

# 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/2025-26/495**

**Date: 14-02-2026**

## CIRCULAR

### Reconstitution of Intellectual Property Rights (IPR) Cell

This is to inform all concerned that the Intellectual Property Rights (IPR) cell of AdtU notified vide Memo No: AdtU/R/2023-24/1236-A , dated 15-07-2024 is reconstituted with the following members:

<b>Sl. No.</b>	<b>Name and Designation</b>	<b>Designation in the cell</b>
1.	Prof. (Dr.) Sunandan Baruah, Director, Directorate of Innovation, Startup and Acceleration (DISA)	Coordinator and Chairperson
2.	Prof. (Dr.) M.K. Modi, Executive Dean	Member
3.	Prof. (Dr.) Robin Gogoi, Professor and OSD in Faculty of Science	Member
4.	Prof. (Dr.) Ananta Choudhury, Director, IQAC	Member
5.	Dr. Manash Jyoti Borah, Additional Dean and Associate Professor, Faculty of Engineering	Member
6.	Dr. Manash Pratim Pathak, Associate Professor, Faculty of Pharmaceutical Science	Member
7.	Mr. Devabrata Sarmah, Incubation Officer	Member
8.	Mr. Sanjib Chamuah, Asst. Manager, DISA	Member
9.	Dr. Daisy Sharma, Associate Professor & IIC-Coordinator, DISA	Member Secretary

### Terms of Reference (ToR):

1. Develop and implement programs to raise awareness and provide training on Intellectual Property Rights (IPRs) for students, technical staff, and faculty members.
2. Conduct regular workshops focused on patent search techniques, technical writing, and procedures for patent filing.
3. Empower faculty to recognize the IPR potential in undergraduate, postgraduate, and doctoral research projects, ensuring timely measures are taken to protect these rights prior to publication.
4. Facilitate interactions with industry partners to promote the transfer and commercialization of technologies developed within the university.
5. Assess and prepare patents and other IPR elements to optimize them for technology transfer and commercialization.
6. Encourage faculty leads to collaborate with students and technical staff in conducting patent mining activities to identify and explore potential patents.

# 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

7. Create comprehensive guidelines for the reporting, filing, development, and commercialization of IPR within the university.
8. To scrutinize all patent applications, prior to submission to the appropriate patent authority.
9. To examine the novelty, inventive step, industrial applicability, and overall patentability of the proposed inventions.
10. To verify compliance with applicable national laws, institutional policies, and guidelines related to intellectual property and patents.
11. To review the correctness of inventor details, applicant details, and ownership/assignment in line with AdtU's IP policy.
12. To assess the technical merit, completeness, and clarity of patent specifications, claims, drawings, and supporting documents.
13. To recommend necessary modifications, improvements, or clarifications in the patent applications before filing.
14. To ensure proper disclosure and management of collaborative inventions, including benefit-sharing and MoU requirements.
15. To recommend approval, deferment, or rejection of patent applications to the competent authority, with recorded reasons.
16. To maintain records of deliberations, recommendations, and decisions related to patent scrutiny.
17. To perform any other task related to patent scrutiny as may be assigned by the competent authority from time to time.
18. This cell will refer the patent with potential conflict of interest to the "Committee for Scrutiny of Patent Application" notified vide Memo No. AdtU/R/2025-26/240 dated 13-01-2026, and any subsequent amendments thereto.

Issued with due approval of the competent authority.



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

Copy for favour of their information to:

1. AM 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)

# 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

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)
12. Office file (for record)

