

Dr. Timur R. Ahlawat  
Director of Research & Dean PGS

Email : [dr@nau.in](mailto:dr@nau.in)

NAU/DR/ T-1/ 5287 /24

Dt. 24 /09/2024

## Circular

To encourage and facilitate the submission of Design, Trademark, Copyright, GI, etc for the protection of inventor's right, a set of guidelines and Performa has been prepared. All interested faculty members, students and other staff members are hereby informed to follow and submit their application for the official permission from the Hon'ble Vice Chancellor by following the same. After due permission only, the inventor or author can contact the agent for the processing of same or directly submit to the designated portal.

A Patent Cell including following committee members has also been constituted for guiding and encouraging different patent or intellectual properties related activities in the University.

Sr. No.	Name and Address	Designation
1	Dr. Lalit Mahatma, ADR, Office of DoR, NAU, Navsari	Nodal Officer
2	Dr. Vaibhav Mehta, Assistant Professor, ASABI, NAU, Surat	Member
3	Dr. Kiran Suthar, Assistant Professor, NMCA, NAU, Navsari	Member
4	Dr. Devraj, Professor & Head, PHT, ACoH, NAU, Navsari	Member
5	Dr. Vipul Patel, Assistant Professor, CoF, NAU, Navsari	Member
6	Dr. Tushar Patel, CoA, NAU, Bharuch,	Member
7	Dr. Tejas Chaudhari, CoA, NAU, Waghai	Member
8	Dr. Gaurang D. Patel, TO, Office of DoR, NAU, Navsari	Member Secretary

  
(T.R. Ahlawat)

Encl: Guidelines and Performa

## **Guidelines for the application of Patent, Design, Trademark, Copyright, GI and related protection of inventors right**

1. The Navsari Agricultural University encourages all the researchers and students to submit their application for the protection of intellectual property such as patent/copyright/design/trademark/GI etc to secure the invention.
2. For the same, official permission from the Hon'ble Vice Chancellor before the submission of application in the respective office is mandatory.
3. Format of the application is appended herewith as an annexure-I for ready reference. No objection certificate (NOC) from authors (Annexure-II), Undertaking (Annexure-III), Brief description of the technology (Annexure-IV) and Authorization by the authors/inventors (Annexure-V).
4. Care should be taken in submission of brief description of the technology. Confidential information should not be included in the description.
5. The application submitted for the protection of right to the competent authority without due permission of the University through proper channel will not be considered for the payment of bill, career advancement schemes, awards and other relevant purpose from now onwards.
- 6. Navsari Agricultural University, Navsari will be first applicant in all the application, followed by name of inventor in the order of their contribution in the invention.**
7. Name of all inventors with complete detail should be suitably written in the application.
8. If the invention is a part of students' research activities or outcome of any *ad hoc* project, the name of students and research fellow can be written. However, the first name should be of major advisor or PI or any other

permanent employee of the University, who has been a major contributor of the invention.

9. Name of all contributors in the order of their contribution should be clearly written with the contribution they made in the proposed application.

It is the responsibility of the leading contributor of invention to ensure proper credit to all persons involved in invention. If any controversy arises, he or she will only be liable to answer or resolve it.

10. After the publication or award of patent, a coloured copy of certificate is compulsory to submit to Director of Research & Dean PGS office.

11. These rules are not applicable for the submission of application for the Plant Variety Protection and Farmers Right (PVPFR). For the same, existing rules need to be followed.

12. Websites available for the prior art search can be used to find the novelty of the invention.

Annexure-I

Dr. -----  
Designation  
Complete Office Address

To,  
The Director of Research & Dean PGS  
Navsari Agricultural University  
Navsari 396450

**Forwarded through:**

Sub: Permission for /patent/copyright/design/trademark/GI filing

Sir,

With reference to above cited subject, one of my Ph.D. students/we worked on \_\_\_\_\_ and prepared/developed “**Title of the Work**”. The finding is unique and have the potential for the commercialization. The invention may be useful for other researchers and stakeholders. The work is novel and suitable for the filing an application for \_\_\_\_\_. (Patent/Design/Copyright/Trademark/GI)

Therefore, you are requested to grant us permission for the filing the application for \_\_\_\_\_. Patent/**Copyright/Design/Trademark/GI** will be highly motivating for the scientists and students and will also help in getting high recognition to the university at an international platform. Sufficient budget in the B.H. \_\_\_\_\_ of the \_\_\_\_\_ is available to meet out the expenses.

The Applicant (s)/inventor (s) of the technologies are as follows.

Sr. No.	Name and address of the Applicant (s)/ Inventor (s)	Contribution
1	Navsari Agricultural University, Navsari	Navsari Agricultural University, Navsari
2		
3		
4		

With regards & thanks

(Signature & Name of Applicant)

Office Outward No

(The letter is just for the reference and can be suitably modified)

Annexure-II

**No Objection Certificate from Inventor(s)**

We whose name and address is appended hereunder are the true and first inventor(s) of the work titled “Title of the work” and interested to file an application for patent/copyright/design/trademark/GI etc. I/We have no objection to declare the Navsari Agricultural University, Navsari as an applicant for the application of patent/copyright/design/trademark/GI etc along with the Inventor(s) of the invention. We all the inventor(s) are employee/students/research fellow of the applicant firm i.e. **NAVSARI AGRICULTURAL UNIVERSITY, NAVSARI.**

**Place: Navsari**

**Date:**

(NAME)  
Designation  
Unit Name  
Navsari Agricultural University  
Navsari (Gujarat)

(NAME)  
Designation  
Unit Name  
Navsari Agricultural University  
Navsari (Gujarat)

(NAME)  
Designation  
Unit Name  
Navsari Agricultural University  
Navsari (Gujarat)

(NAME)  
Designation  
Unit Name  
Navsari Agricultural University  
Navsari (Gujarat)

Annexure-III

**Undertaking**

I/We inventor(s)/proposer(s) for the patent/copyright/design/trademark/GI under the Intellectual Property Rights herewith declare that the technology which is being submitted for the IPR has been developed by us through the organized research while working in the Navsari Agricultural University as a student, *ad hoc* staff, casual staff or employee. The technical and intellectual help received from any of the individual, party or organization in any form has been duly acknowledged. If anyone in the future will claim for the same, we will be sole answerable for the same. Further, the Navsari Agricultural University has provided facilities, infrastructure, fair and free environment for the work. Therefore, the quality work could be done which can be protected under the Intellectual Property Rights. We, the proposers or inventors of the technology herewith declare that if any of the income is generated by the university in any form, we will never claim for it.

**Name of the technology:**

**“Please write title of the invention”**

**Inventor(s) or contributors:**

<b>1</b>	Navsari Agricultural University, Navsari	<b>Signature of DR&amp; Dean PGS</b>
<b>2</b>	<b>Inventor 1</b>	<b>Signature</b>
<b>3</b>	<b>Inventor 2</b>	<b>Signature</b>
<b>4</b>	<b>Inventor 3</b>	<b>Signature</b>
<b>5</b>	<b>Inventor 4</b>	<b>Signature</b>

Annexure-IV

**Brief Description of the Technology**

This is the intellectual property/patent/copyright/design/trademark/GI etc named as **“TITLE OF THE WORK”** is .....

Novelty of the work: .....

Description of work:  
.....

Keywords: .....

**References if any**

(NAME)  
Designation  
Unit Name  
Navsari Agricultural University  
Navsari (Gujarat)

(NAME)  
Designation  
Unit Name  
Navsari Agricultural University  
Navsari (Gujarat)

(NAME)  
Designation  
Unit Name  
Navsari Agricultural University  
Navsari (Gujarat)

(NAME)  
Designation  
Unit Name  
Navsari Agricultural University  
Navsari (Gujarat)

Annexure-V

**Authorization by the Inventor(S)Authors**

We, whose name and address is appended hereunder are the true and first inventor(s) of the work titled “**TITLE OF THE WORK**” have no objection if the **Patent/Design/Trademark/GI/Software Copyright, etc** of the work is registered in the name of the **NAVSARI AGRICULTURAL UNIVERSITY, NAVSARI** as an applicant followed by the other inventor(s). We herewith authorize Patent Cell, Navsari Agricultural University, Navsari to inquire about progress in the process of obtaining **patent/copyright/design/trademark/GI etc** and also use the information except the confidential part of the information in the interest of University.

**Place: Navsari**

**Date:**

(NAME)  
Designation  
Unit Name  
Navsari Agricultural University  
Navsari (Gujarat)

(NAME)  
Designation  
Unit Name  
Navsari Agricultural University  
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Navsari Agricultural University  
Navsari (Gujarat)

(Irrelevant information or text may be deleted or strikeout)