

# Workshop on Google Cloud G Suite

9 -10 August 2019



Organized by



Centre for Research, Innovation  
and Training (CRIT)



**IIS**  
(deemed to be **UNIVERSITY**)

SFS, Gurukul Marg, Mansarovar, Jaipur-302020  
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## ABOUT THE UNIVERSITY

IIS (Deemed to be University), Jaipur is among the pioneers in the State of Rajasthan in imparting high quality education to women in different streams. It is known for excellence in delivering value-based education to students and encourages them to think innovatively in different walks of life. It particularly focuses on preparing students to become world ready citizens, who are abreast to take any professional and social challenges with an educated and empowered mind.



## About Centre for Research, Innovation and Training (CRIT)

Research, Innovation and Training are an integral part of the development of an institution of higher education. The quality of research and development being pursued and promoted at such institutions is indicative of their commitment to quality, and for ensuring significant research outcomes. For this purpose, the University has established the Centre for Research, Innovation and Training (CRIT) in the year 2013 with an aim to giving impetus to research by way of workshops, seminars and conferences to train and encourage students as well as faculty members to take up research-based activities. The Centre endeavours to do so by facilitating and monitoring research-based initiatives by organizing periodic trainings in new and emerging research areas. In sum, CRIT attempts to identify and tap inter and multi disciplinary research prospects for fostering a robust learning environment on campus.



## ABOUT WORKSHOP

G Suite is a cloud based suite of software products developed by Google. It was launched on August 28, 2006 as "Google Apps for Your Domain". G Suite comprises Gmail, Hangouts, Calendar, and Google+ for communication, Drive for storage, Docs, Sheets, Slides, Forms and Sites for collaboration and depending on the plan, an Admin panel and Vault for managing users and the services. It also includes the digital interactive whiteboard, Jamboard and the app development platform App Maker. "G-Suite Apps for Education" consist of messaging, collaboration and classroom apps with Google powered search and critical security features, specifically designed to keep the data safe and secure. Considering the growing importance of online data sharing and collaborative working using G Suite, this workshop is very crucial for the faculty and research scholars of all discipline. The Google G-Suite workshop will equip students, research scholar, academics and professionals with the functionalities and automation capabilities of Google's Cloud Office Suite. It will give them an opportunity to acquire the required skills to handle and share their information that can be accessed from secured centralized platform via Google Drive. Workshop will also provide training in creating Google documents and files, spreadsheets, presentations and online forms with a structured view of the results with features like Docs, Sheets, Slides and Forms. The workshop also aims to expose the educators and students to online learning through Google Learning Centre.



## ABOUT JAIPUR

Jaipur, the pink city of Rajasthan is famous for its unique Architecture, Vastu, Astrology, Forts, Monuments, Palaces, Art and Crafts, Culture and food. Here tradition, antiquity and the old charm of the bygone era mingle seamlessly with modernity and technology. This fascinating city with its romantic charm of history and a touch of modernity is sure to mesmerize you. The Walled City of Jaipur has been recently recognized as the World Heritage City by UNESCO.

# WORKSHOP OBJECTIVES

- To provide an opportunity to various participants from academia to make use of Google's Cloud Office Suite in academic and research work.
- To help participants to prepare for Google certification in G Suite.



## IMPORTANT DATES

- Last Date for Registration August 1, 2019
- Dates of Workshop August 9-10, 2019



## REGISTRATION DETAILS

- Faculty members Rs 1000
- Students/Research Scholars Rs 800
- Registration fee is payable either by DD in favour of "IIS deemed to be University" or in cash or online. No cheques or money order will be accepted.
- For online registration and payment:
  - **Step 1:** You are required to directly transfer the fund in the University account. The details are as follows:-  
A/c Holder IIS deemed to be University  
Branch HDFC BANK, SFS, Mansarovar, Jaipur  
A/c No. 50200011970732  
IFSC HDFC0000987

- **Step 2:** You are required to fill the registration form using the link given on the website [www.iisuniv.ac.in](http://www.iisuniv.ac.in) and mail the scanned copy at [wgcgs@iisuniv.ac.in](mailto:wgcgs@iisuniv.ac.in)
- Kindly mention the transaction ID in the registration form
- For offline registration and payment:
  - **Step 1:** Download and fill the registration form from University website [www.iisuniv.ac.in](http://www.iisuniv.ac.in)
  - **Step 2:** Submit the form with fee at the University reception or send by speed post alongwith Deamdn Draft of Registration Fee at the University address.
- Acceptance of registration is subject to remittance of fee.

**Important Total no of seats: 60**

Registration will be on First Come First Served Basis  
Delegates are required to make their own arrangement for stay

**Venue IIS (deemed to be university), Jaipur**  
Gurukul Marg, SFS, Mansarovar, Jaipur 302020



## DAY WISE SCHEDULE

DAY 1		DAY 2	
Session 1	Google Drive and Gmail	Session 1	Google Power Search, Google Scholar, Google Data Scraping & Google's Digital Presence Tools, Google Certification
Session 2	Docs and Slides	Session 2	Quiz and Form
Session 3	Sheets	Session 3	Evaluation and Feedback
Session 4	Hangouts, Keep & Practice Session		

**Workshop Patron**  
**Dr. Ashok Gupta**  
Vice Chancellor  
IIS(deemed to be University), Jaipur

**Workshop Convener**  
**Prof. K.S.Sharma**  
Director, CRIT  
IIS(deemed to be University), Jaipur

**Advisory Committee**  
**Prof. Raakhi Gupta**  
**Prof. M.K.Sharma ,**  
**Prof. Pradeep Bhatnagar**  
**Prof. Roopa Mathur**  
**Prof. Vijay Singh Rathore**

**Organizing Secretary**  
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Member-Secretary, CRIT  
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