

Guidelines for official visitors to NCRA

[as per discussions held in the meeting of the NCRA Faculty, held on 24-Nov-011]

N.B. (i) This is applicable for visitors to the Pune campus only.

(ii) This is NOT applicable to students visiting NCRA, for which separate guidelines exist as per earlier discussions at the NF.

(iii) Under extra-ordinary situations, departure from these guidelines could take place.

=====

(1) Visit for Conference hosted by NCRA : SOC/LOC to deal;

(2) Visit to deliver NCRA Colloquium/Seminar : Colloquium coordinator / Dean, NCRA Faculty;

(on NCRA's invitation)

Financial support - Honorarium as per existing TIFR/NCRA norms

(3) Visit related to GTAC observation :

(i) Passing through Pune ~ 4(Pre)+4(Post) days]: To be handled by "SECR-OPS"

(ii) In case of 2 closely spaced GTAC time slots: The entire period including the gap to be treated as the GTAC observation period

No financial support [Accommodation charged as per official GTAC visitor]

(4) Visit extending (pre- and/or post-) GTAC observations [if not covered in #3 above] -

[depends on if 'Students from Indian Universities' (see #4.1 below);

depends on length of extension, like other visits (see #5 below)]

(4.1) Students from Indian Universities could be provided financial support

(on request) for GTAC observations. This was recommended in an earlier

NF, and also discussed in a recent GSG. Those existing guidelines will

be followed.

(5) Visit on invitation by any member of the NCRA Faculty (say for discussions/collaborative research work/ etc) :

A : No accommodation requested ; No honorarium requested ;

B : Single accommodation requested ; No honorarium requested ;

C : Single accommodation requested ; Honorarium requested ;

D : Family accommodation requested ; No honorarium requested ;

E : Family accommodation requested ; Honorarium requested ;

Procedural guideline for 'approval' of visits of these types of cases :

A :

up to 30 calendar days, inform Dean-NF by email (approval 'routine');

beyond 30 calendar days, inform Dean-NF with justifications -

Dean-NF to inform the entire faculty & decide considering feedbacks;

B :

up to 14 calendar days, inform Dean-NF by email (approval 'routine');

up to 30 (> 14) calendar days, inform Dean-NF with justification-

Dean-NF to decide, could invite opinions from some members of NF;

beyond 30 calendar days, inform Dean-NF with justifications -

Dean-NF to inform the entire faculty & discuss before deciding;

C, D, E :

up to 7 calendar days, inform Dean-NF by email with justifications -

Dean-NF to decide, could invite opinions from some members of NF;

up to 30 (> 7) calendar days, inform Dean-NF with justifications -

Dean-NF to inform the entire faculty & decide considering feedbacks;

beyond 30 calendar days, inform Dean-NF with justifications -

Dean-NF to inform the entire faculty & discuss before deciding;

Advance notice prior to the visit (= date of arrival - date of note to Dean_NF) :

A, B : larger of [1 x (visit duration), 1 week]

C, D, E : larger of [1.5 x (visit duration), 1 week]

Note:

Even if a visit & accommodation is formally approved, the actual availability of Guest House / Hostel/ Office Space [based on prior commitments] on the date of approval, could decide what can be offered (on a 'best effort' basis).

Information to members of NF about the visit :

all categories : via NCRA's intranet web

Proposed format of note from primary host to Dean-NF for an official visitor :

(* : mandatory items)

*Name of the Visitor:

*Affiliation (including email address) :

*Position / Designation (at visitor's home institution) :

*Primary host (member of NF) :

Secondary host/(s) :

*Duration of stay at NCRA :

Other institutes in India (if visiting) :

*Purpose of visit : [size of the description depending on duration of visit]

*Will the visitor give a Seminar / Colloquium at NCRA (Yes / No) :

*Need on-campus accommodation (Yes / No) :

*Type of accommodation (single / double / family) :

*Need honorarium (Yes / No) :

*Visited NCRA earlier (Yes / No) : [if 'yes', when & who was the primary host then]

*Kind of office space required (including PC etc) :

Preferred User ID for internet access :

Any other information relevant to the visit :
