

**Dr.Mahalingam College of Engineering and Technology, Pollachi – 642 003.**  
**(An Autonomous Institution)**  
**Office of Dean Research and Innovation**

Ref:MCET/Dean R&I/IPR Details/2025-2026/08

Date: 10.12.2025

**CIRCULAR**

**Sub: IPR – Mandatory usage for Official Email IDs and Applicant Details for all Future Filings – Instructions**

All faculty members and students involved in Intellectual Property Rights (IPR) activities are hereby informed that, in all future correspondence, submissions, and communications related to IPR - both within MCET and with the Indian Patent Office- the following standardized guidelines shall be followed without exception.

**1. Applicant Name**

For all patent, design, and copyright filings, the **Applicant Name** must be uniformly provided as:

**“Dr. Mahalingam College of Engineering and Technology, Pollachi”**

Faculty members and students associated with the work must be listed **only as Inventors**, not as Applicants. Any filing that does not adhere to this requirement will be deemed ineligible for academic credit, recognition, or institutional processing.

**2. Corresponding Email ID**

All IPR-related filings, submissions, queries, and official communications must use the following designated institutional email ID:

**Email ID: *ipr@drmcet.ac.in***

Use of personal email IDs or individual MCET email IDs is strictly prohibited for all IPR-related activities.

**3. Contact Numbers**

The following official contact numbers shall be used for IPR communication and records:

- **Telephone:** 04259 - 237755
- **Mobile:** +91 94424 09597
- **Fax:** 04259 - 237755

No personal phone numbers should be used in any official IPR documentation or correspondence with the Indian Patent Office.

#### **4. Role of the Office of Dean-R&I**

The R&I Office is the sole authorized coordinating body for all institutional IPR activities. All filings must be routed exclusively through the R&I Office.

The responsibilities of the R&I Office include:

- Facilitating and guiding the complete IPR filing workflow.
- Assisting in documentation and online portal submissions.
- Supporting departments in preparing responses to examination reports and office actions.
- Coordinating with patent agents when required.
- Ensuring compliance with IPO procedures, formats, and deadlines.

No department or individual is permitted to independently file, modify, or correspond with the Indian Patent Office.

#### **5. Responsibilities of Heads of Departments**

HoDs are responsible for ensuring timely compliance with all statutory obligations for filings originating from their departments. This includes, but is not limited to:

- Filing the Request for Examination (Form 18 / 18A).
- Preparing and submitting responses to the First Examination Report (FER).
- Filing the Statement of Working (Form 27) annually.
- Completing all patent renewal formalities.
- Addressing all Office Actions / communications issued by the Indian Patent Office.

Departments must ensure accuracy, accountability, and strict adherence to timelines to prevent application abandonment or loss of rights.

#### **6. Reference to IPR Process Flow & MCET IPR Forms**

Faculty members and students must follow the official MCET Patent Process Flow available at: **Patent Process Flow:**

<https://drmcet.ac.ac.in/wp-content/uploads/2024/02/Patent-process-flow.pdf>

All MCET IPR-related forms (disclosure forms, consent forms, undertaking forms, etc.) are available under the IPR section of the Research Downloads page:

**IPR Forms – MCET Research Downloads:**

<https://drmcet.ac.in/research-downloads/>

**Note:**

These forms are updated periodically. Therefore, all users must always download the latest version from the above link before initiating any filing.

All faculty members and students are instructed to follow these guidelines **with immediate effect** to ensure uniformity, institutional compliance, and smooth coordination with the Indian Patent Office.



PRINCIPAL



To: All HoDs/HoS

(They are requested to inform their staff members accordingly)

Copy to: Vice Principal, Dean (R&I), Asso. Deans, MCET Office, HR Office, IQAC

Copy submitted to the Secretary for kind information