

**University of Delhi**  
**Intellectual Property Rights Committee**

**Functions/Responsibilities of the IPR Committee**

The functions of the IPR Committee shall include followings-

- Supporting the university's mission of creating and disseminating knowledge by maximizing the impact of its intellectual property.
- Create awareness among students, researchers, faculty, and officials to prevalent IP law practices and provide them with an opportunity to learn and use legal skills.
- Providing education and training to faculty, staff, and students on IP policies and best practices.
- Developing policies and guidelines for the protection and management of intellectual property (IP) created by faculty, staff, and students of the university.
- Maintaining accurate records of university-owned intellectual property and related transactions.
- Providing advice and support to faculty, staff, and students on issues related to intellectual property rights and commercialization of their research.
- Identifying and evaluating potentially patentable or copyrightable inventions, discoveries, and creations made by university members.
- Prepare legal instruments necessary to realize the technology transfer, and provide legal and administrative supports, if required for such realization.
- Filing patent, trademark, and copyright applications on behalf of the university for intellectual property that meets the necessary criteria.
- Ensuring compliance with laws and regulations related to intellectual property rights, including monitoring for infringement.

## Steps Involved in Patent Filing

1. The University faculty desirous of filing a patent or copyright or trademark application would be advised to contact the IPR committee Director.
2. An internal approval form filled by the PI wherein names of the inventors/authors shall be mentioned, is to be signed by the PI and forwarded by the HOD for approval of the IPR committee.
3. Invention disclosure description (in invention disclosure format) is to be forwarded along with the duly signed approval form to the committee for further action.
4. Invention disclosure/ Patent/Copyright/Trademark and similar documents are to be treated as confidential and would be placed in the possession of one of the designated members of the IPR committee to maintain confidentiality by the signing of a Non-Disclosure Agreement by personnel of the IPR cell.
5. **The proposal where the PI seeks funds from the University will be evaluated by the committee for novelty and the commercial potential of the invention.**
  - A few subject matter experts along with the inventors may also be called for a brief discussion on the novelty of the discovery and for the assessment of patentability.
  - The committee shall help the inventor in preparing a detailed description of the invention of the patent specification/copyright or trademark application and its claims in compliance with the requirements of the patent office.
6. **In case where PI willing to meet all the expenses in patent filing, the proposal will be forwarded to the next stage after approval from the chairperson IPR committee.**
7. The draft application along with the relevant forms shall then be forwarded to a patent attorney present on the panel of the University of Delhi.
8. The IPR committee shall correspond with the attorney and the inventors on IP matters.
9. The inventors would be required to cooperate with the IPR committee to expedite furnishing of information for timely actions since delay would mean payment of extra fee to the patent office and the attorney.
10. Any work sought to be filed by a faculty member and or students arising out of R&D work done at the University will be required to be filed in joint names as inventors or authors while University shall be to the owner of IP.

11. After the filing of the application for IP protection, the inventors shall inform the IPR committee of any further development, if any, in the related R&D work.
12. The IPR committee/office and inventors in collaboration with Research Council shall work together for the dissemination of the Intellectual property to the public and industry to aid in commercialization.

### **Ownership**

**The ownership of all the inventions developed by University of Delhi personnel that include the faculty, staff and students, utilising the resources of the University, shall be with the University.**

### **Filing Charges for the patent.**

- To facilitate filing of the patent, its publication and grant of patent, fee of the patent agent Finance shall maintain **a separate account for IPR.**
- It is suggested that 10% of the overhead of the research project out of the University share, shall be deposited in this Patent account. When any patent is commercialized, the royalty share of the University shall be deposited in this account.
- 10% of the fee collected from the certificate course on Patents (offered by Research Council) shall also be deposited in this account