**AGENDA**

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| Time | Session | Facilitator |
| 08.30 | Breakfast, Registration, Inaugural session |  |
| 09.30 | Introduction to the course and participants  Lecture: Why reference management and why Mendeley? | Ajay Kumar |
| 10.30 | Demonstration: Installation of the software, web importer, MS Word Plug-in | Ajay Kumar |
| 11.00 | Demonstration: Creating and managing Mendeley library | Ajay Kumar |
| 12.00 | Exercises | All facilitators |
| 13.00 | Lunch Break |  |
| 13.30 | Demonstration: Citing references and creating a bibliography in MS Word | Ajay Kumar |
| 14.30 | Exercises | All facilitators |
| 15.30 | Course evaluation and feedback | All facilitators |
| 16.00 | Close of day & Tea |  |