Yeshwantrao Chavan College of Engineering, Nagpur

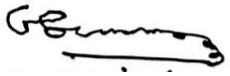
Research & Development Cell – IPR Division (Copyright)

STANDARD OPERATING PROCEDURE (SOP)

The document is intended to develop a plan for Total Quality Management of the process of application of the Copyrights at YCCE

The proposal steps and the time duration intended towards the same are as follows

S. No.	Step	Person	Duration
1	Applicant prepared the literally work to be copyrighted, check the plagiarism and	Applicant	1 week of March every year
2	literally work received from Applicant in soft copy	Department Copyright Coordinator	Confirmation Email sent to applicant within 48 hrs of receipt of application
3	Approval will be provided to applicant for submission of copyright to the Indian Patent Office	Copyright Coordinator and Dept. review committee	1 week
4	The application will be submitted along with respective official fee	Applicant	1 week (after receiving approval from IPR cell)
5	Submission of application for reimbursement of official charges incurred along with official receipt of payment to IPR Cell	Applicant	1 week (after submission of application)
6	Approval of reimbursement from the authority	Copyright Coordinator	1 week
7	Release of Payment	Finance Department	1 week
8	Final issuance of Copyright	Copyright office	6-8 months



Dr. U. P. Waghe
Principal, YCCE