

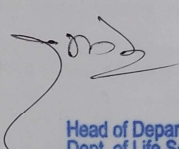


## EVENT COMPLETION REPORT

Please prepare the report signed by the program Secretariat/Program coordinator within 10 days of event completion for record. Reports should be 2-4 pages.

### SECTION A: Event Detail

Event title:	CITATIONS AND BIBLIOGRAPHY MANAGEMENT USING "ENDNOTE" SOFTWARE		
Starting date of event:	16 Feb 2019	Duration of Event ( in days)	1 day
Name of the event organizing School	RESEARCH AND TECHNOLOGY DEVELOPMENT CELL School of Engineering and Technology School of Basic Sciences and Research		
Name of the event organizing Department	Biotechnology		
Sponsor of the Event (Sharda University in case of internal sponsorship)	RTDC		
Committee Members:	Convener/Coordinator	Prof. HSP Rao	
	Co-convener	Prof. Rajesh Kumar	
	Secretary	NA	
Chief Guest/ Guest of Honor with affiliation (If any)	NA	Email:	
Name of Speaker/s with affiliation (If any)	1) Dr. Ram Saran Chaurasiya (Biotechnology, SET), 2) Dr. Richa Sharma (Biotechnology, SET) 3) Ms. Neha Mishra (Life Sciences, SBSR)	Contact No:	
		Email:	<a href="mailto:ram.chaurasiya@sharda.ac.in">ram.chaurasiya@sharda.ac.in</a> <a href="mailto:richa.sharma1@sharda.ac.in">richa.sharma1@sharda.ac.in</a> <a href="mailto:neha.mishra1@sharda.ac.in">neha.mishra1@sharda.ac.in</a>

  
Head of Department  
Dept. of Life Sciences  
School of Basic Sciences and Res  
Sharda University  
K.P.-3 Gr. Noida (U.P.)

**SECTION B: Event report and reflection**

**1. Event objectives**

- To familiarize the participants with a widely used citation management program
- To develop skills necessary to build your own library of citations/references
- To develop skills necessary to write scientific reports such as thesis, proposal, reviews, articles etc.
- To jump over the hardest challenge part in scientific writing (citing and referencing).
- To let participant cope with surroundings resources and saving time and efforts.

**2. Event description:**

The speakers spoke about requirement of citations and refernces, the essentiality of citation management programs and the key features of EndNote. The trainers went on to explain step - by-step procedure of creating library, introducing citations, listing references and their formatting. Hands-on training was provided in the students' personal computers. After the program, the students were requested to raise any doubts and also give verbal feedback.

**3. Participants (compulsory for events):**

S. No	Total Participants	Number of Male	Number of Female
1	31	15	16

**4. Budget distribution from University/any other agency:**  
None

**5. Appendices**

Please attach the following details in the report (DON'T SEND ANY OTHER ATTACHMENTS)

**Note that the participant contact list is a mandatory requirement .**

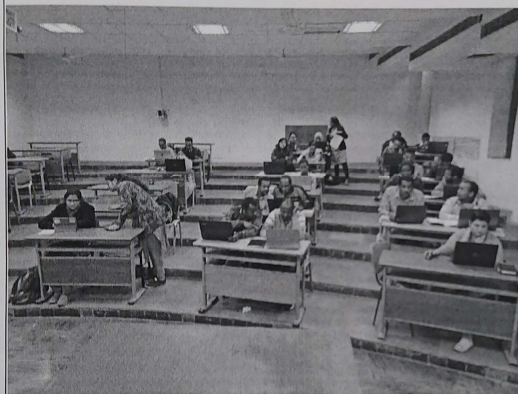
✓	Appendices
1	<b>Participant contact list:</b> Participants were students of: 1. PhD scholars in Sharda University (including faculty)
2	<b>Participants feedback on the organized program.</b>
3	<b>Event Agenda</b> <ul style="list-style-type: none"> <li>□ To familiarize the participants with a widely used citation management program</li> <li>□ To develop skills necessary to build your own library of citations/references</li> <li>□ To develop skills necessary to write scientific reports such as thesis, proposal, review articles etc.</li> <li>□ To jump over the hardest challenge part in scientific writing (citing and referencing)</li> <li>□ To let participant cope with surroundings resources and saving time and efforts.</li> </ul>

*[Signature]*  
 Head of Department  
 Dept. of Life Sciences  
 School of Basic Sciences and Research  
 Sharda University  
 K.P.-3 Gr. Noida (U.P.)

Photographs of the events



4



Web sites link (If created)

5

Weblink for EndNote trial version: <https://endnote.com/downloads/30-day-trial/>  
Weblink for EndNote online version: <https://access.clarivate.com/register?app=endnote>  
[NOT CREATED. VERSIONS OF SOFTWARE TRAINED]

Other information ( If Any)

6

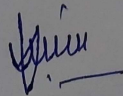
NA

\*\*\*\*\*

Head of Department  
Dept. of Life Sciences  
School of Basic Sciences and Research  
Sharda University  
K.P.-3 Gr. Noida (U.P.)

**Apendice - 1**  
**Participant contact list**

<b>Sr. No.</b>	<b>Name</b>	<b>Email ID</b>
1.	Smita Rastogi Verma	smitar@dtu.ac.in
2.	Dr Vijay Kumar Matham	vijaymatham@gmail.com
3.	Dr. Kriti Bhandari	kritibhandari02@gmail.com
4.	Dr. Anil Kumar Pandey	anilpandeyenv@gmail.com
5.	Dr. Rajashree Jena	rajashree.jena@cutm.ac.in
6.	Dr. Pankaj Gupta	pankaj.gupta1@sharda.ac.in
7.	Rashi Chaudhary	<a href="mailto:2019002375.rashi@dr.sharda.ac.in">2019002375.rashi@dr.sharda.ac.in</a>
8.	Dr Parveen Kumar	pkmicro.1604@gmail.com
9.	Shivani Rohatgi	rohatgishivani.20@gmail.com
10.	Ashok Singh	<a href="mailto:2019575956.ashok@dr.sharda.ac.in">2019575956.ashok@dr.sharda.ac.in</a>
11.	Aditee Jaglen	<a href="mailto:201900153.aditee@dr.sharda.ac.in">201900153.aditee@dr.sharda.ac.in</a>
12.	Priyadarshini Srivastava	<a href="mailto:2019000149.priyadarshini@dr.sharda.ac.in">2019000149.priyadarshini@dr.sharda.ac.in</a>
13.	Dr. Neeraj Kumar	neerajkumar4187@gmail.com
14.	Baisali Mohapatra	baisalimohapatra2000@gmail.com
15.	Rashi Chaudhary	<a href="mailto:2019002375.rashi@dr.sharda.ac.in">2019002375.rashi@dr.sharda.ac.in</a>
16.	Dr. Ashutosh Kumar Pandey	ashutosh.pandey1@sharda.ac.in
17.	Anandita Srivastava	<a href="mailto:2019612805.anandita@dr.sharda.ac.in">2019612805.anandita@dr.sharda.ac.in</a>
18.	Pooja Negi	poojanegi623@gmail.com
19.	Dipesh Aggarwal	dipesh.aggarwal@lic.du.ac.in
20.	Dr. Prasanta Kumar Choudhury	prasanta.choudhury@cutm.ac.in



21.	Dr. Shankar. P	shankarpargunanvlr@gmail.com
22.	Nikita Nitin Sapkal	nikitasapkal22032003@gmail.com
23.	Ms. Sonali Borkar	sonali.borkar@rku.ac.in
24.	Dwity Sundar Rout	routdwitysundar@gmail.com
25.	Avinash Krihsna Goswami	<u>2019591065.avinash@dr.sharda.ac.in</u>
26.	Shivani Rohatgi	rohatgishivani.20@gmail.com
27.	Dr. Anil Kumar Pandey	anilpandeyenv@gmail.com
28.	Dr. Prachi Singh	Singh.prachi@gmial.com
29.	Takrar Ahmed Yatto	<u>2019606147.takrar@dr.sharda.ac.in</u>
30.	Amrita Poonia	dramritapoonia@gmail.com
31.	Dr. Shankar. P	shankarpargunanvlr@gmail.com

