From: **Registrar Vellore** <registrar@vit.ac.in>
Date: Fri, Apr 29, 2022 at 10:48 AM
Subject: Filing Patent Applications – IPR Cell – Reg.
To: All Faculty Group, Vellore Campus <allfaculty@vit.ac.in>

Ref: VIT/Regr./2022/064   April 28, 2022

CIRCULAR

Sub: Filing Patent Applications – IPR Cell – Reg.
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It has come to our notice that faculty members are going on their own for filing patent applications and getting them published without prior interaction with IPR Cell. There have also been instances where faculty members have collaborated with external inventors and filed patent applications and got them published, without prior interaction with IPR Cell. In this context, the following is reproduced from the Registrar's email communication to All Faculty dated December 11, 2020

The faculty is being hereby informed that all patent applications arising out of purely In-house inventions have to be routed and filed through IPR Cell.
VIT will bear the complete expenditure involved in filing, publication, grant and yearly renewal of all patents.
As per VIT norms the assignee for all patents will be VIT and the Inventor will receive 60% of revenue generated through commercialization of patents.

Where the Invention is jointly done by VIT faculty and an external organization, there has to be an appropriate agreement in place between VIT and the external organization, spelling out responsibilities of the two Applicants and modalities for sharing expenditure and revenue. The Inventor(s) from VIT may interact with IPR Cell to reach such an agreement, before going ahead with the filing process.

The faculty is once again informed that adherence to the above instructions contained in the said email of December 11. 2020 is of paramount importance. Any deviation from this procedure is going to be viewed seriously. **Further, IPR Cell will not enter the details of patents processed deviating from the above instructions into the IQAC portal.**

All faculty members are requested to submit their patent applications through VTOP in the format of 'Invention Disclosure Form (IDF)'. There have been delays in processing the proposals, as some faculty members submitted their proposals in Format different from that of IDF. The Format for IDF can be downloaded from the link **https://vit.ac.in/iprcell**. The Form may be filled in and uploaded through VTOP. Instructions regarding uploading through VTOP are contained in the Registrar's email dated 13th November 2019 addressed to All Faculty Group Vellore Campus. The same are reproduced below for ready reference.

The submission will henceforth be through VIT VTOP. The link is https://vtop.vit.ac.in/vtop/initialProcess. The Inventors intending to process their patent application through IPR Cell may go to "Research" and click "IPR Cell". The link "Manage

IDF" may then be clicked. The Inventor would be taken to IPR dashboard. He can then start the process of submission of the Documentation.

REGISTRAR

To
All Faculty [Vellore Campus]

Vellore Institute of Technology (VIT), India –

- **Engineering and Technology subject areas of VIT are the 346th best in the World and the 9th best in   India as per QS World University Rankings by Subject 2022**

- **NAAC Accreditation with highest grade in the last three consecutive cycles**

- **Ranked among the top 900 Universities of the world, one among the Top 10 and the only private institution of India (Shanghai ARWU Ranking 2021)**

- **The 12th best institution of India in Research and Engineering categories (NIRF Ranking, Govt. of India 2021)**

- **Ranked within the top 200 in Asia (QS - Asia University Rankings 2022)**