

## STANDARD OPERATING PROCEDURE FOR IP RELATED ASSIGNMENTS

### For Patent Application (Product / Process):

<b>Stage-1: Patentability Search</b>	Download and fill up the <b>IP-1.2 Administrative &amp; Financial Approval Form for IP related Expenditure</b> for onward submission to the R&C Office.
	The R&C Office will process <b>IP-1.2</b> , issue <b>IP Reference Number</b> , and assign <b>Patent Attorney</b> on round-robin basis & will send for further approvals from the competent authority.
	Once the <b>IP-1.2 Form</b> is approved, the Applicant Faculty will fill and send the <b>Invention Disclosure Form (IDF)</b> in PDF version only, to the R&C Office through email at <a href="mailto:dean_rnc-office1@svnit.ac.in">dean_rnc-office1@svnit.ac.in</a> and CC to <a href="mailto:adean_rnc-ipr@svnit.ac.in">adean_rnc-ipr@svnit.ac.in</a>
	The R&C office will generate <b>Work Order (WO)</b> for <b>Patentability Search Report (PSR)</b> and will send <b>IDF</b> and <b>WO</b> to the concerned <b>Patent Attorney</b> with a copy to the Applicant Faculty.
	The Patent Attorney will send the <b>PSR</b> to the R&C Office and the Applicant Faculty. The Applicant Faculty will check the <b>PSR</b> and confirm (if OK), for preparing the <b>Draft</b> to the Patent Attorney, with a CC to R&C Office at <a href="mailto:dean_rnc-office1@svnit.ac.in">dean_rnc-office1@svnit.ac.in</a> and <a href="mailto:adean_rnc-ipr@svnit.ac.in">adean_rnc-ipr@svnit.ac.in</a>
	Once this process is completed, the Patent Attorney will raise and send invoice of completion of <b>PSR</b> to the R&C Office. The payment shall be released once the Applicant Faculty sends the <b>Letter of Completion of Patentability Search</b> (Format available at institute website) to R&C Office.
<b>Stage-2: Drafting &amp; Filing of Patent</b>	After confirmation on the <b>PSR</b> from Applicant Faculty, the Patent Attorney will prepare the <b>Draft</b> and send it for confirmation. The Applicant Faculty will confirm the same (if OK) to initiate the Process of <b>Filing of Patent</b> through email to the Patent Attorney, with a CC to R&C Office at <a href="mailto:dean_rnc-office1@svnit.ac.in">dean_rnc-office1@svnit.ac.in</a> and <a href="mailto:adean_rnc-ipr@svnit.ac.in">adean_rnc-ipr@svnit.ac.in</a>
	The Patent Attorney will send <b>Form-1</b> for necessary checks and signature(s). Subsequently the R&C Office will generate <b>Work Order for Filing the Application</b> and will send it to the concerned Patent Attorney along with duly signed <b>Form-1</b> with a CC to the Applicant Faculty. <b>Form-2 (Specification of Patent), Form-3</b> and <b>Form-5</b> will be sent by the Patent Attorney subsequently (if required) for necessary actions.
	The Patent Attorney will initiate <b>Filing the Application</b> process once the confirmation is received from Applicant Faculty and the R&C Office. The <b>Application Receipt and Filing Details</b> will also be sent to Applicant Faculty and R&C Office for records.
	The Patent Attorney will raise and send invoice of completion of <b>Drafting and Filing of Application</b> to the R&C Office. The payment shall be released once the Applicant Faculty issues the <b>Letter of Completion of Work (Drafting and Filing Application)</b> (Format available at institute website) to the R&C Office.

### For Design Application:

<b>Design Application</b>	Download and fill up the <b>IP-1.2 Administrative &amp; Financial Approval Form for IP related Expenditure</b> for onward submission to the R&C Office.
	The R&C Office will process the <b>IP-1.2</b> , issue <b>IP Reference Number</b> , and assign <b>Patent Attorney</b> on round-robin basis & the same will be sent for further approvals of the competent authority.
	Once the <b>IP-1.2</b> is approved, the Applicant Faculty will send <b>Design Filing Information Sheet (DFI)</b> with <b>Design Classification (Class and Sub Class)</b> , <b>Clear Images of Design</b> in PDF version only, along with <b>Form 21 (General Power of Authority)</b> duly filled and signed, to the R&C Office through email at <a href="mailto:dean_rnc-office1@svnit.ac.in">dean_rnc-office1@svnit.ac.in</a> and <a href="mailto:adean_rnc-ipr@svnit.ac.in">adean_rnc-ipr@svnit.ac.in</a> for onward submission to Patent Attorney.
	The R&C office will generate <b>Work Order (WO)</b> for processing the Design Application and will send the same along with <b>DFI</b> and <b>Form 21</b> to the concerned <b>Patent Attorney</b> with a copy to the Applicant Faculty.
	The Patent Attorney will initiate <b>Filing of Application</b> Process once the R&C Office sends all required documents and will send the <b>Application Receipt</b> and <b>Filing Details</b> to Applicant Faculty and R&C Office for records.
	The Patent Attorney will raise and send invoice of completion of <b>Design Application</b> to the R&C Office. The payment shall be released once the Applicant Faculty sends the <b>Letter of Completion of Work i.e. Design Application</b> (Format available at institute website) to R&C Office.

### FER/SER/Hearing/Renewal Applications

<b>IP filed before 02.02.2023 with SVNIT, Surat as applicant</b>	Download and fill up the <b>IP-1.1 Administrative &amp; Financial Approval Form for IP related Expenditure</b> for onward submission to the R&C Office along with the copy of Notice of FER/SER/Hearing/Renewal.
	The IP Law firm, with whom the application was processed initially, will be recommended, for further processing of the application. The R&C Office will process <b>IP-1.1</b> will send for further approvals of the competent authority.
	Once the <b>IP-1.1</b> is approved, the Applicant Faculty is required to raise the appropriate Bill Certificate and process the documents for the payment.
<b>IP filed after 02.02.2023 through Empaneled IP Law Firm</b>	Download and fill up the <b>IP-1.2-Administrative &amp; Financial Approval Form for IP Application</b> and send the same to the Dean (R&C) Office along with the copy of Notice of FER/SER/Hearing/Renewal. The R&C Office will process the <b>IP-1.2</b> and will send it for further approvals of the competent authority.
	Once the <b>IP-1.2 (FER/SER/Hearing/Renewal)</b> is approved, the R&C office will generate <b>Work Order (WO)</b> for necessary assignment and will send the same to the concerned <b>Patent Attorney</b> with a copy to the Applicant Faculty.
	The Patent Attorney will raise and send invoice of completion of <b>FER/SER/Hearing/Renewal</b> to the R&C Office. The payment shall be released once the Applicant Faculty issues the <b>Letter of Completion of Work (FER/SER/Hearing/Renewal)</b> (Format available at institute website) to R&C Office.