



**INTERNAL QUALITY ASSURANCE CELL
NIRMALA COLLEGE, MUVATTUPUZHA**

INTELLECTUAL PROPERTY RIGHTS (IPR) POLICY

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As inquisitiveness is the defining quality of a learner and the fuel for innovations, a good learning environment must be conducive for research/innovations. It is also a requirement from the part of the institution to ensure that the individuals/groups are able to convert innovations into inventions, brands, designs and other creative and innovative products. All such products which has a moral/commercial value is the asset of an institution, and is the duty of the organization to ensure that the creator of these Intellectual properties get due credit for the invention. In this regard, to provide guidance to academic and non-academic staff, students, research scholars, and outside agencies on the practices and the rules of the Institute regarding intellectual property rights (IPR), the Institute has formulated this Policy to:

- a) facilitate, encourage, promote and safeguard scientific investigation and research and provide a conducive environment leading to development of intellectual property;
- b) establish an IPR management policy and procedural guidelines and frame standards for do's and don'ts for the Institute, and the creators of intellectual property;
- c) safeguard the interest of the creator of the intellectual property and provide fair distribution of returns accruing from the commercialization of IPR;
- d) promote, facilitate and provide incentives to the members of the community of creators who take initiatives to transfer Institute intellectual property to the public;
- e) make the Institute a prime academic research institution pursuing the highest ideals of scholarship and teaching by dissemination of the benefits of Intellectual Property originated from the Institute to the community and society.

Intellectual Property and Ownership

(i) Copyrights: The Institute will not own the rights in copyrightable works such as course materials, books, articles, lectures, and other communications produced by the staff in the course of research and teaching using Institute resources. Ownership of copyright of all copyrightable work shall rest with the author(s) with the following exceptions: (i) If the work is produced during the course of sponsored and/or collaborative activity, specific provisions related to IP, made in contracts governing such activity, shall determine the ownership of IP. (ii) The Institute shall be the owner of the copyright on all teaching materials developed by the Institute personnel as a part of any of the academic programs at the Institute. However, the authors shall have the right to use the material in her/his professional capacity. (iii) The Institute shall be the owner of the copyright of work, including software, created by the Institute personnel with significant use of Institute resources. (iv) The Institute shall be the owner of the copyright of work produced by non Institute personnel associated with any activity of the Institute with the intellectual contribution of the Institute personnel.

(ii) Invention(s), Design(s), and other creative work(s): (i) Invention(s) of the Institute personnel without significant use of the Institute resources and not connected with the profession for which he/she is employed at the Institute shall be owned by the creator(s). (ii) For invention(s) including software design, and course materials produced during the course of sponsored and / or collaborative activity, specific provisions related to IP made in contracts governing the collaborative activities shall determine the ownership of IP. (iii) The Institute shall be the owner of all invention(s) created by a team of the Institute and non Institute personnel associated with any activity of the Institute. (iv) Non-Institute personnel, who create invention(s) at the Institute without any intellectual contribution of the Institute personnel and significant use of the Institute resources, shall be the owner of such invention(s). Except as stipulated above, the Institute shall be the owner of all invention(s) created at the Institute.

(iii) Patents: This section refers to intellectual property that is patent-able or protectable by confidentiality agreements. (i) The Institute will not require to be assigned to it the intellectual property created by the creator(s) where there is use of usual Institute resources only. (ii) The Institute will require to be assigned to it such intellectual property as is created by the creators through the use of Institute-supported resources. In this case, the Institute

will take steps to commercialize the property through patenting or agreements. Where a patent is applied for, the creator shall agree to maintain all relevant details of intellectual property secret and confidential until the patent application is filed. In the case of protection through confidentiality, the same information will be kept secret and confidential as long as the intellectual property has commercial value. (iii) The intellectual property created through sponsored research /or collaborative work, the provisions of the contract pertaining to disclosure of the creative work/invention is applied.

IPR Administration

This policy shall be applicable to all the Institute personnel, as well as non Institute personnel associated with any activity of the Institute such as, but not limited to outcomes of research, consultancy or Continuing Education Programmes, and covers different classes of Intellectual Property - Patents, Designs, Trade Marks/Service marks, Copyright, Trade Secret and undisclosed Information.

(i) Disclosure

When the creators believe that they have generated patent-able or commercialise-able intellectual property using Institute-supported resources, they shall report it promptly in writing along with relevant documents, data and information, to the Institute through the appropriate authority using the Invention Disclosure Form of the Institute. The information shall constitute a full and complete disclosure of the nature, particulars and other details of the intellectual property, identification of all persons who constitute the creator(s) of the property, and a statement of whether the creator believes he or she owns the right to the intellectual property disclosed, or not, with reasons. Where there are different creators of components that make up a system, the individual creators and their contributions must be identified and treated separately. By disclosure the inventor(s) shall assign the rights of the disclosed invention to the institute.

(ii) Legal status of IPR policy

This policy shall be applicable from the date notified by the Institute. Any

alterations in this policy will not take effect until the Institute Intellectual Property Committee (IIPC) takes a unanimous decision, and such changes would be effective for inventions and other research results arising out in the future.

(iii) Constitution of Institute Intellectual Property Committee

An Institute Intellectual Property Committee (IIPC) shall comprise of the Head of the Institution Co-coordinator of IPR Cell, and three additional members nominated by the Head of the Institution. The nominees will serve a three-year term. IIPC shall be responsible to administer all decisive issues related to IP policy and such other relevant matters as shall be determined from time to time.

(iv) Scope of the Policy

This policy covers all rights arising from intellectual property devised, created, or made by the staff in the course of their employment by the Institute irrespective of the eligibility of these rights for registration.

NIRMALA COLLEGE

MUVATTUPUZHA

Ranked on the 91st position among the colleges in India
by the NIRF Rankings 2017 and accredited by NAAC with B++ grade

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