



**SYLLABUS FOR THREE MONTHS  
INSTITUTIONAL TRAINING OF  
EXAMINERS OF PATENTS & DESIGNS**

## INDEX

Module			Duration	Page No.
<b>1.</b>	<b>Introduction to the Intellectual Property Rights.</b>		<b>1 week</b>	<b>7</b>
	Day 1	Role of IP in business and national growth		7
	Day 2	Evolution and development of monopoly rights		7
	Day 3	Designs Law		7
	Day 4	Trademarks		7
	Day 5	Copyrights		8
	Day 6	Geographical Indications and cyberspace		8
<b>2.</b>	<b>Invention and patentability</b>		<b>2 weeks</b>	<b>8</b>
<b>Week 1</b>				
	Day 1	Indian Patent Law		9
	Day 2	Inventions and subject matter		9
	Day 3	Criteria of patentability – novelty		9
	Day 4	Criteria of patentability – inventive step		9
	Day 5	Criteria of patentability – inventive step & industrial applicability		10
	Day 6	International arrangements		10
<b>Week 2</b>				
	Day 1	Framework of patent applications		10
	Day 2	Patent filing		10
	Day 3	Publication requirements		11
	Day 4	Examination provisions		11
	Day 5	Grant of a patent		11
	Day 6	PCT applications		11
<b>3.</b>	<b>Examination of patent applications</b>		<b>6 weeks</b>	<b>12</b>
<b>Week 1</b>				
	Day 1	Role of Examiner & Controller		12

	Day 2	Reading patents & patent information		12
	Day 3	Constituents of patent specifications [Examiners will be split into 4 specialty groups]		12
	Day 4	Abstract & drawings		13
	Day 5	Patent databases		13
	Day 6	Types of searches [Examiners will be split into 4 specialty groups]		13
<b><u>Week 2</u></b>				
	Day 1	Search strategy		13
	Day 2	Practice session on paid databases [Examiners will be split into 2 specialty groups – Science & Technology]		13
	Day 3	Practice session on paid databases [Examiners will be split into 2 specialty groups – Science & Technology]		14
	Day 4	International searching & preliminary examining authority		14
	Day 5	International search & examination reports		14
	Day 6	International search & examination reports		14
<b><u>Week 3</u></b>				
	Day 1	Process of examination		14
	Day 2	Examination of description [Examiners will be split into 4 specialty groups]		15
	Day 3	Examination of claims		15
	Day 4	Technical examination: determining novelty [Examiners will be split into 2 specialty groups – Science & Technology]		15
	Day 5	Technical examination: determining inventive step and non-obviousness [Examiners will be split into 2 specialty groups – Science & Technology]		15

	Day 6	Practice session		15
<b><u>Week 4</u></b>				
	Day 1	Patent drafting		16
	Day 2	Patent drafting		16
	Day 3	Patent drafting		16
	Day 4	Patent drafting		16
	Day 5	Infringement of patents		16
	Day 6	Infringement of patents		16
<b><u>Week 5</u></b>				
	Day 1	Examination reports - Practical [Examiners will be split into 4 specialty groups]		16
	Day 2	Examination reports – Practical [Examiners will be split into 4 specialty groups]		17
	Day 3	Hearing procedures		17
	Day 4	Amendments		17
	Day 5	Practice session		17
	Day 6	Evaluation session		17
<b><u>Week 6</u></b>				
(Electronic processing of live files with discussions at the end of day) (Examination in electronic environment)				
	Day 1	Administrative electronic modules		17
	Day 2	Administrative electronic modules		17
	Day 3	Other modules		18
	Day 4	Practice session		18
	Day 5	Evaluation session		18

	Day 6	Evaluation session		18
<b>4.</b>	<b>Opposition, revocation and appeals</b>		<b>1 week</b>	19
	Day 1	Opposition & procedures		19
	Day 2	IPAB		19
	Day 3	Examination of oppositions (Practical)		19
	Day 4	Revocation & procedures		19
	Day 5	Appeals		20
	Day 6	Practice sessions & exams		20
<b>5.</b>	<b>Important proceedings related to patents</b>		<b>1 week</b>	21
	Day 1	Important issues with respect to patents		21
	Day 2	Restoration & maintenance		21
	Day 3	Role of Patent Agents		21
	Day 4	IP management		22
	Day 5	Technology transfer & licensing		22
	Day 6	Technology transfer & licensing		22
<b>6.</b>	<b>Administrative &amp; service matters</b>		<b>1 week</b>	23
	Day 1	Constitutional Law		23
	Day 2	Administrative Law		23
	Day 3	Service rules		23
	Day 4	Provisions of other laws with reference to Indian Patent Office		24
	Day 5	Communication & soft skills		24
	Day 6	Communication & soft skills		24

## Module 1

### Introduction to the Intellectual Property Rights

WEEK /DAY	LECTURE	SUBJECTS	FACULTY
<b>Role of IP in business and national growth</b>			
<b>Day 1</b>	1	Ideas, innovation and market evolution	
	2	Market competition , development of monopoly rights and Intellectual Properties	
	3	Concept of property, proprietorial rights & governance policies	
	4	Significance of IP and rationale for protection - Role of IP in business	
<b>Evolution and development of monopoly rights</b>			
<b>Day 2</b>	1	Understanding growth of IP regimes and development of Patent Law	
	2	Paris convention, Berne Convention and other international treaties	
	3	GATT / WTO- framework for international trade	
	4	Agreement on Trade Related Aspects of Intellectual Property Rights- TRIPS	
<b>Designs Law</b>			
<b>Day 3</b>	1	Concepts, definitions and kinds of designs	
	2	Protection of Designs- legal provisions	
	3	Enforcement mechanisms	
	4	Case study discussions	
<b>Trademarks</b>			
<b>Day 4</b>	1	Trademark Law- concepts and kinds of marks	
	2	Trademark practice and procedure-classification & registration	
	3	Trademark Infringement and Passing off	
	4	Well known and non-conventional trademarks	
<b>Copyrights</b>			
<b>Day 5</b>	1	Copyright Law-Essentials and kinds	
	2	Ownership, authorship and assignment	



	3	Copyright Infringement and fair use doctrine	
	4	Related/ neighboring rights and management of copyrights	
<b>Geographical Indications and cyberspace</b>			
<b>Day 6</b>	1	Geographical indications- Concepts and features	
	2	Cyberspace IP , Semiconductors & Integrated Circuit Layout designs	
	3	Protection of Biodiversity, Traditional Knowledge & Plant Variety Protection (PVP), Trade secrets and Confidential Information	
	4	<b>Exercises, group discussions and evaluation for the Week</b>	



## Module 2

### Invention and patentability

WEEK /DAY	LECTURE	SUBJECTS	FACULTY
<b>Week 1</b>			
<b>Indian Patent Law</b>			
<b>Day 1</b>	1	Development of Indian Patent Law - Salient features	
	2	Important definitions, terms and concepts	
	3	Patent application- Applicant and kinds of application	
	4	Patent office, its branches and jurisdiction	
<b>Inventions and subject matter</b>			
<b>Day 2</b>	1	Patentable and non-patentable inventions- Concepts	
	2	Non patentable inventions u/s 3- general discussions with examples	
	3	Non patentable inventions u/s 3 & 4 and secrecy directions	
	4	Exercises for study and analysis	
<b>Criteria of patentability – novelty</b>			
<b>Day 3</b>	1	Patentability - Issues & requirements	
	2	Concept of Novelty, significance of priority and prior art	
	3	Anticipation and its exceptions [S 29 – 34]	
	4	Case study discussions with respect to ‘novelty criteria’	
<b>Criteria of patentability – inventive step</b>			
<b>Day 4</b>	1	Inventive step- Principles, methods & approaches	
	2	Determining inventive step - implications of technological advancement u/s 2(1) (ja) & (l)	
	3	Determining Inventive step - implications of economic significance u/s 2(1) (ja) & (l)	
	4	Case study discussions with respect to ‘inventive step’ criteria	
<b>Criteria of patentability – inventive step &amp; industrial applicability</b>			
<b>Day 5</b>	1	Inventive step and ‘Obviousness’ with respect to ‘Persons Skilled In The Art’	

	2	Case study discussions	
	3	Determining Industrial Applicability	
	4	Case study discussions with respect to 'industrial applicability' criteria	
<b>International arrangements</b>			
<b>Day 6</b>	1	Paris Convention - convention countries, applications and practices	
	2	Patent Co-operation Treaty - importance, framework & practices	
	3	National phase entry and related legal provisions	
	4	<b>Exercises, group discussions and evaluation for the week</b>	
<b>Week 2</b>			
<b>Framework of patent applications</b>			
<b>Day 1</b>	1	Specification, its types and contents	
	2	Drawings/examples/biological material/sequences and their importance in specifications	
	3	Claims and types of claims	
	4	Important concepts - unity of invention, post/ ante-dating, conversion, cognate applications, etc	
<b>Patent filing</b>			
<b>Day 2</b>	1	Filing of an application- who can file and where to file?	
	2	Forms, fees and timelines for filing	
	3	Formal requirements of filing - assignment, POA, request for examination, etc	
	4	Practice session with respect to filing	
<b>Publication requirements</b>			
<b>Day 3</b>	1	Requirements & issues of publications	
	2	Publication: Contents and IP office journal	
	3	Exceptions to publications.	
	4	Case study discussions	
<b>Examination provisions</b>			
<b>Day 4</b>	1	Essentials of examination process – legal provisions	
	2	Examination procedure - Part 1	

	3	Examination procedure - Part 2	
	4	Report of Examiner to the Controller	
<b>Grant of a patent</b>			
<b>Day 5</b>	1	Grant of a Patent and its implications	
	2	Rights of patentee	
	3	Date and term of patent	
	4	Case study discussions/Films on understanding inventions	
<b>PCT applications</b>			
<b>Day 6</b>	1	International applications under PCT, procedure under Chapters 1 & 2 of WIPO Guidelines and formalities & permission u/s39 IPA	
	2	National phase applications – filing requirements	
	3	Concerned authorities, designated member states, Strasbourg treaty for International Patent Classification (IPC)	
	4	<b>Exercises, group discussion and evaluation</b>	

## Module 3

### Examination of patent applications

WEEK /DAY	LECTUR E	SUBJECTS	FACULTY
<b>Week 1</b>			
Role of Examiner & Controller			
<b>Day 1</b>	1	Role of examiner, hierarchy & reporting	
	2	Concept of prior art search	
	3	Examining applications and preparing examination reports (format)	
	4	Role, function and powers of Controller	
Reading patents & patent information			
<b>Day 2</b>	1	Understanding international coding (INID) and patent classification systems (IPC)	
	2	Reading patent documents- reading patents in India, (front page information, parts and structures)	
	3	Reading patents in other major jurisdictions including WIPO publications	
	4	Role of IPC in patent search	
Constituents of patent specifications [Examiners will be split into 4 specialty groups]			
<b>Day 3</b>	1	Understanding patent specifications: part 1- relevant IPO case studies	
	2	Understanding patent specifications : part 2- relevant IPO case studies	
	3	Understanding nature of patent claims 1- relevant IPO case studies	
	4	Understanding nature of patent claims 2- relevant IPO case studies	
Abstract & drawings			

<b>Day 4</b>	1	Significance of an abstract	
	2	Understanding drawings with respect to specifications	
	3	Biological materials/ working models/ engineering drawings / sequence listing	
	4	<b>Practice session : study with examples</b>	
Patent databases			
<b>Day 5</b>	1	Free/ paid patent databases and other search engines	
	2	Databases used by IPO	
	3	Non-patent literature database	
	4	Services provided by Patent Information System (PIS)	
Types of searches [Examiners will be split into 4 specialty groups]			
<b>Day 6</b>	1	Patentability search	
	2	State of the Art	
	3	Legal Status and Patent Family search	
	4	Practice sessions	
<b>Week 2</b>			
Search strategy			
<b>Day 1</b>	1	Formulating strategy in accordance with the restrictions	
	2	Formalities and requirements - Documents	
	3	Managing Data - mining and mapping	
	4	Case study exercises	
Practice session on paid databases [Examiners will be split into 2 specialty groups – Science & Technology]			
<b>Day 2</b>	1	Introduction to STN & Micropat	
	2	How to use - Practice session	
	3		
	4	<b>Evaluation exercises</b>	
Practice session on paid databases			

[Examiners will be split into 2 specialty groups – Science & Technology]			
<b>Day 3</b>	1	Introduction to Thomson Reuters & Delphion	
	2	How to use - Practice session	
	3		
	4	<b>Evaluation exercises</b>	
International searching & preliminary examining authority			
<b>Day 4</b>	1	ISA/IPEA & role of ISA/IPEA	
	2	Functions & correspondences by ISA/IPEA	
	3	India as ISA/IPEA	
	4	Forms, fees and Time limits for activities by ISA/IPEA	
International search & examination reports			
<b>Day 5</b>	1	Understanding International Search and Examination Reports (ISR/IPER)	
	2	Analysis of Search/Examination Reports	
	3	Preparing Search Reports	
	4	Preparing report on patentability	
International search & examination reports			
<b>Day 6</b>	1	Practice session on searches, determination of novelty, search strategy and reporting	
	2		
	3	<b>Evaluation exercises</b>	
	4	<b>Evaluation exercises</b>	
<b>Week 3</b>			
Process of examination			
<b>Day 1</b>	1	Examining Ordinary Patent Applications (Formal Examination)	
	2	Examining PCT & Convention Applications (Formal Examination)	
	3	Requirements of other documents:(General)	
	4	Practical exercises	
Examination of description [Examiners will be split into 4 specialty groups]			
<b>Day 2</b>	1-2	Understanding the state of art & subject matter of invention with reference to the graphic forms of	

		representation.	
	3-4	Exercises	
<b>Examination of claims</b>			
<b>Day 3</b>	1	Form and content of claims	
	2	Kinds of claims- Dependent/Independent, Markush, Swiss, etc and multiplicity of claims	
	3	Interpretation of claims	
	4	Exercises	
<b>Technical examination: determining novelty</b> [Examiners will be split into 2 specialty groups – Science & Technology]			
<b>Day 4</b>	1	Method of determining novelty	
	2	Anticipation and exceptions to the anticipation	
	3	Writing objections in respect of novelty & powers of controller in cases of anticipation.	
	4	Case study (from Patent Office) discussion with respect to novelty	
<b>Technical examination: determining inventive step and non-obviousness</b> [Examiners will be split into 2 specialty groups – Science & Technology]			
<b>Day 5</b>	1-2	Determining obviousness and person skilled in the art	
	3-4	Methods , principles and various approaches of determination of Inventive Step	
<b>Practice session</b>			
<b>Day 6</b>	1	Writing objections in examination report with respect to Inventive step	
	2	Case study (from Patent Office) discussion with respect to inventive step	
	3	Principles and methods of industrial applicability	
	4	Writing objections in examination report vis-à-vis industrial applicability	
<b>Week 4</b>			
<b>Patent drafting</b>			
<b>Day 1</b>	1-4	Drafting of claims [ group wise study]	

Patent drafting			
<b>Day 2</b>	1-4	Drafting of specifications [ group wise study]	
Patent drafting			
<b>Day 3</b>	1-4	Practice session for day 1	
Patent drafting			
<b>Day 4</b>	1-4	Practice session for day 2	
Infringement of patents			
<b>Day 5</b>	1	Concepts, jurisdiction & Burden of proof in cases of infringement	
	2	Exceptions to infringement	
	3	Exceptions to infringement	
	4	Defenses & innocent infringers	
Infringement of patents			
<b>Day 6</b>	1	Remedies and reliefs I	
	2	Remedies and reliefs II	
	3	Certificate of validity of specification for infringement	
	4	Case study discussions	
<b>Week 5</b>			
Examination reports - Practical [Examiners will be split into 4 specialty groups]			
<b>Day 1</b>	1-4	Framing an examination report with reference to Week 3.	
Examination reports – Practical [Examiners will be split into 4 specialty groups]			
<b>Day 2</b>	1-4	Framing an examination report with reference to Week 3	
Hearing procedures			
<b>Day 3</b>	1-2	Formalities & procedures of 'hearings' conducted by IPO.	
	3	Decision of Controller & consequences	
	4	Controller's Powers & remedies available to applicant.	
Amendments			



Day 4	1	Amendments before grant	
	2	Amendments after grant	
	3	Powers of Controller with respect to amendments	
	4	Practical exercises.	
Practice session			
Day 5	Case study discussions		
Evaluation session			
Day 6	Evaluation exercises		
<b>Week 6</b> <b>(Electronic processing of live files with discussions at the end of day)</b> <b>(Examination in electronic environment)</b>			
Administrative electronic modules			
Day 1	1,2	<b>Examination Module:</b> Introduction to the electronic examination module , processing and submission of various documents/ notes by Examiner & Controller	
	3,4	Practice sessions	
Administrative electronic modules			
Day 2	1-4	Practice/ Evaluation sessions	
Other modules			
Day 3	1	RMID Module	
	3	GPM Module	
	4	Publication module	
	4	Register of Patents module, Cash module, Other modules	
Practice session			
Day 4	1-4	Practice session	
Evaluation session			
Day 5	Exams on syllabus covered.		
Evaluation session			
Day 6	Exams on syllabus covered.		

## Module 4

### Opposition, revocation and appeals

WEEK /DAY	LECTURE	SUBJECTS	FACULTY
<b>Opposition &amp; procedures</b>			
Day 1	1	Pre-grant opposition-who can file, grounds of opposition and proceedings	
	2	Post –grant opposition- who can file & grounds of opposition and proceedings	
	3	Case studies – pre grant opposition – from Patent Office	
	4	Case studies – post grant opposition – from Patent Office	
<b>IPAB</b>			
Day 2	1-2	IPAB, its constitution, jurisdiction & scope	
	3-4	Study of judgments delivered by IPAB along with the main file of Patent / Application	
<b>Examination of oppositions (Practical)</b>			
Day 3	1-2	Pre grant – case study along with the live file	
	3-4	Post grant – case study along with the live file	
<b>Revocation &amp; procedures</b>			
Day 4	1	Revocation – Concepts, jurisdiction, parties involved	
	2	Grounds of revocation Procedure, form, fees, time limits	
	3	Case study discussions	
	4	Case study discussions	
<b>Appeals</b>			
Day 5	1-2	Appeals against orders / decisions of the Controller	



		Power of Controller to review Appeals against decision of IPAB	
	3	Role of High Court in cases where a counter-claim for revocation on the ground of non-validity is taken.	
	4	Discussions	
<b>Practice sessions &amp; exams</b>			
Day 6	1	Practice session on Syllabus covered	
	2	Exams on Syllabus covered	
	3	Practice session on Syllabus covered	
	4	Exams on Syllabus covered	

## Module 5

### Important proceedings related to patents

WEEK /DAY	LECTURE	SUBJECTS	FACULTY
<b>Important issues with respect to patents</b>			
Day 1	1	Introduction to working of patents and compulsory licenses	
	2	Procedure for dealing with applications u/s 84,85	
	3	Compulsory licenses in special cases and licensing of related patents	
	4	Licenses to operate as a deed and termination of licenses	
<b>Restoration &amp; maintenance</b>			
Day 2	1	Restoration and maintenance of a patent	
	2	Use of inventions for Government purposes	
	3	Acquisition of inventions by the Central Government	
	4	Register of Patents	
<b>Role of Patent Agents</b>			
Day 3	1	Role of Patent agents	
	2	Offences and penalties under IPA	
	3	Case study discussions	
	4	Case study discussions	
<b>IP management</b>			
Day 4	1	IP incubation and asset identification	
	2	IP management	



	3	IP audit	
	4	IP valuation	
<b>Technology transfer &amp; licensing</b>			
Day 5	1	Technology transfer and types of transfer	
	2	Assignment	
	3	Licensing in/ out and cross-licensing	
	4	Structuring a licensing agreement	
<b>Technology transfer &amp; licensing</b>			
Day 6	1	Sale, gift and devolution of property	
	2	Surrender of patents	
	3	Case study discussions	
	4	Evaluation exercises	

## Module 6

### Administrative & service matters

WEEK /DAY	LECTURE	SUBJECTS	FACULTY
<b>Constitutional Law</b>			
<b>Day 1</b>	1	Introduction to Indian Constitution	
	2	Fundamental Rights- Article 12 to 32 and Judicial review	
	3	Right to Information Act, 2005-relevant provisions and issues for IPO	
	4	Organs of the Government and their working ( legislature, executive & judiciary)	
<b>Administrative Law</b>			
<b>Day 2</b>	1	Principles of natural justice	
	2	State and delegated legislation	
	3	Government of India Service rules	
	4	Government of India Service rules	
<b>Service rules</b>			
<b>Day 3</b>	1	Leave rules & Conduct rules	
	2	Financial rules & vigilance related matters	
	3	Laws & rules protecting disadvantaged groups in India	
	4	Anti- dowry provisions and other service related matters	
<b>Provisions of other laws with reference to Indian Patent Office</b>			
<b>Day 4</b>	1	Interpretation of Statutes and General Clauses Act	

	2	Provisions of CPC, Limitation Act and Evidence Act	
	3	Alternate Dispute Resolution & laws of Arbitration and Conciliation	
	4	Offences and liabilities under the provisions of various legislations in India and cross-border issues	
<b>Communication &amp; soft skills</b>			
<b>Day 5</b>	1	Communication skills - Legal writing and citation, formatting tips	
	2	Proficient use of language	
	3	Proof reading and effective presentation skills	
	4	Listening skills, group dynamics and team skills	
<b>Communication &amp; soft skills</b>			
<b>Day 6</b>	1	Personality development	
	2	Understanding self - personality & Goal setting	
	3	Developing interpersonal communications skills	
	4	Managing time, stress & conflict (workshop)	
<b>Closing ceremony will be preceded by moot hearing sessions (evaluation exercise), wherein the Examiners will act as Patent Agents as well as hearing officers.</b>			





