

# **TIFR Information Brochure for Research Scholars**

July 2012

### **First Day in TIFR:**

You have to fill out the forms that will be given to you. The following will be done on the first day, allotment of accommodation, completion of joining formalities in the Establishment Section and Medical examination. You are expected to meet the Chairperson of the Department (for Physics, Chemistry and Biology students) or Dean, Maths or Dean, STCS, as the case may be, after you are through with the initial paper work.

### **Identity Card:**

All members will be provided with an ID card by the General Administration Section. Please ensure that you take a copy of your appointment letter and 2 stamp size photographs when you go to meet them. **The identity card is a must for being allowed into the flats where you will be provided accommodation.**

### **Layout plan of TIFR:**

TIFR office building comprises of mainly 4 blocks: A, B, C and D. There are additional buildings, housing special facilities, like NMR, etc (see layout plan at the end of this brochure). The Colaba residential campus is just across Homi Bhabha Road.

#### **A Block:**

Ground Floor	-	<b>Main Reception Area, West Canteen,</b> Lecture Theatre (AG66), Lecture rooms (AG80, AG69 & AG77)
Mezzanine Floor	-	<b>Library</b> – Journals & Magazine Section
First Floor	-	<b>University Cell</b> <b>Establishment Section</b> Administration, Cashier, Accounts Section, Purchase Section Travel Section, General Administration Public Relations Registrar's office
Second Floor	-	<b>School of Technology &amp; Computer Sciences (STCS)</b> Information System Development (ISD) Group Computer Centre offices Department of Astronomy & Astrophysics (DAA)
Third Floor	-	<b>School of Mathematics Office</b> Department of Theoretical Physics (DTP)
Fourth Floor	-	<b>Director's Office</b> <b>Dean, Natural Sciences Faculty (NSF)</b> School of Mathematics Department of Theoretical Physics

#### **B Block**

Ground Floor	-	<b>East Canteen</b> <b>ATM Counter, Central Bank of India</b> Mailing Section Department of Chemical Sciences (DCS) labs
First Floor	-	<b>Medical Section, Dental Section</b> Department of Nuclear Physics (DNAP) and DCS labs & offices
Second Floor	-	Department of Biological Sciences (DBS)

Third floor - Department of Biological Sciences

### **C Block**

Ground Floor - **Central Computing Facility**  
Telephone Exchange  
Department of Condensed Matter Physics

Mezzanine Floor - Department of Astronomy & Astrophysics (DAA)

First Floor - Department of High Energy Physics (DHEP)

Second Floor - Department of Condensed Matter Physics (DCMP)

### **D Block**

Ground Floor - Transport Section

Mezzanine Floor - Security & Fire Officer

First Floor - Library - Books Section

Second Floor - Department of High Energy Physics (DHEP), DCS labs & offices

Third Floor - DAA and DCS labs & offices

Fourth Floor - Conference Rooms (D405, D406), DHEP labs,  
DTP and DHEP students' sitting room (D429)

### **Medical Facilities:**

TIFR has a medical section in B-Block, First Floor. Routine medical treatment is given during OPD hours. Pathological tests are conducted in the nearby pathology laboratory located in the Jagadish building in Colaba residential campus, based on the referral of the Institute's Medical Officer. For students staying in Mandala and Wadala hostels, a list of local doctors/hospitals is provided later in this brochure whom they can contact in case of a **medical emergency**.

### ***Working hours of the Medical Section:***

Medical Section is located in room B 106. The following are the working hours:  
09.15 to 11.00 hrs and 14.15 to 16.00 hrs. For emergencies outside OPD hours, please contact the Security Section on extension 2598 or 2262. They will guide you.

For pathological tests 1<sup>st</sup> Floor, Jagadish Building, TIFR Housing Complex.

### **Canteen facilities:**

There are several canteens on the Colaba campus.

**East Canteen:** The food is in the traditional Indian system: chapatti, rice, sabji, dal, etc.

**West Canteen:** The food available here is somewhat different from the one that you get in East Canteen. Apart from regular food, you may also get boiled vegetables and food that are less spicy. The Indian bread, known as "chapatti" is NOT available in this canteen except on Saturdays.

**Basement Canteen:** The food served is of traditional Indian type and is subsidized.

**North Canteen (in the Recreation Center):** This is run by a private contractor. Apart from lunch and dinner, for those who like south Indian food, simple snacks are available.

**Jagadish Canteen:** This is also canteen run by a private contractor and is located in the ground floor of the Jagadish building in Colaba residential area. This canteen opens only for night service from 20.00 hrs. till 01.00 am.

Please note that in all our canteens, we follow the system of “self service”. You are expected to remove your cups, plates etc after eating and deposit them in the designated area.

**Canteen Timings in Colaba Campus:**

**East Canteen: working days -**

07.30 hrs. to 08.00 hrs.	Early morning tea
09.30 hrs. to 10.00 hrs.	Morning Tea
12.00 hrs. to 14.00 hrs.	Lunch
15.30 hrs. to 16.30 hrs.	Evening Tea
19.00 hrs. to 20.30 hrs.	Dinner

**Saturdays -**

09.30 hrs. to 10.15 hrs.	Breakfast
10.45 hrs. to 11.30 hrs.	Morning Tea
12.30 hrs. to 13.30 hrs.	Lunch
15.30 hrs. to 16.30 hrs.	Evening Tea
19.00 hrs. to 20.15 hrs.	Dinner

**Sundays & Holidays -**

09.30 hrs. to 10.15 hrs.	Breakfast
10.45 hrs. to 11.30 hrs.	Morning Tea
12.45 hrs. to 14.00 hrs.	Lunch
15.30 hrs. to 16.30 hrs.	Evening Tea

**West Canteen: working days -**

08.15 hrs. to 09.30 hrs.	Breakfast
10.00 hrs. to 11.30 hrs.	Morning Tea
12.15 hrs. to 14.15 hrs.	Lunch
15.30 hrs. to 18.00 hrs.	Evening Tea

**Saturdays -**

13.00 hrs. to 14.00 hrs.	Lunch
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**Basement Canteen: only on working days-**

09.45 hrs. to 10.15 hrs.	Morning tea
11.50 hrs. to 13.00 hrs.	Lunch
15.30 hrs. to 16.00 hrs.	Evening Tea

**North Canteen (Recreation centre):** 08.00 hrs. – 21.00 hrs. (All days) Breakfast, lunch, evening snacks and dinner (service run through private contract)

**Library (Scientific Information Resource Centre):**

TIFR has an open access library which primarily caters to the information needs of the scientific community in TIFR. It functions from two different locations ('A' Block & 'D' Block) and is open on all 365 days. The working hours are as follows:

'A' Block (Journal Section)	-	Weekdays : 07.45 hrs. to 22.00 hrs.
		Saturdays : 09.30 hrs. to 22.00 hrs.
		Sundays & Holidays : 09.30 hrs. to 18.00 hrs.

'D' Block (Books Section) - Weekdays : 09.00 hrs. to 18.15 hrs.  
Saturdays : 09.30 hrs. to 18.00 hrs.  
Sundays & Holidays : 09.30 hrs. to 18.00 hrs.

Students should register themselves by producing their ID Card. Users can issue books and journals. The borrowing period for books and journals volumes is one month and one week, respectively. In addition to print resources, SIRC has several online resources which are accessible through SIRC web page. For more details, please visit <http://www.tifr.res.in/~sirc/>. The Library actually remains open beyond 22.00 hrs and during this period it is managed by student volunteers. Please check for details from senior students or Librarian if you like to volunteer.

#### **Internet and e-mail ID:**

As regards TIFR email id, please fill the form available with the Computer Centre, endorsed by a competent authority (your Department Chair or Dean) and hand it over to them. For internet access, please enquire with the Department Chair or Dean.

#### **Datanet:**

The Datanet is a gateway for information internal to TIFR, such as salary, budget, indents, purchase orders and many more. The facilities range from provisions for sending online requisitions for indents to full fledged workflows like Guest House, Vehicle requisitions, and requisitions for Low Temperature Facility. The aim is to provide maximum information on the desktops of staff members especially academicians and researchers. You are requested to obtain your employee code and email id, before registering with Datanet.

For registration, go to the website <http://datanet.adp.tifr.res.in/datanet/> and follow the link "**New User Registration**".

#### **Central Stores:**

TIFR has a Central Stores. Apart from consumable items for scientific research purposes, the Stores also has an inventory of various stationery items. You can draw your requirements after filling out the necessary forms duly approved by your Section Head/guide. Please note that the general practice is to fill out the form indicating the correct budget code so that accounting procedures are taken care of. You will get information about budget code from Department Secretary.

#### **Security & Fire Prevention:**

In case of any accident or fire etc., please inform the Security & Fire Officer immediately. We have Security Officers round the clock in the Main Security Gate, A-Block and D-Block reception areas and they can always be contacted on phone. You must follow the following instruction:

- Please keep your Identity Card with you at all time and display it at Main Gate or on demand.
- Please do not enter the Defence Area and don't get involved in any argument with Defence Staff. If you have any problem, contact the on-duty Security Officer at TIFR Main Gate.
- The Naval Area Entry Pass with one year validity will be issued by Security & Fire Officer for the staff (also research scholars) & their family members residing at TIFR Residential Complex, Navy Nagar, Colaba. The temporary pass will be issued to all other staff members to visit Union Bank of India and Post Office which is situated in old Navy Nagar. The temporary passes will be issued by on duty Fireman at 'A' Block Reception and these passes need to be returned there after the visit.

#### **Women's Cell:**

Specifically for the women employees in the Institute, a cell looks after women's interest in areas of fairness, security and safety. The Women's Cell of TIFR was constituted as per the guidelines laid down by the Supreme Court to emphasize protection of women against sexual harassment at the

work place and the right to work with dignity. For further details please visit Women's Cell (website) under Intranet section of the TIFR Home page

#### **Recreation Centre:**

The Recreation Centre has a gymnasium, badminton and table tennis facilities. You can also relax over tea, sandwiches and ice-cream at the Canteen (North Canteen) located there and read magazines. Get yourselves an Identity card for the Recreation Centre from General Administration Section of the Institute.

#### **Amateur Music Association:**

Mostly managed by students, AMA organizes musical programmes. To become a member, send an email to ama@tifr.res.in.

#### **Images Movie Club:**

Aptly called Images, this is the Movie Club which is also mostly managed by students. To know more, send an email to images@tifr.res.in

#### **Technical Services:**

This department provides round the clock services related to air-conditioning, civil and electrical works to the Institute & hostels and water supply distribution in the Institute and the residential colony in the campus. This department also upgrades the infrastructure facilities/utilities on a continuous basis to ensure all systems are in good working condition at all times. This department also provides engineering support during conferences, seminars, workshops, etc. Along with other departments, Technical Services is also involved in the construction of new buildings, setting up of new laboratories and major restoration works. Technical Services department also provides services to the Field Stations as and when required.

#### **Central Workshop & Glass blowing section:**

Please visit Central Workshop to get first hand information about various facilities

#### **Transport:**

**(Please note that for travel to and from Mandala/Wadala Hostels there is a separate Bus Schedule given later in this brochure)**

TIFR runs a regular bus services throughout the day to pick up and drop off staff members from the two main railway stations, Churchgate Station and Chhatrapati Shivaji Terminus (CST), more popularly known by its abbreviated old name VT (Victoria Terminus). These buses operate according to a fixed schedule. If you intend using the bus facility on a regular basis, please remember to obtain a bus pass. You have to approach the Transport Section (D-Block Ground Floor) for this purpose.

#### **TIFR Bus Schedule**

06.30 -----	RT	14.20 -----	RT
07.05 -----	RT	15.15 -----	RT
07.20 -----	RT	15.35 -----	RT
07.45 -----	CST	16.17 -----	CST & CG
07.50 & 0755 }	CST	16.47 -----	CST & CG
08.00 & 0805 }		17.17 -----	CST, RT & CG
08.15 -----	CST	17.32 -----	CST & CG
08.20 Shuttle }		18.17 -----	CST, RT & CG
08.45 Service }	CST	18.35 -----	RT
09.00 -----	CST	19.00 -----	RT
09.10 Shuttle }		19.30 -----	RT
09.25 Service }	CST	20.00 -----	RT
09.35 & 0945	CST	21.00 -----	RT

11.45 -----	RT	22.00 -----	RT
12.45 -----	RT	22.40 -----	RT
13.50 -----	RT	23.15 (jeep) ----	RT
		24.00 (on prior request)	

CST: Chatrapati Shivaji Terminus, CG: Churchgate, RT: Round Trip

Between 20.00-24.00 hrs. all vehicles will stop near the "ZUNKA BHAKAR" Stall instead of the regular CST stop

### **SAT, SUN & HOLIDAYS RT BUS LEAVES TIFR AT**

06.40	07.20	08.00	09.00	10.00
11.00	12.00	13.00	14.20	15.15
16.20	17.05	18.00	19.00	20.00
21.00	22.00	22.40	23.15 (jeep)	24.00 req.

### **Some important contact information:**

<b>Section</b>	<b>Room No.</b>	<b>Extn.</b>	<b>Email ID(__@tifr.res.in)</b>
<b><u>Establishment Section</u></b>			
Establishment Officer	A163	2317	pkbala
<b><u>Accounts Section</u></b>			
Accounts Officer	A109	2269	ajaym
Salary	A134	2779	bipin
<b><u>Central Services</u></b>			
Chief Engineer	AB44	2325	shankar
Electrical department	BASE EL	2688	apsingh
Air conditioning department	AC Plant	2553	rrsharma
Civil work department	BASW WS	2596	
Complaints			
<b><u>Central Workshop</u></b>			
Chief Engineer	CWK Office	2616	ssinha
<b><u>Canteen</u></b>			
Officer in-charge	AB51	2631	mmdhonde
Supervisors	AB51	2617	
<b><u>Security &amp; Fire</u></b>			
Security & Fire Officer	D' Block Reception	2298	jbw
Main Security Gate		2598; 2262	
A Block Reception Desk		2304	
D Block Reception Desk		2362	
<b><u>Telephones &amp; Fax</u></b>			
Tel. Operator	CG34	2000	girishsa
Fax Operator	CG34	2234	umesh
Technical Services	CG36	2516	vnaik
<b><u>Public Relations</u></b>			
Officer in-charge	A160	2500	pro
Travel	A163	2235	ambekar
<b><u>Medical Section</u></b>			
Medical Officer in-charge	B105	2239	agarkar
Office	B105	2343	vidhya
<b><u>Library</u></b>			
Officer in-charge	Main Library (Mezzanine fl.)	2230	org.sirc
Periodical Section	Main Library	2585	journals
Books Section	D123	2586	books

## **Hostel Accommodation for Research Scholars**

TIFR provides accommodation to Research scholars in their first and second year in the hostels at the new TIFR colony in Mandala (Anushakti Nagar) and rented flats Wadala. Please see the Mumbai map provided at the end of this brochure. The hostel and some flats on the Colaba Campus are allotted to senior students. As and when vacancies arise, students will be shifted from Mandala/Wadala to Colaba in batches.

**Medical Emergency:** For all medical needs the research scholars should contact the Medical Officer at the TIFR Colaba campus. However in case of a medical emergency the Research Scholars staying in the Mandala/Wadala Hostel should contact hospitals and follow instructions given separately towards the end of this brochure. The Medical Officer at the Colaba campus should be informed about the medical emergency as soon as possible.

### **Instructions for Research Scholars staying in the Mandala Hostel**

The flats at Mandala are furnished apartments with all basic amenities. While we understand that living off-campus will cause inconvenience to the students, we are taking every possible step to make your stay comfortable. A caretaker has been appointed for these flats and the house keeping of these flats also stands entrusted to an external agency. A book is kept in Caretaker flat on the ground floor Flat No.1. The Caretaker will arrange to get the complaints attended within 48 hours and if it is not done, then Mr. N.S. Kurup may be contacted (Mob. 9869454279).

Please be extremely careful about the flat you are staying at. An inventory list has been prepared for each flat and you are required to sign the inventory. Any damage or loss of any equipment/appliance will be repaired/replenished by TIFR, however, the charges will be equally borne by residents of the flat. Please read and follow the special instructions carefully.

**Transport:** Arrangements have been made for to-and-fro travel by bus between Mandala and TIFR on all days of the week. The bus will leave Mandala for TIFR early in the morning to enable you to reach TIFR in time for breakfast. The bus stop is located near the TIFR colony in Mandala. For the return trip to Mandala, the bus will leave TIFR after dinner.

**From Mandala at 07.45 hrs.**

**From TIFR Colaba Campus to Mandala at 21.00 hrs.**

In case you miss the bus from Mandala to TIFR, take an autorickshaw to Mankhurd Rly. station. Mankhurd is connected to Chhatrapati Shivaji Terminus (CST) also called Victoria Terminus (VT) by train (Harbour line) (~40 min.). From CST there is TIFR bus to the Colaba campus at very frequent intervals. A copy of the TIFR bus schedule is provided in this Brochure. Alternatively, you may reach TIFR by any of the following BEST bus route numbers 3, 11 and 125 which ply up to Navy Nagar from CST. Some other useful BEST bus routes are given elsewhere in this brochure.

In case you miss the TIFR bus leaving for Mandala you may take the following route: Once you are in CST station, take the Harbour line train up to Mankhurd (any train on Platform no. 1 or 2. Except Bandra and Andheri train) Don't forget to buy the ticket. After getting down at Mankhurd station take an Autorickshaw to the Hostel.

**Food & Shopping:** Normally you are expected to have breakfast, lunch, and dinner in the Institute canteens on the Colaba Campus. In case you stay back in the Mandala Hostel you can have food at the BARC Training School Hostel Canteen (opp. Nilgiri building, see map) which is at a walking distance (takes about 10 minutes) from Mandala Hostel. There you can have breakfast, lunch, dinner



etc. The timings of the canteen are 7 a.m. to 11 a.m. for Breakfast, 11.30 a.m. to 3.00 p.m. for Lunch, 4.00 p.m. to 7.00 p.m. for Evening Tea and 7.30 p.m. to 9.00 p.m. for Dinner (open on all days of the week). You can shop for groceries in Anushaktinagar at the Sector Market (near Kamat Bldg.) and Sahakari Bhandar (near old community hall).

**Special Instructions:**

1. Keep the surroundings clean. Please use the dustbin provided in each flat for throwing away any scarp. Please never throw anything out of the windows.
2. You should refrain from bringing any sort of **ALCOHOLIC DRINKS** into the hostel. **Smoking is NOT permitted** inside the premises.
3. The flat is only for accommodating the students, please do not invite your guests/friends/family members to share the flat even for a short period. Strict action will be taken against anyone found violating these instructions.
4. Have a nice time with your colleagues inside the flat but without causing disturbance of any sort to the neighbors.
5. Maintain the flat in good condition, get the flat regularly cleaned including the kitchen. Bed linen need to be washed by you.
6. A key is given to each occupant of the flat. Please keep it safely and inform Shri. N. S. Kurup if you ever happen to lose it.
7. The student who leaves the flat last should ensure that he locks the main door.
8. Please do not keep the main door open. Also ensure that you **close all the windows and doors before leaving** the flat in order to keep the **rainwater**, pigeons and rodents out of the flat.
9. **IMPORTANT: Please remember to switch off all the electrical appliances as soon as you are through with it to avoid short circuits/fire accidents.**
10. Handle all furniture with utmost care. Do not move the furniture to another flat.
11. House keeping is done by an external agency under the supervision of the caretaker. Please keep cash and valuables in your suitcase and remember to lock it. **TIFR is not responsible for any loss or theft.**
12. **Switch off unwanted lights, fans and water taps to save power and water.**
13. Mumbai suffers from water scarcity. Be alert about any notice regarding restricted water supply. Before leaving the flat in the morning, store some water for your use in the kitchen and the bathroom.
14. **You must have an TIFR provided ID card to prove your identity, in case you are asked to, at all times.**

## **Instructions for Research Scholars staying in Wadala Hostel**

Flats provided in the “Emgee Green” (EG) building and “Lloyds Estate” (LE) in Wadala East are rented furnished apartments with all basic amenities. While we understand that living off-campus will cause some inconvenience to the students, we are taking every possible step to make your stay comfortable. A caretaker has been appointed for these flats, and the house keeping of these flats also stands entrusted to an external agency. A complaint book is kept in each flat for you to report any malfunction in the flat. The Caretaker will arrange to get the complaints attended within 48 hours and if it is not done, then Mr. N.S. Kurup (Mob. 9869454279) may be contacted.

**Transport:** Arrangements have been made for to and fro transport between Wadala and TIFR on all days of the week. The bus will leave from Wadala in the morning to enable you to reach TIFR in time for breakfast. The bus stops are located near Lloyd Estate and Emgee Green buildings. **Please find out the location of the pick-up point suitable for you!** For the return trip to Wadala, the bus will leave TIFR in the evening after dinner.

**From Wadala at 08.15 hrs.**

**From TIFR Colaba Campus to Wadala at 20.30 hrs. and 22.30 hrs.**

In case you miss the bus from Wadala to TIFR – Take a taxi to the Wadala Rly station. Wadala is connected to Chatrapati Shivaji Terminus (CST) also called VT by train (Harbour line) (~20 min.). From CST there is TIFR bus to the Colaba campus at very frequent intervals. The regular TIFR bus schedule is given earlier in this brochure. Alternately, you may reach TIFR by any BEST bus route nos. 3,6,11,125 which come up to Navy Nagar from CST. During the course of your stay, you will be able to find out other useful BEST routes.

In case you miss the TIFR bus leaving for Wadala you may take the following route. Reach the CST station using either the regular TIFR bus service or a BEST bus from the Navy Nagar bus stop near TIFR. Once you are in CST station, take the Harbour line train till Wadala (any train on Platform no. 1 or 2. Don't forget to buy the ticket. Come to the 'Wadala flyover' and take a share-taxi for Lloyd Estate (Sangam Nagar) or Emgee Green.

**Food & Shopping:** There are several shops and restaurants around the Emgee Green building and also around the Wadala Flyover area and Dosti Acre. A list of nearby restaurants is also given below

Hariali Restaurant near Wadala flyover: 24123869

Brindaban Restaurant: 65194823

Palkhi Food Plaza (close to Emgee Green): 32462910, 32966537

Monica fast food restaurant for Chinese cuisine – 24034585, 24034593

Sukh Sagar for South Indian (Veg) cuisine

Kamath's in Dosti acres

### **Special Instructions**

1. Keep the surroundings clean. Please use the dustbin provided in each flat for throwing away any scarp. Please never throw anything out of the windows.
2. You should refrain from bringing any sort of **ALCOHOLIC DRINKS** into the hostel flats. **Smoking is NOT permitted** inside the premises.

3. The flat is only for accommodating the students, please do not invite your guests/friends/family members to share the flat even for a short period. Strict action will be taken against anyone found violating these instructions.
4. Have a nice time with your colleagues inside the flat but without causing disturbance of any sort to the neighbors.
5. Maintain the flat in good condition, get the flat regularly cleaned including the kitchen. Bed linen need to be washed by you.
6. Handle all the furniture with utmost care. Do not move the furniture to another flat.
7. A key is given to each occupant of the flat. Please keep it safely and inform Shri. N. S. Kurup if you ever happen to lose it.
8. The main night latch has been purposely disabled; as such please do not fiddle with the night latch.
9. The student who leaves the flat last should ensure that he locks the main door with the padlock.
10. Since the Lloyds Estate surrounded with slums in view of your own safety, it is advisable to avoid going/roaming out after dark.
11. Please do not enter into arguments with anyone in the neighborhood. If you happen to encounter any such circumstances, please inform TIFR security (phone numbers mentioned earlier in this brochure) immediately.
12. The accommodation provided to you is taken on a leave and license basis with an undertaking to the owner to return it as it is. So please maintain the flat in good condition.
13. Please do not keep the main door open. Also ensure that you **close all the windows and doors before leaving** the flat in order to keep the **rainwater**, pigeons and rodents out of the flat.
14. **IMPORTANT: Please remember to switch off all the electrical appliances as soon as you are through with it to avoid short circuits/fire accidents.**
15. House keeping is done by an external agency under the supervision of a caretaker. Please keep cash and valuables, if any, either in the cupboard or in your suitcase and remember to lock it. **TIFR is not responsible for any loss or theft.**
16. Switch off unwanted lights and taps to save power and water.
17. **You must have an TIFR provided ID card to prove your identity, in case you are asked to, at all times.**

## **Colaba Campus rest room for research scholars**

In order that the students staying outside of the Colaba can take rest occasionally while in the Institute working extra hours in the lab or in the library, we have kept a hostel apartment as Gents' rest room and another as Girls' rest room in the **Bramhagupta Hostel** at the **Colaba Campus**. Please note that this facility is not meant for regular sleeping and all TIFR Research Scholars staying outside the Colaba campus have equal right to use the rest room.

### **Guidelines for use of rest rooms:**

1. The students should collect the rest room keys from the Ramanujam Guest house.
2. Students should deposit his/her TIFR identity card while taking the key. They should register their name and other information (eg. mobile number/email address) in the register kept at the Guest House.
3. The rooms are only for taking rest and students are not allowed to use the room for any other purpose. Please do not talk loudly and disturb others resting in the room.
4. Students should return the key to the Hostel/Guest House after using the rest room.
5. Keeping the room neat and clean is the responsibility of the students.
6. Cleaning of the rest room will be done by the Hostel cleaners in between 10.30 am and 11.30 am.
7. Students are not allowed to occupy the room during the cleaning time i.e. 10.30 am to 11.30 am.
8. Students are not allowed to leave any valuables in the room. Hostel office is not responsible for any loss of any material of the students.
9. Only hand bags are allowed in the rest room. Brief case and suit case / luggage trolleys are strictly NOT ALLOWED in the rest rooms. If any such item is found the room, it will be deposited with the TIFR security.
10. Students are not allowed to make extra keys of the room. If any unauthorized person is found using the room, security will take necessary action.
11. Misuse of the rest room by any student, will disqualify him/her from using this facility.

### Useful Contact Numbers

Name	Office Tel./Mob. No./Email
<b>Wadala Caretakers</b> Mr. Sonawane Mr. Rane <b>Mandala Caretaker</b> Mr. Arun Khude	9702626545 9920340828 8082092939
Prof. Deepak Dhar Dean, Graduate Studies	22782427/ 9892100404 ddhar@tifr.res.in
Others who look after Out-of-Campus Accommodation related matters Prof. Sandip Ghosh	22782840/9987260951 sangho10@tifr.res.in
Dr. Varsha Chitnis	22782540/ 9869763023 vchitnis@tifr.res.in
Dr. Mandar Deshmukh	22782796/9869447651 deshmukh@tifr.res.in
Prof. Vikram Tripathi	22782720/ 9869430445 vtripathi@theory.tifr.res.in
Shri. B Swamy, Deputy Registrar	22782354/ 9892103000 bswamy@tifr.res.in
Dr. B. Satyanarayana	22782368/9987537702 bsn@tifr.res.in
<b>Shri N.S. Kurup (main contact)</b>	<b>22782379/ 9869454279</b> <b>nskurup@tifr.res.in</b>
Shri M.M. Kakade	22782119/ 9004680297 kakade@tifr.res.in

**Some useful BEST bus routes:**

**3:** Navy Nagar (Colaba)-Jijamata Udyan

**11 Ltd:** Navy Nagar - Bandra Colony Bus Station

**68:** Navy Nagar - Worli Depot

**125:** Navy Nagar -Worli Village

**137:** Navy Nagar - Churchgate - Navy Nagar

**21 Ltd:** Anushakti Nagar - Dr.S.P.Mukherji Chowk Regal Cinema)

**352:** Anushakti Nagar - Rani Laxmibai Chowk (Sion)

**378:** BARC Gate 6 - Mankhurd Station

**92 Ltd:** Anushakti Nagar - World Trade Centre

**110:** Sangam Nagar – Santacruz (east). This Bus starts near Lloyds Estate, Wadala.

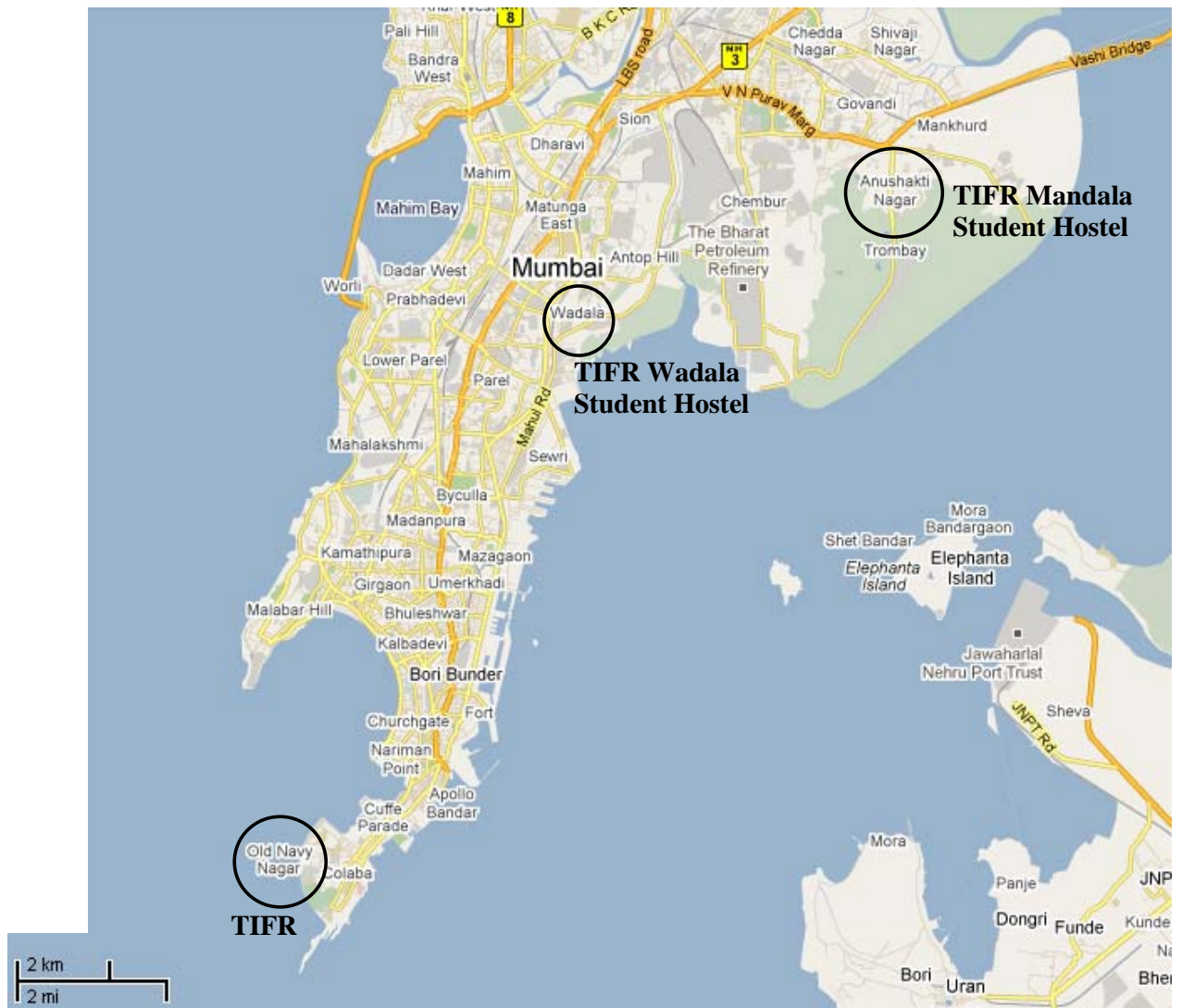
There are other bus routes 9, 15, 43 that pass through the road near Emgee Green flats in Wadala. Note that the bus on route 9 brings you up to Colaba. From nearby bus stops in Wadala several BEST buses ply to places such as Dadar, Sion, Koliwada etc.

*WE HAVE TRIED TO ENSURE THAT THE INFORMATION IN THIS BOOKLET IS UP TO DATE. IF YOU NOTICE ANY ERRORS, PLEASE REPORT IT TO [KAKADE@TIFR.RES.IN](mailto:KAKADE@TIFR.RES.IN) SO THAT CORRECTIONS CAN BE MADE FOR FUTURE EDITIONS.*

If you discover some useful piece of information that is not included here then please let us know for inclusion in future editions.

## TIFR buildings layout



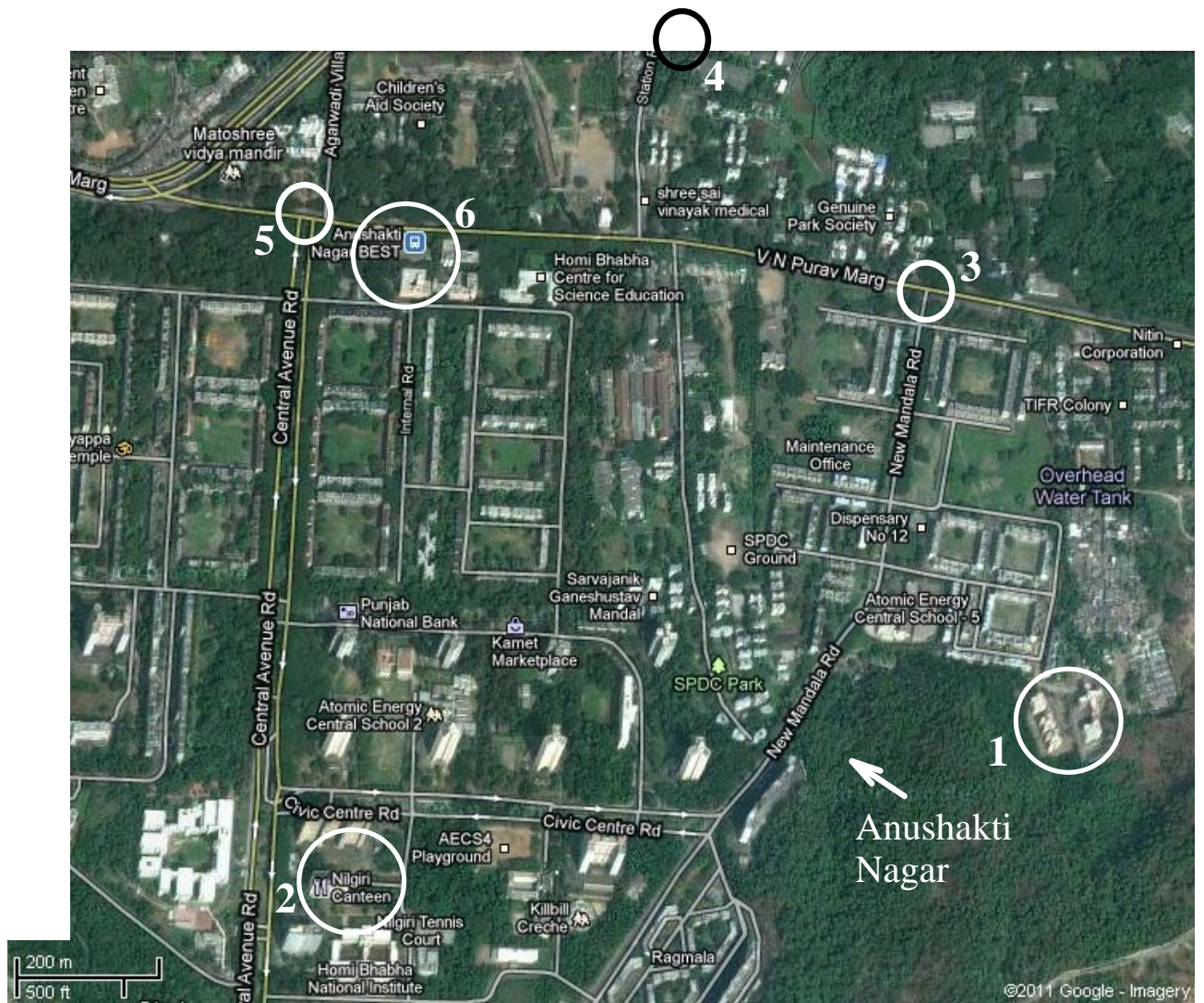


**Location of TIFR and the student hostels in Mumbai**



The map displays the Wadala area in Mumbai, India. Major roads shown include Parel Road, P. D. S. Road, and the Nana Phadnis Flyover. Key landmarks and facilities include the Wadala Police Station, Wadala Fire Brigade, Wadala Sanatorium, Wadala Cemetery, and the Wadala Institute of Technology. The map also shows the Wadala Railway Station, Wadala Sanatorium, Wadala Cemetery, and the Wadala Institute of Technology. The map is color-coded with yellow for major roads, green for parks, and blue for water bodies.

## Important landmarks around TIFR Mandala Student Hostel in Anushakti Nagar



- 1 New TIFR Colony at Mandala and Student Hostel
- 2 Nilgiri Canteen
- 3 Gate No. 6 entrance to New TIFR Colony Student Hostel
- 4 Mankhurd Railway Station
- 5 Main gate of BARC
- 6 BEST bus terminus

## **Medical treatment related Guidelines for Research Scholars residing at Mandala/Wadala**

### **TIFR Medical Section**

Students should consult the Institute's doctors (names and contact numbers given below) for their health problems. OPD-Consulting hours are 9.15 am to 11.00 am and 2.15 pm to 4.00 pm. Students should avoid calling doctors at their own convenience for routine consultation. However, in case of emergencies they can visit the Medical Section outside OPD hours.

**Dr. Raghavan – 22782309(O), 9892100405**

**Dr. Agarkar – 22782239(O), 9892104040**

### **For Medical Emergency at Mandala**

#### **Joy Hospital**

423 A-B, 10th Road, Chembur, Mumbai 400 071

**Tel. No. 25286911, 25284281**

In case of an emergency, a student can seek treatment from the casualty department of Joy Hospital. Reimbursement of medical expenses in emergency is restricted to case-registration charges of Rs.100/- during the daytime & Rs.150/- at odd hours of the night.

Specialist's consultation in casualty is not permitted.

Medicine prescribed by casualty medical officer may be purchased for 2 days only. The patient should visit Medical Section on the next working day for medicine & further advice.

Medicines purchased for more than 2 days without the consent of medical section, will not be reimbursed. Medical expenses incurred without the consent of medical section will not be reimbursable. Joy Hospital provides an Ambulance service. Call the Ambulance Service only for dire emergencies. Ambulance charges will be reimbursed. However, those who use ambulance for routine illness will have to bear the charges.

A first aid box will be kept with the caretaker in Magha building. Medicines should not be taken without the TIFR medical officer's advice. A register is maintained for the issued medicines. The caretaker will be responsible for maintaining the medicine stock in the first-aid box.

### **For Medical Emergency at Wadala**

#### **Chinmay Nursing Home**

Contact: Dr. Mrunal Kalnawat

103/104 A Wing, Odessey, 1st Floor, Bhakti Park, Wadala (E), Mumbai 400 037

**Tel. No. 22925646, 32902852, Mob: 9820816557**

You may visit this Nursing Home in case of an emergency. However, for routine treatment, you are advised to see the Institute Doctor on working days during working hours.

On Saturdays, Sundays and holidays, or at odd hours, when you are in Wadala, if you need treatment for minor illness, you may visit the following, but avoid visiting their consultants.

#### **O.P.D. of Hinduja Hospital**

Swatantrya Veer Savarkar Marg, Mahim West, Mumbai-400016

**Tel. No. 24452222**

Please note that other instructions related to purchase of medicines, informing the Institute medical section etc are the same as those mentioned above for Mandala residents.

**FOR YOUR NOTES:**