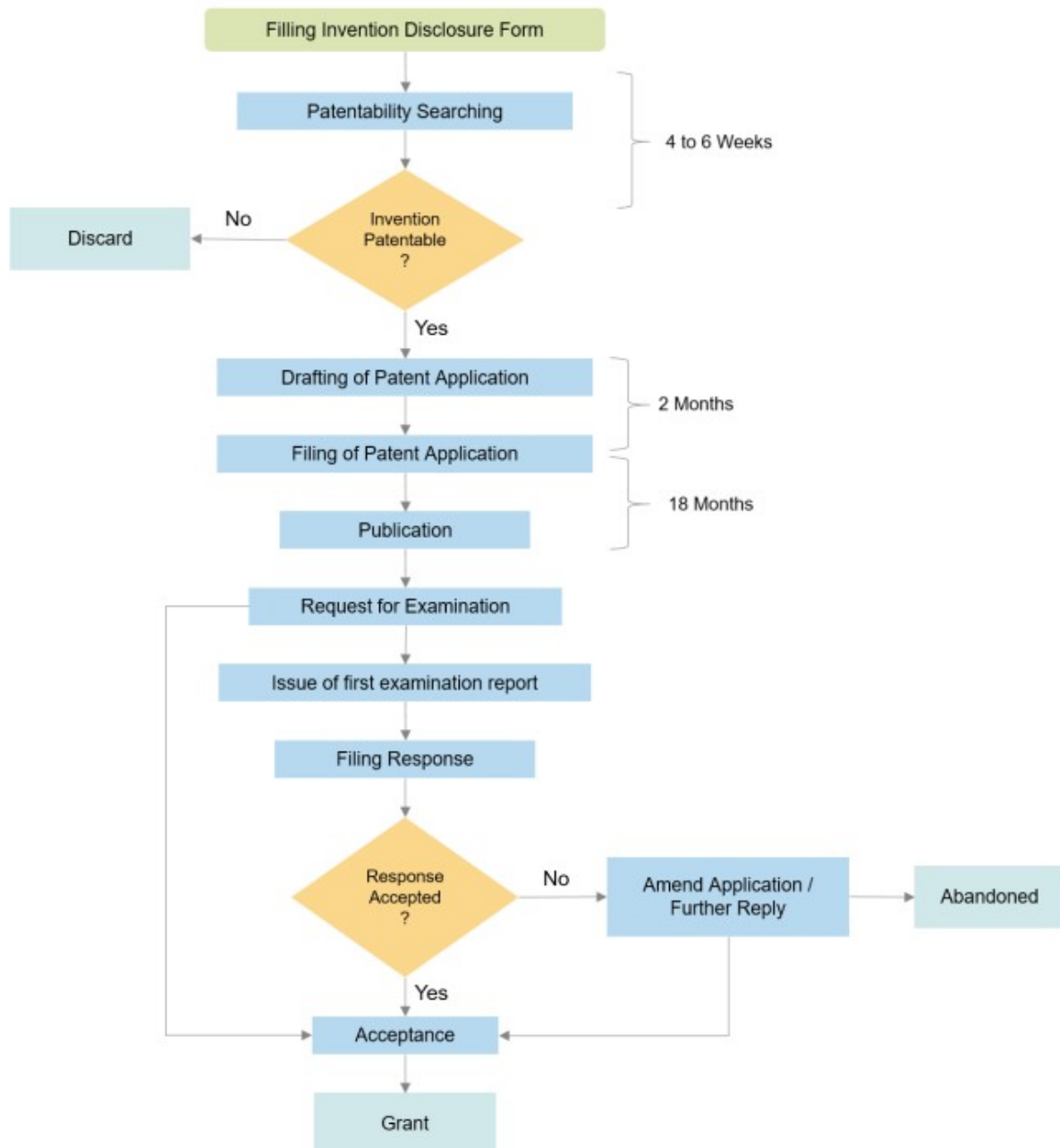


## IPTT Procedure Flow Chart



## **Procedure for IPR filing for IIT Mandi faculty, staff, student and affiliates:**

1. Fill out the appropriate invention disclosure form and email it to the IP & TT cell at [iptt@iitmandi.ac.in](mailto:iptt@iitmandi.ac.in).
2. The IP & TT cell will examine, and will conduct a patentability search using external services. If any additional information is required, the same will be requested from the inventor(s).
3. If the inventors wish to conduct their own patentability search using recognized software and / or a patent attorney, they must submit the patentability search report and the disclosure form to the IP & TT cell.
4. The committee, as specified in the IPR policy, will meet periodically to decide whether the invention should be filed, or not.
5. The inventors and the patent attorney hired for the specific invention filing will be responsible for the invention draft.
6. In the case of a design (patent) application, the application will be processed after an internal assessment by the IP & TT Cell. The inventors will be responsible for creating all product views, as per the design (patent) filing mandate.
7. The Institute may cover up to 90% of the Indian invention filing costs and up to 50% of the international invention filing costs, subjected to the availability of the funds. The inventor (s) need to manage the remaining amount from other sources such as PDA, PDF, etc.
8. IIT Mandi will be the applicant for all the invention applications, and the revenue sharing model outlined in the IP policy will be used for invention licensing.