



Prof. Ranjeev Misra  
Dean, Visitor Academic Programmes

August 20, 2024

**Dr. Surender Verma,**  
Department of Physics and Astronomical Science,  
Central University of Himachal Pradesh,  
Shahpur Parisar, District : Kangra,  
**Himachal Pradesh - 176206**

Dear Dr. Verma,

It gives me great pleasure to invite you, on behalf of the Director of IUCAA to become a Visiting Associate of IUCAA from August 1, 2024 for a period of three years. I hope that you will be able to accept this invitation.

The purpose of the Associateship Programme is to help university and college faculty members in their research projects and to encourage interaction between them and the IUCAA faculty. Those selected as Visiting Associates are encouraged to visit IUCAA regularly and to actively participate in the Centre's programmes.

I am enclosing along with this letter of invitation (1) a copy of the letter I have sent to the Vice Chancellor of your University, explaining the programme and requesting him/her to treat your visits to IUCAA under this programme as "on duty", (2) a copy of a letter sent in September 2, 2004 to the Vice-Chancellors of different universities by Professor Arun Nigavekar, the then Chairman of the University Grants Commission (UGC). You may use these letters when you apply for leave for visits to IUCAA, if you find that necessary.

I shall look forward to your response to this letter of invitation by email to <vs@iucaa.in> and hope that you will contribute to IUCAA activities and your research will benefit from your regular visits, participation and advice. The Terms and Conditions of the Associateship Programme are enclosed along with this letter.

With kind regards,

Sincerely,

**Professor Ranjeev Misra**

**Encl :** (1) Copy of the letter sent to the Vice Chancellor of your University;  
(2) Copy of the letter sent by UGC; (3) Terms and Conditions of the Associateship Programme.



अंतर-विश्वविद्यालय केंद्र : खगोलविज्ञान और खगोलभौतिकी

IUCAA

Inter-University Centre for Astronomy and Astrophysics

An Autonomous Institution of the University Grants Commission

Prof. Ranjeev Misra  
Dean, Visitor Academic Programmes

August 20, 2024

**The Vice-Chancellor,**  
Department of Physics and Astronomical Science,  
Central University of Himachal Pradesh,  
Shahpur Parisar, District Kangra,  
**Himachal Pradesh - 176206**

Dear Sir / Madam,

As you are aware, the Inter-University Centre for Astronomy and Astrophysics (IUCAA) has been set up by the University Grants Commission (UGC) to promote and nucleate astronomy and astrophysics in the universities and affiliated colleges. To this end, IUCAA has launched a number of programmes on its campus at Pune and also on the campuses of various universities and colleges. In particular, arrangements have been made to facilitate the usage by interested students and faculty of universities and colleges of centralized facilities at Pune, such as an advanced Computer Centre with High Performance Computing facility, a state-of-the-art library, the Instrumentation Laboratory and observational facilities including the Southern African Large Telescope (SALT) at Sutherland. IUCAA is also involved in a number of large projects of national and international importance like ASTROSAT, Aditya-L1 Mission, LIGO-India, the Thirty Metre Telescope, etc.

One major activity in this context is the **Associateship Programme**. Under this programme, faculty members of universities and colleges, who are selected as **Visiting Associates of IUCAA**, can make visits to IUCAA for specified periods to participate in teaching, training, research and development activities in astronomy and astrophysics. For such purposes, the universities and colleges are encouraged to regard IUCAA as their field station, whose facilities are at their disposal. Indeed, Professor Arun Nigavekar, the then Chairman of the UGC, has written in 2004 to all the University Vice-Chancellors urging them to look upon IUCAA in this spirit and to make it possible for the Visiting Associates to use its facilities to the maximum extent possible. I enclose for your ready reference a copy of this letter from the then Chairman.

IUCAA selects a limited number of faculty every year to its Associateship Programme. I am happy to inform you that **Dr. Surender Verma** from your University has been selected as a Visiting Associate for three years from August 1, 2024. Under the Associateship Programme, IUCAA will pay the travel and per diem of the Visiting Associates coming to IUCAA for their scientific work.

I do hope that you will encourage Dr. Verma to take advantage of this offer. I request you to treat Dr. Verma's stay at IUCAA as a part of his duties and to provide him with leave as "*on duty*" so that he can make good use of his Associateship. I enclose the Terms and Conditions of the Associateship Programme for your information.

With kind regards,

Sincerely,

**Professor Ranjeev Misra**

Encl : (i) UGC Chairman's Letter. (ii) Terms and Conditions of Associateship Programme.

Cc : Dr. Surender Verma, Central University of Himachal Pradesh Shahpur Parisar, Himachal Pradesh - 176206

Address : IUCAA, Savitribai Phule Pune University Campus, Ganeshkhind, Pune 411007, India.

पता : IUCAA, सावित्रीबाई फुले पुणे विश्वविद्यालय परिसर, गणेशखिंड, पुणे ४११००७, भारत

Phone / दूरभाष क्र.: (91) (20) 25604100. e-mail / ईमेल : deanvap@iucaa.in, Web page / वेब पेज : <http://www.iucaa.in>

डॉ. अरुण निगवेकर  
अध्यक्ष

*Dr. Arun Nigavekar*  
Chairman



ज्ञान-विज्ञाने विमुक्तये

विश्वविद्यालय अनुदान आयोग  
बहादुर शाह जफर मार्ग, नई दिल्ली 110 002  
UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI - 110 002  
OFF : (011) 23239828  
: (011) 23221313  
FAX : (011) 23231797  
E-mail : arun42@hotmail.com

D.O. No. F.1-11/2004 (CM/IUC)

September 2, 2004

Dear

The University Grants Commission has set up a number of Inter-University Centres and Consortia in order to provide front line research and developmental facilities to the staff and students from universities and colleges in selected thrust areas. It is extremely important, therefore, that the prospective users of the Inter-University Centres are freely permitted to participate in their various programmes as if they are "on duty". In some universities, it is noted that the scholars' visits were not considered as on duty.

Amongst such Centres, the Inter-University Centre for Astronomy and Astrophysics (IUCAA) has an Associateship programme under which selected Associates from universities and colleges are invited to visit IUCAA as Associates of the Centre. Each Associate has a tenure of three years, which can be renewed depending on his/her performance, in teaching, research and developmental activities. It is understood that during these three years, the Associate visits IUCAA several times for visits of at least two weeks duration at a time, without compromising with his/her lecturing and other duties in the parent institution. Their visits are fully covered by IUCAA and hence has no financial implication to the university/college.

IUCAA has a number of facilities like an excellent Library, state of the art Computer Centre, Virtual Observatory as well as an Instrumentation Laboratory where the university staff members can make their own Instruments as well as participate in collaborative instrumentation projects. As of now, IUCAA has over eighty Associates on its roll. In order to improve their efficiency, it is important that they are permitted to take advantage of these facilities as much as possible.

I, therefore, urge you to facilitate the participation of Associates from your Institution in the above programme by treating their leave of absence as on duty when they visit IUCAA, which is specifically created by the University Grants Commission as a common facility for all universities.

With kind regards,

Yours sincerely,

(Arun Nigavekar)

To the Vice Chancellors of 150 UGC Funded Universities

Copy to:

1. ✓ Prof. Naresh Dadhich, Director, Inter University Centre for Astronomy and Astrophysics, IUCAA, Post Box No. 4, Ganeshkhind Road, Pune - 411 007.
2. Dr. P. Prakash, JS (T/IUC), UGC, New Delhi.

**TERMS AND CONDITIONS OF IUCAA's ASSOCIATESHIP PROGRAMME**

- Visiting Associateship is awarded to a faculty member of a college, university department or institution, which has the status of a university recognized by the UGC.
- Visiting Associateship is awarded for a period of three years at a time. If a Visiting Associate ceases to have a formal link with a college or university during the period of an Associateship, then the Associateship will come to an end. Information regarding such a change should immediately be conveyed to the Dean, Visitor Academic Programmes.
- A Visiting Associate should visit IUCAA at least once during each academic year, which extends from August 1 to July 31. A maximum of three visits may be made during each academic year.
- A visit under the Visiting Associateship programme is expected to be at least of 15 days duration. A maximum of 150 days can be spent at IUCAA during any one academic year.
- During the three year period of a Visiting Associateship, there can be a maximum of six visits, totaling to a maximum of 365 days.
- Visit requests must be made by sending an email to Dean, Visitor Academic Programmes with a copy marked to Administrative Officer, Visitor Academic Programmes. The email should provide the following details.

1. Your name and affiliation
2. Name(s) and relationship(s) of accompanying persons, if any
3. Arrival and Departure dates at IUCAA
4. Travel support, if needed

- **Travel:** Please buy your tickets only after receiving a confirmation email approving the visit request. It is expected that journeys will generally be by air or rail or road by the direct shortest route. All Visiting Associates are entitled to travel by Air/Train AC-II tier. Travel reimbursement will normally be only to the extent of the actual class of travel up to AC-II tier. The claimant will have to produce to and fro tickets/copies of tickets and Boarding Pass(s) in case of air travel.

Limited funds are available for air travel of Visiting Associates. Air travel may be permitted subject to the following conditions:

- (a) Grade Pay of the claimant is at least Rs. 5400/- (Level: 09) or equivalent per month.
- (b) The claimant stays at IUCAA for a minimum of 15 days.
- (c) Air tickets have to be booked **only** from the three government authorized travel agencies [M/s. Balmer Lawrie & Co. Ltd. (BPCL); M/s. Ashok Travels & Tours (ATT); Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)]. Tickets booked directly through airline websites cannot be reimbursed.

Even when these conditions are satisfied, **prior approval from the Dean, Visitor Academic Programmes** will have to be obtained. Air travel over special sectors, especially in the North-Eastern parts of the country and in special circumstances may be permitted even when the conditions (a) and (b) are not met. Details about this may be had from the Administrative Officer (Visitor Services). The air travel will have to be by the shortest direct route. Those who are not eligible for air travel can choose to travel by air with the understanding that they will be reimbursed only to the extent of eligible train fare or actual air fare, whichever is lower.

- **Daily Allowance (DA):** Visiting Associates are paid DA @ Rs. 900/- per day with free lodging. Charges for Canteen, Cable TV and cooking gas, wherever applicable, will be recovered.
- **Acknowledgement:** Visiting Associates who use the IUCAA facilities for research work leading to publications should acknowledge IUCAA in their publication.
- **Accommodation:** We try to ensure that Visiting Associates are accommodated whenever they wish to visit IUCAA. However, there is very high demand during vacations, when most visitors like to come to IUCAA. All intending visitors are, therefore, urged to write to us about their plans for a stay at IUCAA at least two months in advance. This is particularly necessary for family accommodation, since the number of units, which can accommodate families is very limited. Please write to us well in advance with alternative dates and await confirmation from us. You will be guaranteed accommodation on arrival at IUCAA only if you have a word of confirmation sent by us.



- IUCAA organizes a number of conferences, workshops, meetings etc. round the year. The details of these events are available at the [IUCAA Events webpage](#). Visiting Associates are encouraged to apply for attending these events which are of their interest. If you are not a participant of an event, especially a large one, it may difficult to obtain accommodation in the guest house during those periods.
- Visit by research students of Visiting Associates:** Ph. D. Students of Visiting Associates are also encouraged to visit IUCAA and use its facilities for their research. The Visiting Associate should write to the Dean, Visitor Academic Programmes, to recommend such visits. The email should provide the following details.

- Your name and affiliation
- Name, Affiliation and Gender of the student
- Year and status of the student's research work
- Arrival and Departure dates at IUCAA
- If you would be visiting IUCAA at the same time as the student. If not, who at IUCAA will act as a host
- Is travel support needed (please see conditions below)

At a given time, only one student of a Visiting Associate can visit IUCAA. It is not essential for the guide/the concerned Visiting Associate to be present at the time of a student's visit, except for students who are visiting for the first time.

The DA entitlement for research students (registered for Ph.D.) is Rs. 500/- per day with free lodging, and canteen will be charged. They are entitled to travel by train by AC Chair Car or AC –II tier by the direct shortest route. The tickets/copies of the tickets will have to be submitted with the claim. However, the following provisions apply:

**Research Students with fellowship:** Students with fellowship will have to normally pay for travel from their contingency grant. When such a grant is not adequate, approval should be sought in advance by writing to the Dean, Visitor Academic Programmes for travel reimbursement.

**Research Students without fellowship:** They will be paid for their travel and DA (with free lodging; canteen will be charged), for the full period of their stay. The guide of such students will have to certify that the student does not have fellowship.

At the end of the visit, all students are required to submit a report to the Dean, Visitor Academic Programmes about the work done at IUCAA.

- Canteen charges** at present are as follows :

Services	IUCAA members, Visiting Associates, Visiting Students, Visiting Post-docs and IUCAA Visitors	All others
Breakfast	Rs. 30.00	Rs. 60.00
Lunch	Rs. 44.00	Rs. 88.00
Dinner	Rs. 44.00	Rs. 88.00
Tea	Rs. 7.00	Rs. 14.00
Coffee	Rs. 9.00	Rs. 18.00

Family members of Visiting Associates will have to pay charges applicable to “*All others*” category.

- Canteen Timings :**

Services	Timings	Venue
Breakfast	08:30 – 09:30 hrs.	Canteen
Morning Tea/Coffee	10:30 – 11:15 hrs.	Canteen
Lunch	13:00 – 14:00 hrs.	Canteen
Afternoon Tea/Coffee	15:30 – 16:15 hrs.	Canteen
Dinner	20:00 – 21:00 hrs.	Canteen

- Library Timings :**

All working days : 09:00 hrs. till 20:00 hrs.  
 Saturday, Sunday & Closed : 10:30 hrs till 19:00 hrs.  
 Holidays