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

About KAPILA Program:

The scheme provides financial assistance to the institutions that are part of the Higher Education Institutions for filing patent. '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.

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	₹ 1,600/-
2	Request for Examination fee	₹ 4,000/-
3	Amount per Application	₹ 5,600 /-
	Total Amount (Maximum Application 10 per Institute)*	₹ 56,000/-

- A maximum funding amount of ₹ 5600/- per application
- Funding to maximum 10 application per Institute.
- Maximum funding per Institute is amount of ₹56,000/- (₹ 5600/- per application)

1) REGISTRATION PROCESS
   Website: https://kapila.mic.gov.in

- How to log in the system –Institute have to validate using the AISHE code and can register on KAPILA portal before logging into the account. *Only convener / Nodal officer has the authority to register their institute and submit applications on behalf of applicant's not an individual (student/faculty). After Institute registration by Convener / Nodal officer, kindly inform their students and faculty to apply for KAPILA scheme. If any student / faculty has registered their institute, kindly inform their Institute convener / Nodal officer.*

KAPILA Centralized IP Submission Portal (KCIPSP)

Institute Registration

Enter Valid AISHE Code

Know your AISHE code

Validate

KAPILA Centralized IP Submission Portal (KCIPSP)

Institute Registration >> Confirm

U-0100

Indian Institute of Technology

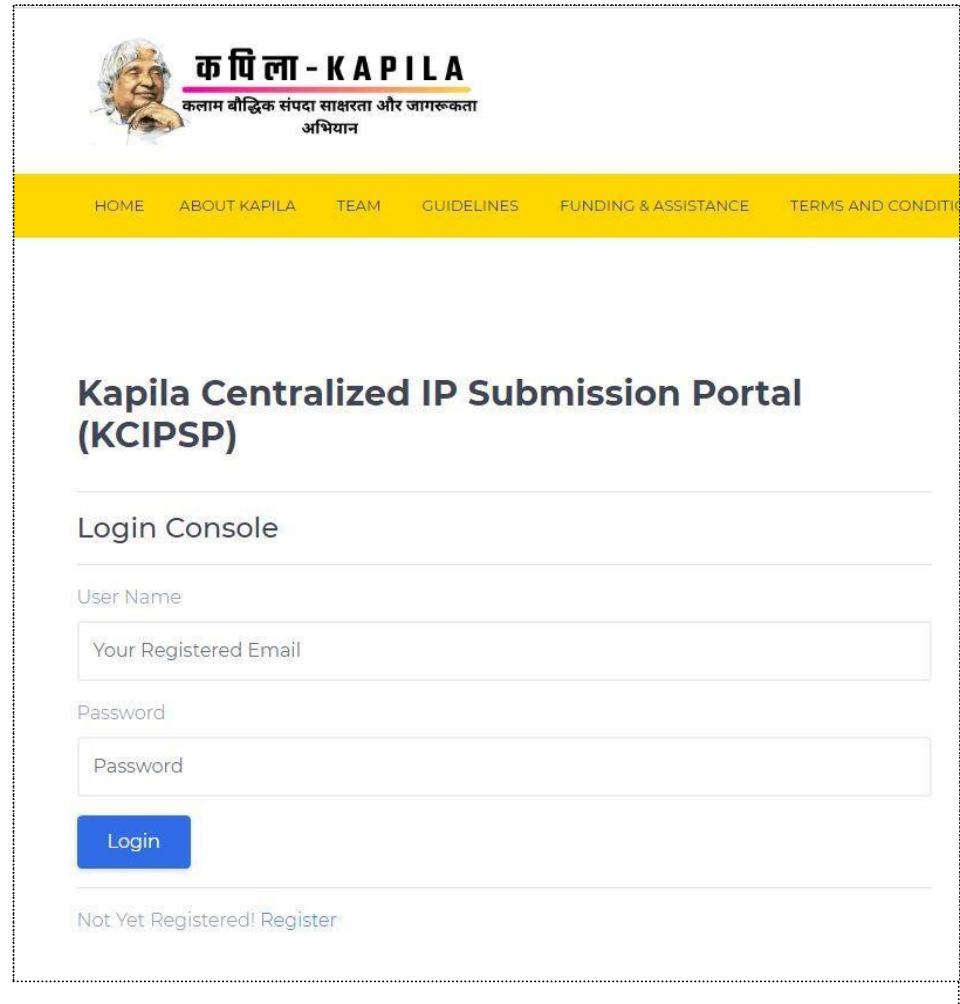Enter Primary SPOC Name

Enter Valid Email

Enter Valid Mobile Number- Whatsapp Enabled

Enter Strong Password

Confirm Password

Complete Registration

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

Kapila Centralized IP Submission Portal (KCIPSP)

Login Console

User Name

Your Registered Email

Password

Password

Login

Not Yet Registered! Register

Create KAPILA committee as per the guidelines mentioned
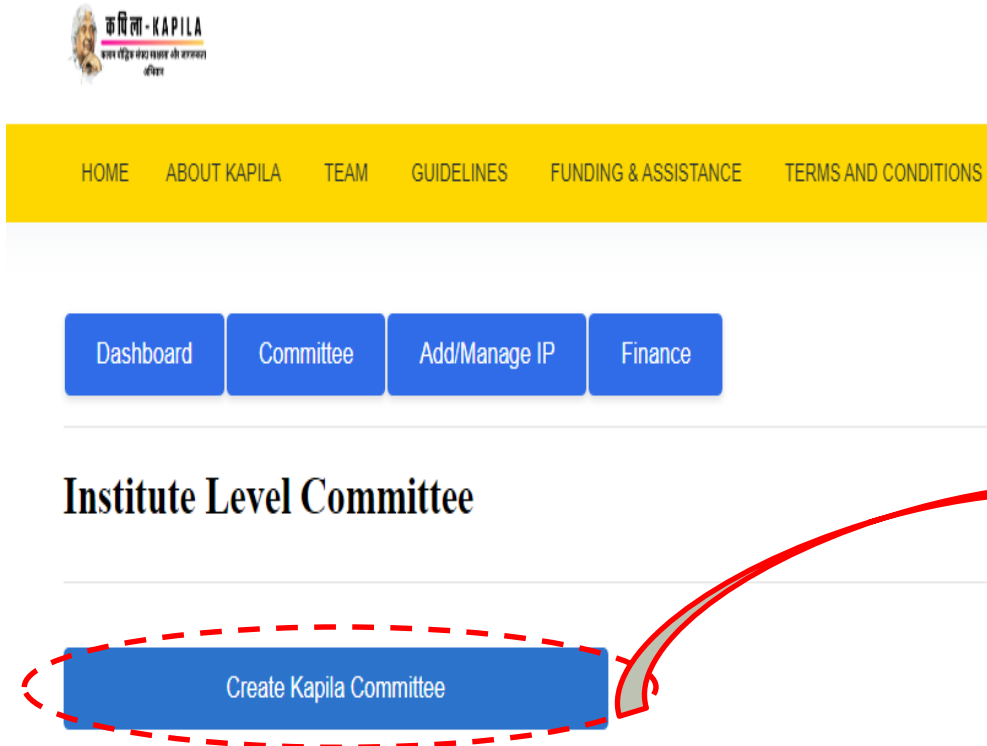
1. All the application for patent filing should be submitted to a **minimum 5 membered committee**

- **Faculty members-** (having developed sufficient IPR and translated to commercialization)

- **Institute's alumni/ industry experts** – (having experience in technology commercialization)

- **legal advisor -** (having experience in IPR)

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

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

***After committee formation kindly upload the approval from Head of institution. The format can be downloaded from the DOWNLOADS section on KAPILA website.

Terms and Conditions for expert committee formation

- Competent and experienced expert's committee should be involved in evaluation 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.

ADD IP RECORD IN KAPILA DATABASE

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.

Add IP Record in KAPILA Database   X

Select Patent Category   ⌄

Select Inventor Type   ⌄

Enter Inventor Name

Enter Patent Title

Filed from 15th October 2021 onwards

dd-mm-2021   📅

Enter Patent Application number

Select Core Technology Disciplines   ⌄

Selected Gender   ⌄

Inventor From   ⌄

Inventor Category   ⌄

Approved by KAPILA committee at institute level   ⌄

Submit Patent Data

Close

Maximum 50 % of the shortlisted application will be funded on reimbursement mode after submitting the receipt of the patent application filing fee and examination fee. (Example, if an institute submits 20 patent filed application to KAPILA, funding will be provided to maximum of 10 patent application only).

Any institute can submit 'n' of patent filed applications however funding would be provided to only those which are approved by KAPILA committee at institute level (Maximum 20). The submitted applications which were not approved by KAPILA committee at institute level may be considered for future as per the idea conceptualization, innovation and feasibility.

NOTE: After adding inventor details, click on **View/Add details** button to provide co-inventor details and upload supporting documents.

Documents needed and Details of Co-Inventor

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

1. Application fee

2. Examination fee

3. Minutes of committee meeting

4. Statement of expenditure

Note: If the application and examination fee receipt is combined, same file can be uploaded in both sections (Application as well examination fee).
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.
***Documents format can be downloaded from download section on website.

NOTE: After providing all details and uploading documents click on submit button, after submission, no further changes or editing can be made. Kindly review the mentioned details before submitting.

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

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