



**M.E.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 2026-2027**

**REPORT OF THE ACTIVITY: (Title) Design and Usage of Google Forms**

**Department of Information Technology** in association with the **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

- Department: Information Technology
- Date: 10-09-2026 Time: 10:15 AM to 11:15 AM
- Venue: Room No.13
- Audience (Class): B.A Div: A Semester : I
- No. of participants: Total 38 ( 15 Male and 23 Female)

**Report :**

The Department of Information Technology, in association with the Internal Quality Assurance Cell (IQAC), organised a workshop on “Design and Usage of Google Forms” for B.A. Semester I students at Murgaoon Education Society’s Vasant Joshi College of Arts and Commerce, Zuarinagar, Goa.

The workshop was conducted on 10 September 2026, from 10:15 a.m. to 11:15 a.m. in Room No. 13, with 38 students in attendance. The programme supported SDG-4: Quality Education by promoting practical digital skills and technology-enabled learning.

The workshop introduced students to the creation, design, and effective use of Google Forms for surveys, feedback, assignments, registration, and systematic data collection. Shri Sandeep M. Kadam, Head, Department of Information Technology, delivered the introductory remarks and highlighted the importance of digital tools for efficient data collection and communication.

Students received practical guidance on designing forms with a clear purpose, simple instructions, and logical sequencing. They actively participated in the session and observed



demonstrations, clarified doubts, and learned the step-by-step process of creating a functional Google Form. Aniketh Dessai provided technical support during the workshop.

Overall, the workshop was informative, practical, and relevant, helping students develop basic skills in using Google Forms for communication, data collection, and decision-making.



**Coordinators Remark :** The workshop was successfully conducted with active student participation. Students gained practical knowledge of creating and using Google Forms for surveys, feedback, and data collection. The session was informative, interactive, and beneficial.

Ms. Suhani Desai  
Event Co-ordinator

Shri. Sandeep M. Kadam  
Head, Dept. of IT

Dr. Manasvi M. Kamat  
Professor & Principal

