Yeshwantrao Chavan College of Engineering, Nagpur

SOP for Application of Patents

The document is intended to develop a Plan for Total Quality Management of the process of Application of the Copyrights and Patents at YCCE.
The proposed steps and the time duration intended towards the same are as follows

Patent

S No	Step	Person	Duration
01	Application Received From the inventor in soft copy (Complete specifications)	Inventor	-
02	Confirmation Email sent to the inventor towards the receipt of the proposal in prescribed format and Forwarding to the Review committee	Head, Innovation and Incubation	Within 48 hrs of receipt of the proposal From inventor
03	The expert review meeting will be conducted for submitted patent applications.	Head, Innovation and Incubation and review committee	Every Month
04	As per the recommendation of review committee, Patent applications will be forwarded to the attorney for the initial search	Head, Innovation and Incubation	Within 48 hrs of receipt of the proposal From inventor
05	Initial search (Prior art) is carried out and patent search report with commercial viability estimation report is prepared and sent to IPR Cell	Attorney	6 weeks
06	Patent search report with commercial viability estimation report sent to inventor along with suggestions of attorney	Head, Innovation and Incubation	Within 48 hrs of receipt of Patent search report from attorney
07	Inventor provides modified patent application as per attorney suggestions.	Inventor	1 week
08	The approval for final drafting and filing provided to attorney along with modified patent application	Head, Innovation and Incubation	Within 48 hrs of receipt of modified patent application from Inventor
09	Final drafting of patent application along with supportive documents/ the prepared documents sent to IPR Cell, YCCE	Attorney	4 weeks
10	Final draft of patent application and supportive documents sent to inventor for final consent	Head, Innovation and Incubation	Within 48 hrs of receipt of document from attorney
11	Approval of Filing communicated to attorney as per consent of inventor	Head, Innovation and Incubation	Within 48 hrs of receipt of consent from Inventor
12	Submission of patent application along with all documents to respective patent office	Attorney	2 weeks
13	Invoice sent for attorney charges and official fees incurred in filing of respective patent application. (separate invoice for each patent application)	Attorney	1 week
14	Approval of management for release of payment	Management	1 week
15	Approval be sent to finance department for release of payment against respective118	Head, Innovation and Incubation	Within 48 hrs of receipt of approval from

	invoice		management
16	Release of Payment	Finance Department	1 week
17	Publication of Patent in the Gazette	Patent office	4 weeks (Early Publication) from filing date
18	Receipt of First Examination Report (FER) from patent office through patent attorney	Patent office	2 year
19	Approval mail sent to patent attorney for drafting and filing of response against first examination report	Head, Innovation and Incubation	Within 48 hrs of receipt of FER
20	Preparation and submission of response against First Examination Report	Attorney	8 weeks
21	Approval Email be sent to finance department for release of payment of the attorney and processing fees regarding response filing	Head, Innovation and Incubation	Within 48 hrs
22	Release of payment as per management approval	Finance Department	1 week
23	Hearing will be attended (If Hearing notice received from Patent Office)	Attorney	As per schedule provided by Patent Office
24	Approval Email be sent to finance department for release of payment of the attorney regarding hearing meeting	Head, Innovation and Incubation	Within 48 hrs
25	Release of payment	Finance Department	Within 48hrs
26	Grant of Patent	Patent office	3 year from the date of patent filing

Dr. U. P. Waghe
Principal, YCCE