

Head's Responsibilities:

- **Strategic Leadership:** Providing strategic direction and leadership for the IPR cell, aligning its activities with the AI objectives.
- **Policy Development:** Developing and updating AI policies related to intellectual property, patents, copyrights, and other forms of IP protection.
- **Coordination with the coordinators:** **Coordination with the coordinators** on Promoting awareness and education about intellectual property rights among AI Staff, students, and Research Scholars.
- **IP Evaluation:** Overseeing the evaluation and assessment of the intellectual property generated within the institutes, determining its commercial potential and protection requirements.
- **Licensing and Commercialization:** Managing the process of licensing and commercializing Institution-owned intellectual property, and also involve negotiating licensing agreements, partnerships, and revenue-sharing arrangements.
- **IP Protection:** Ensuring that appropriate measures are taken to protect the institution's intellectual property, including filing for patents, trademarks, or copyrights as needed.
- **Legal Compliance:** Ensuring that all IP-related activities comply with relevant laws and regulations, including intellectual property laws, data privacy, and research ethics.
- **Collaboration:** Facilitating collaborations with industry partners, research institutions, and government agencies to promote technology transfer and knowledge exchange.
- **Conflict Resolution:** Resolving conflicts related to intellectual property disputes, ownership issues, and licensing agreements.
- **Reporting and Documentation:** Maintaining records and providing regular reports on the status of the institution's intellectual property portfolio, licensing activities, and revenue generated.
- **Resource Management:** Managing the budget and resources allocated to the IPR cell for its operations and activities.
- **Networking:** Building and maintaining relationships with stakeholders in the IP field, including patent offices, legal experts, and industry professionals.
- **Advisory Role:** Advising institution's researchers and inventors on IP matters, helping them understand the implications of their work on IP rights.
- **Promotion of Innovation:** Encouraging and fostering a culture of innovation and entrepreneurship within the institution.
- **Data Security:** Ensure the security and confidentiality of intellectual property information and disclosures.

Coordinator's Responsibilities

- **Policy Development:** Participating in the development and revision of AI policies related to intellectual property rights, patents, copyrights, and related matters.
- **IP Strategy:** Developing and implementing an IP strategy that aligns with the institution's objectives-Targets.
- **Invention Disclosure Management:** Overseeing the intake, review, and management of invention disclosures from AI Staff, students, and Research Scholars.
- **IP Portfolio Management:** Determine/Managing the institution's intellectual property portfolio, which may include patents, copyrights, trademarks, and trade secrets.

- **Tech Transfer Support:** Assisting in the technology transfer process, involves transferring knowledge and innovations to external entities, often through licensing or startup creation.
- **IP Education:** Raising awareness and educating AI stakeholders about intellectual property rights, IP policies, and best practices.
- **Budget Management:** Managing the budget and resources allocated through the IPR cell for its operations and activities.
- **Reporting:** Preparing reports and updates on the status of the institution's intellectual property portfolio, licensing activities, and revenue generation and submit to the IPR Cell.
- **Promotion of Innovation:** Fostering a culture of innovation and entrepreneurship within the university and encouraging faculty, researchers, and students to pursue intellectual property protection for their innovations.
- Identify innovative projects and research within the college.
- Assist in patent filings, copyrights registrations, and trademark applications.
- Assist in resolving disputes and conflicts related to intellectual property ownership and rights, working with all involved parties to reach amicable solutions.

Convener's Responsibilities

- Assist IPR cell in all activities
- **IP Disclosure Management:**
 - Oversee the reception, review, and processing of IP disclosures from faculty, researchers, and students.
 - Ensure a transparent and efficient process for handling intellectual property disclosures.
- **IP Protection:**
 - Provide guidance on the appropriate protection mechanisms for intellectual property (patents, copyrights, trademarks, etc.).
 - Facilitate the filing of patent and trademark applications and manage associated legal processes.
- **IP Portfolio Management:**
 - Maintain an organized database or record of all intellectual property owned or managed by the institution.
 - Monitor the status, maintenance, and valuation of granted IP rights.
 - Call for meeting
 - Prepare the agenda and minutes of meeting
 - Receiving reports and document from the coordinator
 - Preparation of annual reports
 - Assist in resolving disputes and conflicts related to intellectual property ownership and rights, working with all involved parties to reach amicable solutions.
 - Develop and implement educational programs, workshops, seminars, and awareness campaigns about intellectual property rights, policies, and procedures.

