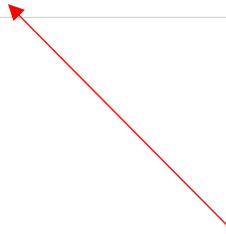


Step 1: Click on the **apply now** button.



**Invention Disclosure Form**

[✔ Apply Now](#)



Step 2: Click on **Create Account** for new users to create an account.



**Login to access your account**

E-Mail\*

Password\*

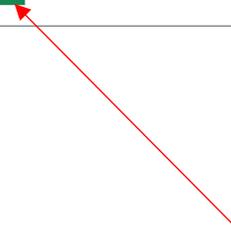
Captcha



Enter the above captcha

[Forgot Password](#)

**Create your account to submit IDF below**



Step 3: Fill out the details for registration and click on the **register button**.

**Initial Registration**

Full Name\*  
\*\*\*\*\*

E-Mail\*  
\*\*\*\*\*@vit.ac.in

Password\*  
.....

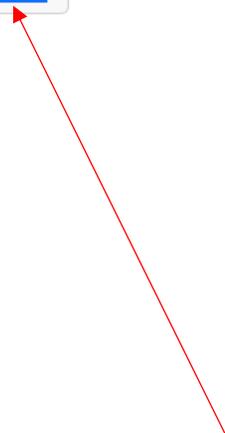
Captcha  
Z1F3EH 

Z1F3EH

[Register](#)

**Already having account**

[Login](#)



Step 4: An Account will be created, and an activation code will be sent to the registered mail ID

The image shows a web registration interface for VIT (Vellore Institute of Technology). The header includes the VIT logo, the text "VIT Vellore Institute of Technology", a "40" anniversary logo, and "IPR & TT Cell". The main content area is a registration form titled "Initial Registration" with fields for "Full Name\*", "E-Mail\*", "Password\*", and "Captcha". A "Register" button is at the bottom right of the form. A white modal dialog box is overlaid in the center, featuring a green checkmark icon, the word "Successful", and the message "Initial registration successful, kindly check your email for further process!". An "OK" button is at the bottom of the modal.

Initial Registration

Full Name\*

E-Mail\*

Password\*

Captcha

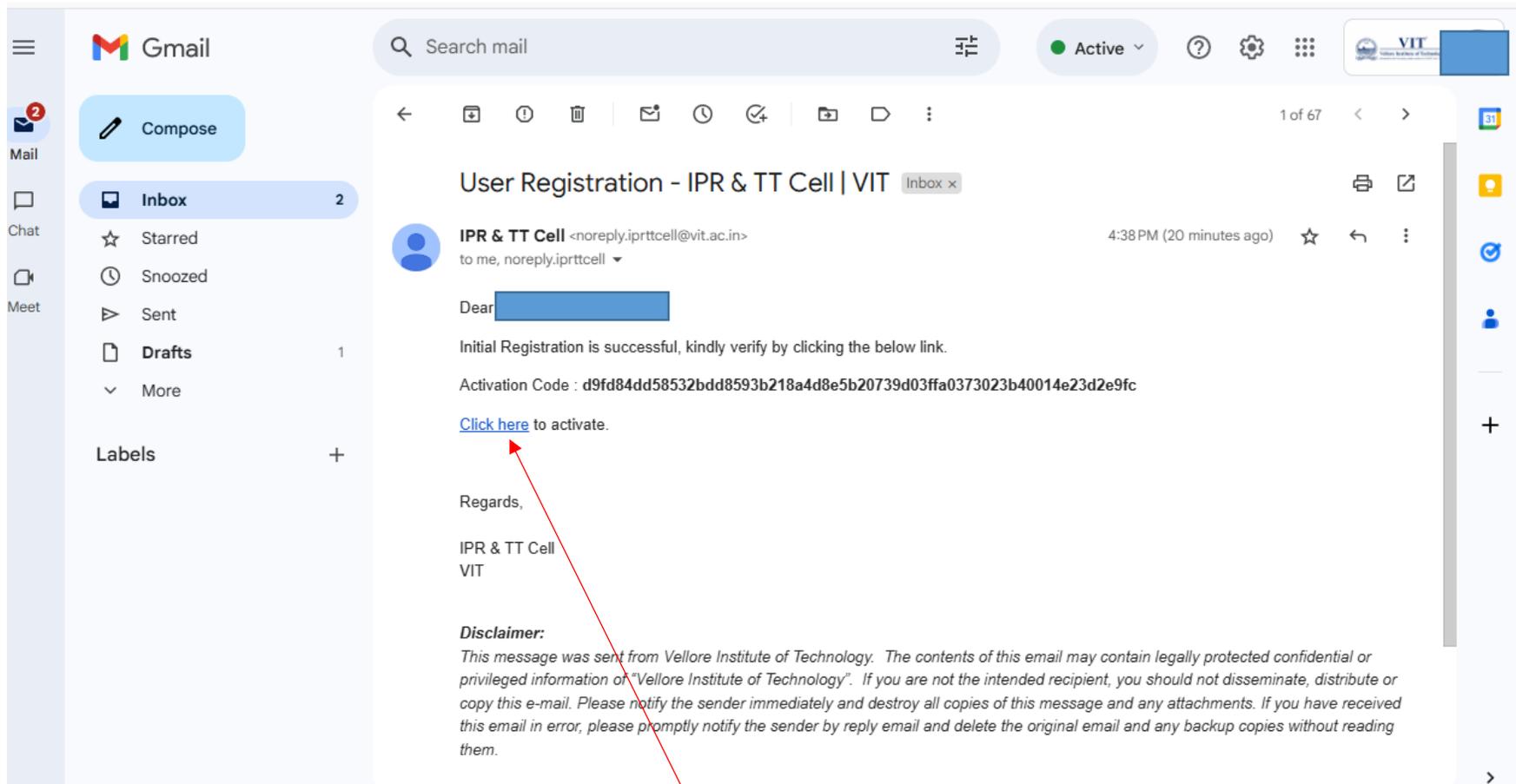
Register

**Successful**

Initial registration successful, kindly check your email for further process!

OK

Step 5: From the email received, click on that link, and it will direct you to another page.



Step 6: Fill out the details, like the registered mail ID & activation code, and click on the **activate** button.



**VIT**  
Vellore Institute of Technology  
(Deemed to be University under section 3 of UGC Act, 1956)



**IPR & TT Cell**

### Activate your account

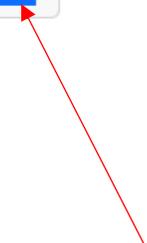
E-Mail\*

Activation Code\*

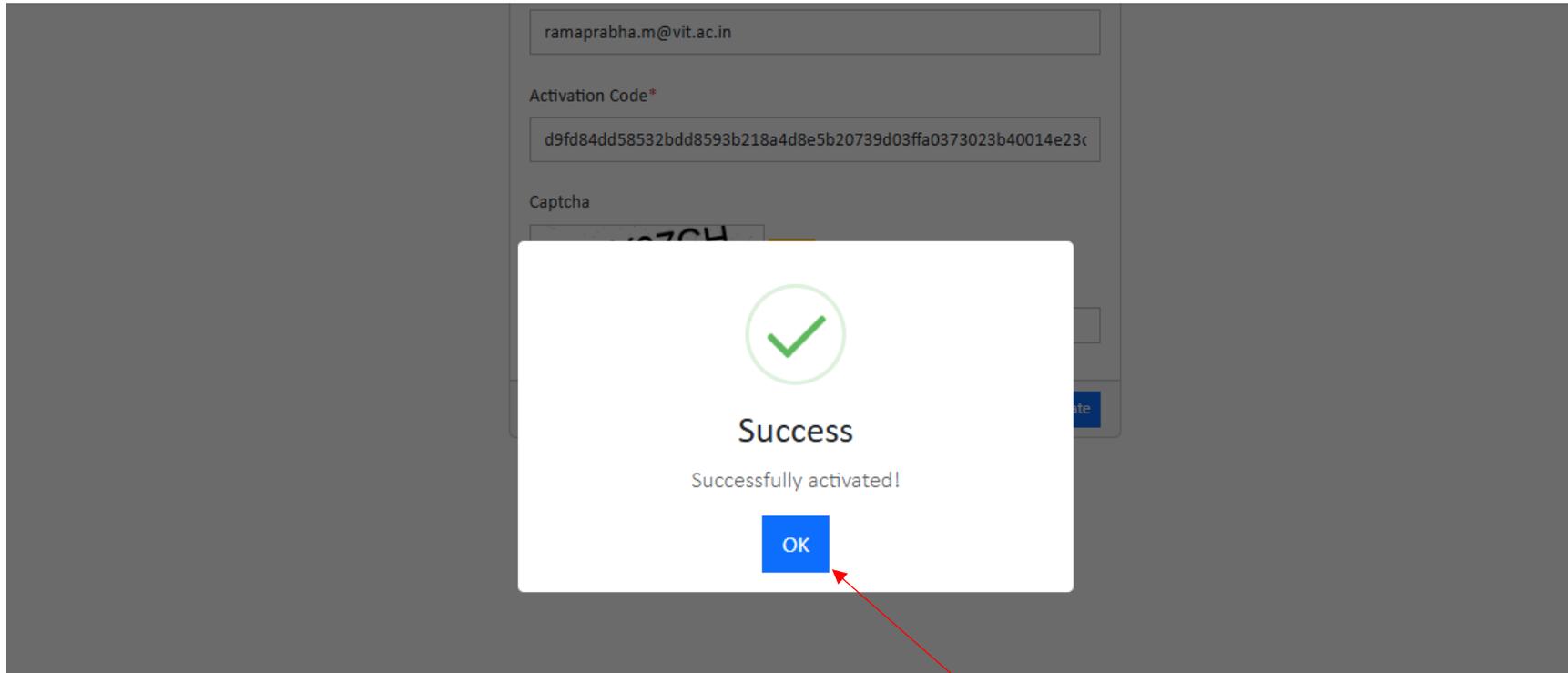
Captcha



[Activate](#)



Step 7: The account will be activated successfully. Click on the **OK** button to proceed further.



Step 8:

- i) Once the account is created, open the IPR & TT web page (IPR web page link: [iprttcell.vit.ac.in](http://iprttcell.vit.ac.in)) to upload the new patent or design applications.
- ii) Fill out the login details and click on the **login** button.



Login to access your account

E-Mail\*

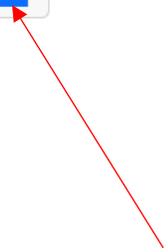
Password\*

Captcha

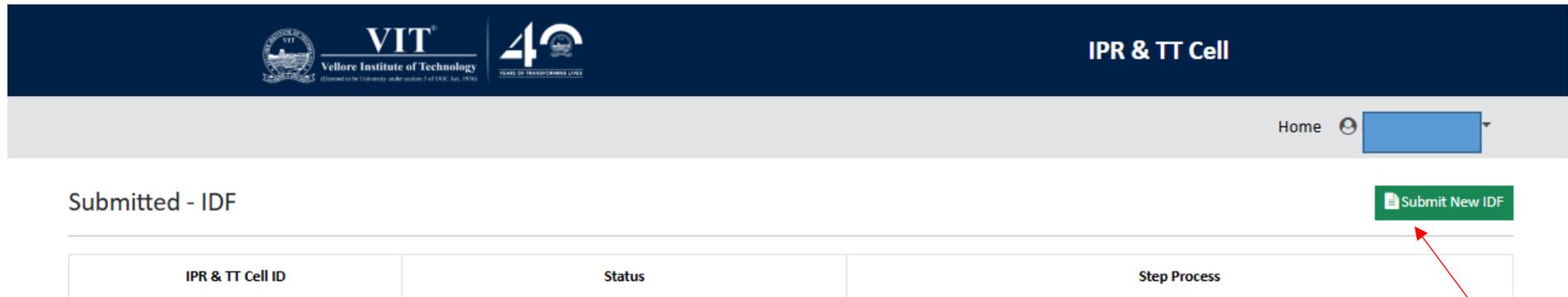
7JSKD5 

[Forgot Password](#)

Create your account to submit IDF below



Step 9: After login, you will be directed to the below home page and, click on the **submit New IDF** button.



Submitted - IDF

IPR & TT Cell ID	Status	Step Process
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[Submit New IDF](#)

Step 10: Fill out the inventor details & upload the Invention Disclosure form A & B and click on the **submit Form** button.

**Inventor(s) Information**

Choose Application Type \*

Inventor Type \*

Full Name \*

Category \*

Position \*

Department \*

Complete Address \*

Sustainability Development Goal (SDG) of your Invention \*

Title of the Invention \*

Invention Disclosure Form - A \*

Invention Disclosure Form - B \*

**\*\*\*Please Note\*\*\***  
Only PDF documents will be supported

Step 11: Once the application is uploaded, you will be directed to the below home page, and Click on the **view status**.

Submitted - IDF

Submit New IDF

IPR & TT Cell ID	Status	Step Process
IPR000003P	<a href="#">View Status</a>	1 2 3 4 5 6 7 8 9 10 11 12 13

\*\*\*\*\*This option indicates the status of your application from step 1 to 13. You may find the 13 steps in the next page or by clicking the view status\*\*\*\*\*

Step 12: You will get the details of your IDF A & IDF B form.

Name		IPR ID	IPR0000003P
VIT School / Centre Name		Application Submitted On	2025-03-26 17:35:34
Institute Employee ID / Reg. No.		Inventor Type	INTERNAL
Department / Position	IPR & TT Cell / Assistant Technology Manager	Email Approval	
Inventor Category	Faculty	Co-Inventors Details	<a href="#">View Details</a>
Collaborative Invention among Schools / Centres in VIT		No	
Collaborative Invention with VIT and Industry		No	
Sustainability Development Goal (SDG) of the Invention		Responsible Consumption and Production	
Title of the Invention		Millet milk powder processing	

IDF - Status View

Step Completed | 
 Step Under Process | 
 Change the Inventor Comments by choosing the dropdown

STEPS (Application Process)		IDF - A	IDF - B
✔ STEP - 01	Under Prelim Check	<a href="#">View Uploaded IDF(S) &amp; Comments</a>	
✔ STEP - 02	Decision on Prelim Check	Status : <span style="color: blue;">Under Process</span>	Status : <span style="color: blue;">Under Process</span>
✔ STEP - 03	Under Patentability Search	Comments :	
✔ STEP - 04	Patentability Search Result	File :	
✔ STEP - 05	Under Complete Specification Drafting	Comments : File :	Inventor Comments :
✔ STEP - 06	Filed	Comments : File :	
✔ STEP - 07	Published	Comments :	

STEP - 08	RFE (RQ) Filed	Comments : File :	
STEP - 9	FER Receipt	Comments : File :	
STEP - 10	FER Response Filed	Comments : File :	Inventor Comments :
STEP - 11	Hearing Intimation	Comments : File :	Inventor Comments :
STEP - 12	Hearing Respond Filed	Comments : File :	
STEP - 13	Decision	Comments : File :	

Instructions:

- I. This is a one-time registration process. So, no need to register every time.
- II. The IDF-A & IDF-B documents can be re-uploaded based on the suggestions from the IPR & TT cell/ Agency.
- III. Inventors can give their suggestions on Step 5, Step 10 & Step 11.
- IV. For any further assistance, you may contact us @ IPR and Technology Transfer Cell, Room No – 101, First floor, CDMM Building, Vellore Institute of Technology, Vellore 632014, Tamil Nadu, India. Phone No.91 416 220 2297 (Office);  
Email Id: [iprvit@vit.ac.in](mailto:iprvit@vit.ac.in) & [member.iprcell@vit.ac.in](mailto:member.iprcell@vit.ac.in).

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