INTELLECTUAL PROPERTY RIGHTS (IPR) POLICY

Document Number	:	IQAC-R&D/120/72
Document Name		Intellectual Property Rights (IPR)
Policy Category	:	R&D Policy
Version Number	:	1.0
Effective Date	:	1st July 2026
Applicable to	:	All internal staff (teaching and non-teaching) of AMGOI
Prepared By	:	Dean, R&D
Reviewed By	:	Dean, R&D
Approved By	:	Director & Campus Director, AMGOI

1. Purpose

To provide an institutional framework for disclosure, evaluation, protection, filing, record keeping and incentive processing for intellectual property arising from research, innovation, projects, consultancy or other activities associated with AMGOI.

2. Objectives

The objectives of this Policy are to:

1. Encourage identification and protection of inventions, designs, copyright and other eligible intellectual property.
2. Promote responsible IPR filing and appropriate acknowledgement of AMGOI.
3. Recognize inventor contributions through transparent verification of eligible support and remuneration.
4. Ensure institutional review before filing where institutional resources, funding or affiliation are involved.
5. Support responsible technology transfer, collaboration and potential commercialization.

3. Scope

Applicable to full-time teaching faculty members and IPR arising from work associated with AMGOI, including research projects, consultancy and institution-supported innovation. Where students, external collaborators, industry partners or multiple inventors contribute, their contributions and relevant rights shall be documented through appropriate agreements.

The policy covers national and international/utility patent applications, industrial designs/design registrations, copyright and other eligible IPR, subject to institutional approval..

4. Policy Guidelines

1. All IPR incentive claims shall be submitted only after the patent is officially granted.

2. Eligible IPR categories include National Design, International Design, Utility Patent and Copyright.
3. Incentives shall be provided only after submission and verification of official filing, registration or grant documents, as applicable.
4. AMGOI, Vathar affiliation must be acknowledged wherever applicable, and applicant/inventor details must be accurately recorded.
5. Utility Patent 100 % attorney fee support shall be provided only for pre-approved applications submitted through the R&D Cell, with AMGOI as an applicant.
6. For jointly developed IPR, the contributions of faculty, students and external collaborators shall be clearly documented.
7. All IPR activities must comply with applicable IPR laws, institutional agreements, funding-agency conditions and third-party rights.
8. Duplicate claims for the same IPR shall not be considered.
9. The R&D Cell shall verify eligibility and recommend incentives; final approval shall be given by the competent authority.

IPR category	Incentive amount	Conditions
National Design	₹4,000	Eligible only after the patent is officially granted..
International Design	₹6,000	Eligible only after the patent is officially granted..y.
Utility	100% funding give to patent attorney	Prior approval is mandatory; application must be submitted through the R&D Cell with AMGOI as an applicant
	₹25,000	Application must be submitted through the R&D Cell with AMGOI is in inventor list and eligible only after the patent is officially Published/granted.. 20% After Publication (Rs. 5000) 80% After Grant (Rs. 20000)
	₹20,000	Eligible only after the patent is officially Published/granted.. 20% After Publication (Rs. 4000) 80% After Grant (Rs. 16000)
Copyright	₹2,000	Eligible only after the patent is officially granted..

Incentive Sharing

Inventor / author position	Percentage

1st	100%
2nd	75%
3rd	50%
4th	25%

5. Roles and Responsibilities

Inventor / Faculty Lead: Disclose the invention promptly, provide complete and accurate inventor/contributor details, submit documents and inform the R&D Cell of material changes in application status.

Concerned HOD: Review departmental relevance, available facilities and institutional involvement and forward the proposal.

Dean, R&D / R&D Cell: Maintain the IPR register, coordinate preliminary review, verify application and status evidence, and recommend eligible support.

IPR Committee: Evaluate and verify profitability, ownership, contribution, cost, application potential and commercialization prospects

Director / Competent Authority: Approve filing/support decisions and resolve interpretation or contribution issues under institutional procedures.

Administration / Finance: Verify approved financial documents and process sanctioned payments.

All contributors: Respect confidentiality, disclose third-party obligations and avoid unauthorized disclosure before filing.

6. Review and Revision of Policy

The R&D Cell shall periodically review this policy, implementation records and applicable institutional requirements. The Dean, R&D shall periodically review the implementation and effectiveness of this policy in consultation with the R&D Committee. Amendments, including changes to eligibility, incentive amounts or procedures, shall be placed before the competent authority for approval. Approved revisions shall be communicated to all departments.

Changes to incentive amounts, eligibility, ownership procedures or approval authority shall be effective only after formal approval by the competent authority.

Management's decision shall be final under the Revised R&D Policy and applicable institutional norms.

7. Annexures/Supporting Documents

1. Annexure A: Invention / IPR Disclosure Form.

2. Annexure B: Inventor and contributor declaration, with contribution details.
3. Annexure C: Patent/design application number, filing receipt, publication/registration/grant evidence and applicant/inventor details.
4. Annexure D: Institutional support and incentive claim form, bills /receipts where applicable, and approval sheet.
5. Annexure E: Confidentiality, collaboration, assignment or technology-transfer agreement, where applicable

8. Standard Operating Procedure (SOP)

1. Disclosure: Creator submits the IP Disclosure Form to the HOD and R&D Cell before public disclosure.

2. Registration: R&D Cell records the disclosure and checks the documents.

3. Departmental verification: HOD confirms project details, contributors and institutional resource use.

4. Evaluation: IPR Committee assesses ownership, novelty, protection needs and potential.

5. Approval: Director / competent authority approves filing, expenditure and agreements.

6. Filing: Authorized patent professional prepares and files the application; filing proof is submitted to R&D Cell.

7. Monitoring: R&D Cell tracks examination, renewal, publication and grant status.

8. Commercialization: Licensing or transfer is undertaken only through an approved written agreement.

9. Closure: R&D Cell updates the IPR register and processes eligible incentive claims after verification.

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