

Assam down town University

Established Vide The Assam Act. No. VIII of 2010, Gazette No. LGL.9/2010/11

Promoted by: **C**down town
Charity Trust

Memo No: AdtU/R/2025-26/240

Date: 13-01-2026

CIRCULAR

Constitution of Committee for Scrutiny of Patent Application

This is to inform all concerned that, as per the direction of the competent authority, a committee has been constituted for the scrutiny of patent applications to be filed or being filed from AdtU. The committee members are listed below:

Sl. No.	Name & Designation	Position
1	Prof. (Dr.) Dharmeswar Das, Chairman and Executive Director of Research	Chairperson
2	Prof. (Dr.) Sunandan Baruah, Director, Directorate of Innovation, Startup and Acceleration (DISA)	Member
3	Prof. (Dr.) Robin Gogoi, Professor and OSD in Faculty of Science	Member
4	Prof. (Dr.) M.K. Modi, Executive Dean	Member
5	Prof. (Dr.) Saikat Sen, Dean, Faculty of Pharmaceutical Science	Member
6	Prof. (Dr.) Ananta Choudhury, Director, IQAC	Member
7	Dr. Daisy Sharma, Associate Professor & IIC-Coordinator, DISA	Member Secretary

Terms of Reference (ToR):

1. The committee meeting may also be conducted in hybrid mode to speed up the process, in addition to the conventional physical mode.
2. To scrutinize all patent applications proposed to be filed or already being filed from AdtU, prior to submission to the appropriate patent authority.
3. To examine the novelty, inventive step, industrial applicability, and overall patentability of the proposed inventions.
4. To verify compliance with applicable national laws, institutional policies, and guidelines related to intellectual property and patents.
5. To review the correctness of inventor details, applicant details, and ownership/assignment in line with AdtU's IP policy.
6. To assess the technical merit, completeness, and clarity of patent specifications, claims, drawings, and supporting documents.
7. To recommend necessary modifications, improvements, or clarifications in the patent applications before filing.
8. To ensure proper disclosure and management of collaborative inventions, including benefit-sharing and MoU requirements.

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9. To recommend approval, deferment, or rejection of patent applications to the competent authority, with recorded reasons.
10. To maintain records of deliberations, recommendations, and decisions related to patent scrutiny.
11. To review the AdtU IPR policy.
12. To perform any other task related to patent scrutiny as may be assigned by the competent authority from time to time.

Issued with due approval of the competent authority.



(Dr. Ashim Barman)
Registrar,
Assam down town University.

Copy for favour of their information to:

1. PA to Vice Chancellor, AdtU
2. PA to Pro Vice Chancellor, AdtU
3. P.S. to Dean of Studies, AdtU
4. P.S to Managing Trustee, dtCT
5. P.S to Resident Trustee, dtCT
6. Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)
7. Office of the Controller of Examinations, AdtU
8. All Offices (Admin/Academic/IT/Accounts/Admission/Marketing/Legal/Placement/Library/T&D)
9. HR Office
10. IQAC
11. Notice Boards/Message Desk (For display)
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