

## **CIRCULAR**

### **GUIDELINES FOR PATENT DRAFTING EXERCISE (PDE)**

#### **BE (Sem. VIII) 2013-2014**

#### **Preamble**

As a part of BE (Sem. VIII) students project work, GTU has introduced “**Patent Drafting Exercise (PDE)**”. This is designed to train our students about provisional patent filing procedure in India, its requirements, necessary forms, fees, associated time limit etc. To support this activity GTU has organized several Faculty Development Programmes (FDP) to train faculty from all affiliated engineering colleges about this new initiative. All such trained faculty are supposed to help final year BE students at their respective colleges, to train final year students about the PDE. GTU has received reports about seminars, which have been conducted by many Colleges.

This is in continuation of the “**Patent Search & Analysis Report (PSAR)**”, which were prepared by all BE (Sem. VII) students in September 2013. PSAR was introduced to make students aware about patents, patent information websites, patent search, patent documents etc. in the area of their Final Year project.

#### **Objectives of Patent Drafting Exercise (PDE)**

The key objectives of Patent Drafting Exercise (PDE) are:

- To train all students about provisional patent filing procedure in India
- To make all students familiar with Patent filing forms (Form- 1,2 & 3)
- To make students aware about the various requirements/data to be provided for filling of such forms.

- To teach students about various patent filing forms, fees and time limit associated with various operations associated in patent filing procedure in India.

### **Key guidelines for Patent Drafting Exercise (PDE)**

1. This exercise is applicable to all BE (Sem. VIII) students.
2. This exercise is to be done by team of students doing project together (**One PDE for one team doing project**).
3. To prepare the PDE, every student team has to assume that their project is novel and innovative. The team prepares document/forms, that would be required if the team were to file a patent on the work done by them for the Final Year project.
4. For filing a provisional patent, three basic forms are required. These forms are Form 1 (Application for Patent), Form 2 (Provisional/Complete Specification) and Form 3 (Information and undertaking under section 8). For completing the required work under PDE, every student team has to prepare these three forms for its Final Year project.
5. This exercise can be done even though IDP/UDP project is still ongoing.
6. PDE is to be carried out for project undergoing/ completed in BE (Sem. VIII) only. For those students who have carried out two different projects during semester VII & VIII (with same team/different team or any change in team member or project definition), the PDE is to be prepared for the BE (Sem. VIII) project only.
7. All the student teams have to prepare get ready with their draft forms in word files. All student teams have to prepare and submit all forms/documents, they have prepared under the PDE requirement, to their respective colleges along with project report.
8. The forms/documents prepared/generated via this Patent Drafting Exercise (PDE) are to be submitted along with the project report.
9. The PDE is just a mock exercise about preparing provisional patent filing documents/forms. The documents generated at the end of this exercise are not for filing with any patent office. This activity is just for learning purpose only.

10. For the students team, who feels that their invention for which they have prepared PDE is literally novel and may be patentable, can participate in a “Patent Clinic”. GIC organizes Patent program organized by GTU, to file their provisional patents.

### **For Faculty member/ Institute**

Please guide the students to fill up Form 1, 2 and 3 in word format and please see that all the students include it in the Report for the Final Year project, so that the examiners can consider it.

GIC will inform through a circular when the web portal for uploading the PDE info. If the portal becomes ready before the examinations (Some students are working on it in their spare time.), you may get the PDEs uploaded on the portal also.

Please obtain the Report of the Final Year project in a soft copy on a CD for submission to the University.

For any query pertaining to filing these Forms, faculty / students can send mail on [ipr\\_projectofficer@gtu.edu.in](mailto:ipr_projectofficer@gtu.edu.in) OR [manish.rachchh@gtu.edu.in](mailto:manish.rachchh@gtu.edu.in). You can also call on 079-26300499 or 23267537 during office hours.

7<sup>th</sup> April 2014

I/C Registrar