

OFFICE ORDER: 30/2021

Faculty/Staff/Students contribution towards Patent/Copyright

1. Reference: KIET IPR Policy: KIET/DO/IPR/2018/6th Jun'18 dated 22nd Jun'18.
2. IPR Policy has been issued for adoption by students and faculty vide letter under reference. The same is also included at para 7.11 of KIET Research Policy 2018 issued vide email dated 3rd Jan' 19 from Office of Dean R&D.
3. Any reputed academic institutes are not only known because of results, placements but they are known due to high standard of R&D performed and also to protect their work through patent/copyright.
4. In this regard, Institute has taken a big step towards fostering, stimulating and encouraging students & faculty members to take proactive initiatives for filing patent/copyright. IPR policy as mentioned at para 2 above was issued with an objective to extend financial support to any aspirants (faculty/staff/students) who are/have any novel work which need to be protected through filing patent/copyright. In IPR policy type of ownership and revenue sharing are separately mentioned if you decide to engage Institute for filing patent as per Option 1 and Option 2 given. In addition, there is another option 3 in case you do not opt to engage with the Institute. In order to facilitate one of the options for filing patent/copyright/trademark "An Internal Undertaking Form" is enclosed (Annexure 1). The details of the options are as below:-

Option 1 as: I/We would like to engage with the institute for filing the patent/design/copyright/trademark as per IPR policy. I/We do not have any objection by giving unconditional rights to college (KIET Group of Institutions) to file and register the I.P. in their name (Shall be preferred for Institutional awards category)

Option 2 as: I/We would like to engage with the institute for filing the patent/design/copyright/trademark as per IPR policy. I/We shall file the patent jointly with KIET and bear all the expenses jointly to be incurred on filing I.P. (Shall be preferred for Institutional awards category) implying there will be less financial burden on the faculty concerned.

Option 3 as: I/We would not opt for engagement with the institute to file the patent/design/copyright/trademark. I/We shall file the patent in collaboration with other institute/ outside the KIET (Shall be considered for appraisal only, if holding KIET affiliation).

Note: It is clarified that faculty members/students applying patents outside KIET should mandatorily fill Option 3. Filing receipts after approval and subsequent filing must be sent to Associate Dean (Patents & Consultancy). Email Id: k.nagarajan@kiet.edu.

5. For filing IPR, a **separate module** has been **developed and integrated** with KIET ERP which can be accessed under '**Employee role - Achievement tab - IPR fill form**'.

KIET Group of Institutions

(User manual is attached for ready reference). All applicants are requested to carefully select the option and mandatorily upload **Annexure 1** along with **Inventor Disclosure Form (IDF)** (**Annexure 2**) on the ERP for further process.

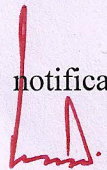
6. Patent Policy Activity Structure

The revised structure of Patent filing process to have a centralized IP database is enclosed (**Annexure 3**). The salient points of the procedure to be followed by Faculty/Staff/Students are as follows:-

- Patent filing details, along with IDF to be mandatorily added by applicant (faculty/staff/students) in KIET Portal.
- It will then proceed for approval from Department Screening Committee (**Annexure 4**) including HOD and recommendation by Associate Dean (Patents) and Dean (R&D), and final approval from Director.
- Further, Hardcopy of approved patent project (s) should be submitted to Associate Dean (Patents) and further processing by TBI (Patent Cell) for examining/vetting the application form and further necessary action.
- NOC from outside faculty must be submitted if he/she is a part of the Invention (mandatory for Option 1 & 2 applicants).

The above would be applicable for fresh filing & publications.

- We need to go proactively/augment our efforts towards publishing/granting of large number of patents. Accordingly, **Patents Projects Target (Department wise)** for session 2021-22 is attached at **Annexure-5** for necessary action.
7. This Office Order comes into force with immediate effect. HODs are requested to give a wide circulation of this order for enhancing patent filing culture in the Institute and also adopt above guidelines for better co-ordination for filing & obtaining award of patent/copyrights.
8. With this, Office Order 05/2019 dated 28th Mar'19 and Amendment notification to Office Order 05/2019 dated 16th Dec'20 stands dissolved.


Dr. (Col) A Garg
Director
01...Nov'21

Distribution:

- Joint Director/ Deans/ Principal-KSOP/HoDs(CSE/IT/CSIT/CS/EC/EN/CE/ME/MCA/MBA/HS/AS),COE,Head-CRPC, Head-CAM & CAW, Head-AEC, Head-IRCDC, Head-IT Operations, Head-HR, Head-PR&IR, Dy GM-TBI, Head EC (IEC), Addl. Head-IIPC, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to:

- Dean R &D and team & HoDs
- Dr. K. Nagarajan, Principal KSOP & Associate Dean (Patents & Consultancy)



KIET
GROUP OF INSTITUTIONS
Affiliated to Dr. A.P.J. Abdul Kalam Technical Univ., Lucknow
Accredited by NAAC with Grade 'A' (5 yrs) | NEA accredited courses
Delhi-NCR, Meerut Road (NH-58), Ghaziabad - 201206

Internal Undertaking for Patent/Copyright/Trademark

I/We1..... 2
3.....S/o1.....
2..... 3.....
Resident of 1 2
.....3..... and bonafide
Student/Faculty of KIET Group of Institutions, Ghaziabad and enrolment number/ employee id is
..... Branch
.....

I/We have in the course of my study/ employment invented
..... titled
..... by using the
facilities of Institute and I/We are the true and first inventor.

I/We hereby abide by the IPR Policy which was approved by the management and now public to all stakeholders. Also,the intent of research policy of KIET is towards promoting and encouraging Students/Faculties for recognition of their work by promoting their invention through filing patent/copyright/trademark.

I/We are opting the following option (Please tick the option chosen by you)

Option 1 as: I/We would like to engage with the institute for filing the patent/design/copyright/trademark as per IPR policy. I/Wedo not have any objection by giving unconditional rights to college (KIET Group of Institutions) to file and register the patent/design/copyright/trademark in their name.

Option 2 as: I/We would like to engage with the institute for filing the patent/design/copyright/trademark as per IPR policy. I/We shall file the patent jointly with KIET and bear all the expenses jointly to be incurred on filing I.P.

01 Nov 2021
Director

For Option 1 & 2:

I/We hereby state that we shall be abide by the IPR policy clause no. 8.2, 8.3, 9, 9.1, 9.2, 10, 10.1, a, b, c and 10.2 approved by college management.

I/We do not have any objection by giving unconditional rights to college (KIET Group of Institutions) to file and register the patent/design/copyright/trademark in their name. My/Our claims shall be as per the defined ratio in clause no. 10, 10.1, a, b, c and 10.2 of IPR for sharing revenue if generated through commercialization either by transferring technology fee/ royalty/ onetime fee or establishing the venture in future. Both parties shall keep update to each other as per clause and shall abide by the policy.

Option 3 as: I/We would not opt for engagement with the institute to file the patent/design/copyright/trademark. I/We shall file the patent in collaboration with other institute/ outside the KIET. I/We shall file the patent in the individual capacity and bear all the expenses to be incurred on filing the patent/design/copyright/trademark etc.KIET affiliation must be mentioned for further appraisal consideration.

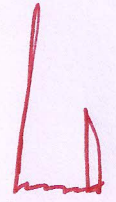
I/We have given this undertaking at my/our own will and without having any kind of compulsion and pressure by and on behalf of the Institute.

Signature of the Inventor(s)	Recommendation of HoD
Email Id: Mobile Number:	Department.....

Dr. Sanjay Sharma
(Dean R&D)

Dr. K. Nagarajan
(Associate Dean Patents)


Approved (Remarks if any) By:
Dr. (Col) A Garg
(Director)


'01 Nov 21
Director

INVENTION DISCLOSURE FORM (IDF)
(For Mechanical / Electrical Inventions)

(Inventor(s) is/are requested to provide details as requested in the following paragraphs)

1. Name and full address of the Applicant (S)
2. Name and full address of the inventor(s)
3. Title of the invention
4. Prior art details, that is, details of the already known similar product / item / device,
(Please note that the prior art details may not be exactly similar to the proposed
invention, but please inform it)
5. Disadvantages relating to the prior art
6. Advantages and usefulness of the proposed invention
7. How is your invention different than the prior art
8. Details of the invention (Kindly provide complete technical details of the invention).
 - Kindly explain in details of assembly and functioning of the invented machine/item with the help of the drawing(s).
 - Kindly explain in details of assembly and functioning of the different embodiments of the invented item/machine with the help of separate drawing(s).
 - Please provide separate drawing for the invented component(s), if the component(s) of a known machine / item has been invented or if the construction of the component(s) has been improved.



28 MAR 19

9. In case a software is also a part of the proposed device / apparatus, needed to operate the device, then please provide following info also;

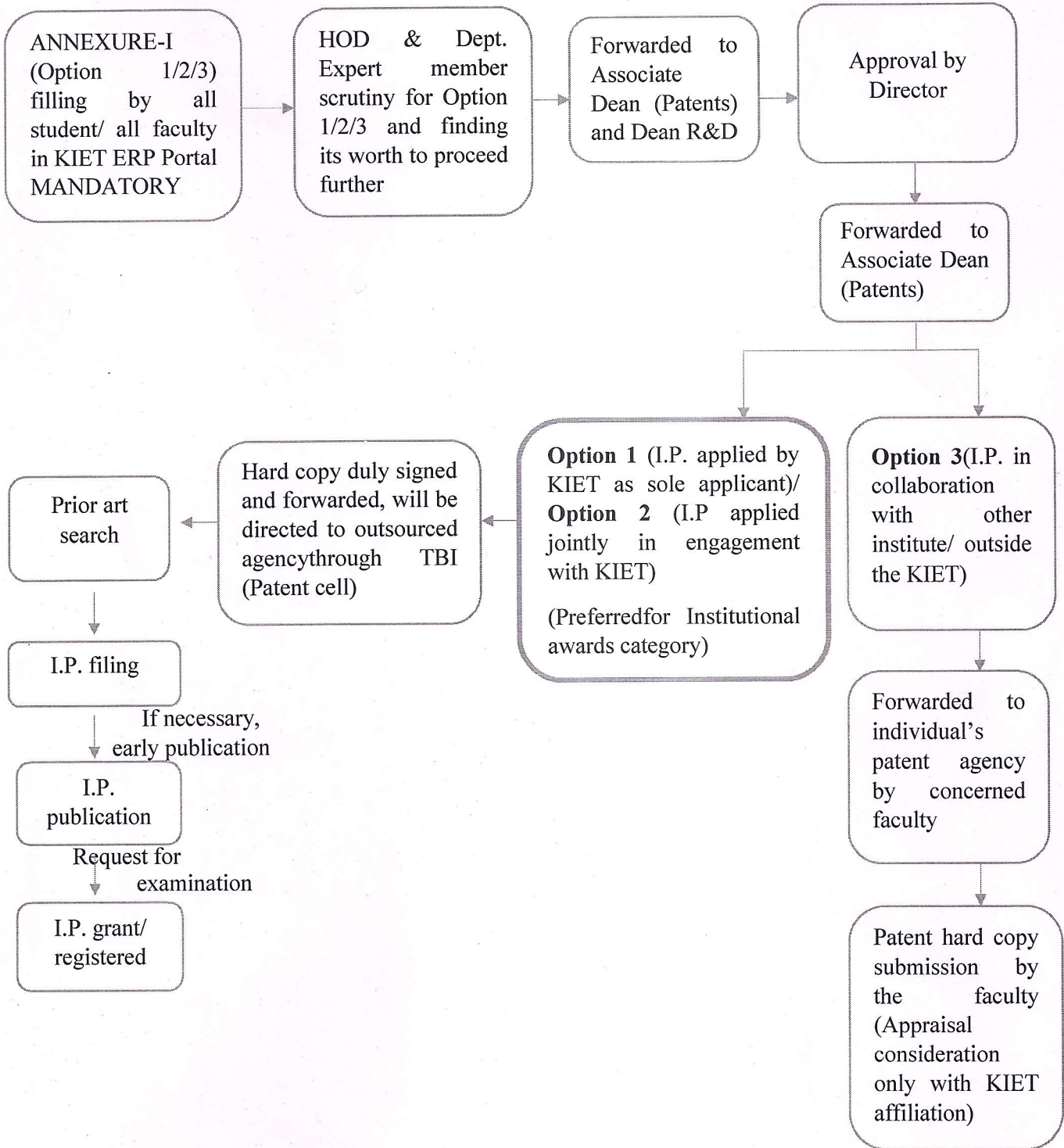
- a. Kindly explain the software with the help of process flow chart (algorithm chart)
- b. Also please explain the software with the help of block diagrams just to present software like a virtual machine.

Date

Signature


28 MAR 19

STRUCTURE OF PATENT FILING ACTIVITY TO CENTRALIZE IP DATA



I.P.= Intellectual property (Patents/Industrial design/Copyright/Trademark)

[Signature]
01 Nov 21
Director


- To centralize the IP data, the internal undertaking is modified to include:

Option 1 as: I/We would like to engage with the institute for filing the patent/design/copyright/trademark as per IPR policy. I/We do not have any objection by giving unconditional rights to college (KIET Group of Institutions) to file and register the I.P. in their name. (Shall be preferred for Institutional awards category)

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Option 3 as: I/We would not opt for engagement with the institute to file the patent/design/copyright/trademark. I/We shall file the patent in collaboration with other institute/ outside the KIET. (Shall be considered for appraisal only, if holding KIET affiliation)


Annexure-I of IPR Policy to be filled by faculties applying patents outside KIET as compulsory, so as to disclose all patent filing applications. The recommendation shall be made by Associate Dean (Patents), followed by Dean R&D and final approval from Director, KIET.


01 NOV 21
(Director)

ANNEXURE-4

A screening committee of two faculty members at each department is listed below. They must ensure quality and the industrial significance of project submitted.


S.No.	Dept.	Name of Members	Mailid
1.	ECE	Dr. SanjaySharma	drsanjaysharma@kiet.edu
2.	ECE	Dr. Vibhav Sachan	vibhavsachan@gmail.com
3.	KSOP	Dr. K Nagarajan	k.nagarajan@kiet.edu
4.	KSOP	Dr. Richa Goel	richa.goel@kiet.edu
5.	CSE	Dr. VineetSharma	vineet.sharma@kiet.edu
6.	CSE	Dr. Sanjeev Kumar	sanjeev.yadav@kiet.edu
7.	EN	Dr. Neeraj K Gupta	neeraj.gupta@kiet.edu
8.	EN	Dr. NatwarS Rathore	natwar.singh@kiet.edu
9.	MCA	Dr. AjayKSrivastava	ajay@kiet.edu
10.	MCA	Dr. AkashRajak	akash.rajak@kiet.edu
11.	CE	Dr. ShailendraK Tiwary	shailendra.tiwari@kiet.edu
12.	CE	Dr. Atul KantPiyooosh	atul.piyooosh@kiet.edu
13.	ME	Dr. Ashish Karnwal	ashish.karnwal@kiet.edu
14.	ME	Dr. Arunesh Chandra	arunesh.chandra@kiet.edu
15.	AS	Dr. C.M. Batra	cm.batra@kiet.edu
16.	AS	Dr. SachinKumar	sachin.kumar@kiet.edu
17.	MBA	Dr. R. Srinivasan	r.srinivasan@kiet.edu
18.	MBA	Dr. AmitKumar Arora	amit.arora@kiet.edu
19.	IT	Dr. Adesh K Pandey	ak.pandey@kiet.edu
20.	IT	Dr. Mayank Singh	mayank.singh@kiet.edu
21.	CS	Dr. Pradeep Kumar Singh	pradeep.singh@kiet.edu
22.	CS	Mr. Harsh Khatter	harsh.khatter@kiet.edu
23.	CSIT	Dr. Abhinav Juneja	abhinav.juneja@kiet.edu
24.	CSIT	Mr. Ankit Kumar	ankit.kumar@kiet.edu


(Director)
01 Nov 21

ANNEXURE-5

PATENT PROJECTS TARGET FOR SESSION 2021-22

DEPARTMENT	EXPECTED NUMBER OF PATENTS	TARGET MONTHS (ON OR BEFORE)
70 patents to be published		
CE, ME, EN, ECE, CSE, IT, CS, CSIT, MCA, MBA, KSOP, AS	Five innovative/product patent from each department. Rest 10 patents, can be applied by any department.	At least 2 patents from each department should be submitted quarterly i.e. From Nov-Dec'21, Jan-April'22, May-August'22
35 patents to be taken for granting stage		
CE, ME, EN, ECE, CSE, IT, CS, CSIT, MCA, MBA, KSOP, AS	Two published patents from each department must be taken forward for grant stage. Rest 11 patents, can be forwarded by any department. They may be selected amongst the 70 patents published or previously published with KIET as an applicant.	At least 2 patents from each department should be taken forward from Nov'21-April'22
25 Design patents/copyrights/trademarks		
CE, ME, EN, ECE, CSE, IT, CS, CSIT, MCA, MBA, KSOP, AS	Two design patent/copyright/ trademark should be submitted from each department. Rest 1 patent, can be applied by any department.	At least 2 design patent/copyright/ trademark from each department should be submitted from Nov'21-Jan'22


(Director)
01 Nov 21