

Steps for Patent Filing – Jadavpur University

Step 1: Patentability Search

Patentability searches can be conducted in **two ways**:

- A. **Through the patent attorney, Patent Information Centre (PIC)**, West Bengal State Council of Science & Technology (WBSCST), Department of Science & Technology, Government of West Bengal, Vigyan Chetana Bhavan, DD-Block, Plot-26B, Salt Lake, Kolkata-700064

Documents to be E-mailed:

- Patent Search Forwarding Letter (DST format)
- Guidance on IPR Form (DST format)
- Complete description of the invention, Relevant drawings or sketches

Official Fees (to be paid only upon intimation):

Category	Amount	Remarks
Students	₹500	Payable to WBSCST when notified ,May be reimbursed upon request by applying to the Convener, IPR Cell, JU
Faculty/Staff	₹1,000	Payable to WBSCST when notified (not reimbursed)

Note: Do *not* make any payment initially. WBSCST will notify you once the search report is ready and provide account details for payment.

B. Self-Search (Free Option)

You may independently perform a patent search using **publicly available online patent databases**.

This option is completely **free of cost** and helps you identify similar existing patents before filing.

Step 2: Search Report & Preliminary Discussion

After receiving the **search report** from WBSCST:

- Conduct a detailed discussion to **refine the invention description** and **finalize the patent title**.
- Alternatively, you may generate a **Self-Search Summary Report** via the **Indian Patent Office** website.

Important:

As per university policy, **Jadavpur University must be listed as the Applicant**, while all researchers, students, and faculty involved must be listed as **Inventors**.

Step 3: Submission of University Forms

Fill out and submit all required **Annexure** [Anx. -I, II, III] (as per the Jadavpur University IPR Policy)

For Assistance:

Prof. Susanta Ray ,Convener, IPR Cell, Jadavpur University

✉ iprcellju@jadavpuruniversity.in

Submission Point:

All signed and approved forms must be submitted to the **IIC & IPR Cell Office, Technology Bhawan (7th Floor)** for:

- Recordkeeping
 - Institutional approval
 - Future Payment processing
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Step 4: Professional & Government Fees

Process for Payment:

1. Collect the **Party (Attorney) Payment Form (Light Blue Form)** from the Accounts Section, JU.
2. Black Reimbursement format for self-payment.
3. Obtain format required signatures with stamp from the **Convener (IPR Cell) in right** and the **President (IIC) in Left**.

Indicative Fee Structure (Paid from University Funds):

Category	Fee (Approx.)	Remarks
Professional Fee	₹10,000	For attorney-assisted patent drafting and submission (one-time)
Patent Filing Fee	₹1,600	Applicable to both self-filing and attorney-assisted filing (Common to both modes)
Request for Examination	₹4,000	Applicable to all (Common to both modes)
Early Publication	₹2,500	Optional, speeds up publication (Common to both modes)
Professional Fees during	₹5,000	For attorney-assisted patent drafting and

Category	Fee (Approx.)	Remarks
Submission of Examination Report		submission (one-time)
Professional Fees during Submission of hearing report	₹5,000	For attorney-assisted patent drafting and submission (one-time)

Note: Fees are subject to revision by government or university policy updates.

Step 5: Power of Attorney (POA)

Two modes of filing are available:

A. Through an Attorney

- Prepare a **Power of Attorney (POA)** on a ₹100 **Stamp Paper** in the name of **Jadavpur University**.
- Obtain endorsements from the **Convener, IPR Cell** and the **Registrar, JU (respectively)**.
- This authorizes the attorney to file the patent on behalf of the university and its inventors.

B. Self-Filing (Optional)

- Inventors may file independently using the e-filing portal of the Indian Patent Office.
- Reimbursement of official fees may be considered upon submission of valid receipts.

Step 6: Drafting & Finalization

- Draft may be self-prepared or drafted by the **empanelled attorney**.
- Ensure **claims, technical details, and drawings** are complete and accurate.
- All drafts (including self-written) must be **checked for correctness** before submission.

Step 7: Patent Filing & Acknowledgement

- Filing may be done either by the **authorized attorney** or **inventor** (in self-filing mode).
- Upon submission, both inventor and university receive the **Application Filing Receipt (AFR)** with the Application Number & Filing Date.

Additional Notes:

- Individual Inventor Certificates can be availed at **₹1,000 (paid by inventor)**.
- For **start-ups formed by inventors**, the university may issue a **No-Objection Certificate (NOC)** for patent ownership transfer, with all official charges borne by the university.
- **No additional charges will be provided/covered by the university.**

Additional Support & Guidance

Name	Designation	Email
Prof. Susanta Ray	Convener, IPR Cell, Jadavpur University	iprcellju@jadavpuruniversity.in
Prof. Pranibesh Mandal	Convener, Institution's Innovation Council (IIC), JU	iicju@jadavpuruniversity.in

Note: Procedures and fee structures may be updated periodically as per IPR Cell or Government directives.

Annexures – As per Jadavpur University IPR Policy

Annexure No.	Form Name
I	Request Letter for Patent Filing
II	Intellectual Property Disclosure Form
III	Patent-Related Funding Request Form
IV	License Agreement Form
V	Revenue Sharing Agreement Form
VI	Business/Technology Transfer Request Form
VII	NOC/Institute Approval for Patent Filing (for inventors from external organizations)
VIII	NOC Application for Being an Inventor in a Patent Filed by an External Organization (for JU inventors)
IX	NOC Application for Patent Filing in Individual Name(s) (for JU inventors)

Current Patent Attorney Information

Name	Designation & Role	Contact Email	Remarks
Dr. Mahuya Hom Choudhury	Scientist–C (Senior Scientist) & Nodal Officer,	mhc123ster@gmail.com	Currently, Dr. Mahuya Hom Choudhury is the <i>only</i> approved vendor and attorney supporting Jadavpur University for patent

Name	Designation & Role	Contact Email	Remarks
	PIC-WBSCST		searches and filings. If any qualified individual or organization is willing to provide similar services at the same or lower rate, their credentials may be reviewed for potential empanelment by the university.