



Thiagarajar College of Engineering  
Aided ISO 9001 : 2008 Certified Autonomous Institution Affiliated to Anna  
University)  
Madurai – 625015.

## Standard Operating Procedure

1. Employees of the Institute who evolve know-how/designs/instruments/devices/processes and want to get patent(s) for the same and / or transfer them for commercial exploitation will be required to make an application/solution report for the purpose to the Dean, III through the Head of the Department where they are working.
2. Submissions of solution report to the Dean, III through the Head of the Department. Format for the Solution Report is available in the TCE website ([www.tce.edu](http://www.tce.edu))(C&TReq.Form)
3. On receipt of the application/ solution report, the Dean III will put it up to the Board of III cell.
4. The Board of III cell will examine the application and will then make specific recommendations in respect of the novelty and applications.
5. After the Board of III cell has given its decision in the matter, the Dean III will implement the same. For commercial exploitation he will approach the listed organizations for the transfer of know-how and get the agreed terms approved by the Principal. The transfer deed will be signed by him on behalf of the Institute. He will also arrange realization of premium / royalties as per the transfer agreement. Expenses on the registration of patents will be met from the Industrial Research & Development Fund in the first instance and will be subsequently charged to the receipts from Premium / Royalty when received.
6. The Institute will bear the Patent Fees for the first seven years in all cases. If the patent has been commercially exploited within the first seven years, it shall bear the Patent Fees also for the remaining period of the life of the patent. If the patent has not been commercially exploited within the first seven years, the Institute and the Inventor(s) shall share the subsequent installments of renewal fees on 50:50 basis. If the Inventor(s) do not show interest in such renewals, the Institute can withdraw its Patent at its discretion.

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7. The Institute may consider requests for registration of Patents in foreign countries, based on the merit of the inventions.
8. 30% of the profits accruing from the exploitation of patents taken out by the Institute shall be credited to the Institute (IRDF). The balance 70% of the profits shall be divided equally among the inventors. The share of the Institute will be credited to the III Development Fund.
9. If the development of the know-how is not a part of the official duties of the applicant and no Institute facilities have been utilised by him for its development he may apply to the Institute for permission to transfer the know-how to outside organizations on his own. The Dean, IC & SR will constitute a specific Committee to examine the application and recommend whether or not the request the staff member be acceded to. If on the recommendations of the Committee the Director permits the staff member to transfer the know-how on his own, he will be the sole beneficiary of all earnings from such a transfer and no amount there from will be payable by him to the Institute. (b) Till the Institute surrenders its interest, the "know-how" will be the joint property of the inventor and the institute. A student will not be entitled to any share in the profits accruing from the exploitation of a patent, even if his work is a contributing factor, if such work is in partial or complete fulfillment of the prescribed requirement of a degree awarded by the Institute. The Institute is however free to allow the student any share it considers appropriate. In case of any disputes, the Principal's verdict shall be final.
10. All sanctions for patents and/or transfer of technical know-how accorded by the Director, in any financial year, will be reported to the Board of Governors for their information at the close of the financial year.
11. Issue of remuneration for the Faculty & Supporting Staff as per the college norms.

