

POLICY AND PROCEDURE FOR INTELLECTUAL PROPERTY RIGHTS (IPR)**1. Title****Policy and Procedure for Intellectual Property Rights (IPR)****2. Objective**

The objective of this policy is to promote, encourage, and safeguard innovation and intellectual output generated at Amala Institute of Medical Sciences (AIMS). The institution recognizes the importance of protecting inventions, creative works, technical designs, and scientific developments created using institutional resources. Through this policy, AIMS aims to support faculty, scientists, clinicians, researchers, and students in securing legal protection for their intellectual property by providing financial assistance for patent filing, design registration, and copyright registration. This support enables the institution to foster a strong innovation ecosystem, facilitate translational research, and contribute to societal and commercial advancement.

3. Scope

This policy encompasses all intellectual property generated at AIMS through academic, clinical, laboratory, or collaborative research work. It applies to full-time faculty members, clinicians, scientists, research officers, postgraduate students, doctoral scholars, undergraduate students working on institutional research, and research staff engaged in projects approved by AIMS. Intellectual property arising from work conducted using AIMS laboratories, finances, infrastructure, facilities, or data sources is covered under the scope of this policy. The policy also extends to research outputs generated under approved institutional collaborations and externally funded projects executed within the institution.

4. Responsibility

The Amala Centre for Research and Innovations (ACRI) shall be responsible for receiving applications for IPR support, performing the initial screening, and verifying the completeness and relevance of submitted documents. After preliminary scrutiny by ACRI, applications shall be forwarded to the Intellectual Property Rights Committee (IPRC) for technical processing and coordination. The Intellectual Property Rights Committee (IPRC), constituted by AIMS Management, shall be responsible for the scientific, legal, and technical evaluation of the intellectual property. The committee include senior faculty members, domain experts, innovation specialists, and legal consultants. Based on the recommendations of the IPRC, the Director of AIMS shall make the final decision regarding approval and disbursement of funds, in consultation with AIMS Management.

5. Eligibility Criteria

To be eligible for financial support under this policy, the applicant must be a full-time faculty member, clinician, scientist, or registered research scholar at AIMS. Students or collaborators

may apply only if the intellectual property originated under an officially approved AIMS project. Intellectual property support will be provided only for inventions and works developed within AIMS or as part of approved collaborations. The applicant must ensure that the invention or creative work is original and has not been previously disclosed publicly. Any intellectual property that is part of externally funded projects must include a written declaration of funding details. AIMS Management reserves the right to accept or reject applications based on institutional priorities, ethical compliance, and relevance to the institutional research framework.

6. IPR Funding Limit

AIMS shall support intellectual property protection through the following financial limits:

Patent Filing: Up to ₹50,000 for each invention, covering costs such as prior art search, drafting, provisional and complete specification filing, attorney fees, and official filing charges.

Design Registration: Up to ₹10,000 for each design filed under the Designs Act, 2000, including drafting of design illustrations and filing fees.

Copyright Registration: Up to ₹3,000 for each eligible work, including books, manuals, software, creative content, educational material, diagrams, figures, and other original works created at AIMS.

Any changes in these funding limits shall be decided and approved by the AIMS Management. The decision of the management regarding revision of the financial limit shall be final.

7. Application Procedure

Applicants must submit both soft and hard copies of the IPR request to the ACRI office in the prescribed format. The submission must include details of the applicant, a full disclosure of the invention or creative work, supporting evidence, preliminary data, sketches or diagrams, and a declaration of originality. Applications must comply with legal and ethical standards. Any incomplete submission shall be rejected. ACRI should confirm receipt of the application and forward it to IPRC for verification and processing.

8. Submission, Review and Approval

The completed application shall first be screened by ACRI to ensure the completeness of the submission. After preliminary scrutiny, the application will be forwarded to the Intellectual Property Rights Committee (IPRC) for scientific and legal evaluation. The IPRC will assess the novelty, utility, and protectability of the intellectual property. After evaluation, the recommendations of the IPRC will be forwarded to the Director of AIMS through ACRI. The Director, in consultation with the AIMS Management, shall take the final decision regarding approval and sanction of financial support. Approved applications shall be formally communicated to the applicant within a reasonable period.

9. Disbursement of Funds

The sanctioned amount shall be released directly through ACRI once the application is approved. Funds may be disbursed either as a single payment or in multiple stages depending on the nature of the filing and the associated professional charges. All expenses must comply with institutional financial norms. Bills, invoices, attorney receipts, and payment vouchers

must be submitted to the ACRI and Finance Section for verification. Any deviation from the approved expenditure categories requires prior written approval from AIMS Management.

10. Monitoring and Documentation

The applicant shall ensure timely communication with the patent attorney, design consultant, or copyright office during the entire filing process. Copies of all filed documents, official receipts, examination reports, and certificates must be submitted to ACRI for institutional records. Any communication from the patent office or copyright office must be promptly responded to by the applicant in consultation with ACRI. Failure to comply with documentation requirements may lead to withdrawal of support or cancellation of funding.

11. Publication and Acknowledgment

Applicants must ensure that no part of the invention or creative work is publicly disclosed before filing, as such disclosure may compromise patentability. After filing, all publications, presentations, and communications related to the intellectual property must acknowledge the support of AIMS. A copy of the publication or creative work must be submitted to ACRI for documentation.

12. Audit and Compliance

All financial transactions related to IPR filing are subject to institutional audit. Applicants must submit original vouchers, receipts, and certificates of expenditure to the Finance Section through ACRI. Any misuse of funds, ethical violation, or non-compliance with institutional norms shall result in termination of support and may lead to disciplinary action. AIMS reserves the right to conduct internal audits of all IPR-related expenditures.

13. Policy Review

This policy shall be reviewed once every three years or earlier if deemed necessary by AIMS Management. Revisions may be introduced to enhance efficiency, ensure legal compliance, or align the policy with national IPR guidelines and institutional research priorities.

14. Contact

Amala Centre for Research and Innovations (ACRI)
Amala Institute of Medical Sciences
Amala Nagar, Thrissur – 680555
Email: acri@amalaims.org





II) PART B:

APPLICATION FORMAT FOR IPR SUPPORT

IPR Support Application – Amala Institute of Medical Sciences

1. Applicant Details:

Name, Designation, Department, Age, Gender, Email ID, Mobile Number.

2. Type of IPR Requested:

Patent / Design Registration / Copyright.

3. Title of the Invention / Work:

(15–25 words)

4. Description of Invention / Work:

Background, novelty, purpose, utility, and technical description.

5. Institutional Origin:

Declaration that the work originated from AIMS research activities.

6. Supporting Documents Submitted:

Sketches, data, diagrams, drafts, or any additional files.

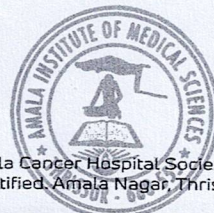
7. Declaration:

Statement confirming originality and absence of conflict of interest.

8. Signatures of Applicant, Co-Investigator (if any), and HOD.

9. Office Use:

IPRC Comments, ACRI Verification, Management Approval.



III) PART C:

EVALUATION FORMAT FOR IPR PROPOSALS

IPR Evaluation Form – Amala Institute of Medical Sciences

1. Title of Submission
2. Name and Designation of Applicant
3. Type of IPR Requested
4. Evaluation Criteria:
 - Novelty and originality
 - Technical merit
 - Utility and potential application
 - Institutional relevance
 - Feasibility for protection
 - Patentability/design eligibility/copyright compliance
5. Committee Recommendation: Recommended / Not Recommended
6. Suggested Funding Amount
7. Reviewer Remarks
8. Date and Signature of Reviewer

The Policy and Procedure for policy and procedure for Intellectual Property Rights has been duly approved and will come into effect from 14/11/2025. Management has the right to modify this policy at any time partly or fully.

Betsy

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