



## K. J. SOMAIYA POLYTECHNIC

Vidyanager, Vidyavihar, Mumbai 400 077  
(AN \*AUTONOMOUS INSTITUTE)

### Circular

Ref. No. KJSP / IPR/2018-19/002

Date : 23/09/2019

Sub: Establishment and Functional procedure of Intellectual Property Cell.

Ref : Administrative order KJSP/2018-19/1837 dated 10/04/2019.

As IPR cell has come to existence with reference to above order, the general guidelines for registration of any property under Intellectual Property Rights are as under-

1. All concerned Head of Department should forward the proposal to IPR cell with detailed description as below
  - a. Title of invention.
  - b. Detailed specification
    - i. Detailed Drawing of each part.
    - ii. Design calculation.
    - iii. Best possible description of project which express its novelty.
    - iv. Claims defining the scope of inventions.
    - v. List of projects resemblance to existing one.
    - vi. Name of individual/inventor against whom patent is to be registered.
    - vii. Approximate date of invention.
    - viii. Statement from the inventor that the invention is his/her own finding and not copied.
    - ix. Any other detail information if any.
2. Any innovative project can be registered if it possess
  - a. Usefulness (Applications area).
  - b. Novelty
  - c. Non-Obviousness.

The IPR cell on receiving the proposal will work on detail and will further carry out registration process with Controller of Intellectual Property Office.

  
Member-Secretary

IPR Cell

  
Chairperson 23/9/19

IPR cell

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