



SHARDA
UNIVERSITY
Beyond Boundaries

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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:	6 Apr 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:	Contact No:
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)	Email:	ram.chaurasiya@sharda.ac.in richa.sharma1@sharda.ac.in neha.mishra1@sharda.ac.in

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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 references, 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 participants 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	15	4	11

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	Participant contact list: Participants were students of: 1. PhD scholars in Sharda University 2. Faculty at Sharda University
2	Participants feedback on the organized program.
3	Event Agenda <input type="checkbox"/> To familiarize the participants with a widely used citation management program <input type="checkbox"/> To develop skills necessary to build your own library of citations/references <input type="checkbox"/> To develop skills necessary to write scientific reports such as thesis, proposal, review articles etc. <input type="checkbox"/> To jump over the hardest challenge part in scientific writing (citing and referencing) <input type="checkbox"/> To let participant cope with surroundings resources and saving time and efforts.
4	Photographs of the events

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5	Web sites link (If created) 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]
6	Other information (If Any) NA

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Apendice - 1

Participant contact list

Sr. No.	Name	Email ID
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