

Date: 7th October, 2025

SVKM IPR Cell has issued the operating procedure for dealing with proposals for obtaining patents. There under, establishing a local level screening committee has been mandated which is to be established by the Head of the Institution (Dean / Principal / Associate Dean).

This circular on guidelines is primarily meant for Local Screening Committee to clarify queries regarding the procedure for filing patents and the best practices to be followed.

1. Assessment of patent proposals

The aim of the Local Level Screening Committee is to thoroughly assess the proposals, and proceed with ONLY those applications that have inventive merit, in order to maintain the quality and the commercial strength of the patents filed.

For assessment of the quality of the proposals, the following questions can be answered by the inventor and recorded in the minutes of the meeting shared to the SVKM IPR Cell:

1. Why should the proposal be patented and not published or protected through copyright?
2. What technology gap is the proposal catering to?
3. Is there any industrial applicability of the proposal?
4. What is the midterm and long-term course of action of the proposed technology?
5. Are there any similar technologies that exist in the market? Please provide details
6. Are there any industries that might be interested in commercializing the proposed technology? Please provide details.

Please note that the above list a non-exhaustive list, and the committee can ask any such questions that may assist in assessing the strength and quality of the proposal.

The Minutes of the screening committee have to be sent to the SVKM IPR Cell which should record the responses of the above questions along with identifying the inventive merit of the proposal.

2. Composition of Local Level screening Committee

It has been observed that in most cases the local level screening committees are composed of internal members only. It is reiterated that the Committee should compose of **at least one external expert**, who may be from a sister institution.

3. Number of Inventors

The SVKM IPR Cell has experienced that a typical patent proposal consists of 2-3 inventors. It is suggested that the number of inventors in each application should ordinarily **not exceed** three inventors. Under exceptional circumstances, wherein more than three inventors are involved, the contribution of each inventor should be clearly disclosed along with the disclosure form. Only with the approval of SVKM IPR Steering committee would more than three inventors be allowed in a patent application.

4. Loop in SVKM IPR Cell for patent proposals

It is suggested that all patent proposals that the head/ dean of the institute receives should be taken up in the local level screening meeting. Further, it is encouraged that while sending the patent

proposals to the external agency for patentability search, the SVKM IPR Cell is CC'd in the communication as this will help the central cell to anticipate the number of patent proposals under process at any point of time.

5. Commercialization of Patents

Efforts to commercialize the patents of inventors are being undertaken by the SVKM IPR Cell. On successful commercialization of a patent, the share to be divided between the inventors and the institute will be decided. However, it is stated a majority of the share will be awarded to the inventors as per the best practices followed.

This circular should be read with the Operating procedure issued for dealing with obtaining patents.

For the purposes of enhanced clarification, as per the Operating procedure and the guideline issued herein, the proposal for obtaining patents to be sent to the SVKM IPR Cell should be sent by the Head of the Institution with the following documents:

1. Invention Disclosure Form
2. Patentability / Prior Art Search Report
3. Minutes of the Meeting of the Local Level Screening Committee
4. Recommendation/ Opinion of the Head of the Institute / Local Level Screening Committee post the patentability search report

The proposal with the documents to be sent to:

Hasti Chandarana

IPR Executive

SVKM IPR Cell

Hasti.chandarana@svkm.ac.in

For any queries or suggestions on the guidelines issued above please contact: Ms Hasti Chandarana (hasti.chandarana@svkm.ac.in | Extension: 115191)