



# **KAPILA Guidelines**

## **Kalam Program for IP Literacy and Awareness**

*An Initiative by Ministry of Education*

Implemented by Ministry of Education's Innovation Cell, AICTE

**<https://kapila.mic.gov.in/index.php>**

## **About KALAM Program:**

The scheme provides financial assistance **to all the institutions that are part of the Higher Education Institutions** for filing patents. 'KAPILA: Kalam Program for IP Literacy and Awareness', which will create appropriate awareness regarding the need of IP filing, mechanism, and methodology involved in filing IP in India and globally, especially amongst students and faculty of higher education institutions. KAPILA scheme is open to all institutes.

The objective of KAPILA is to recognize, facilitate and felicitate the Intellectual Property, innovations, and best practices in HEIs. KAPILA will help in establishing the much required IP filing ecosystem in large number of education institutions and thus create a culture of systematically protecting new ideas, research, and innovation having national and global relevance

## WHEN TO APPLY

- Applications will be invited throughout the year (Fund will be released on quarterly basis)

## FUNDING ASSISTANCE FROM MIC/AICTE ON REIMBURSEMENT MODE

Sr. No.	Budget Head	Amount in ₹
1	Funding support for patent application filing fee	₹ 800/-
2	Request for Examination fee	₹ 2,000/-
3	Amount per Application	₹ 2,800 /-
	Total Amount (Maximum Application 40 per Institute)*	₹ 1,12,000/-

- A maximum funding amount of ₹ 2,800/- per application
- Maximum Application 40 per Institute
- Maximum funding per Institute is amount of ₹1,12,000/- (₹ 2,800/- per application)

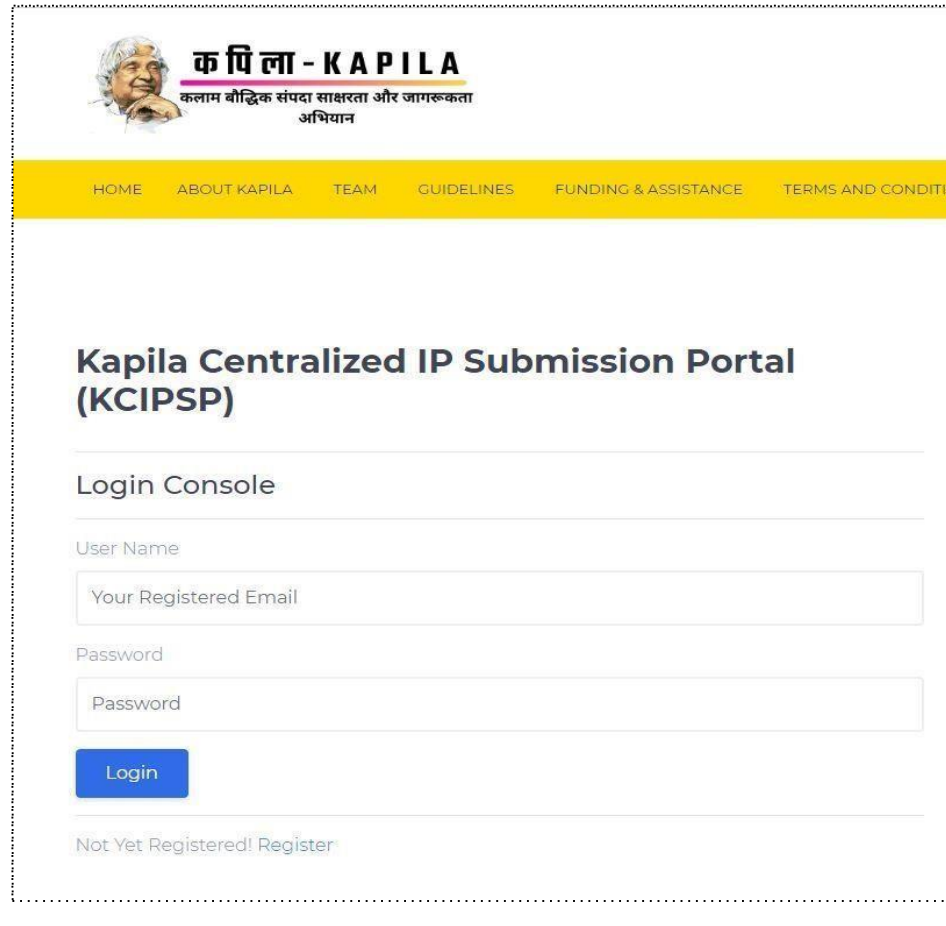
## 1) Registration Process

Website: <https://kapila.mic.gov.in/index.php>

- How to log in the system – Registration is done before logging into the account.

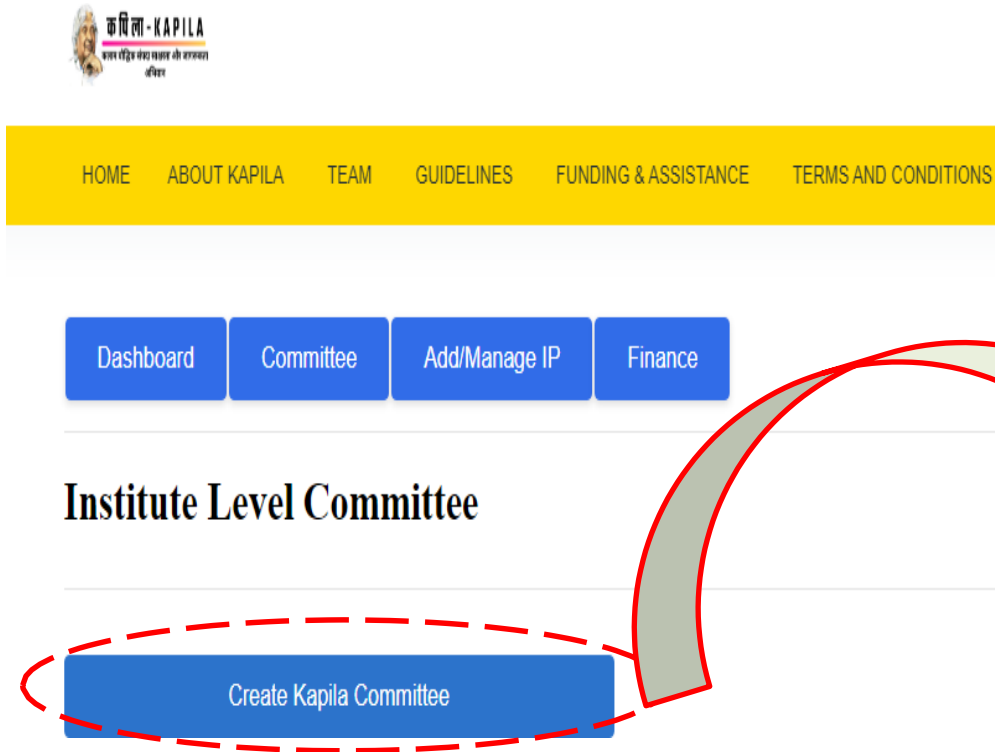
The screenshot displays the homepage of the KAPILA website. At the top, the browser address bar shows [kapila.mic.gov.in](https://kapila.mic.gov.in). Below the address bar, a dark blue navigation bar contains the text "Inviting Nominations from HEI's Across India Submit Your Entries." and the KAPILA logo with the tagline "कलाम शैक्षिक संघदा साक्षरता और जागरूकता अभियान". To the right of the logo are logos for MoE's INNOVATION CELL (GOVERNMENT OF INDIA) and G20. A secondary navigation bar below features menu items: ABOUT KAPILA, TEAM, GUIDELINES, FUNDING & ASSISTANCE, DOWNLOADS, NOTIFICATION, GALLERY, and AWARENESS PROGRAM. The "INSTITUTE REGISTRATION" button is highlighted with a yellow border, and a "LOGIN" button is also visible. The main content area features logos for the Ministry of Education, MoE's INNOVATION CELL, and AICTE. A large illustration depicts a woman sitting on a stack of books, holding a large blue pencil, while a man stands next to her holding a document labeled "Registration Open". The text on the page reads: "CHANCE TO COVER BOTH FUNDING | FINDING", "Give Your Patent an Identity With KAPILA", "FUNDING UPTO 10000 PATENTS", and "REGISTRATION OPEN".

2) After a user account is registered, the user can log in the system as follows: Enter the registered Email and password and click the login button.



The screenshot displays the login interface for the Kapila Centralized IP Submission Portal (KCIPSP). At the top left, there is a logo featuring a portrait of a man, with the text "कपिला - KAPILA" and "कलाम बौद्धिक संपदा साक्षरता और जागरूकता अभियान" below it. A yellow navigation bar contains the following links: HOME, ABOUT KAPILA, TEAM, GUIDELINES, FUNDING & ASSISTANCE, and TERMS AND CONDITIONS. The main heading is "Kapila Centralized IP Submission Portal (KCIPSP)". Below this is a "Login Console" section with a "User Name" label and a text input field containing "Your Registered Email". Below that is a "Password" label and a text input field containing "Password". A blue "Login" button is positioned below the password field. At the bottom of the console, there is a link that says "Not Yet Registered! Register".

### 3) Create a KAPILA committee as per the guidelines mentioned.



All the application for patent filing should be submitted to a **minimum 5 membered committee**

- **Faculty members- Maximum 2** (having developed sufficient IPR and translated to commercialization)
- **Institute's alumni/ industry experts – Maximum 2** (having experience in technology commercialization)
- **legal advisor - 1** (having experience in IPR)

The patent application will not be funded if the application doesn't have Institute as applicant / co-applicant.

Minutes of Meeting of Expert Committee and evaluation report should be maintained at institute and submitted to MoE's Innovation Cell on need basis.

## **Terms and Conditions for expert committee formation**

- Competent and experienced expert's committee should be involved in evaluating the patent application. (Refer Guideline for the formation of committee, selection, and submission of Unique Innovation).
- HEI's need to ensure in-house participation in the submission of patent application faculties, students, and staff are expected.
- Institute may invite any number of experts per evaluation based on the number of applications submitted as per their convenience.
- Honorarium for experts must be borne by the institute from their own resources. But the quality of the activities should not be compromised.
- Minutes of Meeting of Expert Committee and evaluation report should be maintained at institute and submitted to MoE's Innovation Cell on need basis.

**4) Fill the patent details by clicking on ADD IP RECORD** - Enter the details of inventor by providing patent category, inventor designation, name, title of patent, application number, filed/granted date, technology base, inventor gender and category.




The screenshot shows a web form titled "Add IP Record in KAPILA Database". The form includes the following fields and controls:

- Select Patent Category (dropdown)
- Select Inventor Type (dropdown)
- Enter Inventor Name (text input)
- Enter Patent Title (text input)
- mm/dd/yyyy (date input)
- Select Document Type (dropdown)
- Choose File (button) No file chosen
- Enter 12 characters Patent Application number : e.g 201624 (text input)
- Select Core Technology Discipli (dropdown)
- Enter Sub Core Area (text input)
- Selected Gender (dropdown)
- Inventor Region (dropdown)
- Inventor Category (dropdown)
- Approved by KAPILA committee (dropdown, highlighted with a red dashed line)
- University/Institute Category (dropdown)
- Submit Patent Data (green button)

**Any institute can submit 'n' of ideas submission however funding would be provided to only those which are approved by KAPILA committee at institute level (Maximum 40). The submitted ideas which were not approved KAPILA committee at institute level may be considered for future as per the idea concept, innovation and feasibility.**



Add IP Records

Kapila ID	Patent Title	Inventor	Patent Status	Application Number	Patent Filing date	Verification Status	View/Add Details	Action
KAPILA-IN5368	ABC	ABC	Filed	722281181111	2023-05-13	Pending	<a href="#">View/Add Details</a>	<a href="#">Update Document</a>   

**Note : Please update the details of Co Inventors and upload the supporting files by clicking on View/Add Details.**

**If any institute submits only a filing fee receipt along with the statement of expenditure and minutes of meeting, then the amount pertaining to filing fee only will be released. Institute can later submit the examination fee receipt along with SoE and MoM to avail full funding by clicking on UPDATE DOCUMENT tab.**

Save & Proceed

## 5) Attach documents and details of co-inventor

The screenshot shows the KAPILA website interface. At the top left is the KAPILA logo with the text 'कपिला - KAPILA' and 'कलाम बौद्धिक संपदा साक्षरता और जागरूकता अभियान'. To the right are 'WELCOME' and 'LOGOUT' buttons. Below is a yellow navigation bar with links: HOME, ABOUT KAPILA, TEAM, GUIDELINES, FUNDING & ASSISTANCE, TERMS AND CONDITIONS, DOWNLOADS. Underneath are buttons for 'Dashboard', 'Committee', 'Add/Manage IP', and 'Finance'. The main content area shows 'Showing Details of 134751482468621' and a table with the following data:

Kapila ID	Patent Title	Inventor	Patent Status	Application Number	Submission date	Verification Status
KAPILA-IN31	aba	[REDACTED]	Granted	134751482468621	2021-11-15	Pending

Below the table are two sections: 'Co Inventors' with an 'Add Co Inventor' button, and 'Supporting Files' with an 'Add Document' button. At the bottom are two empty tables with headers: 'ID Name Email Phone Action' and 'Document Type Document Name File Link Action'.

### Documents needed to upload for supporting the patent submitted in KAPILA database

- 1) Patent office-fee receipt -
  - a) - Patent application filing fee
  - b) - Examination fee
- 2) Minutes of committee meeting (MoM)
- 3) Statement of expenditure (SoE)

**Note:** Documents format can be downloaded from download section on website.

**NOTE:** If any institute submits only a filing fee receipt along with the statement of expenditure and minutes of meeting then the amount pertaining to filing fee only will be released. Institute can later submit the examination fee receipt along with SoE and MoM to avail full funding.

- Institute can also submit both Filing + examination fee together with SoE and MoM, to avail full funding and in this case the application will be freezed at once and further no changes can be made.

## **6) Report and Supporting Document Submission:**

Institutes need to submit the report and following supporting documents within the prescribed period of the submission of patent application.

- Original Statement of actual expenditure (reimbursement mode) in the prescribed proforma duly signed by the Head of the institution and countersigned by Registrar/Finance Officer/Govt. Auditor



**For any further query or feedback,  
The institutes may contact**

**Email: [kapila@aicte-india.org](mailto:kapila@aicte-india.org)**

**OR**

**Phone no. 01129581225, 01129581332**