

NOTIFICATION NO. KU/POL./2020/001

Date: 07th January 2020

Subject: Karnavati University - Rules on the Establishment of the Intellectual Property Facilitation Centre (IPFC)

Karnavati University hereby notifies 'Rules on the Establishment of the Intellectual Property Facilitation Centre (IPFC)' as appended herewith. These Rules provide for the establishment of the Intellectual Property Facilitation Centre (IPFC) in accordance with the University's Intellectual Property Policy. This Centre shall deal with all the activities/matters relating to the Intellectual Property (IP) of the University through the Intellectual Property Committee. These rules shall facilitate students, employees and collaborative Researchers which may include but not be limited to incubators, firms, companies, institutions, research centres, vendors and business partners in generating IP, Protection and its application for shared benefit of the University.

This comes into immediate effect.


Tariq Ali Saiyed
Registrar





Rules on the Establishment of the Intellectual Property facilitating Centre
(IPFC)

Title	Rules on the Establishment of the Intellectual Property facilitation Centre (IPFC)
Key Stakeholders	Employees, Students, Collaborative Researchers
Approved on	7 th January 2020
Date Effective	8 th January 2020
Next Version	
Relevant Policies	Intellectual Property Policy Innovation & Incubation Policy Research Policy
Relevant Committees	Intellectual Property Committee
Related guidelines	National Innovation and Start-Up Policy (NSIP) Student Start up and Innovation Policy (SSIP)

1. Short title

These Rules shall be called the “*Rules on the Establishment of the Intellectual Property facilitation Centre (IPFC)*”.

2. Objective

These Rules provide for the establishment of the Intellectual Property facilitation Centre (IPFC) in accordance with the University *Intellectual Property Policy*. This Centre shall deal with all the activities/matters relating to the Intellectual Property (IP) of university through the Intellectual Property Committee. The primary objectives of this centre are: -

- i. To facilitate students, employees and collaborative Researchers which may include but not limited to incubator, firms, company, institution, research centre, vendor and business partners in generating IP, Protection and its application for shared benefit of University.
- ii. To promote and encourage scientific and technology based research and generation of the respective IP thereof at university.
- iii. To provide the mechanism through which the university can assist all the stakeholders in generating the IP.
- iv. To identify the Procedure for ownership, protection and Commercialization of the IP.
- v. To provide legal support in the generation of IP and further protection thereof.
- vi. To safeguard the fair disbursement of economic benefits of IP commercialization among all the stakeholders.

3. Constitution of Intellectual Property Committee

University shall constitute Intellectual Property Committee, for the functioning of Intellectual Property facilitation Centre (IPFC)

- i. **Composition-** It shall consist of the following members-
 - a. The Vice-Chancellor (Provost) shall be the Ex-officio member of this Committee.
 - b. The Dean/ Directors/HOD/Principal of all the respective constituent Institutes and department shall be ex-officio member of the centre;
 - c. Head of Karnavati University Incubation and Innovation Foundation, shall be chairperson of the IPFC.

- d. One (1) Legal Expert shall be nominated by the Vice- Chancellor who shall be an external member.
 - e. Two (2) subject experts shall be nominated by the Vice- Chancellor who shall be an external member.
 - f. Additionally, two (2) members (teaching employees) from each institute, shall be nominated by the Dean of the respective institute, who shall be the IP coordinator of the institute.
 - g. Respective institute, will act as the IP coordinators of the institute.
 - h. The Registrar shall be the member secretary of this centre.
- ii. **Tenure of members-**
- a. The ex-officio members of the committee shall continue their membership.
 - b. Nominated members shall be in the office for the term of two (2) years from the date of appointment and shall be eligible for re-nomination.
- iii. **Roles and Functions-** The Committee shall be responsible for: -
- a. Advising and conducting awareness programmes, trainings, workshops for educating faculty, staff and students about IP at the University;
 - b. Approve procedures, forms, draft agreements and guidelines for implementation of the IP policy at the University;
 - c. Recommend expert groups in different subject domains for assessing and recommending proposals for IP filing. It may appoint expert group with members from within and/or outside the University to seek their opinion in carrying out any of the above responsibilities;
 - d. Appoint staff or consultants to facilitate IP generation, protection and its application.
 - e. Interact with the inventors, evaluate invention for patentability and commercial potential, act as advisory to the inventor for all matters including filing applications for protection of IP;
 - f. Assist with drafting, negotiating, advising and monitoring all confidential agreements, vendor contracts, visitor participation agreements, license agreements, non-disclosure agreements, revenue-sharing agreements and material transfer agreements of the University with special reference to IP relating matters;
 - g. Advice on approaching funding agencies, venture capitalists etc. for funds for promotion of IP activities, filing, licensing/assigning of IP on revenue sharing basis;
 - h. Recommend waivers and release of IP to inventor and/or third party within the framework of IP policy of the University;

- i. Redress any conflict, grievance regarding ownership of IP, processing of IP proposals, infringement and interpretation of various clauses of IP policy;
 - j. Propose amendments from time to time for consideration of the University authorities; Pursue the licensing of technology by undertaking market evaluation for the technology concerned, identifying third parties to commercialize it, entering into discussions with potential licensees, negotiating appropriate licenses or other agreements and post transfer monitoring of the technology and for tracking performance of the obligations of the licensee;
 - k. Collaborate with colleges/Centres of Excellence, incubator and other areas of the University to foster an inter-sectional model encouraging IP filing.
 - l. Carry out audit of process to achieve optimization of resources.
- iv. **Meeting-**
- a. The members shall meet whenever necessary. However, it is recommended that the committee shall have a review meeting once a month.
 - b. Agenda, time and venue of the meeting shall be notified to all the members three (3) days prior to the intimated date of meeting.
 - c. The minutes of the meeting shall be prepared by the member secretary, and shall be circulated among the members for their approval.
 - d. A copy of approved minutes shall be sent to all the members.