**Minutes of KAPILA Committee Meeting**

The Committee meeting was held in the …………………………………………………. at ……………… on …………… 202…. from …. am/pm to …. am/pm under the Chairmanship of ………………………………., for approving the shortlisted application to be filed as patents under the KAPILA scheme.

The following members of the committee attended the meeting (Committee formed as per the KAPILA guidelines) :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SI.No. | Name | Designation | Insitute Name/Company name | Contact No. | Email Address | Signature |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |

The following applications have been identified for submission; (Expand table as per the number of all submitted patents).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Si.No. | Title of ideas | Inventor Name (Mention whether faculty or student) | Co- Inventor Name | Department | Contact No. | Email  | Accepted (A) / Rejected (R) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Si.No. | Title | Inventor Name (Mention whether faculty or student) | Co- Inventor Name | Department | Contact No. | Email  | Accepted (A) / Rejected (R) |
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There was submission of total ….. (in digit) applications from …… (in digit) departments of the institute which were presented by students / faculty innovator. After detailed discussion and deliberation, the ………. (in digit) applications are finalised for submission to KAPILA scheme.

(Sign of Head of Institution)

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