

## **SOP for ex. Students of TIFR & collaborators to access HPC / Computational servers**

Ex-students of TIFR as well as collaborators of faculty can access the HPC resources / computational servers at CCCF as per the following procedure.

1. Access to HPC system / computational servers for personnel who do not have a live computer code is only after the approval from Principal Investigator (PI) / TIFR Faculty member and Chairperson of CCCF
2. For ex-students the HPC / computational servers access request will be forwarded through the system by the PI (non-superannuated) at TIFR and for collaborators, the request will be forwarded through the system by the faculty (non-superannuated) at TIFR.
3. Ex-student / Collaborator has to understand the capabilities of the HPC by accessing the HPC FAQ: [http://www.tifr.res.in/~cccf/cccf/faq.php#tab\\_5](http://www.tifr.res.in/~cccf/cccf/faq.php#tab_5). No additional modifications can be done to the HPC system / computational servers in terms of hardware / software.
4. PI / Faculty at TIFR who is requesting access has to give the details of the HPC system / computational servers at the form at <https://www.tifr.res.in>
  - Name of the ex-student / collaborator:
  - Mobile number of the ex-student / collaborator:
  - Current e-mail id of the ex-student / collaborator:
  - Ex-student's / collaborator's current affiliation (university / institute):
  - Name of the project:
  - HPC access required in weeks:
  - Nature of jobs likely to run on the system:
5. An SRS ticket will be generated to permit the HPC / computational servers access for a period of six months from the HPC access request date (HPCXRD).
6. Ticket will be processed by the CC Service desk.
7. An email will be sent to the student or collaborator with information on the account activation, necessary URLs.
8. The user email will also be included in the HPCUG mailing list.
9. A week before the end of six months the account closure notification email will be sent to the PI / Faculty member, user and cc for information. This email will have a link to extend HPC access / computational servers for additional six months which can be submitted by the PI / Faculty member.
10. If extension is sought through the link at Sl. no.9, an SRS ticket will be generated to permit the HPC access / computational servers and the service will be extended for a further period of six months.
11. A week before the end of one-year period from initial extension request date (HPCXRD) the account closure notification email will be sent to the PI / Faculty member, user and cc for information.
12. Further extension, if required, user should submit the project proposal through PI / faculty to the CCCF Chairperson who in turn will decide after consulting the

department PI's. A specific form with the following details will be provided which the PI / faculty has to submit to CCCF chairperson.

**Request for HPC / computational servers access extension beyond 1 year for ex-student / collaborator**

- Name of the ex-student / collaborator: (prefilled)
  - Mobile number of the ex-student / collaborator: (prefilled)
  - Current e-mail id of the ex-student / collaborator: (prefilled)
  - Ex-student's / collaborator's current affiliation (university / institute): (prefilled)
  - Name of the project: (prefilled)
  - HPC / **computational servers** access required in weeks:
  - Nature of jobs likely to run on the system: (prefilled)
  - Reason for extension of access: a paragraph with proper reason for extension of access.
  - HPC / **computational servers** access required upto (HPCXEND):
  - CCCF Chairperson recommendations: Accept / Reject
  - Reasons for acceptance / rejection:
13. The above form will be sent through the system via email to CCCF chairperson.
  14. The email will inform the chairperson the state of extension of access and also give the details of the external user.
  15. The chairperson CCCF has the right to approve or reject the request. In both cases a reason is required to be filled in the space "CCCF Chair recommendations" at the end of the form. This decision will be recorded in the system.
  16. An SRS ticket will be generated to extend or close the account access as per the chair decision at Sl.no 11. Status of account access will be clearly maintained in the system.
  17. Access to HPC / Computational servers will be only through SSL-VPN. Necessary port opening and infrastructure to be taken care by the user. Users will not be permitted any other LAN access than HPC and computational servers.
  18. Individual account on HPC system / Computational server to each user.
  19. All communication for support over e-mail to [cc@tifr.res.in](mailto:cc@tifr.res.in)