

## FACULTY DEVELOPMENT PROGRAMME

ON

### Managing References and Citations with Mendeley

in collaboration with

**Centre of Applied Blockchain and Digital Transformation**

&

**Internal Quality Assurance Cell (IQAC)**

#### Programme Details:

**Date:** 21<sup>st</sup> December 2024

**Mode:** Online

**Program Director/s:** 1. Dr. Arghya Ray

**Resource Persons:**

Dr. Raja Sankaran

(Associate Professor, CMS Business School, Jain Deemed-to-be University,  
Bengaluru)

**Program Co-ordinator:** Ms. Satabdi B. Chakraborty

# Managing References & Citations with Mendeley

## Agenda:

- Importance of Referencing
- Why do we need a Reference Manager / RMS?
- APA Referencing Style
- How to Populate Mendeley Library?
- How to insert Citations and Bibliography in Word?
- Managing a Mendeley Library
- How to add New Reference Styles?
- Mendeley Cite / Reference Manager

for the payment:

**Participants:** Research Scholars,  
Faculties

**Pre-requisites:** Installation of Mendeley



**Dr. Raja Sankaran**  
(PhD IIM-Ranchi)

Assoc. Professor, CMS Business School  
Jain (Deemed-to-be University)  
Bengaluru

Scan this QR for payment:



**21st Dec 2024**



**10 am - 1 pm**

## Program Schedule:

December 21, 2024 (10 am to 1 pm)

## Content:

- Importance of referencing
- Why do we need a Reference Manager / RMS?
- APA referencing style
- How to populate Mendeley Library?
- How to insert citations and bibliography in Word?
- Managing a Mendeley Library
- How to add new reference styles?
- Mendeley Cite / Reference Manager

## Participant Statistics:

**Total Number of Participants: 25**

Faculty: 9

Scholars: 16

Participants representing Organizations
IIM Kozhikode
IIM Indore
The Maharaja Sayajirao University of Baroda
Madam mohan malviya university of technology, gorakhpur
NSHM Business School, Kolkata
Government College Borda Margao Goa
University of Calcutta
University of Calcutta
AMRITA VISHWA VIDYAPEETHAM
The University of Burdwan
The Bhawanipur Education Society College
Government College for Girls Sector 14 Gurugram
University B.T and Evening College, Coochbehar
Central University Of Jharkhand
Karnavati University
Sri Venkateswara College of Engineering and Technology (SVCET), Chittoor
Karnavati University
Sushant University Gurugram
IMI kolkata

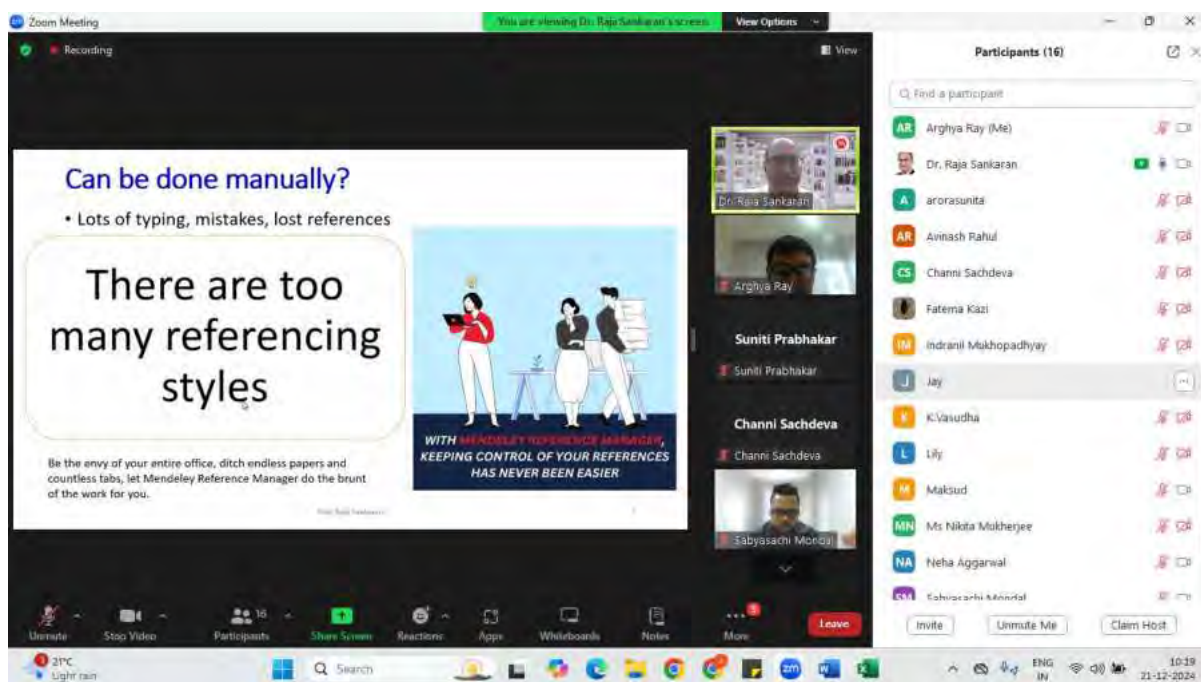
## Session Details:

The online inauguration session was graced by the presence of Director of IMI Kolkata, Dr. Mohua Banerjee, program director Dr. Arghya Ray, faculties from IMI

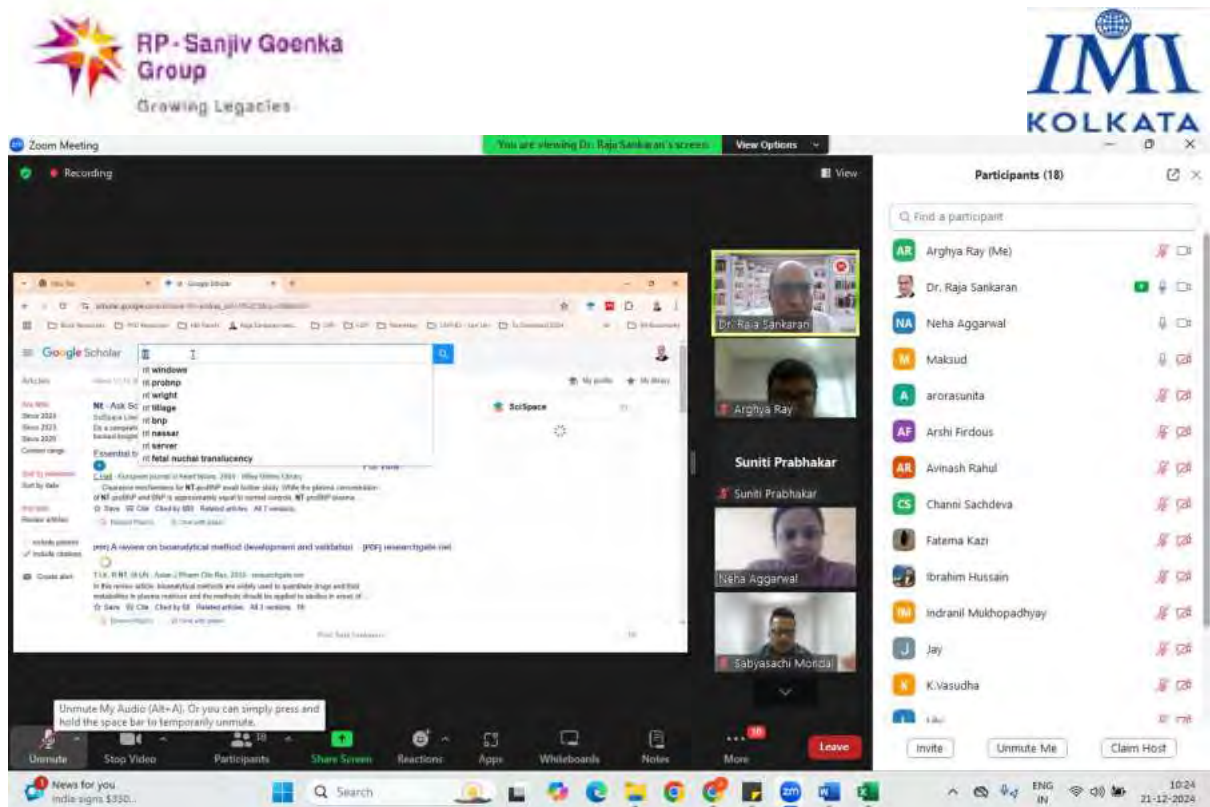
Kolkata and participants of the FDP. Dr. Banerjee delivered the Welcome Address to the participants.



Dr. Raja Sankaran shared his experience on how to perform reference management using Mendeley and how it makes paper writing easier. Dr. Sankaran with various examples discussed on the importance of referencing, the different referencing styles, APA referencing style, How to populate Mendeley Library, how to insert citations and bibliography in MS Word, how to manage a Mendeley Library, how to add new reference styles.







The participants loved the session and clarified the issues that they usually face.



## Feedback:

Time	Feedback	Feedback	Feedback
12-21-2024 13:13:34	fatemakaz2015@gmail.com Fatema Kazi	University of Calcutta	It was a great session..
12-21-2024 13:14:17	arshi.firdous@thebge Arshi Firdous	The Bhawanipur Education Society Col	Very Informative
12-21-2024 13:14:40	jaissy@gmail.com Jaissy	ttmk	Very good webinar
12-21-2024 13:14:43	ibrahim.hussain@theibrahim Hussain	The Bhawanipur Education Society Col	very useful
12-21-2024 13:17:02	arorasunita67@gmail.com Dr. Sunita Arora	Government College for Girls, Sector 1	Excellent
12-21-2024 13:18:57	lilyendo.aktar@imi-k. MD NAYEEM AKTAR	IMI kolkata	Very informative session
12-21-2024 13:19:15	bushrakureshi@gmail.com Dr Bushra Kureshi	Karnavati University	Excellent
12-21-2024 13:21:03	nikitamukherjee.0101 Nikita Mukherjee	Birla Institute of Technology,Mesra	The underlying conceptual d
12-21-2024 13:22:16	aggarwal neha178@ Neha Aggarwal	Central University Of Jharkhand	The session was extremely i
12-21-2024 13:24:14	stsauya03@gmail.com Saumya Tiwari	AMRITA VISHWA VIDYAPEETHAM	Satisfactory
12-21-2024 13:25:04	channikaur105@gmail.com Channi Sachdeva	Lovely Professional University, Phagwa	Perfect and adequate
12-21-2024 13:25:41	sabyasachi.mondal1 Sabyasachi Mondal	The University of Burdwan	The session I attended on Me
12-21-2024 13:31:09	maharshith25@gmail.com K.Vasudha	Sri Venkateswara College of Engineeri	Excellent
12-21-2024 13:31:54	avinashrahulsingh@ Avinash Rahul	Madam mohan malviya university of tec	Very informative
12-21-2024 13:35:06	lwesya3@gmail.com Francis Lwesya	The Maharaja Sayajirao University of B	Very informative
12-21-2024 13:35:30	shoeb@karnavatiuniv Shoeb Iqbal Khan	Karnavati University	Excellent
12-21-2024 13:42:39	piyalichandrak@gmail.com Dr.Piyali Chandra Kh	University B.T and Evening College, Co	Very good
12-21-2024 13:46:49	rajib.learner@gmail.com Rajib Bhattacharya	NSHM Business School, Kolkata	Useful
12-21-2024 13:52:01	mail.imukhopadhyay Indranil Mukhopadhy	University of Calcutta	A very effective program
12-21-2024 13:53:15	munshi.hossain@im Munshi Maksud Hoss	International Management Institute - Ko	It was a very informative sess
12/21/2024 17:01:28	priyankabiswal@gmail.com Priyanka Biswal	University of Calcutta	Very Informative.
12/21/2024 17:50:21	pranikar@gmail.com Pranikara Ma	Sushant University	It would be extremely and use

## Payment Details:



Total Amount Captured	3720				
After Tax deduction	3152.542				
Expenses:					
1. Resource Person (Raja Sankaran)	2600				
2. Sankar (Certificate Printing)	250				
<b>Total Expenses</b>	<b>2850</b>				
		Surplus	302.5424		