

CFILT Lab Manual

Lab guidelines

At CFILT lab, we all need to follow some guidelines, set for the smooth functioning of the lab. All are requested to please read it carefully and follow the given guidelines in a strict manner.

Make sure of the following:

1. Maintain the sanctity of the workplace.
2. Save energy (no misuse of lights, fans, AC etc.)
3. After the use of a mattress, please keep it in its designated place.
4. Dispose of coffee packets in the dustbin after use.
5. Please do not allow outsiders to sit in the lab. Friends are not allowed in the lab. Please inform us immediately if you find somebody unknown seated in the lab.
6. Do not access others' PCs without their permission.
7. Stick or write your name slip on your seat first to help us understand which seat is vacant.
8. Do not keep eatables outside on the table. Dispose of the leftover eatables properly in the dustbin kept outside the lab.
9. Chairs are labeled with the name. If not, collect a sticker with your name from the CFILT office and attach it to your chair. Please do not remove the label and move the chairs.
10. Please keep your belongings safe in your custody.
11. Maintain cleanliness in and around your workspace in the lab.
12. Switch off the lights and fans in your area when you leave, do not wait for the last person in the lab to switch it off.
13. If you are the last person leaving the lab, please ensure that you check the entire lab to confirm that no one else is inside. After that, kindly switch off all lights and fans, and lock the lab properly. Please double-check that the door is locked properly before leaving.
14. Maintain discipline in every possible way.
15. Please let us know if you face any problems in the lab.

16. Add yourself to the CFILT WhatsApp group.

17. Note for Lab staff:

1. Please maintain attendance in the attendance register daily. When you are taking leave please mail to sir, ccing to admin in the lab.
2. For long leave, please apply it through Drona interface and mail to sir ccing to admin.

Servers

1. You will get access to CFILT servers with some GPUs to use for research purposes only. Hardware specifications of these servers can be found [here](#).
 - a. For members of the MT subgroup, we have a server named 'Vyasa'.
 - b. For members of the IE subgroup, we have a server named 'Bheem'.
 - c. For all students, we have servers named 'Krishna' and 'Balram'.
 - d. 'Abhimanyu' and 'Draupadi' are there to keep data backup.
 - e. 'Gyaneswar' server is used for deployment purposes.
 - f. IoE-DIS [DGX-A100, GPU A40, CPU] servers for high performance computing.
2. You can also use the Spacetime server of the institute.
3. Mail the corresponding person to get access to your account on these servers.
4. Feel free to ask questions in case of any technical difficulty.

CFILT tools and resources

CFILT has many [tools and resources](#) which can be used to accelerate and improve your work. Utilize these resources. These are listed on CFILT website.

Research update meeting

1. You will be a member of a research subgroup (example- MT, IE1, IE2 etc) as per your research topic.
2. Each research subgroup will have a meeting with your advisor in a gap of 14 days.
3. Students can also initiate a meeting with sir, if required.
4. You have to prepare 5/6 slides in a format given by your advisor and store them in a g-drive location given to you.
5. These slides will contain research work done during 2 weeks.

- a. If you are new to this field
 - i. Explain what you have read (books, classic papers, survey papers) with your own words and examples. Follow these [guidelines](#).
- b. Once you find interest in a specific topic, your slides may contain
 - i. Insights about the related papers (published on top conferences/journals).
 - ii. Experience on running codes of state-of-the-work approaches.
 - iii. Finding gaps in existing papers.
- c. Once you find your problem statement
 - i. Include your problem statement and hypothesis.
 - ii. Explain linguistic problems with your own examples (preferably, on Indic languages).
 - iii. Show progress on your experiment.
 - iv. Analyze the results you got.
6. Write down your future plan of work.
7. Keep a reference slide containing publication details (arxiv details only if unpublished) of the papers to be discussed.

Academic recreation

We have talks ([NLP-AI lecture series](#)) by your advisor and sometimes by students or alumni sharing their knowledge with others.

Presentation

1. Rehearse your presentation before appearing for the final one.
2. Have approx 'T' FOREGROUND and 'N' BACKGROUND slides, where 'T'= time in minutes allotted for presentation and 'N' has no bound.
3. Make sure you have these components clearly listed: Problem statement, Motivations, Challenges, Prior Work, Computational Platform, Data, Experiments, Results, Analysis, Summary-Conclusions-Future work (distinguish summary from conclusions)

Publication plan

1. [Keep track](#) of the deadline for upcoming conferences (ACL, NAACL, AACL, EACL, EMNLP, COLING, AAAI etc) for NLP-AI. Plan accordingly.
2. Rolling reviews: Its a centralized 2-step review process initiated by ACL that follows a monthly deadline and the author can get the reviews in a month's time. The papers can be revised and resubmitted. The already reviewed paper can be submitted to any conferences. Follow their timelines for all the above listed conferences at <https://aclrollingreview.org/>
3. For some cases, sir will suggest you submit the work to a journal or workshop.
4. Discuss which conference/journal/workshop will be best suited for your work.

Things to do before submitting a paper

1. Discuss the Problem statement, hypothesis, and experiments to support the hypothesis with your advisor and your collaborator (if applicable).
2. Create a draft of your paper with format given by the conference/publisher. If you are a beginner, feel free to ask questions to your seniors.
3. Use grammarly, spellchecker and turnitin before sending the submission.
4. Send a pdf of the first draft to your advisor 10 days before the deadline.

Things to do when you publish a paper

1. Send a pdf of the final camera-ready version to your advisor and all co-authors.
2. Send ppt, poster, and video presentation to website maintenance persons to upload on the CFILT website.
3. Discuss about registration procedure and travel details.

Before graduating

1. Follow the [guidelines](#) while writing reports.
2. For presentation, guidelines are mentioned above.
3. Prepare a CD containing all your research works. [\[guidelines\]](#)
4. Create an interface to show your work.

Contact person

- Sysad: Ranjith (ranjith@cse.iitb.ac.in)
- Server maintenance: Sravanthi and Nihar, Diptesh (dipteshkanojia@gmail.com)
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