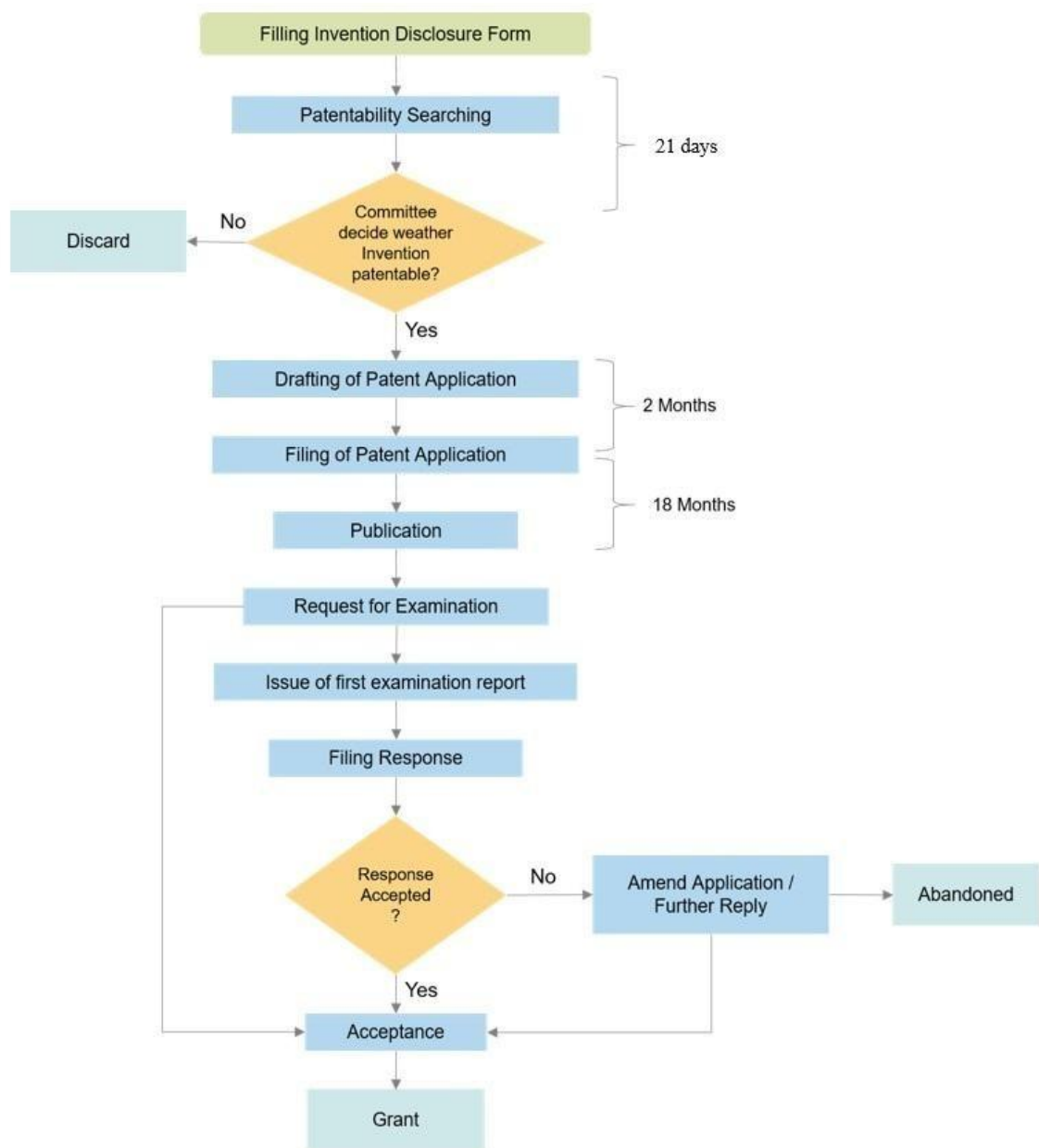


Procedure for IPR filing for IIT Mandi faculty, staff, student and affiliates:

Follow these steps in order when submitting an invention or design for patent filing.

1. Go to Dean SRIC website: <https://sric.iitmandi.ac.in>
2. Select Centre of Innovation and Entrepreneurship; you will be redirected to <https://ipitt.iitmandi.ac.in/>.
3. Under Forms and Documents, open the appropriate form: Invention Disclosure Form for Utility and Invention Disclosure Form for Design.
4. Fill every field requested in the form. Ensure the main inventor's contact number and email are current and accurate.
5. After completing the disclosure form and attachments, submit the Google form provided on the IP & TT page.
6. On submission, IP & TT Cell will assign the case to an empanelled attorney for further processing.
7. If the inventors wish to conduct their own patentability search using recognized software and / or a patent attorney, they must submit the patentability search report and the disclosure form to the IP & TT cell.
8. The committee, as specified in the IPR policy, will meet periodically to decide whether the invention should be filed, or not.
9. The inventors and the patent attorney hired for the specific invention filing will be responsible for the invention draft. The inventors will be responsible for creating all product views, as per the design (patent) filing mandate.
10. The Institute may cover up to 90% of the Indian invention filing costs and up to 50% of the international invention filing costs, subjected to the availability of the funds. The inventor (s) need to manage the remaining amount from other sources such as PDA, PDF, etc.
11. IIT Mandi will be the applicant for all the invention applications, and the revenue sharing model outlined in the IP policy will be used for invention licensing.

Patent filing process:



Process to change the applicant of already filed patents at IIT Mandi from faculty/student/staff to IIT Mandi.

1. Irrespective of the source of funds utilized, if the applicant was a faculty/student/staff at IIT Mandi as on date of filing of the patent and the patent pertains to academic/research related activities utilizing the resources of IIT Mandi, then the applicant name shall be changed to IIT Mandi.

2. If the source of funding was IIT Mandi and related funds: then applicant's name will immediately be changed to IIT Mandi.
3. If the payment was made by the faculty member with his/her personal funds, PDA, or other means : depending upon the stage of the application, 90% of his/her expenses (based on our existing procedure) will be reimbursed to his/her PDF account. And then applicant name will be changed to IIT Mandi.
4. Any payment shall be released only after the applicant name has been changed to IIT Mandi.

Cost incurred to renew a utility patent application:

Govt. fee for renewal of a patent:

Timeline	Fee for renewal of a patent
Before the expiration of the 2nd year from the date of patent in respect of 3rd year	₹ 800
Before the expiration of the 3rd year from the date of patent in respect of 4th year	₹ 800
Before the expiration of the 4th year from the date of patent in respect of 5th year	₹ 800
Before the expiration of the 5th year from the date of patent in respect of 6th year	₹ 800
Before the expiration of the 6th year from the date of patent in respect of 7th year	₹ 2,400
Before the expiration of the 7th year from the date of patent in respect of 8th year	₹ 2,400
Before the expiration of the 8th year from the date of patent in respect of 9th year	₹ 2,400
Before the expiration of the 9th year from the date of patent in respect of 10th year	₹ 2,400
Before the expiration of the 10th year from the date of patent in respect of 11th year	₹ 4,800
Before the expiration of the 11th year from the date of patent in respect of 12th year	₹ 4,800
Before the expiration of the 12th year from the date of patent in respect of 13th year	₹ 4,800

Before the expiration of the 13th year from the date of patent in respect of 14th year	₹ 4,800
Before the expiration of the 14th year from the date of patent in respect of 15th year	₹ 4,800
Before the expiration of the 15th year from the date of patent in respect of 16th year	₹ 8,000
Before the expiration of the 16th year from the date of patent in respect of 17th year	₹ 8,000
Before the expiration of the 17th year from the date of patent in respect of 18th year	₹ 8,000
Before the expiration of the 18th year from the date of patent in respect of 19th year	₹ 8,000
Before the expiration of the 19th year from the date of patent in respect of 20th year	₹ 8,000

Note: The IP&TT Cell will pay the renewal fees for the first ten years only. After that, if the patent gets licensed, the renewal fee will be paid from the license fees. If the patent is not licensed, then it will be up to the inventors to decide whether they want to pay the renewal fee or not.