



**MURGAON EDUCATION SOCIETY'S
VASANT JOSHI COLLEGE OF ARTS & COMMERCE**

Zuarinagar, Goa – 403726

Affiliated to Goa University Accredited by NAAC with B+ Grade (4th cycle)

ACADEMIC YEAR 2024 – 2025

Date: 10/03/25

Report on the Workshop: "Design and Using of Google Forms"

- **Department of:** Information Technology
- **Date:** 5th March 2025
- **Time:** 11:45 A.M. onwards
- **Venue:** IT Lab.
- **Speaker for the Workshop:** Mrs. Sandiya Stefi Dourado (Asst. Prof. in IT)
- **Audience:** Students of B.A. Sem II, Div A, B and C
- **No. of participants:** 14 (02 males & 12 females)

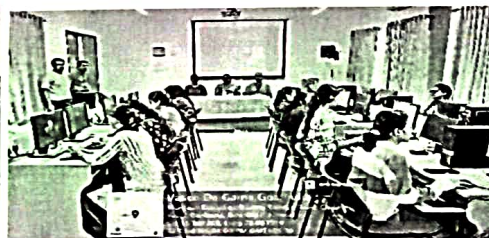
Report in brief: The Department of Information Technology, in association with IQAC, organized a workshop on "Design and Using of Google Forms" for the students of B.A. Semester II. The session was conducted on 5th March 2025 at 11:45 A.M. onwards in the IT Lab. The objective of this workshop was to introduce students to Google Forms by enabling them to create, design, and use forms effectively for academic and professional purposes.

The workshop covered key topics, including: Introduction to Google Forms and its applications, Designing surveys and questionnaires, using different question types and response validation, applying conditional logic for personalized forms, analyzing responses using Google Sheets, best practices for form sharing and data collection. A total of 14 students (12 females and 2 males) actively participated in the session. The hands-on approach allowed students to create and customize their own Google Forms, helping them to understand its real-world applications in academics and research. The session concluded with an interactive Q&A round, wherein the doubts of the students were clarified. To acknowledge their participation, e-certificates were issued to all students. Dr. Manasvi M. Kamat, Principal emphasized the importance of Google Forms. She encouraged students to integrate this tool into their academic activities and appreciated the initiative behind the session.

Remarks of the Coordinator: The "Design and Using of Google Forms" workshop emphasized the growing need for digital literacy in today's academic environment. The enthusiastic participation of all students reflects their eagerness to learn modern digital tools. Acquiring these skills will not only assist them in academic projects but also prepare them for future professional tasks requiring efficient data collection and management. The distribution of e-certificates further motivated students to actively engage in such skill-enhancing sessions.



Sandiya Stefi Dourado
Asst. Prof., Dept. of I.T
Event Coordinator



Shri. Sandeep M Kadam
Head, Dept. of I.T.



Dr. Manasvi M. Kamat
Professor & Principal