



**ST. XAVIER'S COLLEGE**  
(AUTONOMOUS)  
5, Mahapalika Marg, Mumbai - 400 001,  
INDIA.  
☎ 2262 0661/65

### **6.3.3.1: TRAINING PROGRAMMES FOR STAFF - 2016-17**

- ❖ **Google Drive Workshop for College faculty**



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**Google Drive Workshop was organized for the college faculty**

Date: 10<sup>th</sup> August 2016

**Brochure**



A safe place for all your files

**KEEP EVERYTHING,  
SHARE ANYTHING**

**10<sup>TH</sup> AUGUST 2016,  
WEDNESDAY**

**VENUE: KNOWLEDGE CENTRE**

**TIMING: 2 45 pm to 4 30 pm**

Google Drive is a file storage and synchronization service created by Google. It allows users to store files in the cloud, share files, and edit documents, spreadsheets, and presentations with collaborators. Google Drive encompasses Google Docs, Sheets, and Slides, an office suite that permits collaborative editing of documents, spreadsheets, presentations, drawings, forms, and more.

**GOOGLE  
DRIVE  
WORKSHOP**

**GOOGLE DOCS**

**GOOGLE SHEETS**

**GOOGLE SLIDES**

**ST. XAVIER'S  
COLLEGE  
(AUTONOMOUS)  
MUMBAI  
FACULTY  
IMPROVEMENT  
WORKSHOP**

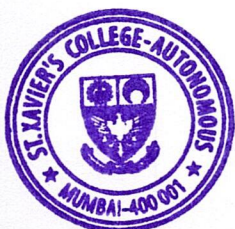
2016-2017

*Shinde*

PRINCIPAL

ST. XAVIER'S COLLEGE  
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MUMBAI - 400 001.

NAAC SSR Cycle 4 (2015-2020):  
6\_3\_3\_1\_Staff\_training\_2016-17





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### **Report:**

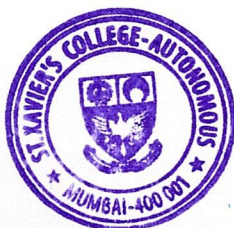
Concept: This workshop is conducted to give our faculty a hands-on, on how to operate with the Google drive so that the first document submission of the Marksheets by 18<sup>th</sup> August is done via the Google Drive.

### Prerequisites for the Workshop:


- 1) Staff must come to the XKC with their valid cyberoam username and password. This is essential to allow them to access the internet.
- 2) Also, a must is the gmail username password which would allow them to access the Google Drive if they are unable to, they must contact Nilam prior to the workshop days to get this sorted to avoid any distractions on the workshop day.
- 3) Each one to get a word document of the syllabus and the excel spreadsheet of the marksheet (as these two will be used for the training) This can be brought over on the mail or through G Drive (for those familiar). Let us avoid pen drives.

### Schedule

<b>Google Drive Essential Training</b>		
<b>St. Xavier's College – Autonomous, Mumbai</b>		
Wednesday, 10 <sup>th</sup> August 2016		
Time: 2:45 pm to 4:30 pm		
<b>Tentative Schedule:</b>		
2:45pm to 3:15pm	Introduction by Prof. Agnelo Menezes	Venue: LR 51
3:15 pm to 3:30 pm	Orientation and Presentation on Google Drive	Venue: Knowledge Centre
3:30 pm to 4:00 pm	Hands on session on Google Documents using Syllabus	
4:00 pm to 4:30 pm	Hands on session on Google Spreadsheets using CIA 2 modalities, Marksheets.	



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## List of participants for Google drive workshop:

Workshop on Google Drive on 10th August 2016			
1	Abhilasha Jain	16	Madhuri Hambarde
2	Alpana Palkhiwale	17	Radhika Tendulkar
3	Ashma Agarwal	18	Myrtle Fernandes
4	Ayesha Dias	19	Nandita Mangalore
5	Bhaskar Saha	20	Shiney Peter
6	Binoj Kutty	21	Piyali Unnikrishnan
7	Sujata Deshpande	22	Pooja Ochaney
8	Geeta Kotian	23	Prashant Ratnaparkhi
9	Alok Gude	24	Pushpa Sinkar
10	Vijaya Lobo	25	Saima Khan
11	Manasi Kanuga	26	Saju George
12	Maya Murdeshwar	27	Smita Krishnan
13	Priya Sunderrajan	28	Dean Fernandes
14	Linda Dhakul	29	Simi Cyriac
15	Sangeeta Chavan	30	Leena Joshi



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*St. Xavier's College - Autonomous, Mumbai*

*This is to certify that*

*Dr. (Ms.) Nandita Mangalore*

*was a participant in the*

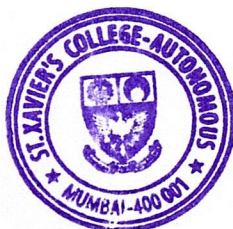
*Google Drive Workshop*

*held in our College Campus on-*

*on 10<sup>th</sup> August 2016, from 2.30 pm to 4.30 pm*

Dr. Agnelo Menezes  
Principal

Dr. Gulshanara Shaikh  
Vice Principal (Academics)



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