



St. Francis College for Women

(Autonomous and Affiliated to Osmania University)

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No.

IPR POLICY OF ST. FRANCIS COLLEGE FOR WOMEN

Intellectual Property Rights:

Intellectual Property refers to creations of the mind: inventions and artistic works, symbols, names, images and designs used in commerce. Intellectual property is divided into two categories 1. Industrial Property which includes inventions (patents), trademarks, Industrial designs, Geographic Indications of source, trade secrets or undisclosed information and 2. Copyrights which includes literary and artistic works such as novels, poems and plays, films, musical works, artistic works such as drawings, paintings, photographs, sculptures and architectural designs. Rights related to copyrights include those of performing artists in their performance, producers of phonograms in their recordings and those of broadcasters in their radio and television program

Background

- St. Francis College for Women to establish an Intellectual Property Cell in its campus.
- The Intellectual Property Cell will, first and foremost, cater to Intellectual Property capacity building and various IPR service needs of its faculty and students.

Objectives of Intellectual Property Cell:

- To enable faculty and students to be able to Understand, Identify & file for Intellectual Property for Competitive Advantage
- To Provide Counseling & Advisory Services
- To hand hold students and faculty to Identify Intellectual Property in their day to day activities & leverage it for Academic Excellence.

Administrative mechanism

A Steering Committee shall be constituted to Guide and Monitor the Intellectual Property Cell and its activities. The Steering Committee will have representatives from Industry, academia, Host College and other experts.

Principal

St. Francis College for Women
Begumpet, Hyderabad - 16

The Terms of reference of the committee will be as follows:

- Provide Overall Guidance for the establishment of IP Cell for the benefit of students and faculty.
- Provide mentoring support to enable IP Cell achieve its desired Goals and Objectives.
- The committee will oversee the functioning of the IP Cell & submission of progress report.
- Provide impetus for collaborative efforts to channelize State level & National Level expertise for strengthening the functions of the IP Cell.
- The Principal of St. Francis College for Women will have administrative control of the IP Cell and will ensure Compliance with administrative procedures, rules & regulations of St. Francis College for Women.

Steering Committee

The Requirement of the man power is as follows:

- Members from Legal Body, CII and International Institutes
- Principal, St.Francis College for Women –Chair Person
- Vice Principal, St.Francis College for Women
- IP Coordinator - I
- Faculty Members of St.Francis College for Women.

Description of Functions

- IP Coordinator will be functionally responsible to manage the day to day Operations of the IP Cell. He/She will be responsible to deliver the designated services to the students and faculty. He/She must be having Sound Communications skills in English & Hindi & able to communicate effectively within & Outside the Organisation to channelize all the resources to deliver the IP Services. He/She must also market the IP cell in other affiliated colleges and also use the opportunity to market it services. He/She will be also responsible to maintain the income/expenditure statements of the IP cell.

Delivery of IP services

Awareness & Outreach Programs:

A First level Interactions/ Focus Group Discussions/ Sensitization workshops will be undertaken for St. Francis College For Women. The focus will be enable students and faculty realise the Importance of IP & Use the IP Cell as a resource centre for all IP Requirements.



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IP Information Services:

The IP Cell will be equipped with the State of Art IP Databases like Questal so that it can undertake patent information search and provide reports & trends on latest patents. In addition, the patent searches will Provide Vital Information on the Present state of technologies in area of research and avoid reinventing the wheel.

IP Protection Services:

In the initial stages, the IP Cell team members will be trained on how to file the IP applications. Further, the team themselves will be fully equipped to handle the IP services.

Office space/procurement of office equipment's/ furniture's/ fixtures/ hardware & software

- IT equipment's required – Computer/laptop, Printer
- Office furniture's & fixtures for the IP Cell to be procured
- The office space will be provided IP cell by St. Francis College For Women. The college will be responsible for Providing Administrative support for furnishing & Installation of Computer Systems & Other fixtures which are necessary for the functioning of the IP Cell.
- All of the above procurement expenditures which are essential for the establishment of the IP Cell will be first incurred by St. Francis College for Women.
- A monthly fixed amount towards Office Rents & Utility bills for the office space provided for the IP Cell.

Time lines

These guidelines for the operations of IP Cell will be effective from 11/12/2018 and will expire on 11/12/2021. However, there will be an annual review of these guidelines & any changes thereof will be Incorporated and communicated to all concerned officers of St. Francis College for Women.

St. Francis College for Women will be responsible for the effective implementation of these guidelines.

