



# GEMS ARTS AND SCIENCE COLLEGE

An ISO 9001 : 2015 Certified Institution

(A Unit of Global Education and Management Studies Co-operative Ltd., No. M. 782)

(Affiliated to University of Calicut and UGC Recognized under Section 2 (f) of UGC Act 1956)

Ramapuram, Kadungapuram P.O, Malappuram Dt., Kerala. Pin - 679 321, Ph : 04933-256123, 255700

www.gemsasc.ac.in, email: gemsasc@gmail.com

## Letter of Collaboration

Date: 30/05/2023

Place: Ramapuram

GEMS Arts and Science College and

EMEA College of Arts and Science, Kondotti, Malappuram

Has signed a letter of collaboration/MoU on 18/05/23

This Collaboration is for conducting the program entitled:

Online workshop on Reference Manager Mendeley

on 20/5/2023 with 27 number of participants.

Principal

GEMS Arts and Science College

**Dr. NAVEEN MOHAN**  
PRINCIPAL  
GEMS ARTS AND SCIENCE COLLEGE  
KADUNGAPURAM (PO), RAMAPURAM  
MALAPPURAM DT., KERALA-679 321



*[Handwritten Signature]*

PRINCIPAL  
EMEA COLLEGE OF ARTS  
& SCIENCE, KONDOTTI  
MALAPPURAM DT. 673 638




# PROGRAM REPORT

## MENDELEY WORKSHOP- AN ONLINE WORKSHOP

20.05.2023

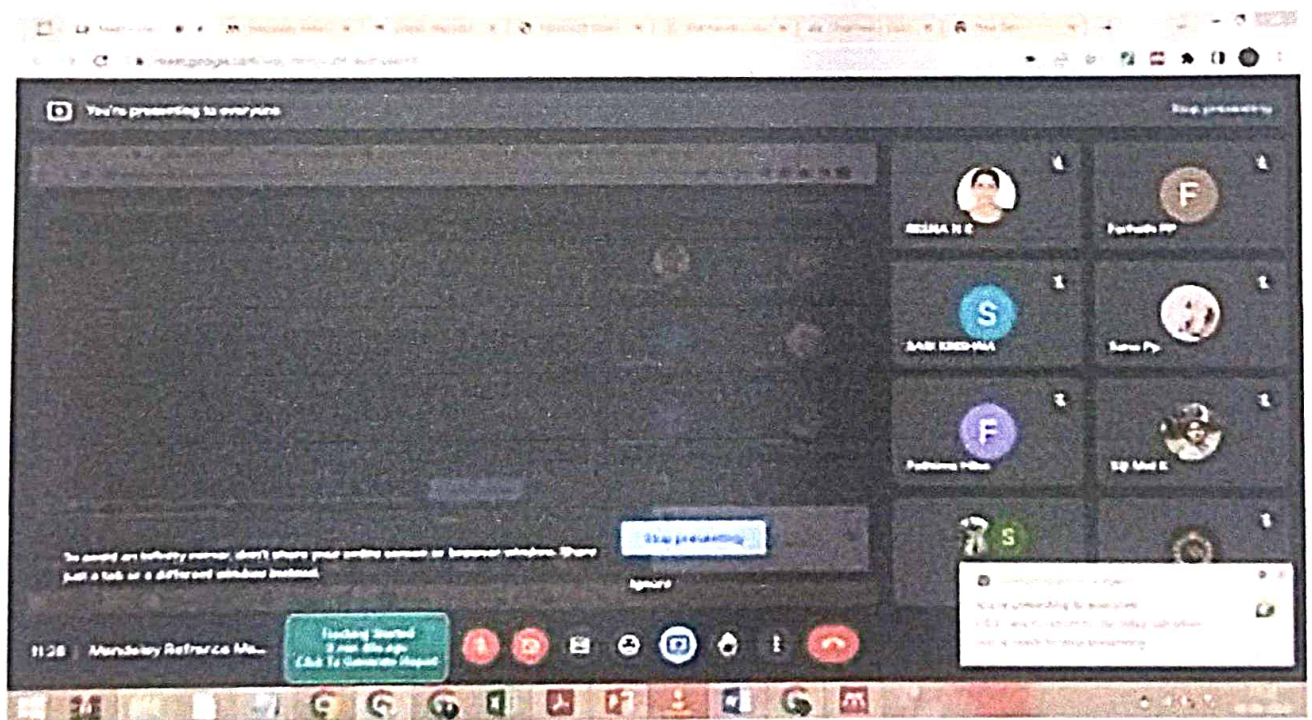
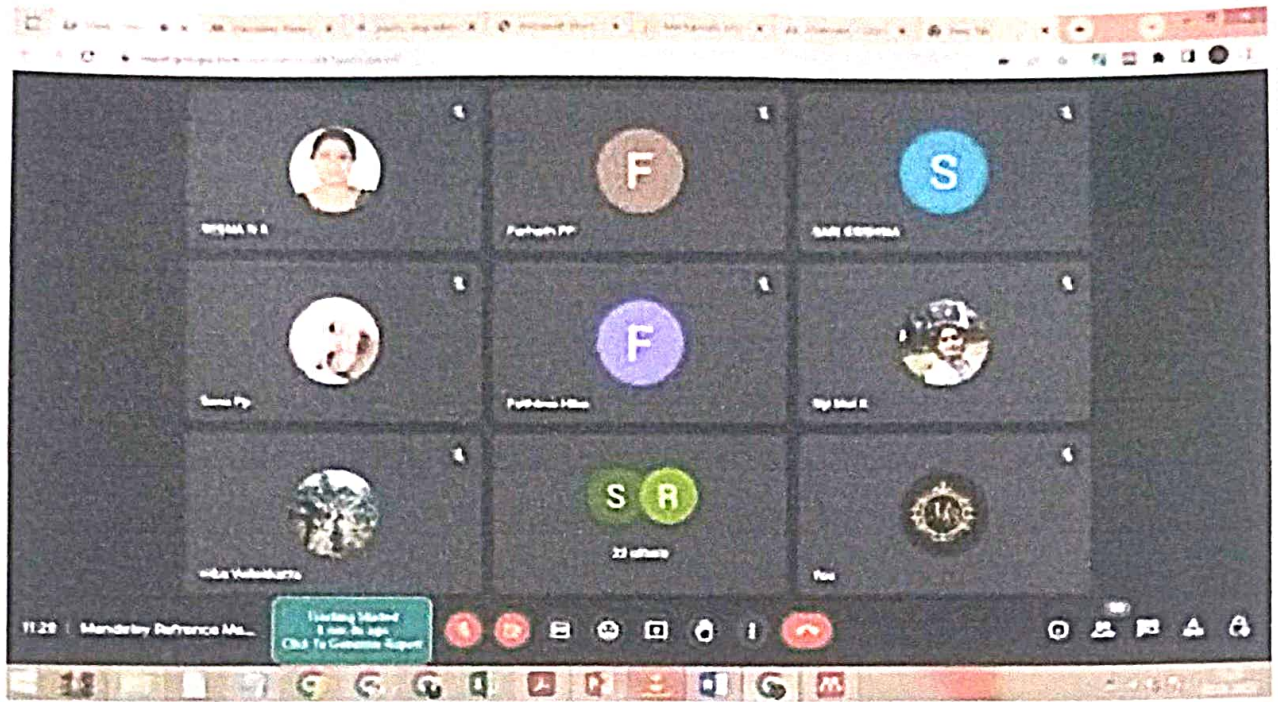
On 20.05.2023, the PG Department of Microbiology, in collaboration with the Internal Quality Assurance Cell (IQAC), organized an online workshop on Mendeley Reference Manager. The workshop aimed to familiarize postgraduate (PG) students and faculty members with the features and functionalities of Mendeley, a popular reference management tool. The resource person for the workshop was Ms. Resna N K, Head of the Department, PG Department of Microbiology. The online workshop commenced at 10:30 am with participants joining via the designated video conferencing platform. The event started with an introduction to the workshop's agenda and an overview of Mendeley by Ms. Resna N K. She highlighted the importance of efficient reference management in academic research and the advantages of using Mendeley. Ms. Resna N K provided step-by-step instructions on how to download, install, and set up Mendeley on different operating systems. She demonstrated the process of importing references from various sources such as databases, websites, and PDF files. Participants were guided through the organizational features of Mendeley, including creating folders, adding tags, and searching for references.


The workshop also focused on managing PDFs within Mendeley, including the ability to highlight and annotate documents. Ms. Resna N K emphasized the collaborative features of Mendeley, such as sharing references and collaborating on projects with colleagues. Ms. Resna N K concluded the workshop by addressing common troubleshooting issues and providing useful tips for maximizing the efficiency of Mendeley. The workshop witnessed active participation from both PG students and faculty members. Participants were encouraged to ask questions and seek clarification throughout the session. Ms. Resna N K responded to the queries and provided additional insights to ensure a comprehensive understanding of Mendeley's functionalities. About 27 students participated in the session.

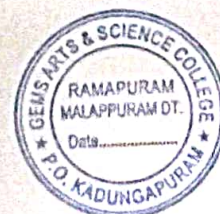
  
**Dr. NAVEEN MOHAN**  
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# Photographs



  
**Dr. NAVEEN MOHAN**  
PRINCIPAL  
GEMS ARTS AND SCIENCE COLLEGE  
KADUNGAPURAM (PO), RAMAPURAM  
MALAPPURAM DT., KERALA-679 321





**GENERAL REQUEST FORMAT FOR PROGRAMS and EVENTS**

Date: 15/05/23

From,

Head of the Department  
PG Department of Microbiology  
GEMS ASC

To,

The Principal  
GEMS Arts and Science College,  
Ramapuram, Malappuram, 679321

Sl No	Name of Department	Name of the Program	Date	Time	
				From	To
1.	PG Dept. of Microbiology	Online Workshop on Reference Manager Mendeley.	20/05/23	10.30 am	12.30 pm

Venue: Google Meet.

Resource person (if any): Ms. Resna N.K, Asst. Professor, PG Department of Microbiology, GEMS ASC

Associating Clubs/Departments (if any):

Sanctioning Details:

Approved  Not Approved

Dr. NAVEEN MOHAN  
PRINCIPAL  
GEMS ARTS AND SCIENCE COLLEGE  
KADUNGAPURAM (PO), RAMAPURAM  
MALAPPURAM DT., KERALA-679 321

Signature

Head of the Department  
Department of Microbiology  
GEMS Arts & Science College  
Ramapuram, Kadungapuram  
Malappuram (Dt.) - 679 321  
Seal

Note: 1. Brochure shall be displayed/circulated in the college notice board.  
2. Program Report shall be submitted within 5 days.

Circular No: MB/22-23/010

Date: 17.05.2023

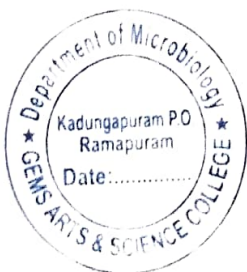
**CIRCULAR**

This is to inform you all that the PG Department of Microbiology in Association with IQAC is organizing an **Online Workshop on “Reference Manager- Mendeley”**.

All are invited to the program.

Programme Details-

- **Date and Time** : 20.05.2023, 10.30 AM
- **Mode** : Online (Google Meet)
- **Audience** : PG Students
- **Resource Person** : Ms. Resna N K , Head – PG Department of Microbiology,  
GEMS Arts and Science College



Head of the Department  
Department of Microbiology  
GEMS Arts & Science College  
Ramapuram, Kadungapuram Post  
Malappuram (Dt.) - 679 321



**GEMS Arts and Science College  
Ramapuram**



**PG Department of Microbiology  
In Association With IQAC**

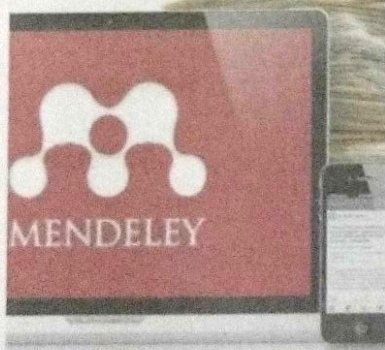
**An Online Workshop  
on  
Reference Manager  
**MENDELEY****



**Resource Person:**

**Ms. Resna N K**

**Head of The Department, PG Dept. of Microbiology  
GEMS ASC**



**20.05.2023**



**10.30 am**



**Click the Icon to join**

**RESNA N K**

Head of the Department  
Department of Microbiology  
GEMS Arts & Science College  
Ramapuram, Kadungapuram Post  
Malappuram (Dt.) - 679 321

**Dr. NAVEEN MOHAN  
PRINCIPAL  
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# Google Meet Attendance Tracking Report

Meeting Name: wqc-hmvj-udh

Date: 20-May-2023

Attendance Tracking Started At : 11:47:04 AM  
Attendance Tracking Stopped At : 12:00:00 PM  
Total Number of people Attended : 27  
Total Meeting Duration : 12 min 50s

## Detailed Attendance Report

≡ Apply filter

Number Of People Attended More Than 65% Of Meeting: 27


Number Of People Attended Less Than 65% Of Meeting: 0

S.No	Participant Name	Attended Duration	Attended Percentage
1	ANASIYA T	12 min 48s	100%
2	ASHFINA CHELAKKODEN	12 min 48s	100%
3	FAJISHA .P	12 min 50s	100%
4	FARHATH PP	12 min 50s	100%
5	FATHIMA HIBA	12 min 50s	100%
6	FATHIMA SENCY	12 min 50s	100%
7	HIBA VELLEKKATTU	12 min 50s	100%
8	HUDHA MK	12 min 48s	100%
9	JAMSEERA ROSNI	12 min 50s	100%
10	MAHADIYA P	12 min 50s	100%
11	MALAVIKA MP	12 min 50s	100%
12	MALHA E AHLAM	12 min 50s	100%
13	MUBASHEERA SHAF	12 min 50s	100%
14	MUFEEDA T	12 min 50s	100%
15	NAYANA P	12 min 50s	100%
16	PG DEPARTMENT OF MICROBIOLOGY	12 min 50s	100%



RESNA.N.K

Head of the Department  
Department of Microbiology  
Gems Arts & Science College  
Ramapuram, Kadungapuram Post  
Malappuram (Dt.) - 679 321

  
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S.No	Participant Name	Attended Duration	Attended Percentage
17	RASHA RINU	12 min 50s	100%
18	RESNA N K	12 min 50s	100%
19	ROOBINA NIKINSHAN	12 min 50s	100%
20	RUSTHA V	12 min 48s	100%
21	SANA PP	12 min 50s	100%
22	SARI KRISHNA	12 min 50s	100%
23	SHAFI MUBARAK	12 min 48s	100%
24	SHAFNA SHAFNAFINU	12 min 50s	100%
25	SHAMEEMA M	12 min 50s	100%
26	SHANA NASRIN V K	12 min 50s	100%
27	SHIJILI	12 min 50s	100%

Resna.N.K

Head of the Department  
 Department of Microbiology  
 GEMS Arts & Science College  
 Ramapuram, Kadungapuram Post  
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