



NOTICE



ARKA JAIN
University
Jharkhand



SCHOOL OF COMMERCE & MANAGEMENT

Department of Management
NOTICE

Ref No: AJU/SCoM/DoM/2024/565

Date: 02.04.2024

This is to inform all the students that the Department of Management (MBA), School of Commerce & Management, will be organizing a "5-Day Skill Based Workshop on- Professional Use of Google Drive". The workshop will empower participants with the knowledge and skills needed to leverage this powerful tool effectively in their professional endeavors, leading to improved productivity, collaboration, and success in their roles.

Date of the workshop- 12th April, 2024 – 17th April, 2024

Time- 10:00 am onwards

Venue- Computer Lab, Block-A, Aryabhatta Block

Event Coordinators- Dr. Charu Wadhwa & Mr. Arindam Mondal

Last date of registration: 10-04-2024

Link for registration: <https://forms.gle/tuX6nSWMdHqrGAD57>

Dr. Urvashi Thakur

HoD, MBA

Dept. of Management

HoD, MBA

School of Commerce and Management

ARKA JAIN University, Jharkhand

Copy for the information:

1. PS to the Vice-Chancellor
2. PS to the Director
3. PS to the Registrar
4. Controller of Examinations
5. In charge Web services for Website Updation
6. Notice Board
7. Guard File



PROFESSIONAL USE OF GOOGLE DRIVE

Date of Event	12.04.2024 – 17.04.2024
Name of the Event	5-Days Skill based workshop on Professional Use of Google Drive
Type of the Event	Skill based workshop
Conducted by	Dr. Charu Wadhwa and Mr Arindam Mondal
No. Of Participant	37

OBJECTIVE:

The objective of the 5-Day Skill-based Workshop on "Professional Use of Google Drive" is to create awareness and educate students about the concept and applications of cloud storage, with special reference to Google Drive. Through this workshop, participants will develop analytical and critical thinking skills by engaging in practical exercises and discussions aimed at evaluating information related to cloud storage and its impact on various business functions. They will acquire proficiency in utilizing Google Drive as a professional tool for data storage, collaboration, and sharing, thereby enhancing their digital skills. Additionally, participants will gain a broader understanding of the global significance of cloud storage technology and its implications for international business. The workshop will focus on synthesizing information from diverse areas such as Marketing, Finance, Human Resource Management, etc., to make informed business decisions related to cloud storage adoption and utilization. Participants will also develop the ability to quantify and analyse business problems associated with data management, security, and accessibility in the context of cloud storage solutions like Google Drive. Lastly, the workshop will provide insights into the factors influencing international business, particularly in the digital realm, and highlight the role of cloud storage in facilitating seamless communication and collaboration across borders. Overall, this event aims to equip participants with the necessary skills and knowledge to leverage cloud storage effectively for professional purposes, fostering a culture of digital fluency and global awareness among the student community.

DETAILS:

During the "5-day skill-based workshop on professional use of Google Drive," conducted from April 12 to April 17, 2024, participants delved into a comprehensive exploration of Google Drive's functionalities. The workshop commenced with an elucidation of the significance of cloud storage, with Google Drive as a prime example. Alternatives to Google Drive were also discussed, along with the distinctive features offered by this platform.

Subsequent days focused on practical applications of various Google Drive tools. Day two highlighted the utility of Google Forms for data collection and feedback gathering, showcasing its versatility across different scenarios. Day three centred on Google

Docs, emphasizing its collaborative editing features and diverse sharing options suited to various access levels.

Moving forward, day four provided insights into leveraging Google Sheets for everyday tasks, covering essential functions essential for efficient data management. Finally, day five focused on Google Slides, elucidating template utilization, differentiating between transitions and animations, and offering foundational guidance on slide creation.

Throughout the workshop, a total of 37 enthusiastic students actively participated, gaining valuable insights into optimizing their professional use of Google Drive tools for enhanced productivity and collaboration.

TAKEAWAY (OUTCOME):

The 5-Day Skill-based Workshop on "Professional Use of Google Drive" provided participants with a comprehensive understanding of cloud storage, focusing on Google Drive's functionalities. Through practical applications and hands-on activities, attendees enhanced their digital skills, learned to make informed business decisions, and developed analytical thinking abilities. The workshop emphasized the global significance of cloud storage technology, fostering a culture of digital fluency and collaboration among participants. By delving into Google Drive tools such as Forms, Docs, Sheets, and Slides, attendees gained proficiency in data management, collaboration, and communication, ultimately optimizing their productivity for professional endeavours. Overall, the workshop equipped participants with essential skills and knowledge to leverage cloud storage effectively in the modern workplace, enhancing their digital fluency and global awareness.

Poster of the Event

Department of Management (MBA)
School of Commerce and Management

Organizes

5-DAY
Skill Based Workshop
on _____

Professional use of
GOOGLE DRIVE

Date: 12th - 17th April, 2024 —

Time : 10:00 A.M. onwards

Venue : Computer Lab, Aryabhat block

Last date of registration:
10th April, 2024

Registration Link:
<https://forms.gle/tuX6nSWMdHqRGAD57>

Event Coordinators : Dr. Charu Wadhwa & Prof. Arindam Mondal

POSTER FOR THE EVENT: Professional Use of Google Drive



Figure 1: Introductory Page for the Workshop Slide.



Figure 2: Students doing assignment as instructed by Instructor

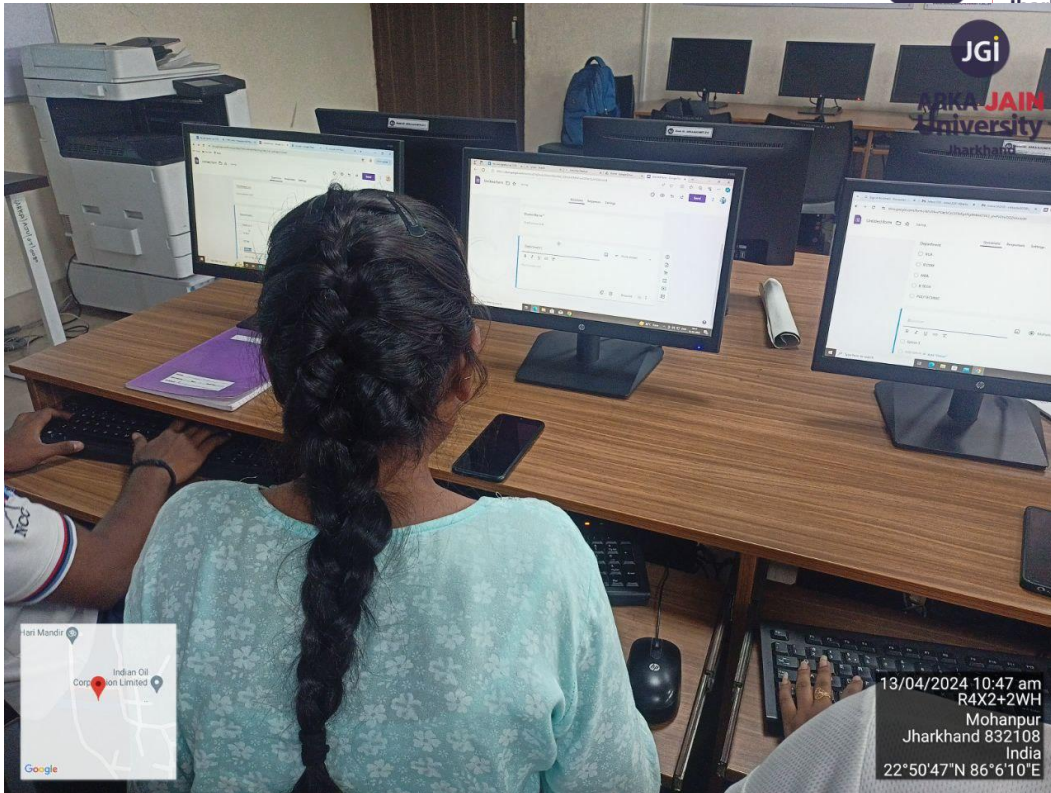


Figure 3: Student doing assignment on Google Drive



Figure 4: Students discussion before executing the Group Exercise shared with students



Figure 5: Speech by University DSW post workshop completion before certificate distribution



Figure 6: Certificate distribution by HoD, MBA along with event instructor



Figure 7: Certificate distribution by DSW and Vice-Chancellor of the University to students who have successfully completed the workshop.

MEDIA COVERAGE

अर्का जैन यूनिवर्सिटी : गूगल ड्राइव के व्यावसायिक उपयोग पर पांच दिवसीय कौशल कार्यशाला का आयोजन कार्यशाला का उद्देश्य छात्रों को विशेषज्ञता से लैस करना: डॉ चारु

मुख्य संवाददाता | जमशेदपुर

अर्का जैन यूनिवर्सिटी में 'गूगल ड्राइव के व्यावसायिक उपयोग' विषय पर पांच दिवसीय कौशल-आधारित कार्यशाला का आयोजन किया गया। कार्यशाला में प्रत्येक दिन लाइव मूल्यांकन के साथ विद्यार्थियों को व्यावहारिक प्रशिक्षण प्रदान किया गया। दैनिक कार्यों को सफलतापूर्वक पूरा करने पर, प्रतिभागियों को उनकी उपलब्धि को स्वीकार करते हुए प्रमाण पत्र प्राप्त हुए। कार्यशाला में विश्वविद्यालय भर से कुल 40 छात्रों ने सक्रिय रूप से भाग लिया। यह आयोजन डॉ चारु वाधवा और अरिंदम मंडल की देखरेख में किया गया।



इस दौरान डॉ चारु वाधवा ने कार्यशाला के उद्देश्यों से अवगत कराया, उन्होंने बताया कि कार्यशाला का उद्देश्य विद्यार्थियों में गूगल वर्कस्पेस कौशल में निपुणता के

करना था, प्रतिभागियों को रोजमर्रा के कॉर्पोरेट अनुप्रयोगों के लिए विशेषज्ञता से लैस करना था। विवि मैनेजमेंट बोर्ड के चेयरमैन डॉ एसएस रज्जी ने इस कार्यशाला में भागीदारी के माध्यम से आवश्यक

डिजिटल कौशल में महारत हासिल करने के लिए छात्रों के सक्रिय दृष्टिकोण की सराहना की।

विश्वविद्यालय के परिसर निदेशक सह डीएसडब्ल्यू डॉ अंगद तिवारी ने इस तरह के व्यावहारिक एवं कौशल

खास बातें

- कार्यशाला में विवि से 40 छात्रों ने सक्रिय रूप से भाग लिया
- कौशल आधारित प्रशिक्षण के महत्त्व पर बल दिया

आधारित प्रशिक्षण के महत्त्व पर बल दिया। उन्होंने पेशेवर दुनिया के लिए छात्रों की तैयारियों पर इसके प्रत्यक्ष प्रभाव को रेखांकित किया। एमबीए विभाग की प्रमुख डॉ उर्वशी ठाकुर ने आधुनिक व्यावसायिक संचार और सहयोग में उनकी महत्वपूर्ण भूमिका पर प्रकाश डालते हुए गूगल वर्क स्पेस टूल में दक्षता के महत्त्व पर जोर दिया।

<https://epaper.shubhamsandesh.com/media-webp/2024-04/palamu61.pdf>

ATTENDANCE – Day 1

**ARKA JAIN
University**
Jharkhand


Department of Management (MBA)

School of Commerce and Management

5-Day skill based Workshop on Professional use of Google Drive

Trainers: Dr. Charu Wadhwa & Prof. Arindam Mondal

Day-1 - Date: 12-04-2024

Attendance Sheet: List of participants

S. No.	Name of the Student	Enrollment Number	Department	Signature
1	S KAPIL PILLAY	AJU/221235	CS&IT	<i>S. Kapil Pillay</i>
2	DODDI MOHANA	AJU/221611	CS&IT	<i>Mohana</i>
3	RITIKA DAS	AJU/222032	CS&IT	<i>Ritika</i>
4	Pallavi	AJU/220668	CS&IT	<i>Pallavi</i>
5	Muskan Kumari	AJU/220591	BBA	<i>Muskan</i>
6	Sonal Singh	AJU/220282	BBA	<i>Sonal Singh</i>
7	Urvashi Thakur	AJU/220373	BBA	<i>Urvashi</i>
8	Washat Parween	AJU/230096	CS&IT	<i>Washat</i>
9	Shulham Thakur	AJU/230877	CS&IT	<i>Shulham</i>
10	Manish Kumar	AJU/230549	MBA	<i>Manish</i>


 Dr. Charu Wadhwa

Associate Professor


 Prof. Arindam Mondal

Assistant Professor

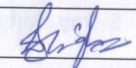
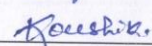
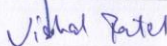
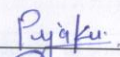


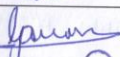

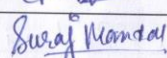
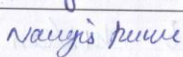
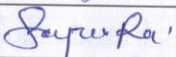
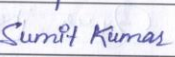
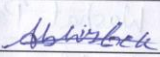
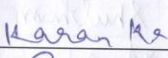
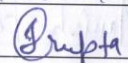

 Dr. Urvashi Thakur


HoD-MBA

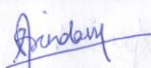
5-Day skill based Workshop on Professional use of Google Drive


Day-1 - Date: 12-04-2024

Attendance Sheet: List of participants

S. No.	Name of the Student	Enrollment Number	Department	Signature
11	Baby Dimpy Singh	AJU/230083	MBA	
12	Kaushik Kumar	AJU/231272	MBA	
13	Vishal S Patel	AJU/230945	MBA	
14	Puja Kumari	AJU/231880	MBA	
15	Aparajita	AJU/220590	MBA	
16	Sumit Sagar	AJU/220712	MBA	
17	Gaurav Kumar	AJU/230562	MBA	
18	Suraj Kumar	AJU/220172	B.Pharm	
19	Suraj Mandal	AJU/230999	B.Tech	
20	Nayis parween	AJU/230817	B.Tech	
21	Sanjeev Rai	AJU/231210	B.Tech	
22	Sumit Kumar	AJU/231209	B.Tech	
23	Abhishek Jadau	AJU/230973	B.Tech	
24	Karan Ka.	AJU/230840	B.Tech	
25	Ishika Gupta	AJU/220482	BBA	


Dr. Charu Wadhwa
Associate Professor


Prof. Arindam Mondal
Assistant Professor


Dr. Urvashi Thakur
HoD-MBA

5-Day skill based Workshop on Professional use of Google Drive

Day-1 - Date: 12-04-2024

Attendance Sheet: List of participants

S. No.	Name of the Student	Enrollment Number	Department	Signature
26)	Mogammad Zubia	AJU/220369	BBA	Zubia
27)	Md Faisal Khan	AJU/230974	B.Tech	Md Faisal Khan
28)	Aditha	AJU/220096	BBA	Aditha
29)	Jyoti Kumari Tiwary	AJU/221926	BBA	Jyoti
30)	Rehan Alam	AJU/230867	Poly CSE	Rehan Alam
31)	Noor Alam	AJU/231348	Poly CSE	Noor Alam
32)	Shreya Anand	AJU/222025	Bcom	Shreya Anand
33)	Mohammad Zaid Khan	AJU/220269	Poly CSE	Mohammad Zaid Khan
34)	Urvashi Kumar	AJU/230627	Poly/CSE	Urvashi Kumar
35)	Himadri Shekhar	AJU/231350	Poly CSE	Himadri
36)	Aftab Khan	AJU/220253	MBA	Aftab Khan
37)	Farheen Begum	AJU/220354	MBA	Farheen Begum

Dr. Charu Wadhwa
Associate Professor

Prof. Arindam Mondal
Assistant Professor

Dr. Urvashi Thakur
HoD-MBA

ATTENDANCE – Day 2



ARKA JAIN
University
Jharkhand



Department of Management (MBA)

School of Commerce and Management

5-Day skill based Workshop on Professional use of Google Drive

Trainers: Dr. Charu Wadhwa & Prof. Arindam Mondal

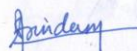
Day-2 - Date: 13-04-2024

Attendance Sheet: List of participants

S. No.	Name of the Student	Enrollment Number	Department	Signature
1.	Apnrajita	AJU/220590	MBA	<i>Apnrajita</i>
2.	Sumit Sagar	AJU/220712	MBA	<i>Sumit</i>
3.	B. Kapil Pillay	AJU/221235	BCA	<i>B. Kapil Pillay</i>
4.	Ritika Das	AJU/222032	BCA	<i>Ritika</i>
5.	Doddi Mohana	AJU/221611	BCA	<i>Mohana</i>
6.	S. Prutham Prakash	AJU/230877	CS & IT B-Tech	<i>S. Prutham</i>
7.	Pallavi	AJU/220668	BCA	<i>Pallavi</i>
8.	Swraj Kumar	AJU/220172	B. Pharma	<i>Swraj</i>
9.	Washat Parween	AJU/230096	B.Tech CS	<i>Washat</i>
10.	Sumit Kumar	AJU/231209	B. Tech CSE	<i>Sumit Kumar</i>



Dr. Charu Wadhwa
Associate Professor



Prof. Arindam Mondal
Assistant Professor




Dr. Urvashi Thakur
HoD-MBA


5-Day skill based Workshop on Professional use of Google Drive


Day-2 - Date: 13-04-2024

Attendance Sheet: List of participants

S. No.	Name of the Student	Enrollment Number	Department	Signature
11	Sangeev Rai	AJU/231210	B.Tech	Sangeev Rai
12	Naveen Kumar	AJU/230817	B.Tech	Naveen Kumar
13	Suraj Mandal	AJU/230979	B.Tech	Suraj Mandal
14	Abhishek Yadav	AJU/230973	B.Tech	Abhishek
15	Muskan Kumari	AJU/220591	BBA	Muskan Kumari
16	Shikha Gupta	AJU/220482	BBA	Shikha Gupta
17	Yashika	AJU/220523	BBA	Yashika
18	Anatha	AJU/220096	BBA	Anatha
19	Mogadhas Zubin	AJU/220369	BBA	Zubin
20	Jyoti Kumari Tiwary	AJU/221926	BBA	Jyoti
21	Md Faisal Khan	AJU/230974	B.Tech	Md Faisal Khan
22	Rehan Alami	AJU/230867	Poly CSE	Rehan Alami
23	Noor Alam	AJU/231348	Poly CSE	Noor
24	Mahammad Zaid Khan	AJU/220764	Poly CSE	Mahammad Zaid Khan
25	Shreya Arand	AJU/222025	B.com	Shreya Arand


Dr. Charu Wadhwa
Associate Professor


Prof. Arindam Mondal
Assistant Professor


Dr. Urvashi Thakur
HoD-MBA


5-Day skill based Workshop on Professional use of Google Drive


Day-2 - Date: 13-04-2024

Attendance Sheet: List of participants

S. No.	Name of the Student	Enrollment Number	Department	Signature
26	Utkarsh Kumar	AJU/230627	Poly/CSE	Utkarsh Kumar
27	Himadri Shekhar	AJU/231862	Poly/CSE	Himadri
28	Aftab Khan	AJU/220253	MBA	Aftab
29	Faheem Begum	AJU/220254	MBA	Faheem Begum

Dr. Charu Wadhwa
Associate Professor


Prof. Arindam Mondal
Assistant Professor


Dr. Urvashi Thakur
HoD-MBA

ATTENDANCE – Day 3



ARKA JAIN
University
Jharkhand



Department of Management (MBA)


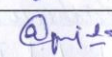
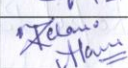
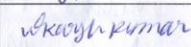
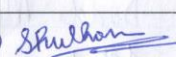
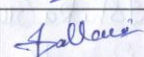
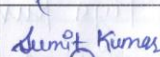
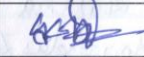
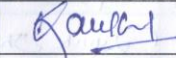
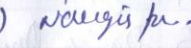
School of Commerce and Management


5-Day skill based Workshop on Professional use of Google Drive

Trainers: Dr. Charu Wadhwa & Prof. Arindam Mondal

Day-3 - Date: 15-04-2024

Attendance Sheet: List of participants

S. No.	Name of the Student	Enrollment Number	Department	Signature
1	Sumit Sagan	AJU/220512	MBA	
2	Apujita	AJU/220530	MBA	
3	Rehan ALAM	AJU/230867	Poly(CSE)	
4	Urvashi kumar	AJU/230627	POLY(CSE)	
5	Shubham Thakur	AJU/230877	B-Tech(CSE)	
6	Pallavi	AJU/220668	BCA	
7	Sumit Kumar	AJU/231209	B-Tech(CSE)	
8	Suraj Kumar	AJU/220172	B-Pharma	
9	Kaushal Kumar Jha	AJU/221191	B-Tech(CSE)	
10	Nargis Perween	AJU/230817	B-Tech(CSE)	


Dr. Charu Wadhwa

Associate Professor


Prof. Arindam Mondal

Assistant Professor


Dr. Urvashi Thakur


HoD-MBA


5-Day skill based Workshop on Professional use of Google Drive


Day-3 - Date: 15-04-2024

Attendance Sheet: List of participants

S. No.	Name of the Student	Enrollment Number	Department	Signature
11	Md Faisal Khan	AJU/230974	B.Tech(ME)	Md Faisal Khan
12	Washat Parveen	AJU/230096	B.Tech(CSE)	Washat
13	Sanjeer Rai	AJU/231210	B.Tech(CSE)	Sanjeer Rai
14	Suroj Mondal	AJU/230979	B.Tech(CSE)	Suroj Mondal
15	Aftab Khan	AJU/220253	MBA	Aftab
16	Farheen Begum	AJU/220254	MBA	Farheen Begum
17	S.Kapil Pillay	AJU/221235	BCA	S.Kapil Pillay
18	Ritika Das	AJU/222032	BCA	Ritika
19	Doddi Mohana	AJU/221611	BCA	Mohana
20	Ishika Gupta	AJU/220482	BBA	Ishika Gupta
21	Puja Kumari	AJU/231880	MBA	Puja Kumari
22	Arastha	AJU/220096	BBA	Arastha
23	Maqabdas Zubia	AJU/220369	BBA	Maqabdas Zubia
24	Zyush Jha	AJU/220343	BBA	Zyush Jha
25	Danish Amir	AJU/231581	BCA	Danish Amir


Dr. Charu Wadhwa
 Associate Professor

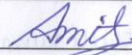
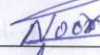
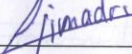

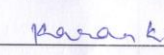
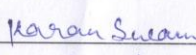
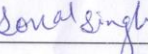
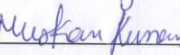
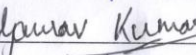
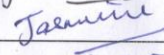
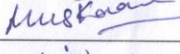
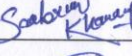
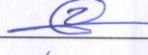
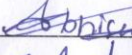


Prof. Arindam Mondal
 Assistant Professor



Dr. Urvashi Thakur
 HoD-MBA


5-Day skill based Workshop on Professional use of Google Drive


Day-3 - Date: 15-04-2024

Attendance Sheet: List of participants

S. No.	Name of the Student	Enrollment Number	Department	Signature
26	Amit K9 Karm	AJU/230327	B.Tech	
27	Noor Alam	AJU/231348	Poly CSE	
28	Amadri Shekhar	AJU/231350	Poly CSE	
29	Abhishek K2 Singh	AJU/230107	B.Tech cse	
30	Karan Kumar	AJU/230840	B.TechCSE	
31	Karan Swami	AJU/230868	B.TechCSE	
32	Sonal Suijli	AJU/220282	BBA	
33	Muskan Kumari	AJU/220591	BBA	
34	Iqbal K.S.	AJU/230562	MBA	
35	Jasmine Kaur	AJU/210159	BBA	
36	MuskaanSaiKam	AJU/210100	BBA	
37	Saakshin Khanam	AJU/220677	BBA	
38	Mohammad Saif Idan	AJU/220264	Poly C.S.E	
39	Abhishek Yadav	AJU/230473	B.Tech	
40	Shruya Anand	AJU/222025	BCOM	


Dr. Charu Wadhwa
 Associate Professor


Prof. Arindam Mondal
 Assistant Professor


Dr. Urvashi Thakur
 HoD-MBA

ATTENDANCE – Day 4



ARKA JAIN
University
Jharkhand



Department of Management (MBA)

School of Commerce and Management

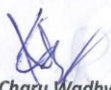
5-Day skill based Workshop on Professional use of Google Drive

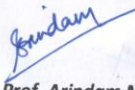
Trainers: Dr. Charu Wadhwa & Prof. Arindam Mondal


Day-4 - Date: 16-04-2024

Attendance Sheet: List of participants

S. No.	Name of the Student	Enrollment Number	Department	Signature
01.	Nargis Parween	AJU/230817	B.Tech (CSE)	Nargis Parween.
02.	Shubham Thakur	AJU/230877	B-TECH CS & IT	Shubham Thakur
03.	Washat Parween	AJU/230096	"	Washat
04.	Pallavi	AJU/220668	BCA	Pallavi
05.	Muskan Kumari	AJU/220591	BBA	Muskan.
06.	Ayush Jha	AJU/220373	BBA	Ayush Jha
07.	Sonal Singh	AJU/220282	BBA	Sonal Singh
08.	Mogaddas Jubia	AJU/220369	BBA	Jubia
09.	Shwika Gupta	AJU/220482	BBA	Shwika
10.	Amit Kumar	AJU/23397	B.Tech	Amit


Dr. Charu Wadhwa
Associate Professor


Prof. Arindam Mondal
Assistant Professor



Dr. Urvashi Thakur
HoD-MBA


5-Day skill based Workshop on Professional use of Google Drive


Day-4 - Date: 16-04-2024

Attendance Sheet: List of participants

S. No.	Name of the Student	Enrollment Number	Department	Signature
11	Danish Amir	AJU/231581	BCA	Danish Amir
12	Aakha	AJU/220096	BBA	Aakha
13	Jyoti Kumari Tiwari	AJU/221926	BBA	Jyoti
14	Karan Swami	AJU/230868	B.Tech	Karan Swami
15	Abhishek K. Singh	AJU/230107	B.Tech	Abhishek
16	Karan K.	AJU/230840	B.Tech	Karan Kumar
17	Abhishek Yadav	AJU/230973	"	Abhishek
18	Suraj Mandal	AJU/230979	"	Suraj Mandal
19	Sanjeev Rai	AJU/231210	"	Sanjeev Rai
20	Sumit Kumar	AJU/231209	"	Sumit Kumar
21	Md Faisal Khan	AJU/230974	B.Tech	Md Faisal Khan
22	Suraj Kumar	AJU/220172	B.Pharm	Suraj Kumar
23	Himadri Shekhar	AJU/231350	Poly(CSE)	Himadri
24	Noor Alam	AJU/231348	Poly(CSE)	Noor
25	Utkarsh Kumar	AJU/230627	Poly/CSE	Utkarsh Kumar


Dr. Charu Wadhwa
Associate Professor


Prof. Arindam Mondal
Assistant Professor


Dr. Urvashi Thakur
HoD-MBA

5-Day skill based Workshop on Professional use of Google Drive

Day-4 - Date: 16-04-2024

Attendance Sheet: List of participants

S. No.	Name of the Student	Enrollment Number	Department	Signature
✓ 26	Mohammad Zaid Khan	AJU/220269	Poly C.S.E	
✓ 27	Behan Alam	AJU/230867	Poly CSE	
✓ 28	Ahtab Khan	AJU/220253	MBA	
✓ 29	Farheen Begum	AJU/220254	MBA	
✓ 30	Aksajita	AJU/220590	MBA	
✓ 31	Sumit Sagoo	AJU/220712	MBA	
✓ 32	Shreya Arand	AJU/222025	Bcom	

Dr. Charu Wadhwa
Associate Professor

Prof. Arindam Mondal
Assistant Professor

Dr. Urvashi Thakur
HoD-MBA

ATTENDANCE – Day 5



ARKA JAIN University
Jharkhand



Department of Management (MBA)

School of Commerce and Management

5-Day skill based Workshop on Professional use of Google Drive

Trainers: Dr. Charu Wadhwa & Prof. Arindam Mondal

Day-5 - Date: 17-04-2024

Attendance Sheet: List of participants

S. No.	Name of the Student	Enrollment Number	Department	Signature
1.	Rehan Alam	AJU/230868	Poly CSE	<i>Rehan Alam</i>
2.	Mohammed Zaid Khan	AJU/220264	Poly CSE	<i>(Signature)</i>
3.	Noor Alam	AJU/231348	Poly CSE	<i>Noor</i>
4.	Utkarsh Kumar	AJU/220627	Poly/CSE	<i>Utkarsh Kumar</i>
5.	Himachi Shekhar	AJU/231350	Poly CSE	<i>Himachi</i>
6.	Aastha Bhatnagar	AJU/211211	B.Com(H)	<i>(Signature)</i>
7.	Shikha Gupta	AJU/220482	BBA	<i>Shikha</i>
8.	Mojaddas Zubia	AJU/220369	BBA	<i>Zubia</i>
9.	Sonal Singh	AJU/220282	BBA	<i>Sonal</i>
10.	Nargis Parveen	AJU/230812	B-Tech(CSE)	<i>Nargis Parveen</i>

(Signature)
Dr. Charu Wadhwa
Associate Professor

(Signature)
Prof. Arindam Mondal
Assistant Professor

(Signature)
Dr. Urvashi Thakur
HoD-MBA

5-Day skill based Workshop on Professional use of Google Drive

Day-5 - Date: 17-04-2024

Attendance Sheet: List of participants

S. No.	Name of the Student	Enrollment Number	Department	Signature
11.	Washat Parween	AJU/230096	B.Tech CSE	Washat .
12.	Shubham Trikar	AJU/230877	B-Tech(CSE)	Shubham
13.	Pallavi	AJU/220668	BCA	Pallavi
14.	Sanjeev Rai	AJU/231210	B.Tech(CSE)	Sanjeev Rai
15.	Sumit Kumar	AJU/231209	B.Tech(CSE)	Sumit Kumar
16.	Suraj Mandal	AJU/230979	B.Tech	Suraj Mandal
17.	Abhishek Yadav	AJU/230973	B.Tech	Abhishek Yadav
18.	Karan Kumar	AJU/230840	B.Tech	Karan Kumar
19.	Abhishek K. Singh	AJU/230107	B.Tech	Abhishek
20.	Md Faisal Khan	AJU/230974	B.Tech	Md Faisal Khan
21.	Suraj Kumar	AJU/220172	B.Pharm	Suraj
22.	Jyoti Kumari Tiwari	AJU/221926	BBA	Jyoti
23.	Aastha	AJU/220096	BBA	Aastha
24.	Shreya Arand	AJU/222025	B.Com	Shreya

Dr. Charu Wadhwa
Associate Professor

Prof. Arindam Mondal
Assistant Professor


Dr. Urvashi Thakur
HoD-MBA

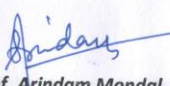
5-Day skill based Workshop on Professional use of Google Drive


Day-5 - Date: 17-04-2024

Attendance Sheet: List of participants

S. No.	Name of the Student	Enrollment Number	Department	Signature
25	Aftab Khan	AJU/220253	MBA	Aftab
26	Farheen Begum	AJU/220254	MBA	Farheen Begum
27	Apoorva	AJU/220590	MBA	Apoorva
28	Sumit	AJU/220712	MBA	Sumit
29	Danish Amir	AJU/231581	BCA	Danish
30	Ayush jha	AJU/220373	BBA	Ayush
31	Muskan Kumari	AJU/220591	BBA	Muskan
32	Kapil Pillay	AJU/221235	BCA	Kapil
33	Ritika Das	AJU/222032	BCA	Ritika
34	Doddi Mohana	AJU/221611	BCA	Mohana
35	Koushik Kumar	AJU/231272	MBA	Koushik
36	Puja Kumari	AJU/231880	MBA	Puja Kumari
37	Pranshu K.	AJU/230562	MBA	Pranshu K.


Dr. Charu Wadhwa
Associate Professor


Prof. Arindam Mondal
Assistant Professor


Dr. Urvashi Thakur
HoD-MBA

SAMPLE OF STUDENT ASSIGNMENT COMPLETION

The screenshot shows a Google Form titled "University Girls Team" in a browser window. The form has a purple header and contains the following fields:

- Title:** University Girls Team
- Description:** Form description
- Name:** A required short-answer text field.
- Course:** A required multiple-choice field with options: BCA, B.COM, and MBA.

The browser's address bar shows the form URL: docs.google.com/forms/d/1J8hwPObtVQcCtQbKgtHjWWWhX79R3_yInPV0YoOOZhxS/edit. The Windows taskbar at the bottom shows the time as 11:03 on 13-04-2024.

Sample 1

The screenshot shows a Google Form titled "Registration Form 5-day workshop of calligraphy" in a browser window. The form has a green header and contains the following fields:

- Title:** Registration Form 5-day workshop of calligraphy
- Description:** Form description
- Name of the student:** A required short-answer text field.
- department :-** A required multiple-choice field with options: BCA, B.Tec, and BBA.

The browser's address bar shows the form URL: docs.google.com/forms/d/1J8hwPObtVQcCtQbKgtHjWWWhX79R3_yInPV0YoOOZhxS/edit. The Windows taskbar at the bottom shows the time as 11:03 on 13-04-2024.

Sample 2

Survey
Reliance Trends Survey

Have you heard about Reliance Trends?

No
 Yes

Do you purchase clothes from Reliance Trends?

Yes
 No

Sample 3

Do you know about cyber security?

Yes
 No
 Add option or add "Other"

Multiple choice

Why do you think knowledge about cyber security measures is a must?

Long answer text

Sample 4

SAMPLE OF CERTIFICATE

JGI | **ARKA JAIN University** | **NAAC GRADE A**
Jharkhand

DEPARTMENT OF MANAGEMENT
SCHOOL OF COMMERCE AND MANAGEMENT

5-DAY SKILL BASED WORKSHOP ON 'PROFESSIONAL USE OF GOOGLE DRIVE'

Certificate of Participation

This is to certify that

Mr. /Ms. Naatha Bathwal
of B.Com. (H) participated in 5-Day Skill based

Workshop on Professional use of Google Drive

held on April 12, 2024 to April 17, 2024 .

[Signature]
Dr. Charu Wadhwa
Associate Professor

[Signature]
Prof. Arindam Mondal
Assistant Professor

[Signature]
Dr. Urvashi Thakur
HoD, MBA

B.COM

JGI | **ARKA JAIN University** | **NAAC GRADE A**
Jharkhand

DEPARTMENT OF MANAGEMENT
SCHOOL OF COMMERCE AND MANAGEMENT

5-DAY SKILL BASED WORKSHOP ON 'PROFESSIONAL USE OF GOOGLE DRIVE'

Certificate of Participation

This is to certify that

Mr. /Ms. Suraj Kumar
of B.Pharm. participated in 5-Day Skill based

Workshop on Professional use of Google Drive

held on April 12, 2024 to April 17, 2024 .

[Signature]
Dr. Charu Wadhwa
Associate Professor

[Signature]
Prof. Arindam Mondal
Assistant Professor

[Signature]
Dr. Urvashi Thakur
HoD, MBA

B. Pharma



B. Tech



BBA



BCA



MBA



DEPARTMENT OF MANAGEMENT
SCHOOL OF COMMERCE AND MANAGEMENT

5-DAY SKILL BASED WORKSHOP ON 'PROFESSIONAL USE OF GOOGLE DRIVE'

Certificate of Participation

This is to certify that

Mr./Ms. Noor Alam
of Poly (CSE) participated in 5-Day Skill based

Workshop on Professional use of Google Drive

held on April 12, 2024 to April 17, 2024 .

Dr. Charu Wadhwa
Associate Professor

Prof. Arindam Mondal
Assistant Professor

Dr. Urvashi Thakur
HoD, MBA

Polytechnic CSE

WORKSHOP FEEDBACK BY STUDENTS
The feedback was taken online using Google Forms

Question 1

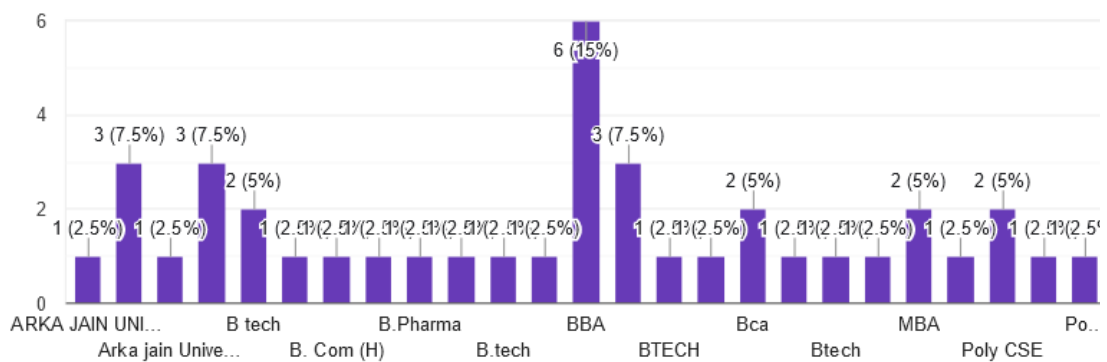
Course of the University *

Short-answer text

Course of the University

Copy

40 responses



Question 2

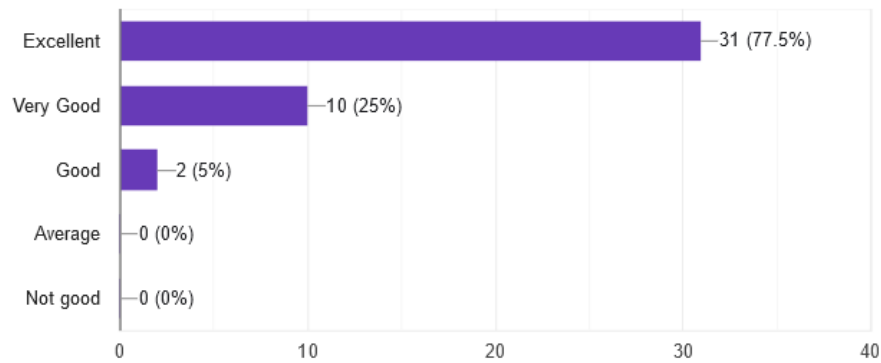
Was the content relevant? *

- Excellent
- Very Good
- Good
- Average
- Not good

Was the content relevant?

Copy

40 responses

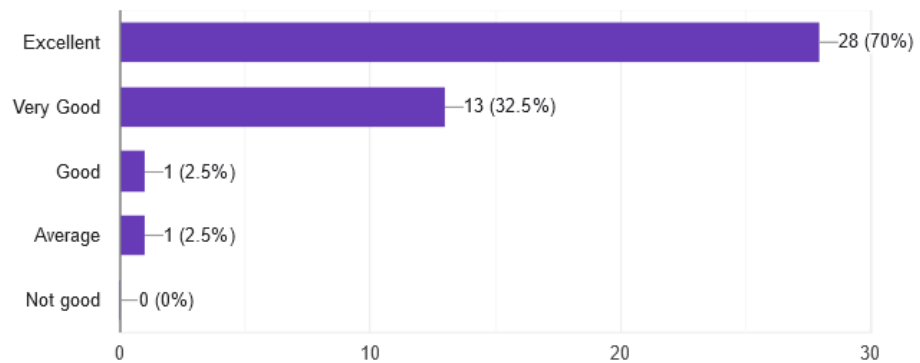

Question 3
Feedback about Flow of Workshop *

- Excellent
- Very Good
- Good
- Average
- Not good

Feedback about Flow of Workshop

Copy

40 responses


Question 4

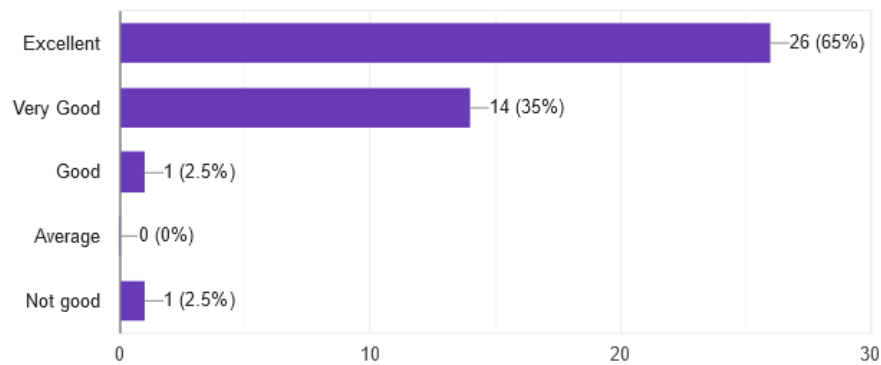
Feedback about the usefulness of Assignments *

- Excellent
- Very Good
- Good
- Average
- Not good

Feedback about the usefulness of Assignments

[Copy](#)

40 responses



Question 5

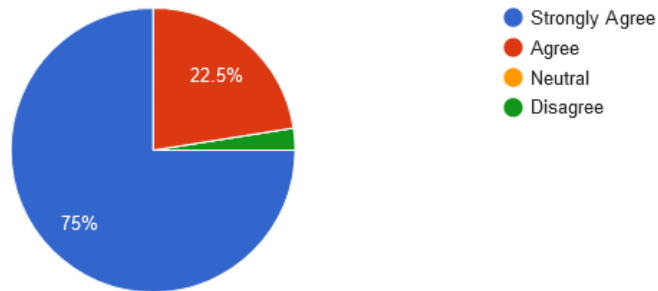
This Workshop will be useful for your career *

- Strongly Agree
- Agree
- Neutral
- Disagree

This Workshop will be useful for your career

Copy

40 responses



Question 6

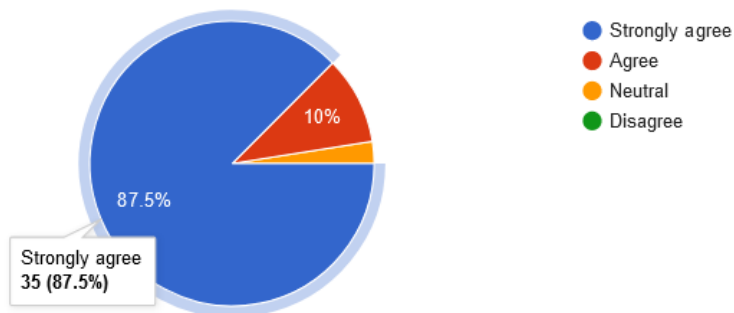
Was the instructor knowledgeable? *

- Strongly agree
- Agree
- Neutral
- Disagree

Was the instructor knowledgeable?

Copy

40 responses



Question 7

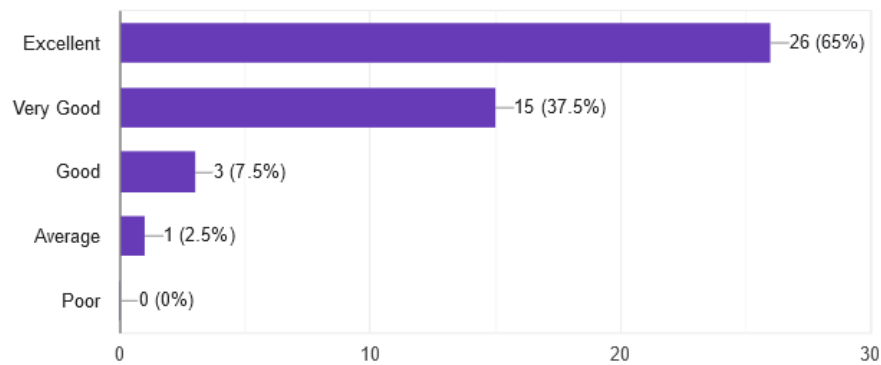
Feedback about PPTs (Instruction material) *

- Excellent
- Very Good
- Good
- Average
- Poor

Feedback about PPTs (Instruction material)

[Copy](#)

40 responses



Question 8

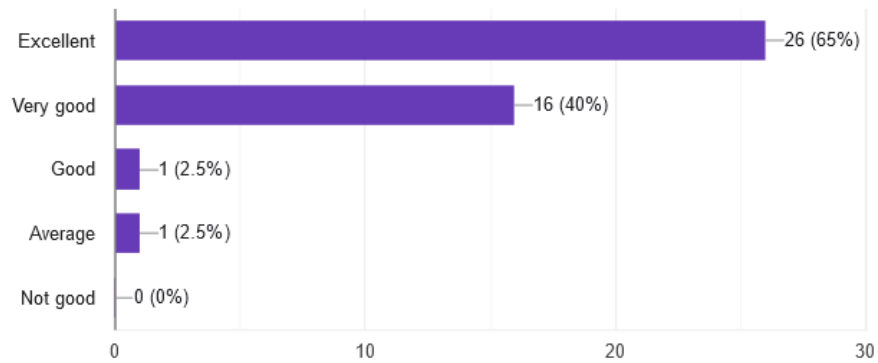
Feedback about presentation style of the trainer *

- Excellent
- Very good
- Good
- Average
- Not good

Feedback about presentation style of the trainer

Copy

40 responses


Question 9
Would you like to attend more workshops in future?
 Yes

 No

Would you like to attend more workshops in future?

Copy

40 responses

