

## **FORM for Patent Application to Head of Institution (To be used by Faculty Inventor)**

### SECTION-I: DETAILS OF THE APPLICANT AND INVENTORS

Please provide details of all the inventors who have contributed to the invention. Feel free to add details of any additional inventors if required.

Name of the first inventor	
Designation	
Date of Joining	
Permanent address	
Contact details	
Email ID	
Name of the Department and Campus from where the invention is originating	
Name of the Head of Department (HOD)	
Contact details of HOD	
Email ID of HOD	

Name of the second inventor (if any)	
Designation	
Date of Joining	
Address for communication	
Permanent address	

## SECTION- II: BACKGROUND INFORMATION OF THE INVENTION

Please give a write up covering, inter alia, the following points;

- a) brief background of the technology on which the invention has been made.
- b) area/areas of application and use for which the invention has been made.
- c) existing problems of the technology that the invention proposes to solve. Have any previous attempts been made to solve these problems?
- d) How invention proposes to overcome these above noted problems?
- e) Have you conducted any prior art search at your end on your invention? If yes, please indicate the outcome.

(Prior art search- This is a kind of search that inventors may conduct/undertake at their end to ascertain whether their invention is new and inventive over existing technologies.)

### SECTION- III: DETAILS OF THE INVENTION

1. Please provide a title of the invention in detailed manner. The title should be clear.
2. Does your invention relate to an Apparatus/Device/System; Method/Process; Formulation/Composition; or a combination of the above? Please specify.
3. What are the objectives of your invention?
4. Working of the invention:
  - a. For the invention being a 'novel' process/method steps-  
Please list down all the process/method steps and discuss all the process parameters. Please provide information about how your invention operates when all the process/method steps are executed.
5. For Engineering Field Invention.  
Please list out the various components and technical features of the Apparatus/Device/System. Please explain the functions of the components and technical features, establish their connectivity with each other, and explain operation of the device/apparatus/system and novelty of the same.
  - a. For Pharmaceutical Invention  
Please indicate broad details of constituents of the Formulation/Composition and explain working of the invention by describing how the various components interact with each other. (Please attach additional sheets if the space provided herein is not sufficient) *Note: Please attach relevant drawings or provide experimental data and/or graphical data if any.*
  - b. What could be the possible Modifications/Alternatives of your invention, if any? -

#### SECTION- IV: LEGAL INFORMATION RELATING YOUR INVENTION

1. At what development stage currently your invention is? Is your invention at present in the form of a concept/partially developed/completely developed/ready for commercial launch, etc.? If so, please give details.
2. Are you planning any sort of disclosure of this invention soon? If so give details.
3. Has the invention ever been disclosed in news magazines, journals, academic and other publications, or demonstrated publicly in an event, conferences, on web, any third party if yes, please give details.
4. Are there any contributors, within and outside the Institute, who contributed in conceptualization and/or reduction to practice of your invention? If yes, please provide their names and details.