

## General Guidelines to CDS Students

The students of CDS are required to follow these guidelines (relating to academic and other matters). The rules and regulations for institute students given in the Student Information Handbook also applies to CDS students.

1. Please register for biometric attendance between July 25-26, 2018, contact Ms. Mary Anita (e-mail: maryanita@iisc.ac.in, Room No: 219)
2. Application for leave of absence (form available in CDS office; e-mail: maryanita@iisc.ac.in) is to be made in writing to the Chairman through the Faculty Adviser (in case of I Year M.Tech students), Project Guide (for II year M.Tech Students), or Research Supervisor (for Research students).
3. Each student is eligible to take leave of absence for 30 working days in an academic year. For additional leave of absence on medical and other grounds, please refer to the Student Information Handbook.
4. Scholarship bill must be signed by the Student and countersigned by the Faculty Adviser/Project Guide/Research Supervisor every month. The student is responsible for getting the signatures. Completed scholarship bill should be submitted to CDS student office on or before 10th of every month. Scholarship bills of those students who do not get the necessary signatures or who does not give biometric attendance regularly will not be processed in the current month. Students are advised to check every month whether the scholarship amounts have been credited to their bank accounts and any problem related to this must be reported to CDS student office (Ms. Mary Anitha, e-mail: maryanita@iisc.ac.in, Room No: 219) immediately (within a month or so).
5. Research students must complete and submit the scholarship renewal forms every year in a timely manner in order to receive their scholarships in an uninterrupted manner. Course students must complete the scholarship renewals every semester as indicated in the Student Information Handbook.
6. Course registration must be completed every semester within the stipulated time specified in the Academic Calendar. This is an on-line process, students should contact CDS student office (Ms. Mary Anitha, e-mail: maryanita@iisc.ac.in) for necessary information. Note that the on-line registration for courses needs to be approved (on line) by the Faculty Adviser/Project Guide/Research Supervisor. The same applies to course withdrawal. It is your responsibility to ensure that both registration/course with draws are reflected in the on-line system. In case of any difficulty, please contact the student office within the time specified in the academic calendar.
7. All research (Ph.D./M.Tech.(Research))students must fill up the research registration form after identifying their research supervisors. This should be completed by August 14, 2018. The research registration form should be submitted to the CDS student office for onward transmission.
8. It is advised that all course (M.Tech. (Computational and Data Science)) to identify the project (dissertation) advisor as well as get the form signed by them by August 14, 2018. This is mandatory for those who are applying for sponsored fellowships. The selected candidates for sponsored fellowships will not be allowed to change their dissertation advisor. All others will be allowed to change their dissertation advisor, if needed, without DCC approval, before December 30, 2018.
9. Note all deadlines needs to be strictly followed, not adhering to this will not only stop you scholarship, but can result in canceling your student registration.