.
- Mr. Surendiran, Tutor, KGNC.

Member Secretary:

- Prof. Senthil M , Public Health Dentistry, IGIDS

SBV Copyright Vetting Committee

Purpose:

The Member Secretary would call for meetings as and when the process of vetting has to happen. Following the vetting process, the Member Secretary would forward to Dr.Senthil M, Secretary SBV MIPTECH for onward processing, through Prof. Renuka K, Member Secretary Copyright Committee. Prof. Partha would also maintain the minutes of all meetings and would apprise the Hon'ble VC of all activities related to the Vetting committee from time to time.

Prof. B.V.Adkoli, Director, CHPE---**Chairperson**

Prof. S. Stephen, Ag. Dean Research SBV-Member

Prof. Ananda Balayogi Bhavanani, Director CYTER--Member

Prof. A. R. Srinivasan, Registrar SBV-- Member

Prof. Partha Nandi VP, Students MGMCRI-- **Member Secretary**

SBV Committee for filing copyright

Purpose:

The Committee will be responsible for conducting sensitization program and workshops to promote copyright filing among faculty and students of constituent colleges of SBV

Chair Person:

- Prof. Renuka K, Principal, KGNC.

Members:

- Prof.B.V.Adkoli, Director, CHPE.
- Dr.Kalaivani, Professor and Head Community Medicine, SSSMCRI
- Dr.Jaya, Professor of Anesthesiology, MGMCRI
- Dr.Suguna.A, Assistant professor of Community Medicine, MGMCRI
- Dr.Manoharan.P.S, Professor and Head of Prosthodontia, IGIDS
- Dr. Shivasakthi, Assistant Professor of Prosthodontia, IGIDS
- Mrs. Jayanthi.K, Assistant Professor of Mental Health Nursing, KGNC
- Mrs.Anitha.B, Tutor, Dept of OBGY Nursing,KGNC
- Dr.Meena Ramanathan, Dy Director, CYTER
- Mrs.Bhuvanewari, Tutor, CMTER
- Dr.Veni Subramaniam, Scientist, CIDRF
- Mrs.Asha Sureshbabu, GM (Admin), SBV



SRI BALAJI VIDYAPEETH

[Deemed to be University]

POLICY ON Mission for Intellectual Property & Technology Transfer SBV - MIPTECH – Version 2.0



Document Number: Policy On Mission for Intellectual Property & Technology Transfer - SBV - MIPTECH

PL-Number

Version Number: 1.00, 2.00 etc.

Release Date:

Prepared by	Reviewed by	Approved by	Released by
Name: Dr.Senthil.M Designation: Secretary , IPR Cell	Name: Dean(R), SBV- Prof.C.Adithan Principal, KGNC - Prof.Renuka Prof.A.R.Srinivasan – Registrar Mr. Ralph Matthews – Legal advisor Dr. Deepa Boppana – IPR Attorney	Name: Designation:	Name: Designation: Director-IQAC
Date: 19.12.2019	Date: 27.12.2019	Date:	Date:

DOCUMENT REVISION HISTORY

Date	Version Number	Brief Description of change	Change Request Number
25.9.15	1.00	Implementation of IPR Framework for SBV	Nil
3.1.2020	2.00	The Policy has changed the name of the organization from SBV – IPR to SBV – MIPTECH were key features on technology transfer were added. The Policy has amended in the royalty sharing a separate clause has been brought for the creators who left the organization and modalities to include the constituent colleges name in the IPR application	17122019

1. PREAMBLE:

Sri Balaji Vidyapeeth is a Deemed to be University registered under section 3 of UGC Act 1956 with NAAC “A” Grade ranking and also with NIRF ranking (top 100 Universities), having a School of Biological Sciences, two constituent medical colleges **Mahatma Gandhi Medical College and Research Institute** and **Shri SathyaSai Medical College and Research Institute**, Recognized by MCI, one Dental College **Indira Gandhi Institute of Dental Science**, Recognized by DCI, one Nursing College **Kasturba Gandhi Nursing College**, Recognized by INC, **Allied Health Sciences, School of Pharmacy, Central Inter-Disciplinary Research Facility (CIDRF), Centre for Yoga Therapy, Education and Research (CYTER), Centre for Music Therapy, Education and Research (CMTER), Centre for Health Profession Education (CHPE) and Medical Simulation Centre (MSC)** under its fold.

Sri Balaji Vidyapeeth strongly believes in innovation and technology creation. Simultaneously in order to protect the interest of the inventors and the institution a IPR policy has been framed through the IPR Cell. A Technology Creation Supply Fund (TCSF) has been created under the IPR Cell for extending financial support for creation of technologies. The policy has been authenticated keeping in mind the IPR laws prevalent in India for effective compliance.

2. MEANING OF PATENT:

‘Patent’ means exclusive right granted by the Government for involving product or process, which application is made to the Controller of Patents by a

- Person claiming to be the true and first inventor or
- An Assignee of the person claiming to be the true and first inventor
- Or legal representative of any deceased person who immediately before his death was entitled to make such an application for a Patent with respect to the article or process having utility, novelty and inventive step. A Patent confers

on the owner of Patents (Patentee) the exclusive right to make, use, sale or distribute the patented article in India and if the Patent relates to a process of manufacturing then the Patentee shall have the exclusive right to the method or process of manufacturing the article or substance in India. A Patent may be granted to two or more persons jointly for a period of 20 years upon paying the renewal fee.

Whether the specialized article or process of manufacturing an article is patentable or not will be decided by the Controller of Patents or the Government on the application of the inventor and having objections thereto of any member of the public or interested persons.

3. OBJECTIVE AND AIM:

The objective of creating a vibrant Intellectual Property Rights Policy by Sri Balaji Vidyapeeth is:-

- To utilize the innovative and inventive creation in the Institution for public interest and for development of the Institution.
- To encourage Faculty and Scholars to come out with increased number of creative works that will help the Society, Nation and Community as a whole and stimulate the generation of IPRs from the talent pool available in the University and tap fertile knowledge resources.
- To get value for IPRs through commercialization wherever required so that the value and economic reward for the owners of IP Rights reached them for encouragement.
- To observe the guidelines laid down by the Government of India with respect to Intellectual Property Rights and balance the interest of the Patentee, the Institution and the Society. To strengthen the enforcement and adjudicatory mechanisms for combating IPR infringements.

- To strengthen and expand human resources in the University to increase the capacity for teaching, training, research and skill building in IPR.

4. TERMINOLOGIES:

1. **‘Deemed University’** means Sri Balaji Vidyapeeth.
2. **‘Policy’** means the policy created on Intellectual Property Rights (IPR).
3. **‘IPR item’** means Intellectual Property material or idea(s) for which securing IPR is being contemplated, is in process, is achieved or is not being contemplated.
4. **‘Covered person(s)’** means staff and employees: teaching, non-teaching, permanent, temporary, adhoc or contract, full time or part time students and research scholar, visiting faculty, industrial personnel fellows, correspondence students and any other person who use the university resources or facilities or participate in University administered research. It will include all employees in the constituent colleges and units/wings of Sri Balaji Vidyapeeth.
5. **‘Creator’** includes person(s) who have developed the material or idea for patent, copyright, design and other forms of intellectual property who may be called the Patentee, inventor, author or contributor for difference IP items.
6. **‘Creation’** includes material or idea for patent, copyright, design and other forms of IP items in form of invention, authorship and contribution.
7. **‘Supported creation’** includes any creation under clause (6) above for which support of the Deemed University has been extended.

5. PATENTS AND DESIGNS:

A. Definitions:

1. 'Inventor' - A person who either individually or jointly makes an invention.
2. 'Invention' shall mean a novel product or a process involving an inventive step and capable of industrial application.
3. 'Supported Invention' shall mean an invention made by a person/persons covered by the Policy either in whole or part:
 - i. with use of funding from or through Sri Balaji Vidyapeeth
 - ii. With use of resources, belonging to or through SBV, of any kind which may include space, facilities and other materials and includes persons.
 - iii. Based on an agreement between SBV and a third party.
 - iv. All the above categories will come under supported invention even if the covered person is employed in or working for another organization.
 - v. Mere trial/use of the invention in SBV does not bring the invention under the category of supported invention.

B. Disclosures:

Covered persons are under obligation to inform the IPR Cell of any supported invention and have to sign a disclosure document.

C. Ownership of supported Invention:

- 1) The disclosure document will be examined by the Patent attorney/agent to determine the inventor/inventors of that particular invention but the right of ownership will be with Sri Balaji Vidyapeeth and the constituent colleges/ centers will be added as joint applicant to a maximum of **2 organizations**. The second applicant shall be from the institute/center where the principal inventor is working.

- 2) The Patent or a share in patent can be assigned or mortgaged or can be given on license. Such transfer of interest in the Patent must be in writing containing the Terms and Conditions and it should be filed in the Office of the Patents for registration within 6 months or within further 6 months if permitted by the Controller of Patents. Normally the transferee makes an application in the prescribed form.
- 3) Filing of patent application will be the discretion of IPR Cell which will consider the commercial aspect and third party agreements. The inventor / inventors shall co-operate with SBV and its assignee in the patenting process without any remuneration.
- 4) SBV will have the sole right regarding commercialization of an invention. SBV will consider the third party agreement while considering commercialization. All the steps will be taken keeping public interest in mind. SBV will try to keep the inventors informed about the developments in commercialization.
- 5) **Sharing of Royalty:** Royalties, if any, from any supported invention will be shared by SBV with the inventors as per the policy guidelines.
- 6) **Release of invention:** In situations where SBV does not file a patent application for an invention or when SBV abandons an already issued patent the inventor(s) can request for release of that invention to them. SBV at its discretion will release the invention after considering the implications of third party agreement, interest of SBV and interest of Public, provided the inventors will have to agree to the following:
 - i. To reimburse to the Deemed University patent related expenses and fees, when they start getting income from the invention.

- ii. To share with Deemed University 15% of net income, after deducting the expenses reimbursed to university and inventors legal, patent fee and licensing expenses from the gross income
- iii. To honour any agreement entered by the Deemed University with a third party.
- iv. To use the invention for public purpose and re-assign it back to SBV in case of failure to do so.
- v. To grant SBV royalty free use of the invention for its own research, educational and non-profit purpose.
- vi. To honour the Deemed University's liability and indemnity provisions.

6. COPYRIGHTS:

1. Copyright is a form of Intellectual Property protection granted under Indian Law to the creators of original works of authorship such as literary works (including computer programs, tables and compilations including computer databases which may be expressed in words, codes, schemes or in any other form including a machine readable medium), dramatic, musical and artistic works, cinematographic films and sound recordings, which are governed under the Copyright Act, 1957 and which can be registered there under.
2. The copyright protection can be grouped under the following heads:
 - i. Ownership of copyright
 - ii. Jurisdictional aspect
 - iii. Cognizance taken by the Court
 - iv. Infringement of copyright
 - v. Availability of alternative remedy and
 - vi. Rectification of copyright

3. Other than in cases of computer software and data bases, authors are entitled to own the copyright and the income generated from that for books, films, video cassettes, musical works and any other copyrightable material prescribed under Indian copyright law. The authors must keep public interest in mind. The related provisions of the Information Technology Act, 2000 will apply with respect to online copyright issues.
4. When the Deemed University commissions copyrightable work from the covered persons the work will be considered as “work made for hire” and the copyright will rest with the Deemed University.
5. When there is an agreement with a third party regarding copyright of a material, that agreement will be honoured first while simultaneously trying to protect the interest of the public and also of the authors to the extent possible.
6. The Deemed University may acquire rights of copyright or copyrightable material from the author(s) after entering an agreement with the latter at any point of time.
7. In circumstances where the involvement of the Deemed University is substantial through use of resources of any kind, the Deemed University will have a share in the royalty which may be agreed upon with the author prior to commission of the project.

7. COMPUTER SOFTWARE:

Computer software shall include all types of computer program irrespective of the form of expression or material on which it is embedded, accompanying explanatory materials and computer data base.

Supported computer software: A computer software which has been developed.

1. Under or subject to agreement by Deemed University with a third party or
2. With use of funds from or through the Deemed University or
3. With use of any other kind of resources of the Deemed University.

Disclosure Obligation:

The inventor of software is under obligation to disclose the computer software to the Deemed University.

Ownership:

- 1) The Deemed University shall own all patents, copyrights and other IP rights including all the computer software for which IP is not contemplated and has got the discretion to commercialize them. The distribution of income, if any from them, will be as per the policy.
- 2) Release of supported computer software: The Deemed University, as owner, has the right for not going for commercialization of a software and has the sole discretion to release that software subject to a written agreement with all the inventors keeping certain rights to the Deemed University.

8. UNPATENTED MATERIAL:

1. Supported unpatented materials include all unpatented, unpatentable materials, falling within the scope of section 3 and section 4 of Indian Patent act 1970 for which patent application has not been filed, or patent cannot be issued, and which have been developed by covered persons:-
 - i. With agreement by Deemed University with third party
 - ii. With use funds directly or through the Deemed University and for use of other resources like space, material and facilities.

2. Contributors are the covered person(s) as will be decided by the Head of a laboratory or by the Principal Investigator of a Project.
3. Ownership of the right of such material will be with the Deemed University which will also have the discretion for their use in research and for commercialization. The contributors will get a share from the earning, if any, as per the policy.

9. ROYALTY SHARING:

1. Royalty includes gross receipts from receipt of cash, securities and other equity shares, but excludes items like research funding, gifts and other non-cash offerings from enterprises against use of Deemed University's IPR.
2. Net royalty means gross receipt less out of pocket expenses by the Deemed University towards
 - i. Filing, securing and maintaining patent and other forms of IPR including the legal & patent agent fees and litigation expenses.
 - ii. The process of licensing of IPR.
 - iii. Development, packing, transportation and distribution cost.

3. Method of distribution of Net Royalty:

Administrative	15%
*Creator's personal share	50%
Creator's Department share	10%
Creator's College / School share	10%
Technology Creation Support Fund	15%

*The Creator's personal share will be reduced to 25% if the creator resigns or leaves SBV

4. Distribution of income among multiple creators:

- i. Among multiple creators of a single IPR item it will be done in pre-agreed proportion among the creators; failing this it will be distributed equally among them.
- ii. When multiple developers from multiple laboratories develop a single IP item, the distribution of income among laboratories will be as per pre-agreed term among creators, failing which it will be equally distributed among laboratories.
- iii. When multiple developers develop a single unpatented material, the distribution of income will be as per pre-agreed term among creators; failing this the proportion will be decided by the Head of the Laboratory.
- iv. Multiple creators channeled through single license or package will be done as per pre-agreement among creators, failing which the TCSF will decide the value of individual creations. The distribution of the value of individual will be as per sub-clause (i), (ii) & (iii) above.

10. RIGHTS OF APPEAL:

With regard to the above clause 9 (4) (iii) & (iv) with respect to Distribution of income will lie with the IP Cell.

11. PORTABILITY OF ROYALTY SHARES:

Only the personal share is portable with the creator if he/she leaves the Deemed University. All other shares will be retained as before.

12. Who will be responsible to implement the SBV IPR Policy?

The SBV - MIPTECH will be the nodal agency that shall be responsible for the implementation of the SBV IPR Policy. As the awareness and compliance with the IPR policy increases, the SBV - MIPTECH may delegate the overseeing of the implementation and compliance to groups/individual departments/representatives and retain the final say in case of any clarifications/conflicts.

13. SBV - MIPTECH:

Functions of SBV - MIPTECH will have the following duties:

1. Review of framing of IPR policy periodically & bringing necessary changes if necessary
2. Hearing of appeals.
3. Motivating inventors
4. Facilitating acquiring IPR
5. Any other duties as needed

14. Appeal Procedure

In case of any conflict, grievance regarding ownership of IP, processing of IP proposals, procedures adopted for implementation of IPR policy and interpretation of various clauses of IPR policy, any aggrieved person can appeal to the administrative body formed for the purpose to resolve the issue. In case the appellant is not satisfied with the decision of such a body, he/she can appeal to the Vice Chancellor of SBV, whose decision shall be final.

15. IP Infringement

In case of violation/infringement of any intellectual property rights such as patent infringement by the SBV faculty /students/project staff/ supporting staff/visitors or any third party infringing upon the IPR of an SBV inventor, SBV would create an appropriate administrative body, which would first investigate the matter and make recommendations to the Vice Chancellor for resolution of such violation/ infringement. In case of any third party infringing upon IPR of

SBV, the above administrative body would investigate and make recommendations to the Vice Chancellor including need for any legal course of action.

16. FUNCTION OF TECHNOLOGY CREATION SUPPORT FUND(TCSF)

1) To extend financial support for creation of technologies.

17. Ownership of IP generated in SBV

If IP protection is to be undertaken, SBV - MIPTECH shall bear all the costs for the same and shall refund any expenses incurred by the inventor undertaken for IP protection.

If the inventor has not utilized the time, funds or facilities of SBV, the SBV - MIPTECH can assign a larger share of the revenues to the inventor(s) with the sanction of the Director or a specific agency set up for the purpose.

18. Conflict of Interest

All inventor(s) shall explicitly declare any conflict of interest that may arise from the implementation of IP protection, publication of associated research, licensing and Commercialization of the invention(s). For example, if a spouse or relative working for an external agency is to be listed as a co-inventor and royalty is to be shared with them.

19. Legal Jurisdiction:

As a policy, all agreements signed by the Institute and dispute(s) arising there from, will be subject to the legal jurisdiction of the Court of Adjudication at Puducherry only and shall be governed by the appropriate laws of India.

The intellectual properties can be broadly listed as:

- a) Patents
- b) Copyrights
- c) Trade marks
- d) Industrial designs
- e) IC layout designs
- f) Protection of Plant Variety and Farmers Right
- g) Geographical Indications

The suggested structure for the SBV MIPTECH is as follows:

Vice-Chancellor, SBV - Prof.S.C.Parija,	- Patron
Dean(R), SBV - Prof.C.Adithan	- Chairman
Dean, MGMCRI - Prof.M.Ravishankar	- Advisor
Dean, SSSMCRI - Prof.P.F.Kotur,	- Advisor
Principal, IGIDS - Prof.R.SaravanaKumar,	- Advisor
Principal, KGNC - Prof.Renuka,	- Advisor
Principal, School of Pharmacy - Prof.Sarath Chandra,	- Advisor
Director, CIDRF - Dr.Balanehru Subramanian	- Advisor
Prof.A.R.Srinivasan, Registrar, SBV	- Member
Dr.Partha Nandi, Vice-Principal (Stu.Affairs), MGMCRI	- Member
Dr.Glad Mohesh, Asst.Prof, Physiology, SSSMCRI	- Member
Dr.Saurab Shrivatsa, Vice-Principal (Curri), SSSMCRI	- Member
Dr.B.V.Adkoli, Director, CHPE	- Member
Dr.Ananda Balayogi, Director, CYTER	- Member
Prof.Shivasakthy, Deputy Director, CHPE	- Member
Dr.Sam vijaya kumar, Scientist,CIDRF	- Member
Mrs.Asha Sureshababu, GM (Admin), SBV	- Member
Prof.Senthil.M, Public Health Dentistry, IGIDS	- Member Secretary

Notwithstanding the clauses and sub-clauses of the policy the university reserves the right to enter into agreement with third parties on different terms.



SRI BALAJI VIDYAPEETH

Deemed to be University U/S 3 of UGC act 1956

Accredited by NAAC with A grade

SBV – MIPTECH

Patent Filing Committee



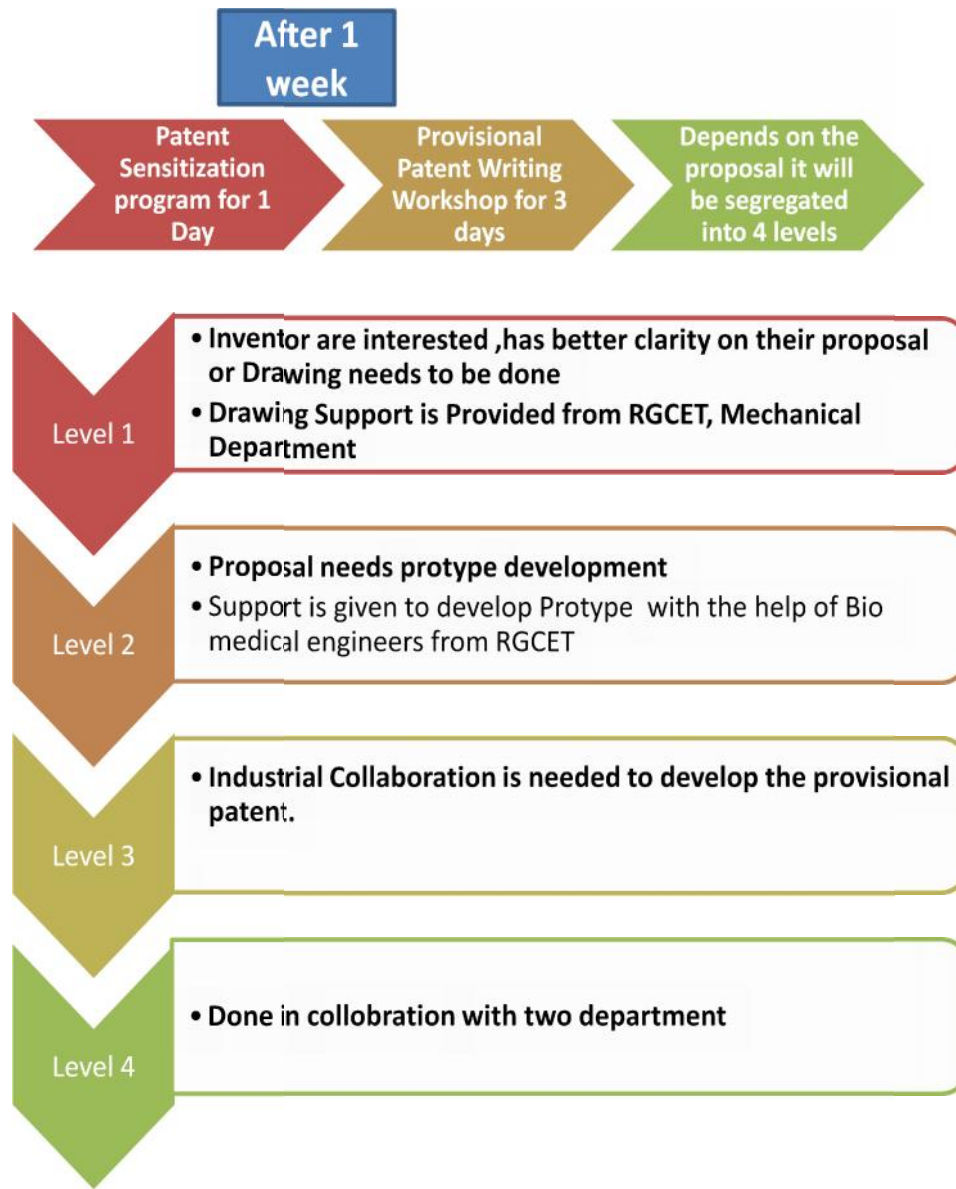
SBV - MIPTECH

Mission For Intellectual Property And Technology Transfer



SBV Committee for filing Patent

SOP for Patent Filing







An Overview of Workshop
activities & Turning
Ideas/Concepts into patent







SRI BALAJI VIDYAPEETH

Deemed to be University U/S 3 of UGC act 1956

Accredited by NAAC with A grade

SBV Committee for Filing Patents

Sensitization On Patent Process

Program Schedule For Batch 1 - MGMCRI

Venue : Maulana Abul Kaiam Azad Hall, Bapuji Central Library

Timing – 9.00 am to 5.00 pm

Scientific Session Scheduled

Session	Topic`	Resource Person
9.00 – 9.02 am	SBV Invocation	
9.02 – 9.05 am	Inauguration – Lighting of Kuthuvillaku	
9.05– 9.10 a.m.	Welcome address	
9.10 – 9.25 a.m.	Hon’bleVice-Chancellor’s Address	Prof.S.C.Parija
9.25am – 9.40 a.m.	An Overview of Workshop activities & Turning Ideas/Concepts into patent	Prof.R.Saravana Kumar
9.40 a.m.-10.00 a.m	Self-Introduction by Faculty	
10.00 a.m.-10.30 a.m.	Journey Of SBV Intellectual Property Right Cell and Purpose of SBV - MIPTECH	Prof. M.Senthil
10.30 a.m.-10.45 a.m.	Tea Break	
10.45 a.m.-11.30 a.m.	Over View Of The Intellectual Property Rights(IPR)	Prof. M.Senthil
11.30 a.m.-12.00 pm.	Patentable Subject Matter and Benefits of filing patent	Prof.Srinivasan
12.00 p.m.-12.30 pm.	Patent filling procedure including international and national filing	Dr. David
12.30 p.m.-1.00 pm.	Tools for patent searching and search strategy	Dr.Shivasakthi

1.00 p.m.-2.00 pm.	Lunch Break	
2.00 p.m.- 2.30 pm	How To write Provisional Patent Proposal	Dr.Parthanandhi
2.30 p.m.- 3.00 pm	Commercialization of patents	Mr.Sam Vijay Kumar
3.00 p.m.- 5.00 pm	Sharing Ideas And Concepts For Provisional Patent Filing	Participants form each group



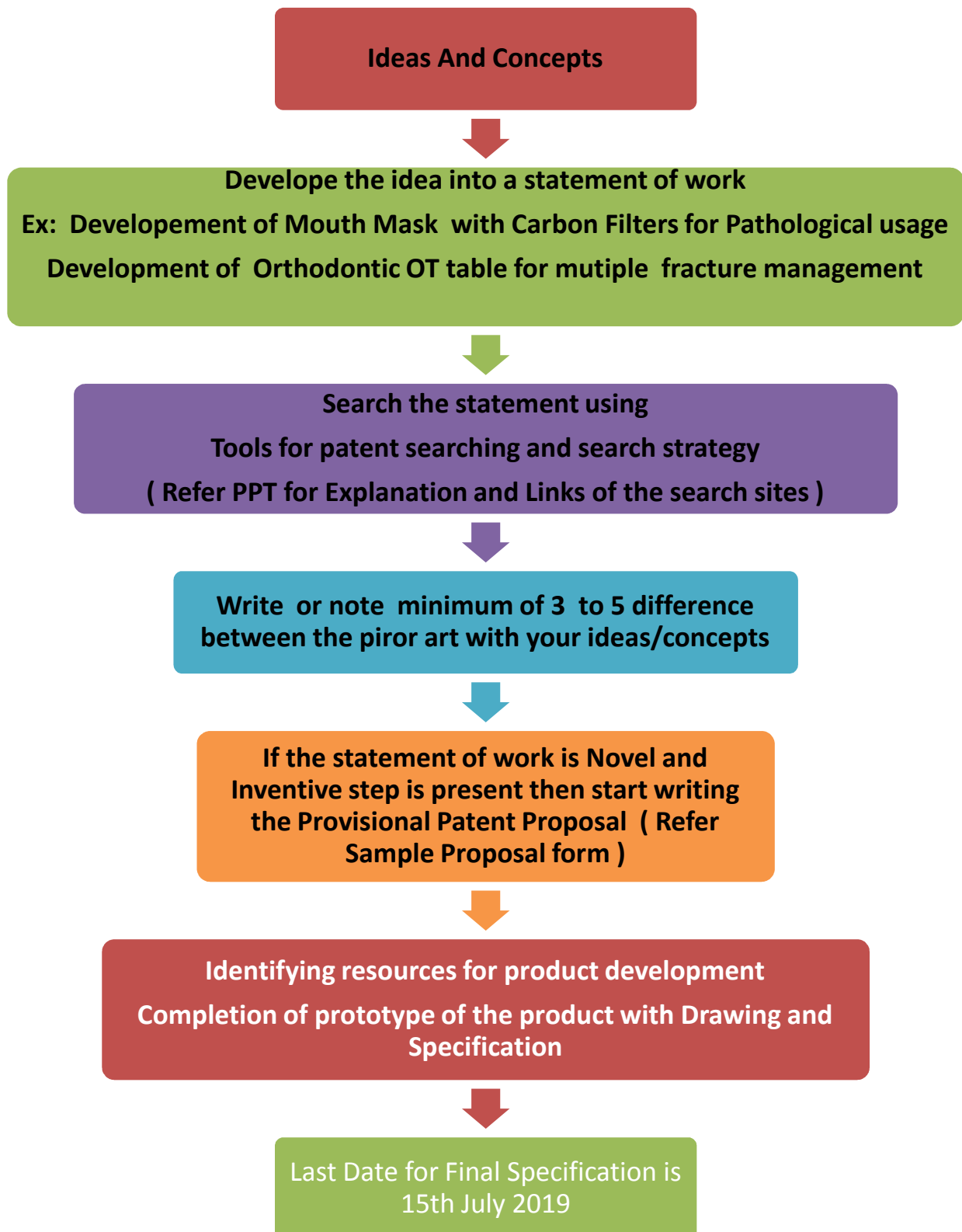
SRI BALAJI VIDYAPEETH

Deemed to be University U/S 3 of UGC act 1956

Accredited by NAAC with A grade

SBV Committee for Filing Patents

Road Map for Provisional Patent Process



Please keep your proposal confidential don't share it with
other institutes or unknown friends



DETAILS REQUIRED FOR FILING PATENT

1. Title of the work:
2. Name, address and Nationality of the author/s and Coauthors? Please specify
3. Has the work is already registered for Provisional patent ? If Yes then provide the provisional patent number and date of registration (Attached the Copy of Forms Submitted at the time of Provisional patent)
4. Statement of Invention
5. Prior Art:
6. Description Of The Present Invention:
7. Method of use:
8. Manufacturing or process of the present invention:
9. Advantages of the present invention:
10. Claims
11. **Time Line for providing complete specification – 15th July 2019**
 - Identifying resources for product development
 - Completion of prototype of the product
 - Tentative Budget for prototype development

Enclosure: Requisition letter addressing to Dean research and AHS, SBV for filling patent duly signed by Guide/HOD/Head of Institution



SRI BALAJI VIDYAPEETH

Deemed to be University U/S 3 of UGC act 1956

Accredited by NAAC with A grade



SBV Committee for Filing Patents

Provisional Patent Writing

Hand- Book



SBV - MIPTECH

Mission For Intellectual Property And Technology Transfer



SRI BALAJI VIDYAPEETH

Deemed to be University U/S 3 of UGC act 1956

Accredited by NAAC with A grade

SBV Committee for Filing Patents

Provisional Patent Writing Workshop

Timing – 9.00 am to 4.00 pm

Scientific Session Scheduled

Day 1 :

Session	Topic`	Resource Person
Day 1		
9.00– 9.05 a.m.	Welcome Address	Respective Deans
9.05 – 11. 30 a.m.	Session 1 : Sharing Ideas And Concepts For Provisional Patent Filing	Inventors form each group Facilitators : Respective Deans Dr. Saravana Kumar. R, Respective Associate Dean Research Respective HOD's
11.30 a.m.–11. 45 a.m.	Tea Break	
11.45 a.m.–1.00 p.m.	Session 2 : Sharing Ideas And Concepts For Provisional Patent Filing	Inventors form each group Facilitators : Respective Deans Prof. Saravana Kumar. R, Respective Associate Dean Research Respective HOD's
1.00-2.00p.m	Lunch Break	
2.00 - 4.00 p.m	Hand -on for Prior art search for Patent with Mobile Application and Web Search	Inventors form each group Facilitators : Prof..Shivasakthi & Prof. Pratheba
Day 2:		
9.00 a.m.– 11 am	Hand on – To write Provisional Patent Proposal	Inventors form each group Facilitators : Prof .Parthanandhi & Prof. Pramodhini
11 a.m.– 11.15 am	Tea Break	
11.15 am – 12 pm	Hands on - How To Write Statement Of	Inventors form each group

	Proposed Invention & Prior Art	Facilitators : Mr.Sam Vijay Kumar & Mr. Ramaparabhu
1.00 - 2.00 p.m	Lunch Break	
2.00 - 3.00 p.m	Hands on - How To Write Detailed Description Of The Proposed Invention & Manufacturing or process of the present invention	Inventors form each group Facilitators : Dr. Arul Vijaya Vani & Prof. Bamalakshmi
3.00 - 4.00 p.m	Hands on - How To Write Advantages Of The Proposed Invention, Method of use & Claims with time line.	Inventors form each group Facilitators : Prof. David & Mr. Surendiran
Planning For Overnight Tasks To Write Provisional Patent Proposal		
Day 3:		
9.00 a.m.– 11 am	Session 1 : Presentation Of Provisional Patent Proposal	Inventors form each group Facilitators : All Sub Committee Members
11 a.m.– 11.15 am	Tea Break	
11.15 am – 12.00 pm pm	Session 1 : Presentation Of Provisional Patent Proposal	Inventors form each group Facilitators : All Sub Committee Members
12.00 - 12.30 p.m	Open Forum Discussion On Patent Workshop	
12.30 - 1.00 p.m	Programme Feedback	One inventor for each group



DETAILS REQUIRED FOR FILING PATENT

1. Title of the work: **Hybrid Booster Device for Ultrasonic Scaler**
2. Name, address and Nationality of the author/s and Coauthors? Please specify
 - a) M. Senthil, Professor, Indian
 - b) M .Vikneshan - Reader, Indian
 - c) M. Kishore – Junior Lecturer, Indian
Department of Public Health Dentistry
Indira Gandhi Institute of Dental Sciences
Sri Balaji Vidyapeeth
Pilliyarkuppam, Pondicherry
3. Has the work is already registered for Provisional patent ? If Yes then provide the provisional patent number and date of registration (Attached the Copy of Forms Submitted at the time of Provisional patent) - No
4. Statement of Invention: The present device is hybrid booster device which can be connected to the existing ultrasonic scaler to facilitate high pressure water for scaling/cleaning.
5. Prior Art: The Ultrasonic scaler (US) is a device used to remove plaque & calculus (clean) from the oral cavity. The US vibrates with the help of ultrasonic waves generated from the device. The US device has to be connected with a booster bottle which contains water under compressed air. The compressed air is pumped inside the booster bottle with a help of electrical air compressor motor attached with a air tank, the air from air tank has to be controlled by pressure control valve before inletting to the booster bottle. The use of the booster bottle is to supply high pressure water to US device to facilitate removal of the calculus or

cleaning. The water help in reducing the friction created during the cleaning process and debridement of the oral cavity.

6. Description Of The Present Invention: The present invention is hybrid booster device which can be connected to the Ultrasonic Scaler to facilitate high pressure water. The device has an air tank of 2 to 5 liters connected with a pressure gauge and booster bottle. The air tank is connected with an inlet valve to fill air inside the tank. The air can be filled with a mechanical air foot pump or electrical air pump. Once the tank is filled with air the device function as booster bottle which can be connected to the US device.
7. Method of use: The Hybrid Booster device has to be filled with air through the inlet valve using a mechanical air foot pump or electrical air pumping motor to a 100 PSI (pound force per square inch). The booster bottle has to be filled with $\frac{3}{4}$ of water, then the booster bottle outlet tube has to be connected to the ultrasonic scaler unit. The booster switch has to be switched on to get pressurized water in the ultrasonic scaler during the scaling/cleaning process
8. Manufacturing or process of the present invention:

The Hybrid Booster device has outer cover and inner assembly. The outer cover is rectangular box made of steel or any material of required size depends on air tank capacity. The cover has a pressure gauge, booster switch, booster bottle with bottle holder and air inlet valve.

The inner assembly is an air tank of 2 to 5 liters capacity or any size, the tank is connected to the pressure gauge and pressure control valve from the air outlet valve , the air tank has air inlet to pump air by electrical or mechanical air pump device. The pressure control valve is used to control the pressure to the optimal PSI which is connected to the booster switch and to the booster bottle.

The booster bottle is filled with water and then it is connected to the ultrasonic scaler for scaling procedure.

9. Advantages of the present invention:

- Light weight,
- Can be used even if no electricity is available,
- Easy to carry,
- Can be connected to any type of Ultrasonic or cavitron scaler,
- No need of heavy air compressor,
- Air can be filled by mechanical air foot pump or electrical air pumping motor
- Cost effective

10. Claims

- The hybrid booster device for ultrasonic scaler (HBDUS) is versatile device can be connected to any type of Ultrasonic or cavitron scaler to facilitate ultrasonic scaling
- In HBDUS air can be filled by mechanical air foot pump or electrical air pumping motor
- The HBDUS can be used even if no electricity is available.
- The HBDUS has a pressure gauge to control the air pressure and connected with a booster bottle to fill water and air.
- The HBDUS can also be connected to any dental chair to facilitate ultrasonic scaling in the dental chair
- The HBDUS has a metal or stainless chamber containing air tank, air inlet & outlet valve, pressure gauge, pressure meter, booster switch and booster bottle with water inlet and outlet tube.

Enclosure: Requisition letter addressing to Dean research and AHS, SBV for filling patent duly signed by Guide/HOD/Head of Institution



SRI BALAJI VIDYAPEETH

Deemed to be University U/S 3 of UGC act 1956

Accredited by NAAC with A grade

SBV – MIPTECH

Copyright Filing Committee



SBV - MIPTECH

Mission For Intellectual Property And Technology Transfer



SRI BALAJI VIDYAPEETH

Deemed to be University U/S 3 of UGC act 1956

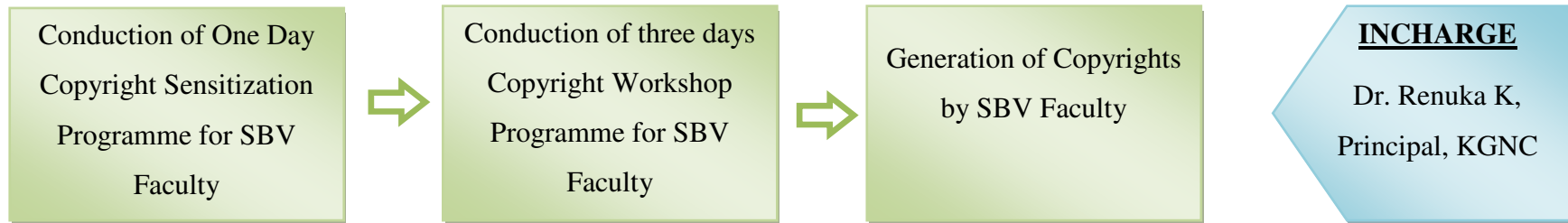
Accredited by NAAC with A grade

SBV - MIPTECH

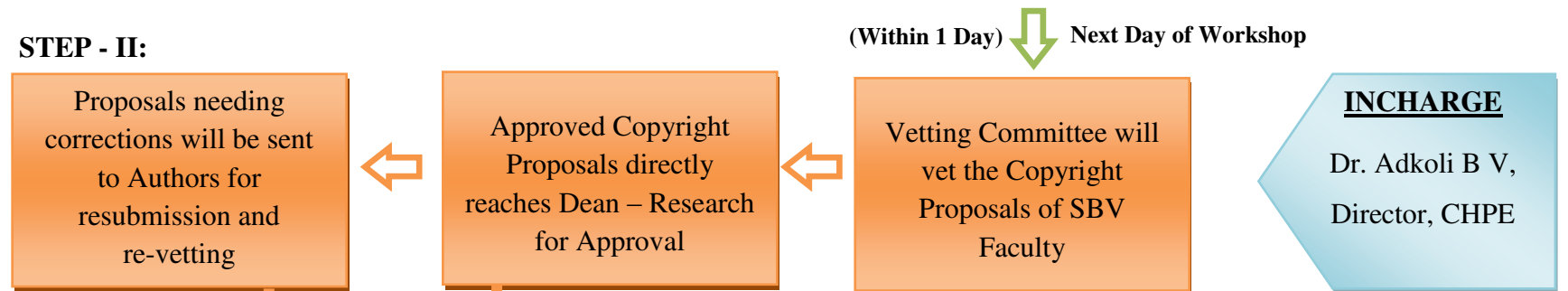
SBV Committee for Filing Copyrights

Standard Operating Procedure

STEP - I:



STEP - II:



STEP - III:

2 Days

STEP - III:



Directly approved and
revetted proposals will be
submitted to Dean Research
for financial Approval

(One Day)



Financial Release from
GM (Finance)



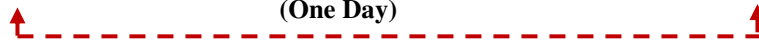
STEP - IV:

SBV MIPTECH will send
the proposals to Legal
Partner Mrs.Deepa for filing
work



Copyrights with Finance
reach SBV MIPTECH

(One Day)



INCHARGE

Prof. Adhitan C,
Dean (Research),
SBV

INCHARGE

Dr. Senthil M
SBV MIPTECH
Co-ordinator

Note: As per Hon'ble Vice Chancellor's order, from generation of proposals, within 7 working days proposals should reach Legal Partner for filing.



Sri Balaji Vidyapeeth

Deemed University U/S 3 of UGC act 1956
Accredited by NAAC with 'A' Grade

Date: 01.08.2019

SBV – MIPTECH

SBV Committee for Filing Copyrights

Standard Operating Procedure

The process of sensitization and training of Faculty / Students of all constituent College started in May 2019. As a result of this a large number of proposals have been generated. In order to see that all proposals are vetted and filed in a time bound manner the following SOP has been prepared for strict compliance from all concerned involved in this process.(Annexure)

1. The officer incharge of Copyright in each College is expected to scrutinize each proposal and ensure that the proposal is complete in all respect. This will include copyright proposed form and the actual product (Flier, Poster, Booklet, SOP, Manual and Video with consent forms etc.)
2. The officer incharge will submit all completed proposals (in all respects) in small batches to the office of vetting committee Chaired by Prof. BV. Adkoli, Contact office: MEU Block Teaching Annex, MGMCRI.
3. A movement register will be maintained to track the progress of submission, vetting and clearance / return as appropriate.
4. The vetting committee will clear all proposals (which are complete in all respects) within three working days
5. All accepted proposal will be sent to Dean Research for further action. Proposals which are not approved will be referred back for further rework and resubmission.

By Order

Prof. SC. Parija
(Vice Chancellor)

*As per the direction of VC Sir, the
SOP for filing copyrights is to be strictly
complied with.*

REGISTRAR
SRI BALAJI VIDYAPEETH
(Deemed University u/s 3 of UGC ACT, 1956)
Accredited by NAAC with 'A' Grade
NH 45-A, Pillaiyarkuppam, Puducherry-607 403.

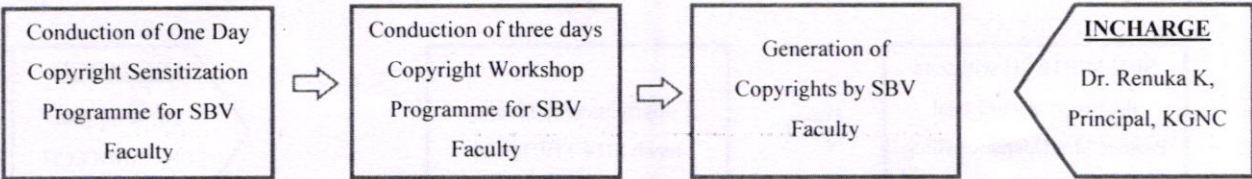
CC: Dean Research, Deans /Principals/ Directors of Centres of SBV, Incharge SBV Academics, MIPTECH, Incharge
SBV Committee for Copyright Filing, Chairman/ Member Secretary Copyright vetting Committee, GM
Finance



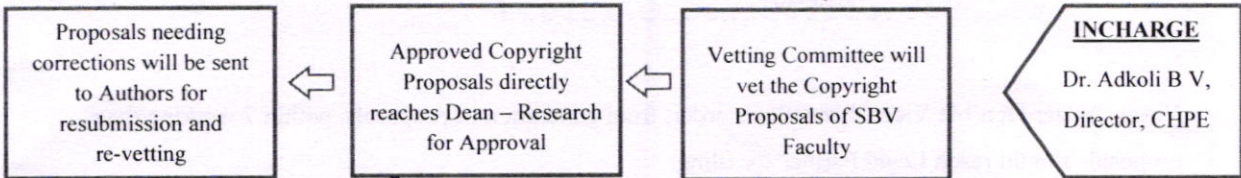
SRI BALAJI VIDYAPEETH
Deemed to be University U/S 3 of UGC act 1956
Accredited by NAAC with A grade

SBV - MIPTECH
SBV Committee for Filing Copyrights
Standard Operating Procedure

STEP - I:



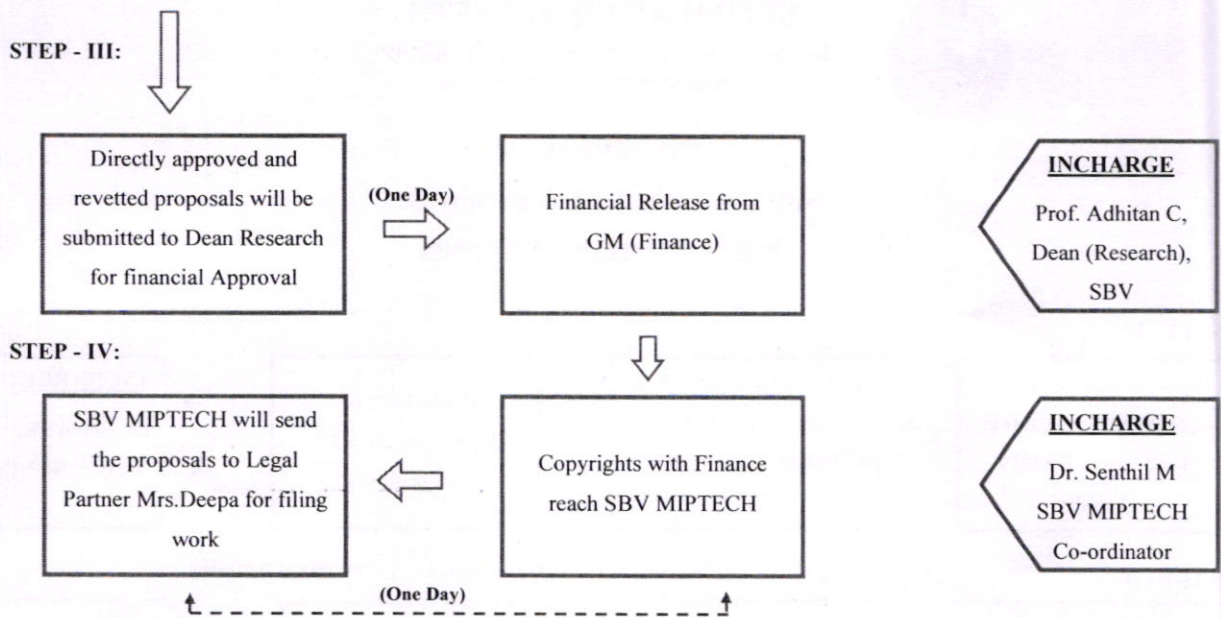
STEP - II:



STEP - III:



(Within 3 Days)



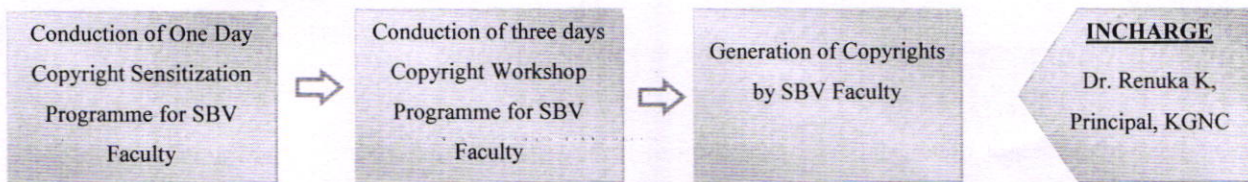
Note: As per Hon'ble Vice Chancellor's order, from generation of proposals, within 7 working days proposals should reach Legal Partner for filing.



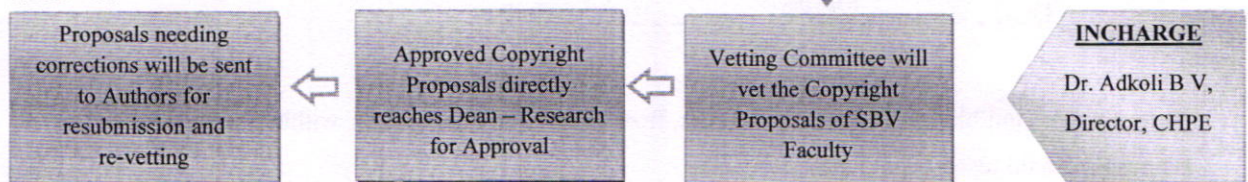
SRI BALAJI VIDYAPEETH
Deemed to be University U/S 3 of UGC act 1956
Accredited by NAAC with A grade

SBV - MIPTECH
SBV Committee for Filing Copyrights
Standard Operating Procedure

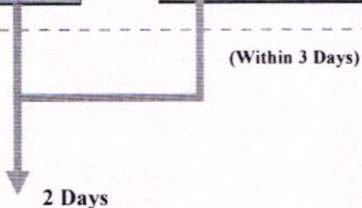
STEP - I:

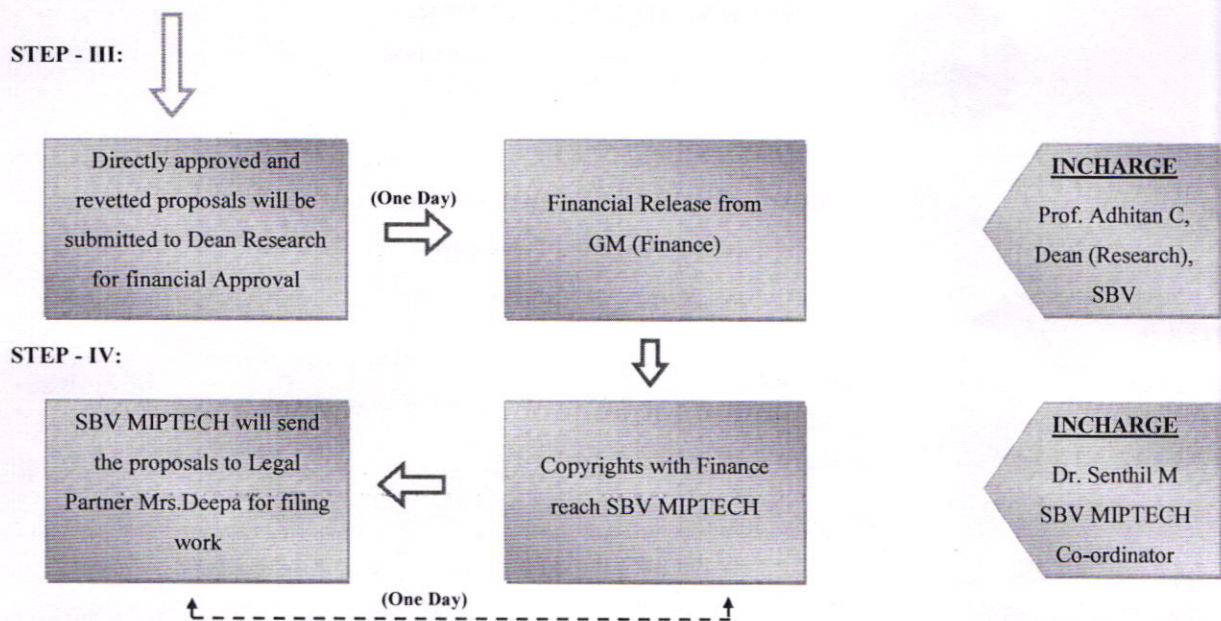


STEP - II:



STEP - III:





Note: As per Hon'ble Vice Chancellor's order, from generation of proposals, within 7 working days proposals should reach Legal Partner for filing.



SRI BALAJI VIDYAPEETH

Deemed to be University U/S 3 of UGC act 1956

Accredited by NAAC with A grade

SBV Committee for Filing Copyright

Sensitization On Copyright Process

Tentative Program Schedule

Venue : Seminar Hall, Bapuji Central Library

Timing – 9.00 am to 4.00 pm

Sensitization Schedule for KGNC 1st Batch

Session	Topic`	Resource Person
9.00– 9.05 a.m.	Welcome address	Respective Deans
9.05 – 9.25 a.m.	Hon`bleVice-Chancellor`s Address	Prof.S.C.Parija
9.25am – 9.40 a.m.	An Overview of Workshop activities	Prof.Srinivasan
9.40 a.m.-10a.m	Self-Introduction by Faculty	
10.00 – 10.15 a.m.	Turning Ideas/Concepts into copyright	Prof Ananda Balayogi
10.15 a.m.-10.30 a.m.	Tea Break	
10.30 a.m.-11.30 a.m.	Over View Of The Intellectual Property Rights(IPR)	Prof. Adkoli
11.30 a.m.-12.00 pm.	Introduction and Copyrightable Subject Matter	Prof Dr.Renuka
12.00 p.m.-12.30 pm.	Tools for copyright searching and search strategy	Prof.Seetharaman
12.30 p.m.-1.00 pm.	How To write Copyright Proposal	Dr.Suguna
1.00 p.m.-2.00 pm.	Lunch Break	

2.00 p.m.- 2.30 pm	Copyright filling procedure	Dr. Meena Ramanathan
2.30 p.m.- 3.00 pm	Commercialization of Copyright	Dr. Manohar
3.00 p.m.- 4.00 pm	Group Exercise - Sharing Ideas And Concepts For Copyright filling	Participants from each group (6 groups – 4 in each)



SRI BALAJI VIDYAPEETH

Deemed to be University U/S 3 of UGC act 1956

Accredited by NAAC with A grade

SBV Committee for Filing Copyright

Copyright Writing Workshop

Tentative Program Schedule

Phase 1 – Half Day – Sensitization On Patent And Copyright

Session	Topic`	Resource Person
	Journey Of SBV Intellectual Property Right Cell and Purpose of SBV - MIPTECH	
	How To Develop Ideas And Concepts For Patent Filling	
	Road Map For Patent And Copyright Process	

7 days gap will be given between phase 1 and phase 2 to develop Ideas/Concepts

Phase 2 – 3 Days - Provisional Patent Writing Workshop

Day 1:

Session	Topic`	Resource Person
Day 1		
	Welcome Address	
	Hon'ble vice-Chancellor's Address	
	An Overview Of Workshop Activities	
	Self-Introduction Students	
	Over View Of The Intellectual Property Rights(IPR)	
	Copyright Success Stories By Authors At SBV – Session 1	
	Copyright Success Stories By Authors At SBV – Session 2	
	Tea Break	
	Developing Ideas And Concepts For Copyright	
	Copyrightable Subject Matter	
	Lunch Break	
	Copyright Filing Procedures	
Discussion & Planning For Overnight Tasks To Come Out With Ideas/Concepts		
Day 2:		
	Presentation Of Copyrightable Ideas And	

	Concepts By Participants - Session 1	
	Tea Break	
	Presentation Of Copyrightable Ideas And Concepts By Participants - Session 2	
	How To Write A Copyright Proposal	
	Lunch Break	
	How To Write Statement Of Statement of Work & Description Of The work:	
	How To Write Uniqueness of the work & Advantages of present work	
Planning For Overnight Tasks To Write Provisional Patent Proposal		
Day 3:		
	Presentation Of Copyright Proposals	
	Tea Break	
	Open Forum Discussion On Copyright Workshop	
	Programme Feedback	
	Valedictory Function	



DETAILS REQUIRED FOR FILING COPYRIGHT

1. Nature of the work : Artistic, Cinematograph Film, Music, Literary/ Dramatic,
Sound Recording, Software (Please Select One)
2. Title of the work:
3. Language of the work:
4. Name, address and Nationality of the author/s?
5. Whether the work has been created by single person or by many ?
6. If it is created by or supported by many, details about other people who could claim right over the work ?
7. Whether the work is published or not, if published, provide the DD/MM/YYYY of publication?
8. If published Name, address and nationality of the publisher?
9. Statement of Work:
10. Description Of The work:
11. Uniqueness of the work:
12. Advantages of present work:



SBV – MIPTECH
Sri Balaji Vidyapeeth
Copyright Vetting Sheet

1. Name(s) of the Proposers		
2. Institute		
3. E-Mail ID & Phone No. (In Capital Letter)		
4. Title of the Proposal		
5. Nature of Work		
6. Date of Submission:	Signature:	
7. Observation by the Vetting Member:		
b. Correction / further work needed		
Signature of the Vetting Member:		Date:
Action taken:		
Signature of the Vetting Committee Chairman:		