

SRI GURU TEG BAHADUR KHALSA COLLEGE, SRI ANANDPUR SAHIB

Autonomous College

PG DEPARTMENT OF ECONOMICS

Hands-on Training on Creating a Google Form

Date: 18th September 2025

Time: 11:30 AM

Venue: Computer Lab

The PG Department of Economics of Sri Guru Teg Bahadur Khalsa College, Sri Anandpur Sahib, successfully organized a hands-on training session on "Creating a Google Form" on 18th September 2025 for postgraduate students. The training aimed to enhance students' digital literacy and data management skills, preparing them for academic research, surveys, and other practical applications.

Objectives of the Training

The key objectives of this training session were:

To introduce students to Google Forms as a free and powerful online data collection tool.

To develop practical skills in designing surveys, quizzes, and feedback forms.

To teach organization and analysis of data collected through Google Forms.

To enhance clarity in communication through well-structured and user-friendly form design.

To explore advanced features like branching logic for creating interactive forms and self-assessment tools.

Training Activities & Highlights

The hands-on session covered:

Step-by-step demonstration of Google Form creation.

Customization of form fields, sections, and question types.

Use of branching logic to design interactive forms.

Sharing and collaborating on forms in real-time.

Collecting, organizing, and analyzing responses using Google Sheets.

Discussion on best practices for designing effective surveys and quizzes.

Students actively participated by creating their own sample forms, including Alumni Feedback Forms and Student Feedback Forms, which were later shared for review.

Resource Persons & Coordination

The training was organized and supervised by Dr. Shaveta Kaushal, Head of PG Department of Economics. The event was successfully coordinated by Prof. Amandeep Kaur and Prof. Manpreet Kaur, who guided students throughout the hands-on session.

Outcomes of the Training

The training session proved to be extremely beneficial as students:

Acquired technical proficiency in creating and sharing Google Forms.

Learned to collect and analyze data digitally, improving their research capabilities.

Understood the importance of form design and user experience for clear communication.

Gained confidence in using digital tools for academic and professional purposes.

Received a practical understanding of how technology can streamline surveys, feedback collection, and classroom assessments. Feedback was collected from participants, who appreciated the practical approach and found the session highly engaging and relevant to their academic needs.

The PG Department of Economics successfully met its objective of enhancing digital literacy and providing students with a valuable skill set for research and professional growth. The sample links to forms created by students (e.g., Alumni Feedback Form) serve as excellent examples of applied learning.

ALUMNI: <https://docs.google.com/forms/d/e/1FAIpQLSdG2DeU0s59WCd5HG3nT-CFJu7VPA4oe0UGOEC0QGp9TPpkXg/viewform?usp=header>

FEEDBACK: https://docs.google.com/forms/d/e/1FAIpQLSfUJ1GsyekmSI49ku_6mdQL-zxMPJUwWn32RzcjNzo0emHxQ/viewform?usp=header

