Standard Operating Procedure (SOP)
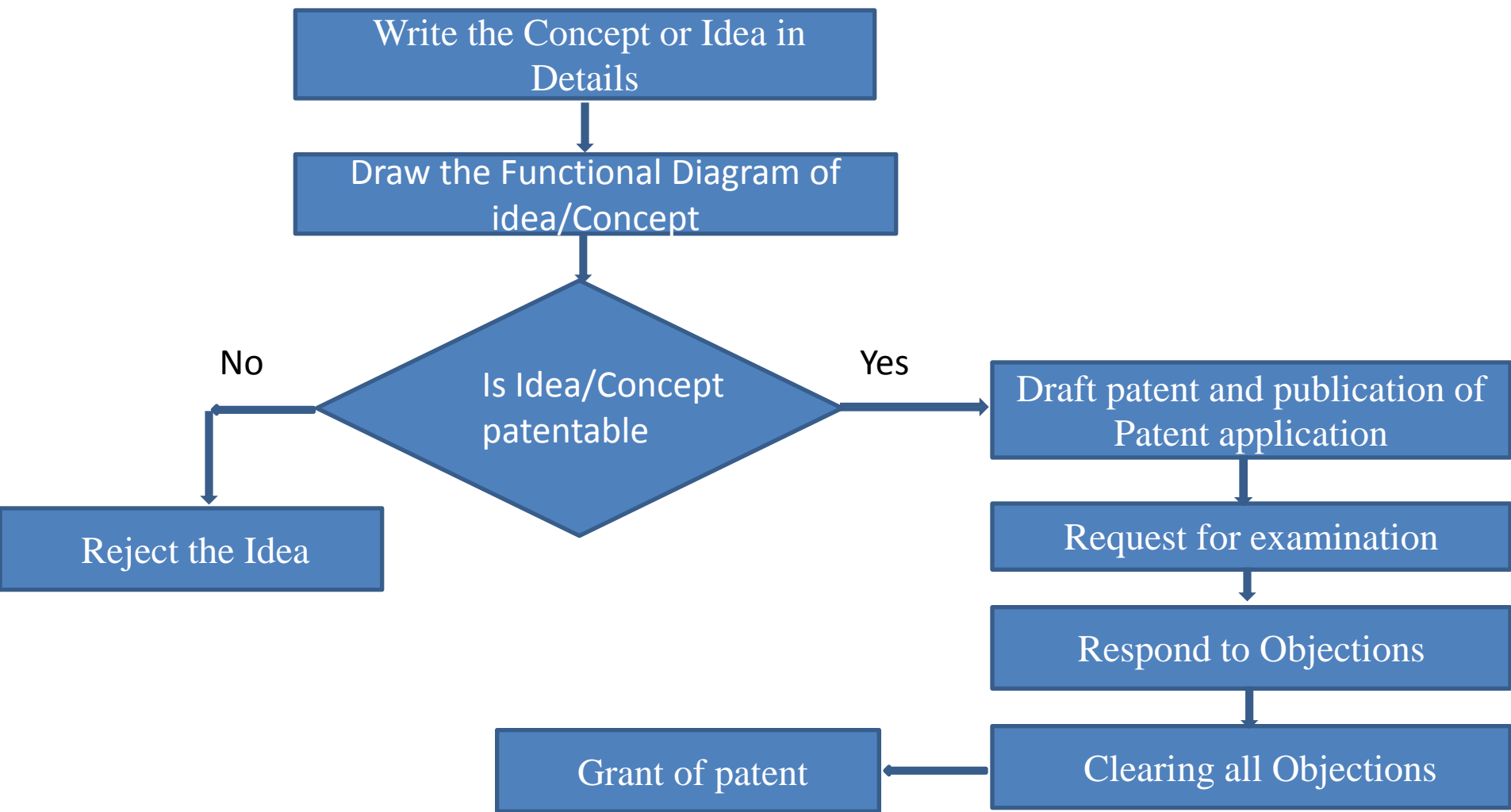
- Step 1: Write down the invention (idea or concept) with as much details as possible
- Step 2: Include drawings, diagrams or sketches explaining working of invention
- Step 3: Check whether the invention is patentable subject matter
- Step 4a: Patentability search
- Step 4b: Decide whether to go ahead with patent
- Step 5: Draft (write) patent application
- Step 6: Publication of the application
- Step 7: Request for examination
- Step 8: Respond to Objections
- Step 9: Clearing all Objections
- Step 10: Grant of patent

Standard Operating Procedure (SOP)

Write the Concept or Idea in Details

↓

Draw the Functional Diagram of idea/Concept

↓

Is Idea/Concept patentable

No → Reject the Idea

Yes → Draft patent and publication of Patent application

↓

Request for examination

↓

Respond to Objections

↓

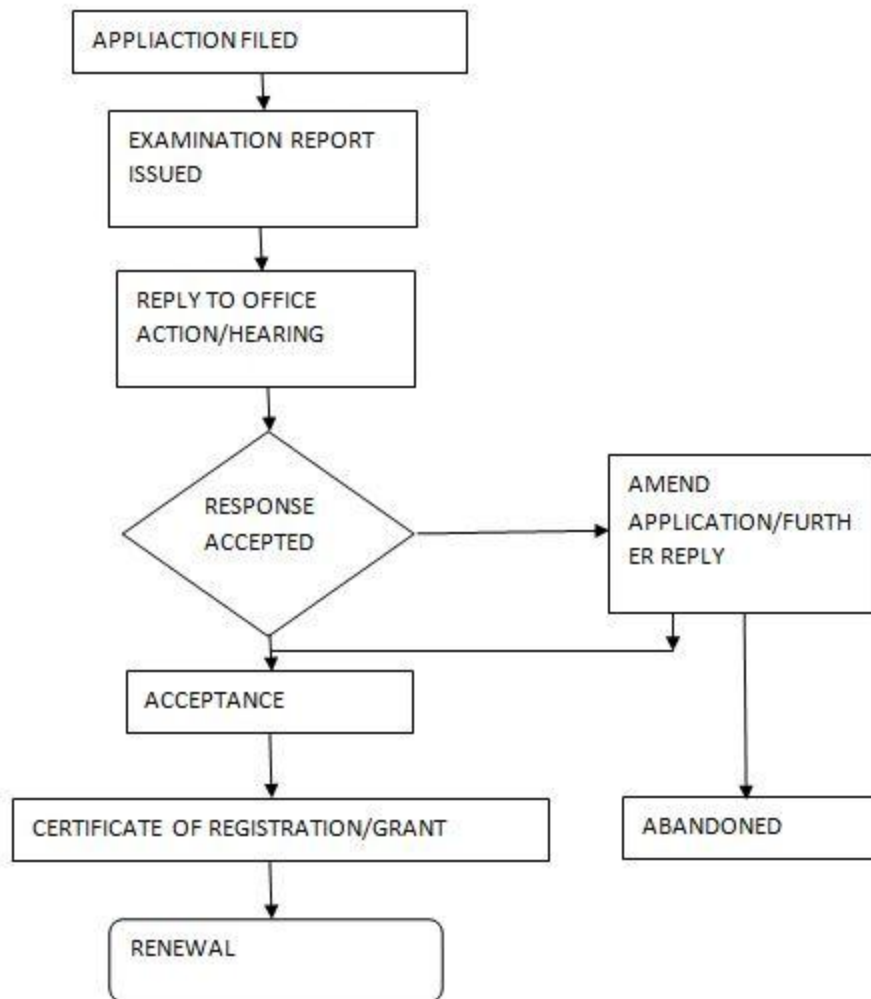Clearing all Objections

→ Grant of patent

Industrial Designs

Design Filing Procedure in India

•**Step 1**: filing of design application and a properly filed application form

•**Step2** : The application for registration of design to an Examiner of design for conducting examination as to whether the application and the documents satisfy the formal requirements.

•**Step3**: When considering the response of the applicant, if the controller is of opinion that the requirements of act and Rules have not been met, then the same shall be communicated to the applicant and also fix the date of hearing.

•**Step 4**: If the applicant complies with all the requirements laid down under the act and rules, then the design application shall be registered. On registration, the design registration is published in the patent office journal.
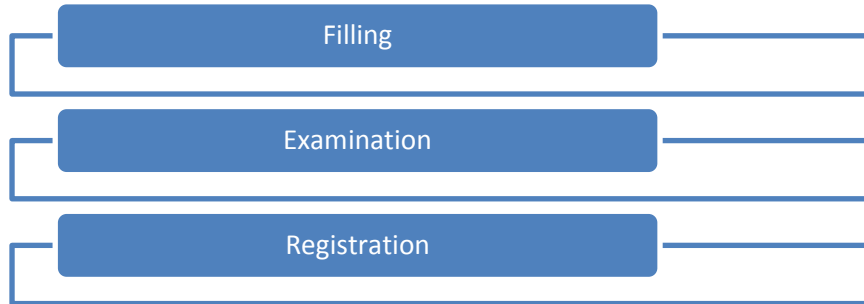
Flow chart of Industrial Design


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┌─────────────────────────────┐
│ APPLIACTION FILED           │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ EXAMINATION REPORT          │
│ ISSUED                      │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ REPLY TO OFFICE             │
│ ACTION/HEARING              │
└─────────────────────────────┘
              │
              ▼
        ◇ RESPONSE ◇ ───────────►  ┌──────────────────────┐
        ◇ ACCEPTED ◇             │ AMEND                │
              │                  │ APPLICATION/FURTH    │
              ▼                  │ ER REPLY             │
┌─────────────────────┐          └──────────────────────┘
│ ACCEPTANCE          │                    │
└─────────────────────┘                    ▼
              │              ┌──────────────────────┐
              ▼              │ ABANDONED            │
┌──────────────────────────────────┐  └──────────────────────┘
│ CERTIFICATE OF REGISTRATION/GRANT │
└──────────────────────────────────┘
              │
              ▼
┌─────────────────────┐
│ RENEWAL             │
└─────────────────────┘
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Copyright

Copyright Filing Procedure in India

The copyright filing procedure in India comprises of the following stages.

| Filling |
| Examination |
| Registration |

Flow Chart of Copyright filing