

KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT (KSCSTE)

Guidelines for Establishing Intellectual Property Rights Cell (IPR Cells)

I. Introduction:

Intellectual Property Rights Information Centre – Kerala (IPRIC-K) functioning in KSCSTE is the Nodal Agency of the Kerala State for all the Intellectual Property Rights (IPR) related services and matters. IPRIC-K is the Advisory Centre to Govt. of Kerala on IPR related matters and in framing the policies related to IPR. IPRIC-K has been implementing many programmes to promote and propagate IPR in the State of Kerala. All Departments, Organizations, Institutions, Enterprises in the State can approach IPRIC-K for advices/services on IPR related matters. The ultimate aim of IPRIC-K is to increase the Intellectual Property output of the State.

II. About the Scheme:

IPRIC-K has been promoting IPR in the State through awareness creation and facilitation of IP filing from the State. IPRIC-K provides technical support for establishing Intellectual Property Rights Cell in Universities, Colleges, Govt. Departments/ Organizations, Research Centres/R&D Institutions in the State. The main purpose of establishing IPR Cells is to provide in house IPR related services to the Students, Researchers, Faculty members, Entrepreneurs, etc. The IPR Cell supported by IPRIC-K can act as a Satellite Centre of KSCSTE – IPRICK and functions as a bridge between the host Institution and IPRIC-K.

III. Who can apply?

Research Centres/R&D Institutions, Universities, Colleges, Govt. Departments, Govt. Organizations, and Other academic Institutions are eligible to apply*.

a. Essential Criteria:

1. The Institute shall have minimum 10 years of standing.
2. The Institute shall possess NBA/NAAC/ equivalent Accreditation
3. The Institute shall have Science/ Engineering/Law Departments
4. The Institute shall have filed atleast 5 patents in the last 10 years
5. The Institute shall have conducted atleast 10 IPR Awareness Programmes in last 10 years
6. The Institute shall have Innovation and Entrepreneurship Development Cell (IEDC)

b. Desirable Criteria :

7. Preference for the Institutes having Technology Business Incubator (TBI)
8. Preference for the Institutes having Research Centre(s) in the Institution

9. Preference for the Institutes initiated successful Startups.

10. Preference will be given to those Institutes possessing NIRF Ranking as follows;

- Universities – Top 100
- Engineering Colleges – Top 200
- Science Colleges – Top 200

*Research Centres/ R&D Institutions- Sl. No 4,6,7 not applicable

*Govt. Departments, Govt.Organizations-Sl.No 3 - 7 not applicable

IV. How to apply?

- Proposals will be invited through notification in the website of KSCSTE, twice in a year. The Proposals can be submitted through online only on notification and during the active time. Proposal submitted in any other mode will not be considered.
- The Head of the Institution/ Centre shall submit the Proposal in the prescribed format and shall be accompanied by all relevant supporting documents.
- The HoI shall furnish the details of the Team for IPR Cell in the Institute, if sanctioned.

V. Activities of the IPR Cell

The IPR Cell supported by KSCSTE-IPRICK shall carry out the following activities;

- The Cell shall disseminate awareness among Students/ Researchers/ Faculty/ Scientists/ Officials/ Entrepreneurs on the significance of IPR and the necessity of protecting their intellectual properties.
- The Cell shall identify the IP needs of the target group and guide them in protecting their intellectual creations, with the help of KSCSTE - IPRIC-K.
- The Cell shall arrange periodic meetings with the innovators for identifying patentable inventions and creative works.
- The Cell shall encourage and support the target group to carry out prior art patent search in house, with the help of KSCSTE - IPRIC-K.
- The Cell shall implement various activities to increase the intellectual property output of the Institute.
- The Cell shall conduct periodic Innovation Workshops to identify the innovators having innovative ideas.
- The Cell shall provide IPR related services to the innovators from the nearby Institutions/ Organizations.
- The Cell shall forward the eligible cases of IP protection to KSCSTE - IPRIC-K.
- The Cell shall support patented products for commercialization activities.
- The Cell shall coordinate with IPRICK for organizing specialized training programmes on advanced areas of IPR.

VI. Nature of Support:

KSCSTE- IPRICK will provide Technical and Legal support for filing the intellectual properties including Patents, Copyrights, Industrial Designs, Trademarks, etc, generated from the Institute. Also, Technical and Financial Support will be provided to the IPR Cells for conducting Seminars/ Workshops/Conferences on IPR, as per the norms of KSCSTE. Moreover, Training will be provided to the IPR Cell Team members on the advanced topics on IPR including IP Licensing, Technology Transfer, Commercialization aspects, etc., periodically. Study materials on IPR including brochures, booklets, pamphlets and posters, will also be provided for distributing to the visitors of the Cell/ participants of Awareness Programmes and for displaying in the Cell.

VII. Facilities to be spared by the Institute:

The Institute shall allot a Separate Room in a prominent area with adequate furniture, Computers and Accessories for the IPR Cell. The Institute shall also arrange electricity, water, internet connectivity, stationery items, etc, for the IPR Cell. A Name Board of the IPR Cell shall be fixed outside the IPR Cell Room in sufficiently large font size to get wide visibility. The IPR Cell shall also display the posters on various aspects of IPR in the Room, for which the soft copy of the posters will be provided by IPRIC-K. The IPR Cell shall always be acknowledged as the IPR Cell supported by KSCSTE-IPRICK. The name board for the IPR Cell shall be titled as

**‘Intellectual Property Rights Cell
Supported by
Intellectual Property Rights Information Centre – Kerala (IPRIC-K),
Kerala State Council for Science, Technology & Environment’**

VIII. Structure of the IPR Cell:

The Head of the Institute shall form a Team for the proper management of the IPR Cell. The Team shall be headed by the IPR Cell Co-ordinator, who can be a Faculty/ Scientist/Officer having interest in the field of IPR and can encourage and promote the innovations and creative works generated from the Institute. The Co-ordinator shall be supported by an IPR Cell Asst. Co-ordinator (Faculty/ Scientist/ Officer) and 2 Student Representatives from different disciplines (in the case of Academic Institutions). The Head of the Institute shall also constitute a Steering Committee for monitoring the activities of the IPR Cell, for providing necessary guidance for strengthening the activities and for planning the future activities of the Cell. The Steering Committee shall be chaired by the Head of the Institute and comprising the HoDs of concerned Departments, Representative of IPRIC-K and the IPR Cell Co-ordinators the Convenor. The Steering Committee shall meet once in three months and review the

progress of activities of the Cell. In case, the IPR Cell Co-ordinator leaves the Institute either by Transfer/Resignation/Retirement or any unforeseen reasons, the IPR Cell Asst. Co-ordinator shall take over the charge of the Co-ordinator with the permission of the Head of the Institute and a new Asst. Co-ordinator shall be identified and designated. The Head of the Institute shall inform IPRIC-K on any change in the IPR Cell Co-ordinator/ Asst. Co-ordinator.

IX. Responsibility of the IPR Cell Co-ordinator:

The IPR Cell Co-ordinator shall be responsible for carrying out the day to day activities of the IPR Cell. The Co-ordinator shall co-ordinate with the Nodal Officer of IPRIC-K and organize IPR awareness Seminars/Workshops/Webinars/ Lectures, Innovation Workshops, Patent Clinics, etc, periodically. The Co-ordinator shall conduct meetings of students/researchers to identify the potential ideas and creative works. The Co-ordinator shall forward the eligible cases of IP protection to IPRIC-K. All the applications from the Institute to IPRIC-K for IPR related services shall be forwarded through the IPR Cell Co-ordinator. The Co-ordinator shall maintain a Register to document the details of the visitors of IPR Cell, their queries and services provided. Copy of the relevant pages of the Register may be forwarded to IPRIC-K along with the Annual Progress Report.

X. Operating Procedure of the Proposal

- **Scrutiny of Proposal** -On receiving the proposal, Acknowledgement with Reference Number and other Instructions, if any, will be issued. The proposal is scrutinized to check whether it is in order and all the eligibility criteria are fulfilled. After the Administrative scrutiny, the eligible proposals will be processed further and the incomplete proposals will be summarily rejected.
- **Evaluation by the Expert Committee** – The proposals shortlisted after the scrutiny will be evaluated by an Expert Committee constituted by KSCSTE. The Committee evaluates the proposals and based on the merit, recommends the proposals to be supported. The decision of KSCSTE based on the recommendations of Expert Committee on such proposal shall be final.
- **Issuing Sanction Order** - Based on the recommendations of the Expert Committee and with the approval of competent authority, Sanction Order for the establishment of IPR Cell will be issued. The Sanction Order covers the objectives of the IPR Cell, target of activities to be carried out, nature of support from KSCSTE-IPRICK, facilities to be spared by the Institute, responsibility of the IPR Cell Co-ordinator, etc. Copies of the Sanction Order will be sent to the Head of the Institute and the IPR

Cell Co-ordinator. Any correspondence with KSCSTE regarding the IPR Cell should invariably quote the reference number and date in the Sanction Order and it should be addressed to the Director, KSCSTE.

➤ **Submission of Progress Reports (HyPR, APR)**

The IPR Cell Co-ordinator shall submit the Progress Reports on the activities of the Cell on half yearly basis, counter signed by the Head of the Institution. The details of IPR awareness generation activities, IP Facilitation, etc, shall be covered in the Reports. Moreover, the Co-ordinator shall submit the Annual Progress Report (APR) with effect from the date of start of the IPR Cell, within 2 months of completion of the year. Copy of the relevant pages of the Visitors Register may also be forwarded along with the Annual Progress Report. The Co-ordinator shall also submit the Reports as and when requested from IPRIC-K.

XI. Progress Monitoring/Review Procedure

The Sanction for the IPR Cells will be initially for a period of 1 year and extendable based on the performance. The progress of the activities of IPR Cells will be reviewed by the Expert Committee on yearly basis. The IPR Cell Co-ordinator shall present the activities before the Committee. The Expert Committee will review the performance of the IPR Cells based on an Evaluation Matrix and scores are provided in a scale of 0 to 5 against each of the criteria in the following evaluation matrix.

Sl No	Criterion	Score					
		Excellent 5	Very Good 4	Good 3	Fair 2	Poor 1	Fail 0
1.	No. of IPR Awareness Programmes conducted						
2.	No. of IP leads identified						
3.	No. of Patent search carried out/ forwarded to IPRIC-K						
4.	No. of Patents filed						
5.	No. of other IPs filed						
6.	Other number of Initiatives to promote IPR in the Institution						
7.	No. of Students/ Researchers/ Faculty/ Officers/ Entrepreneurs sensitized on IPR (divided by 100)						
8.	Other Innovative programmes or support for Commercialization						

Based on the review, the continuation of support for the IPR Cells for the next year will be recommended by the Expert Committee. Based on the evaluation by the Expert Committee, the IPR Cells will be awarded with Grades based on the following criteria.

- A Grade – 80% and above**
- B Grade – 70% - 80%**
- C Grade – 60% - 70%**
- D Grade – 50% - 60%**
- E Grade – Less than 50%**

Based on the performance, the best IPR Cell for the year will be announced and Letter of Appreciation will be issued to the best IPR Cell. Based on the recommendation of the Expert Committee, Sanction Orders will be issued to all the IPR Cells eligible (Grades higher than C Grade) for support for the next year. For the IPR Cells awarded with D Grade, support will be provided for one more year subject to improvement on the condition that in the next year review, they should be upgraded to at least C Grade or above, otherwise will be terminated. Those IPR Cells awarded with E Grade during the review will be terminated and no further support will be provided.

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