



VASANT JOSHI COLLEGE OF ARTS & COMMERCE

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

Zuarinagar, Goa – 403726

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

**ACADEMIC YEAR 2025 – 2026**

Date: 27/09/2025

**Report on the Workshop: "Design and Usage of Google Forms"**

- **Department of:** Information Technology
- **Date:** 24th September 2025
- **Time:** 11:45 A.M. to 1.15 P.M.
- **Venue:** IT Lab.
- **Speaker for the Workshop:** Mrs. Sana Afran Shaikh (Asst. Prof. in IT)
- **Audience:** Students of B.A. Sem I, Div A and B
- **No. of participants:** 06 (03 males & 03 females)

**Report in brief:** The Department of Information Technology, in association with IQAC, organized a workshop on "*Design and Usage of Google Forms*" (SDG-4: Quality Education Initiative). The session was conducted for the students of B.A. Semester I on 24th September 2025 at 11:45 a.m. in the I.T. Lab. The objective of the workshop was to introduce students to Google Forms and provide hands-on experience in creating, designing, and using forms effectively for academic, research, and professional purposes. The workshop was conducted by Ms. Sana Afran Shaikh (Event Coordinator), under the guidance of Shri. Sandeep M. Kadam (Head, Department of I.T.) and Dr. Manasvi M. Kamat (Principal). Dr. Kamat, in her address, emphasized the significance of using digital tools like Google Forms in academics and motivated students to utilize these platforms effectively. Mr. Aniketh (Lab Assistant) provided technical assistance throughout the session to ensure the smooth conduct of the practical activities. 06 FYBCom students contributed to the successful organization of the workshop by assisting the FYBA students in the practical session.

Workshop Highlights

The workshop provided a balance of theory and practical application. The following areas were covered:

- Introduction to Google Forms, its features, and wide range of applications.
- Step-by-step guidance on creating forms using blank templates and customization features.
- Designing professional forms with themes, sections, and organizational branding.
- Exploring different question types (objective, descriptive, rating scales, grids, and file uploads).
- Demonstration of a sample feedback form, showcasing sections for information collection, learning experiences, challenges, and suggestions.
- Use of advanced features such as conditional logic, response validation, and access permissions.
- Analyzing responses through Google Sheets, built-in charts, and exporting data for further use.

Participation and Outcomes

A total of 06 students (03 females and 03 males) actively participated in the session from 17 students who registered. The hands-on activities enabled students to create and customize their own Google Forms, giving them practical exposure to the tool. They also understood how forms can be integrated with Google Sheets for analysis and reporting.

Conclusion

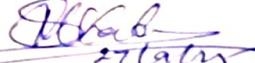
The session concluded with an interactive Q&A round, during which students clarified their doubts and shared their experiences. E-certificates were distributed to all participants in recognition of their involvement.

Remarks of the Co-ordinator

The workshop emphasized the importance of digital literacy in the current academic and professional landscape. The enthusiastic participation of the students reflected their eagerness to learn and adopt digital tools for effective data collection and management. Such skill-enhancing sessions will not only support students in academic projects but also prepare them for future professional requirements.



  
Sana Afran Shaikh

  
Shri. Sandeep M Kadam

  
Dr. Manasvi M. Kamat  
Principal