

Student Handbook

National Centre for Radio Astrophysics

Tata Institute of Fundamental Research

Welcome to the graduate programme of the National Centre for Radio Astrophysics (NCRA) of the Tata Institute of Fundamental Research (TIFR). This handbook gives you some information on which you will find useful during your stay in NCRA.

Academic Secretariat

You will find the Academic Secretariat of NCRA on the First Floor, Office 201, above the NCRA Reception. The relevant people in the Secretariat are:

- Hemant Lokhande <hemant@ncra.tifr.res.in>, Phone: 9296.
- Reena Shrikumar <reena@ncra.tifr.res.in>, Phone: 9239.

They would be your first points of contact for most queries related to your stay in NCRA.

Academic Norms

A document outlining the academic norms and guidelines can be found here: <http://www.ncra.tifr.res.in/ncra/students/guidelines-2020/>

This contains the details of the courses in the Graduate School, evaluation and performance requirements, and other useful information. Students are strongly advised to go through the document, and are expected to be aware of its contents, and of the rules and regulations applicable to them.

The students should also go through the norms for availing leave during their stay. In particular, students will not be allowed to take leave from NCRA during the courses and projects of the Graduate School, except in circumstances such as illness or emergencies. More details can be found from the Secretariat.

The Graduate Programme at NCRA is monitored by the Academic Affairs Committee (AAC). The academic activities of all Ph.D. students are monitored by the AAC, and students are encouraged to approach this committee if they face any difficulties related to their academics in NCRA.

Ethics

Studying and working in NCRA requires the highest standards of honesty and academic integrity in research, as well as the highest moral and ethical standards of personal conduct. The TIFR guidelines for Academic Ethics, which are followed by NCRA, are available at <https://www.tifr.res.in/docs/TIFR-Guidelines-Academic-Ethics.pdf>

Student Grievances

As per the UGC guidelines (UGC notification No F.1-13/2022 (CPP-II).-[ADVT.-III/4/Exty./13/2023-24] dated 11th April 2023), a Student Grievance Redressal Committee (SGRC) has been constituted at NCRA. It aims to look into complaints lodged by any student and redress these complaints appropriately. Students can reach out to the SGRC with their grievances, if any, regarding both academic and non-academic matters related to their stay in NCRA, using the online form: <https://grievance.ncra.tifr.res.in/>

Student Support Cell

The Student Support Cell for NCRA serves as the point of contact for NCRA students for any non-academic issue about which they have concerns. More details are available at <http://www.ncra.tifr.res.in/ncra/students/ncra-student-support-cell>.

Internal Committee

The Internal Committee in NCRA deals with issues related to sexual harassment, gender discrimination, and professional misconduct at the workplace. More information on this committee is available at <http://www.ncra.tifr.res.in/~womencell>.

Computing and Network Resources

All students will have access to common computing resources, including network services, email accounts, printers etc. Each student is also provided with a desktop in their office, which will be useful for routine computing jobs. For more resource-intensive computing, students are advised to use the high-end computing servers in NCRA.

The computer staff at NCRA are based in Office 240 on the First Floor. They will be happy to provide more information on the computing resources available in NCRA. You can also contact our System Administrator, B. Ratna Kumar <ratnakumar@ncra.tifr.res.in>, for any urgent requirements. There is also a Computer Facilities Committee, which should be approached at the address <cfc@ncra.tifr.res.in> for any detailed computing requirements (e.g. RAM, hard disk space, access to high-performance computing, etc).

Library

The NCRA Library is part of the Scientific Information Resource Centre (SIRC). The library is located on the Ground Floor, at the end of the corridor from the NCRA Reception. It has a large collection of books and magazines, in addition to online subscriptions to scientific journals. For more information, please see the SIRC website: <http://library.ncra.tifr.res.in/library/>

The NCRA Hostel

Students in NCRA are typically provided with accommodation in the on-campus hostel. They will be paid a House Rent Allowance (HRA) if they choose to not use campus accommodation. The norms for the allotment of hostel rooms can be found at http://www.ncra.tifr.res.in/nlocal/pages/admin/housing/ncra_hostelRoom.pdf (accessible within the NCRA network).

The NCRA Hostel Committee looks into various infrastructure, maintenance, and user-level issues of the hostel. This committee can be approached at <hghc@ncra.tifr.res.in> for any Hostel-related issue.

Medical and Counselling Issues

All students in NCRA are covered under the NCRA Medical Scheme; details are available with the Academic Secretariat.

There is a medical clinic inside the campus which is attended by one or two doctors on working days and Saturdays. There is also a trained nurse present there during office hours. In addition, there is also a counsellor who visits the clinic once a week. Please get in touch with the clinic for the exact timings of the doctors.

In case of any medical issues, students are advised to consult the NCRA doctor as early as possible. Depending on the circumstances, they may be sent for further tests or consultation with specialists.

In case of emergencies outside office hours, students should contact the NCRA Reception. NCRA has an ambulance which can be used for emergencies.

NCRA Canteen Facilities

NCRA has an in-house canteen which serves breakfast, lunch, snacks, dinner, tea, coffee at subsidised rates. The canteen remains closed after lunch on every Sunday and reopens for breakfast on Monday. The details on the timings, menu and contact can be found at <http://www.ncra.tifr.res.in/ncra/ncra/facilities/canteen> . There is a Canteen Committee that may be approached <canteen@ncra.tifr.res.in> for any canteen-related issues.

Besides the NCRA canteen, there is a lounge and a kitchenette in the NCRA office building, where staff members and students may make tea or coffee, or heat meals.

Campus Life and Recreation at NCRA

There are several options for recreational activities in NCRA, both indoors and outdoors. There is a gymnasium and a table tennis room inside the campus. The NCRA Recreation Committee (NRC) looks after the recreational facilities. NCRA students also have access to some of the sports facilities next door at IUCAA.

The campus also has a bank which should take care of your basic requirements.

More information about the campus life in NCRA can be found at

<http://www.ncra.tifr.res.in/ncra/ncra/ncra-campus-life>