

Sardar Vallabhbhai National Institute of Technology, Surat **15th Meeting of Industrial Consultancy & Sponsored Research Board**

The minutes of the **15th ICSR Board meeting**, held on **20.01.2023** at **12.30 pm** at the **Institute Conference Room, New Administrative Building, SVNIT, Surat** are as follows:

The following Board Members were present in the meeting.

Sr. No.	Name of Person	Designation
1	Prof. H K Raval – In-charge Director	Chairman
2	Prof. D C Jinwala - Dean (R&C)	Member
3	Prof. G J Joshi - Head - Dept. of Civil Engineering	Member
4	Prof. J Banerjee - Head - Dept. of Mechanical Engineering	Member
5	Prof. A K Panchal - Head - Dept. of Electrical Engineering	Member
6	Dr. Suresh Kumar - Head - Dept. of Chemistry	Member
7	Dr. Meghal Desai - Head - Dept. of Chemical Engineering	Member
8	Dr. Sankita Patel - In-charge Head - Dept. of Comp. Science & Engineering	Member
9	Dr. P N Patel - Head - Dept of Electronics Engineering	Member
10	Dr. Jayesh Dhodiya - Head - Dept. of Mathematics & Humanities	Member
11	Dr. Dimple Shah - Head - Dept. of Physics	Member
12	Dr. Pramod Mathur - Registrar	Member
13	Dr. H B Mehta - Asso. Dean (R&C) - SRP	Member - Secretary
14	Prof. C D Modhera – Dean (FW)	Invitee

Dr. K D Yadav - Asso. Dean (R&C) – CRP could not attend the meeting due to some prior commitments.

The meeting was initiated by the Dean (R&C) by welcoming all the present members and conveying the purpose of the exigency of the meeting with minimal agenda.

Item No. 1	To approve the minutes of the 14 th ICSR Board meeting held on 24 November 2022 at 2:30 pm at the Institute Conference Room, New Administrative Building, SVNIT, Surat.
Reso. No. 1	The Minutes of the 14 th ICSR Board Meeting held on 24 th November, 2022 at the Institute Conference Room, New Administrative Building, SVNIT, Surat was circulated by email to all the members and no comments were received. The board, therefore confirmed the minutes placed as Annexure-A.
Item No. 2	To note and approve the Action Taken on the resolutions adopted in the 14 th ICSR Board meeting held on 24 November 2022.
Reso. No. 2	<p>The action taken on the resolutions adopted at the 14th ICSR Board meeting held on 24th November, 2022 was noted and approved and placed as Annexure-B.</p> <p>The 5th resolution of the 14th meeting of ICSR Board has been directed for the following amendments.</p> <p>It was resolved that the report of recommendations submitted by the committee for Empanelment for IP Law Firms at the Institute be forwarded to the Finance Committee and Board of Governors (FC/BoG) before issuing the Empanelment Letters to the successful IP Law Firms. However, the total amount is likely to be within the financial powers of the Director, the report is not required to be put up</p>

	<p>to FC/BoG.</p> <p>In view of the same it was decided to issue Empanelment Letter to the IP Law Firms and Office Order be issued by the Administration for the circulation to the faculty members vide letter no. Dean(R&C)/2022-23/6149 dated 16.12.2022.</p>
Item No. 3	To discuss and resolve whether to extend financial support for a filed IP Application in the name of Inventor(s) or Faculty Member who resigned from the services of the Institute or in case of VRS. (Annexure-C)
Reso. No. 3	Deferred
Item No. 4	To ratify the issuance of the Empanelment Letter to the successful IP Law Firms recommended by the Committee for Empanelment of IP Law Firms and issuance of Office Order be issued by the Administration for the Circulation.
Reso. No. 4	The item was ratified. (Annexure-J)
Item No. 5	<p>Consequent to the appointment of a committee to decide the empaneled Patent Attorney vide Office Order No. E/141/IPR-Empanelment/222 dated 20.05.2022 and the recommendation of the committee vide IPR-Empanelment/2022-23/5559 dated 14.11.2022, and approved by the Institute Authority vide Note No. Dean(R&C)/2022-23/6149 dated 16.12.2022; henceforth one of the Patent Attorneys from the empaneled list ONLY is to be approached for processing of the Patent Registration/Application, and at the rates as fixed.</p> <p>Following is the process of filing of IP Application by the faculty members, technical staff and students, interested to protect their intellectual creations under IP Law through the IP Law Firms empaneled by the institute till the formation of IP Management Cell.</p> <p>(a) Administrative & Financial Approval Form is to be filled up for IP related Applications.</p> <p>(b) One of the empaneled Law Firm out of the three is to be recommended. The Law Firm is to be selected on a round-robin basis. This selection will be done by the Dean (R&C) Office for recommending to the Director for further processing.</p> <p>(c) The application will be sent for the recommendation / approval of the competent authority.</p> <p>(d) After the approval is given and the relevant tasks are done, the applicant shall raise the appropriate bill certificates and process the documents for the payment to the vendor selected.</p> <p>(e) The institute shall bear the IP related charges under the account head of Patent Attorney Code (1/380). The approved IP related charges are mentioned in Annexure – D.</p> <p>(f) The institute shall not permit any IP related applications without recommendation of the Office of the Dean (R&C) and approval of the Director.</p>

Reso. No. 5	<p>This agenda was explained by Dr. H. B. Mehta, Asso. Dean (R&C) – CRP and the members of the board asked detailed clarifications about the process and the same was discussed in depth and some additional points were recommended, over and above as mentioned in the agenda. Based on the suggestions, the complete administrative process to be followed for requesting registration of an IPR by any institute regular employee is as follows:</p> <ul style="list-style-type: none"> (a) Administrative & Financial Approval Form is to be filled up, by the applicant (e.g. a faculty member) for IP related Applications and to be submitted to the R&C office for further perusal. (Annexure – E) (b) One of the empaneled IP Law Firm out of the three is to be recommended. This will be done by the R&C Office, as shown in the form. However, it is to be noted that: <ul style="list-style-type: none"> (i) The IP Law Firm will be selected on a round-robin basis – with respect to the IP law firm recommended in the approval note, recommended immediately prior to the note under consideration. However, under exceptional circumstances, a specific IP Law Firm may be recommended with the approval of the Director, SVNIT, Surat. (ii) In case of FER/SER/Hearing applications, the same IP Law firm, with whom the application was processed initially, will be recommended, for further processing of the application. (c) The application will be sent for the further approval of the competent authority. (d) After the approval is given, a formal intimation (i.e. a work order in the format shown in Annexure - J) shall be issued to the approved law firm, by the Dean (R&C) Office. A copy of the same would be notified to the applicant faculty member, for further communication and other administrative processing on the same IP. (e) After satisfactory work is completed, the applicant is required to raise the appropriate Bill Certificate and process the documents for the payment through the Head of the Department and Dean (R&C) Office. (f) The institute shall bear the IP related charges under the account head of Patent Attorney Code (1/380). The approved IP related charges are mentioned in (Annexure – D.) (g) The institute shall not permit any IP related applications without recommendation of the Office of the Dean (R&C) and approval of the Director.
Item No. 6	To discuss and recommend the Industry Research Project Proposal Form in line with the guidelines of Industry Sponsored Research Projects. (Annexure – F)
Reso. No. 6	Deferred
Item No. 7	To discuss and resolve regarding the selection of the candidate applying to work on contract under a Consultancy Project. This request has come from the HoD, Department of Civil Engineering. It has been proposed that the selection of manpower on contract may be done, even if there is a single deserving applicant appearing in the interview and is deemed suitable by the Project Manpower

	Selection Committee. (Annexure – G)
Reso. No. 7	Deferred
Item No. 8	To discuss and resolve regarding the tenure of the appointment of manpower on contract under a Consultancy Project. This request has come from the HoD, Department of Civil Engineering. Presently the tenure of appointment of manpower in a Consultancy Project is Three/Eleven months. It is proposed that the tenure of appointment on contract may be as per the Duration of the Consultancy Project. (Annexure – H)
Reso. No. 8	Deferred
Item No. 9	To discuss and recommend a guideline on whether to permit a Bhatnagar Awardee Fellow to undertake Consultancy Assignments or not? There is a request to the effect received at the Dean (R&C) Office from Prof. S A Channiwala. (Annexure – I)
Reso. No. 9	Deferred

The Chairman thanked all the members for their active participation in the meeting.

Dr. H B Mehta
Asso. Dean (R&C) – SRP &
Member-Secretary (ICSRB)

Prof. D C Jinwala
Dean (R&C) &
Member (ICSRB)

Prof. H K Raval
In-charge Director &
Chairman (ICSRB)