



Date: 20-05-2021

## Intellectual Property Cell (IP Cell)

### Invention Disclosure guidelines:

Following guidelines are provided in order to channelize your ideas, project work, concepts, inventions and bring out the creative work done.

1. You need to document your invention in such a way that as to be very clear to one, who is not familiar with the work
2. Describe, what makes your invention different from what has done before
3. In addition to describing all the modules, functions, parts, describe how they work together.
4. Why did you do things the way you did them, and not some other way? How else could you have accomplished the same end?
5. Do not limit yourself to exactly the idea can be built, or prototype or proof-of-concept you have with you. Open for your imagination to run - how else this invention work?
6. What are the possible problems? Under what circumstances might your invention not work?
7. While preparing invention disclosure form, prepare drawings, figures, flow charts so that it will be easy to understand
8. Disclose your inventions as early as possible to IP Cell in order to protect then if patentable
9. Do not disclose your inventions to anyone in any form until it is protected in the form of IP
10. Do not publish the invention in any form like presentations in seminar, conferences, journals, newspaper, magazines, customer meetings, TV shows, any media and so on
11. Inventions that are generated as part of customer projects are to be informed clearly and this can be filed as joint IP if customer agrees
12. Report inventions that are disruptive, have commercial value and useful to mankind
13. Your invention will qualify for patenting only if it meets patentability conditions – novelty, inventive step and have industrial application

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