



Dayananda Sagar College of Arts, Science and Commerce  
Shavige Malleshwara Hills  
1st Stage, Kumaraswamy Layout, Bengaluru, Karnataka 560078

## Department of Management Studies

Date: 14<sup>th</sup> August 2023

### CIRCULAR

The Department of Management Studies (MBA-BU) will be hosting a **"One day Faculty Development Programme on Google Workspace"** on 16<sup>th</sup> August 2023 from 9.30 am to 4.30 pm. Dr Vinish P, Associate Professor (MBA-BU), will be Resource Person for the FDP. The FDP aims to equip all faculty with practical skills and knowledge that can be seamlessly integrated into teaching methodologies, research activities, and administrative responsibilities. The FDP will comprise hands-on exercises, and open discussions to ensure that all participants gain practical knowledge and confidence in utilising these tools. The FDP is open to all faculty members, regardless of their field of study. All faculty are encouraged to participate and take advantage of this opportunity.

*Venkatash*  
Dr B R Venkatesh  
Director – MBA (BU)  
DSCASC- DSI





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## Department of Management Studies

Date: 14<sup>th</sup> August 2023

### One day FDP on "Google Workspace"

#### Agenda

#### Session 1: Introduction to Google Workspace 9:30 AM - 10:00 AM

- Overview of Google Workspace tools and their relevance in research collaboration.
- Understanding the benefits of using Gmail, Google Drive, Docs, Sheets, and Meet in an academic and research context.

#### Session 2: Efficient Document Management 10:15 AM - 11:30 AM

- Hands-on demonstration of organizing research materials, files, and documents using Google Drive.
- Creating shared folders, managing access permissions, and version control for collaborative research.

#### Tea/Coffee Break 11:30 AM - 11:45 AM

#### Session 3: Seamless Communication 11:45 AM - 1:00 PM

- Utilizing Gmail for effective communication, email organization, and integration with Google Calendar.
- Exploring Google Meet for virtual research discussions, scheduling meetings, and recording sessions.

#### Lunch Break 1:00 PM - 2:00 PM

#### Session 4: Collaborative Writing and Data Analysis 2:00 PM - 3:15 PM

- Hands-on workshop on real-time collaborative writing using Google Docs.
- Introduction to Google Sheets for data analysis, visualization, and collaborative work.

#### Tea/Coffee Break 3:15 PM - 3:30 PM

#### Session 5: Advanced Features and Tips 3:30 PM - 4:30 PM

- Exploring advanced features such as add-ons, integrations, and security settings.
- Best practices for maintaining data privacy and security while using Google Workspace.

#### Q&A and Closing Remarks

**DAYANANDASAGAR COLLEGE OF ARTS SCIENCE AND COMMERCE**

Shavige Malleshwara Hills, Kumaraswamy Layout, Bangalore-560082

**Internal Quality Assurance Cell (IQAC)**

*in association with*

**Research Cell - ANVESHANA**

**Department of Management Studies (MBA-BU)**

**One Day Faculty Development Program on "Google Workspace for Research"**

Department: MBA-BU


Date: 18-08-2023

Sl. No.	Particulars	Event related details			
1.	Event	Faculty Development Program			
2.	Title of the Event	One Day Faculty Development Program on "Google Workspace for Research"			
3.	Date	16-08-2023			
4.	Time	9.30 am to 4.30 pm			
5.	Venue	MBA Research Lab			
6.	Resource Person 1 Details** (Profile to be enclosed)	Dr Vinish P Associate Professor, MBA-BU			
7.	Topics Covered	<ol style="list-style-type: none"> <li>1. Introduction to Google Workspace tools</li> <li>2. Efficient data management</li> <li>3. Collaborative writing and editing</li> <li>4. Streamlined communication among research teams.</li> <li>5. Exploring advanced features, add-ons, and integration to tailor the platform to specific research needs.</li> </ol>			
6.	Resource Person 2 Details** (Profile to be enclosed)	NA			
7.	Topics Covered	NA			
8.	No. Faculty Participants (Enclose a copy of names with signatures)	Internal:	14	External:	Nil
9.	No. Student Participants (Enclose a copy of names with signatures)	Internal:	NA	External:	NA

Sl. No.	Particulars	Event related details
10.	Faculty Coordinator/s	Dr Vinish P
11.	Student Coordinator/s	NA
12.	Total Expenditure (Details to be enclosed)	NA
13.	Sponsors and Amount (if any)	NA
14.	Agenda of the Event (Enclose a copy)	<p><b>Session 1: Introduction to Google Workspace</b></p> <ul style="list-style-type: none"> <li>9:30 AM - 10:00 AM</li> <li>Overview of Google Workspace tools and their relevance in research collaboration.</li> <li>Understanding the benefits of using Gmail, Google Drive, Docs, Sheets, and Meet in an academic and research context.</li> </ul> <p><b>Session 2: Efficient Document Management</b></p> <ul style="list-style-type: none"> <li>10:15 AM - 11:30 AM</li> <li>Hands-on demonstration of organizing research materials, files, and documents using Google Drive.</li> <li>Creating shared folders, managing access permissions, and version control for collaborative research.</li> </ul> <p><b>Tea/Coffee Break</b></p> <ul style="list-style-type: none"> <li>11:30 AM - 11:45 AM</li> </ul> <p><b>Session 3: Seamless Communication</b></p> <ul style="list-style-type: none"> <li>11:45 AM - 1:00 PM</li> <li>Utilizing Gmail for effective communication, email organization, and integration with Google Calendar.</li> <li>Exploring Google Meet for virtual research discussions, scheduling meetings, and recording sessions.</li> </ul> <p><b>Lunch Break</b></p> <ul style="list-style-type: none"> <li>1:00 PM - 2:00 PM</li> </ul> <p><b>Session 4: Collaborative Writing and Data Analysis</b></p> <ul style="list-style-type: none"> <li>2:00 PM - 3:15 PM</li> <li>Hands-on workshop on real-time collaborative writing using Google Docs.</li> <li>Introduction to Google Sheets for data analysis, visualization, and collaborative work.</li> </ul>




Sl. No.	Particulars	Event related details
		<p><b>Tea/Coffee Break</b></p> <ul style="list-style-type: none"> <li>• 3:15 PM - 3:30 PM</li> </ul> <p><b>Session 5: Advanced Features and Tips</b></p> <ul style="list-style-type: none"> <li>• 3:30 PM - 4:30 PM</li> <li>• Exploring advanced features such as add-ons, integrations, and security settings.</li> <li>• Best practices for maintaining data privacy and security while using Google Workspace.</li> </ul> <p><b>Q&amp;A and Closing Remarks</b></p>
15.	Report uploaded on college website? If yes, give details:	NO
16.	Report sent to media? If yes, give details:	NO
17.	Report uploaded in Social Media? If yes, give details:	NO
18.	Certificates Printed? (Enclose a copy***)	NO
19.	Feedback Collected? (Enclose a copy***)	NO
20.	Summary of the Event (Minimum 100 words)	<p>The one-day Faculty Development Program (FDP) on "Google Workspace for Research" was successfully conducted by the MBA (BU) faculty of DSCASC. The FDP took place at the MBA research lab from 9:30 am to 4:30 pm, with appropriate breaks provided for the participants' comfort. The resource person for the event was Dr. Vinish P, Associate Professor of MBA (BU).</p> <p>The FDP saw enthusiastic participation from a total of 14 faculty members from the MBA (BU) department. The agenda was meticulously structured to cover a comprehensive range of topics related to leveraging Google Workspace for research collaboration. Dr. Vinish P commenced the FDP with an enlightening session on the "Introduction to Google Workspace," providing an overview of the various tools such as Gmail, Drive, Docs, Sheets, and Meet, which play a pivotal role in research collaboration.</p> <p>The subsequent sessions delved into specific aspects of research enhancement through Google Workspace. Participants gained insights into "Effective Document Management," learning strategies for efficient organization and sharing of research materials using Google Drive. "Streamlined Communication" techniques with Gmail and Google Meet were explored, emphasizing their role in facilitating virtual research discussions and meetings.</p>

Sl. No.	Particulars	Event related details
		<p>Hands-on experience was gained during the "Collaborative Writing and Data Analysis" session, where participants learned how to collaborate in real-time on research papers and data analysis using Google Docs and Sheets. The event concluded with a session on "Advanced Features and Tips," where attendees discovered powerful tools such as version control, add-ons, security settings, and integrations, enabling them to maximize research productivity and data privacy within the Google Workspace environment.</p> <p>Overall, the FDP provided an enriching platform for the MBA (BU) faculty of DSCASC to harness the potential of Google Workspace for their research endeavors, fostering enhanced collaboration, communication, and document management practices.</p>
21.	<p>Photographs of the Event (At least 10 relevant, clear, and appropriate photos with title and explanation. The jpg files need to be attached)</p>	<p>Enclosed</p> 

**Notes:**

- \* Seminar / Workshop / Symposium / Conference / Cultural Fest / Quiz / Sports / Literature Fest, etc.
  - \*\* Name / Organization / Designation / Area of Expertise
  - \*\*\* Format Copy need to be attached and hard copy need to be filed
- PS: Whichever column is not applicable, write as NA.

  
Event Coordinator

  
HOD/Director

  
IQAC Coordinator  
IQAC Co-ordinator  
Jayananda Sagar College of Arts,  
Science & Commerce  
Kumara my Layout, Bengaluru - 560 111

  
Principal  
Jayananda Sagar College of Arts,  
Science & Commerce  
Kumara my Layout, Bengaluru - 560 111

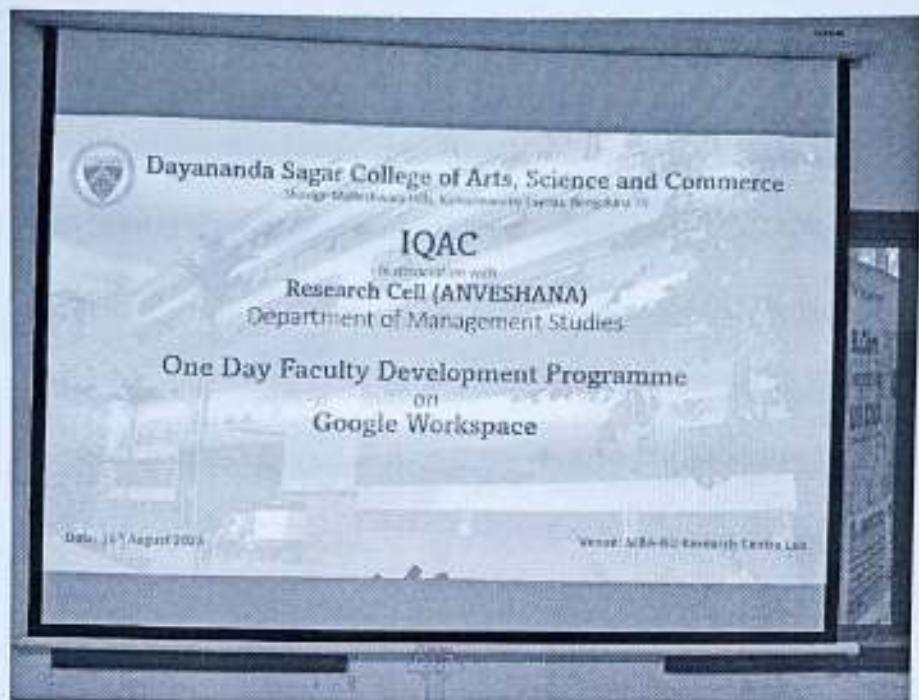


Figure 1: FDP Banner, Research Centre Lab



Figure 2: Dr Vinish P, the resource person explaining the Google Classroom

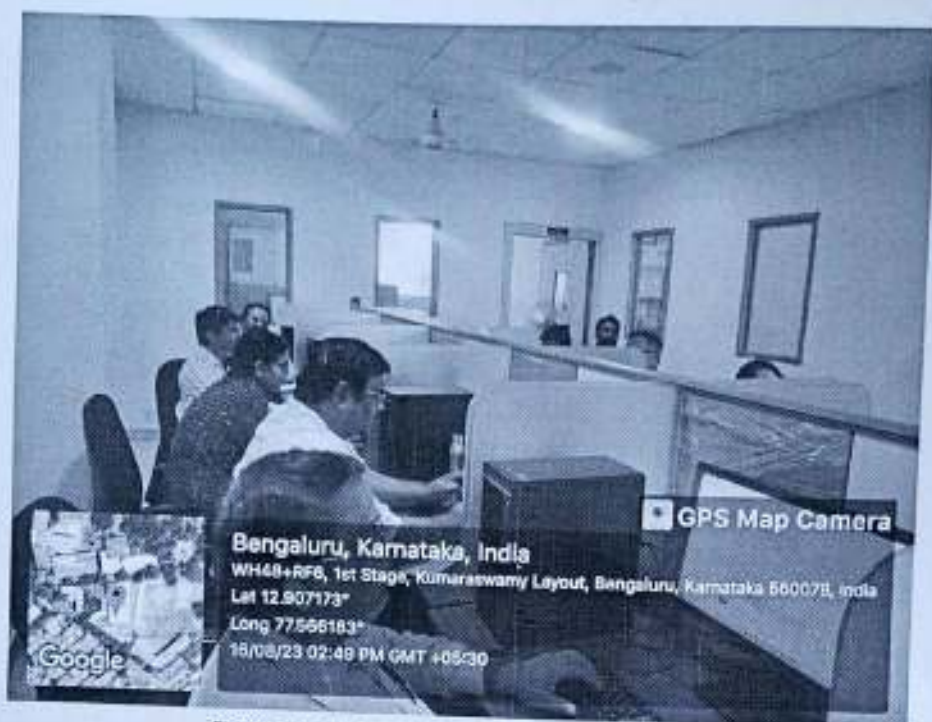


Figure 3: Faculty participants working on Google tools



Figure 4: Participants in the Workshop