

# Usage Of Services In Google Drive By The Faculty And Research Scholars In Colleges of South Goa

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**Abstract— This paper attempt to bring the awareness and purpose of Google drive and the extent usage of the same in the research field as an useful Search Engine.**

**Index Terms— Google Drive, Search Engine**

## I. INTRODUCTION

Technology is reshaping the world of teaching/learning at an unimaginable speed. So such technologies must be utilized fully to meet the educational goals and objectives of the institute in a strategic way rather than following these technologies blindly.

Developments in the ICT have made profound changes in each and every field. These developments are also known as computer/information/communication/Internet/ multimedia revolution, binary age, information age, information society, information superhighway, and digital age. The changes are evident all over the world, and its effects being felt in every walk of life and in every field of knowledge. The field of library and Information science (LIS), the field teaching and learning and overall educational activities is not an exception to this phenomenon.

Today, majority of the faculties and research scholars are using computers and latest ICT tools and techniques for their day to day activities of research, classroom performance, sharing and carrying of information via electronic gadgets.

In such intense technical environment, only those academicians and researchers who are expert in using ICT can sustain. They will have the ability to deal effectively to a broad spectrum of contemporary challenges that focus on speed, accessibility, portability and prompt imparting of knowledge.

## II. GOOGLE AND ITS SERVICES

One of the most popular and demanding search engine is “Google” in the present scenario, the same provides many tools which can be used effectively in higher education by faculties, research scholars, librarians etc. Google drive is among the one.

Google Drive, formerly Google Docs, is application software. It’s a free service from Google that supports the storage of documents in varieties of formats. 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 can be used by logging into Gmail account or by downloading it to the personal computer. It can also be downloaded for mobile phones with android OS and for iphones and ipads. Google gives every user 15 GB of online storage space, which is shared across three of its most-used services such as Google drive, Gmail, and Picassa web albums.

#### Google Drive in Teaching/Research

Google drive as cloud storage has brought revolutionary changes and has positively affected every spectrum. The accessibility and portability feature has aided faculties in imparting of knowledge in any given space and time. Google Drive Research Tool is excellent for use with articles or research papers—and note-taking, as it turns out. Users can also use Drive's excellent collaboration feature to write and share notes with others in real-time—an especially useful scenario if you're doing a group project with colleagues or students.

### III. STATEMENT OF THE PROBLEM

Various factors have contributed to bring about change from traditional storage devices to cloud storage or online storage. Basically there are two important factors due to which cloud storage is appealing in present era

- Users need a locus to back up their documents. Particularly, backup will become more portable and convenient to users when the storage is accessible on the Internet
- Cloud storage represents an extra and secured storage space for users in addition to the local storage of their devices

Today computer and related technology has brought revolutionary changes in the world of information. This is the most exciting period in the history of human race, when world's most population is shifting from techno-illiterate to techno-literate. Professionals are expected to adapt themselves to this new environment. Many colleges have adopted the computer technology for their in-house activities and services. In the wake of this, the researcher intends to study, evaluate and find out the "Usage of Services in Google Drive by the Faculty and Research Scholars in Colleges of South Goa"

### IV. OBJECTIVES

- To find out the awareness of Google drive
- Purpose of Google drive
- To find out extent of usage
- To find out opinion on usefulness of Google drive

### V. RESEARCH METHODOLOGY

- Given proposed study will be done using survey method.
- A structured questionnaire will be circulated among the sample users to collect the information.
- Interviews with faculty and research scholars will be conducted for primary data.
- The collected data will be tabulated to provide inferential statistics.
- The data will be analyzed and interpreted for fulfilling all the objectives of the research activity.

### VI. SCOPE AND LIMITATION

The scope of the present study is confined to the usage of services in Google drive by the faculty and research. Scholars and the study is limited to the colleges of South Goa.

### VII. LITERATURE REVIEW

Review of related literature is conducted to get a clear understanding about the specific field of study. It has helped the researcher to have an insight into the tested methods, procedures and interpretations of similar studies conducted elsewhere. Studies are relatively few regarding the usage of cloud storage and ICT tools such as Google drive. A survey of the literature found that most of the studies are reported from foreign countries, an attempt is made in this chapter to present a survey of the literature available in India and abroad. These studies are reviewed as under to find the research gap.

*Biradar, B.S. and Kumar Vinay, D. (2013)* “Application of Google Drive in Library and Information Centers activities” highlighted the changing dimensions of library services due to the impact of Information and communication technology tools and how application of Google drive can be useful in providing services such as SDI, CAS, reference service etc. In their study various aspects of Google Drive, its purpose, prerequisites, and advantages are dealt in the study. The user community can be served with better tools provided by Google and other search engines. It is important for professionals to have basic knowledge of MS office to create, edit and format the text. Because the documents that can be created using Google drive have the feature of MS-office package.

*Furthermore, Marshall and Tang (2012)* discussed how people employed tools and services for synchronizing and sharing, and how they realized their interaction with the cloud. They found that people used synchronization tools for transferring files between devices or people. In addition, file activeness was strengthened because people could reach documents online, so it allowed people to share files in cloud-based format. Some cloud services also supports collaborative work, which can help people cooperate more flexibly.

However, even if people understand how the “cloud” works, some features and ideas still should be emphasized and improved. Users may be concerned with process transparency and file security issues when they use cloud storage. Furthermore, usability influences users’ adoption and preference, so good interface design and conceptual models are essential to attract people in the cloud storage market. Based on the previous studies, I believe that cloud storage has impacted users’ behaviors in managing and sharing, and I selected two popular cloud storage services to examine how people handled their files in the cloud and what factors influenced them.

#### *Essential prerequisites of a Google drive*

- Login Id: Faculty/ research scholar need to create a login id using Gmail. Gmail account allows working with Google drive. The sharing and seeing of files can be done through logging into the account created. If faculty wants to share more number of files then he has to select the file from the inbox. User email ids have to be mentioned in “add people” box .It is like sending email to multiple people.
- Users email ids: In order to share these documents using Google drive, it is important to collect the email ids of the users. While sharing a file with the users Google drive sends an alert message to the user .if the users email ids have been created in Gmail then it is easy to share the documents for those who have created their email ids in other domains, the feedback form can be sent and responses can be received.
- Google drive installation: Google drive can be installed to the PCs. Once it is downloaded and installed the documents which are to be shared can be copied to the Google drive folder in the PC that has been created during installation process. The files meant for sharing can be copied to the “Google drive “folder. The files copied in this folder will appear in your Google drive inbox. The files can be selected from the list and shared with the users. It avoids uploading of the files only after logging into the Gmail account. Every time it is not necessary to log in and upload the files.

#### *Creating files on Google Drive*

Google Drive doesn't just store your files; it also allows you to create, share, and manage documents with its own productivity apps. If you've ever used a suite like Microsoft Office, some things about Google Drive's apps might seem familiar.

#### VIII. THE TYPES OF FILES YOU CAN CREATE AND SHARE ON GOOGLE DRIVE

- Documents: For composing letters, flyers, essays, and other text-based files (similar to Microsoft Word documents)
- Spreadsheets: For storing and organizing information (similar to Microsoft Excel workbooks)
- Presentations: For creating slideshows (similar to Microsoft PowerPoint presentations)
- Forms: For collecting and organizing data
- Drawings: For creating simple vector graphics or diagrams
- Download: Downloading files.
- Folder Upload

- Share: Files can be shared with others
- Embedded

## IX. RESEARCH METHODOLOGY

Given study has been done using survey method. Structured questionnaires were circulated among the target group to collect the information. Personal interviews were also conducted to collect the primary data

### *Data Analysis and interpretation*

The present study was conducted on the usage on Google drive services among the Faculty & research Scholar in Colleges of south Goa. The collected data are organized & tabulated by using statistical methods Tables & percentages

The questionnaire was distributed among 140 faculties/research scholars out of whom 100 questionnaires were filled and found to be usable for conducting research study.

- Gender-wise categorization of respondents: Gender wise Categorization of respondents, out of the total 140 respondents 77 are female and 63 are male.
- Status of the Respondents: Study reveals that out of 140 respondents it is found that 120 are faculty members and 12 are research scholars.
- Awareness of Google Drive Services among the Respondents: In all 140 questionnaires were distributed and only those respondents who were aware of the various Goggle Drive Services were selected and evaluated for the purpose of this research. It reveals that 104 respondents are aware and 36 are unaware of the service.

TABLE 1.4: SOURCE OF AWARENESS OF GOOGLE DRIVE SERVICES

Awareness From					Unaware
Friends	Self Learning	Works/Conf	Other	Total	
34	59	09	02	100	36

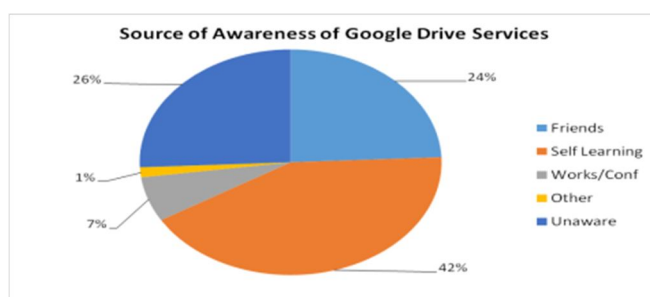


Fig.: 1.4: Source of Awareness of Google Drive Services  
Source: Primary Data

Fig.1.4. Indicates that the respondent's source of awareness for the Google Drive Services can be presumed to be from their Friends circle, Self-learning techniques, Workshop and Conferences and other various sources that were available to the respondents respectively. The figure reveals that the majority of the respondent that is 42 % got their awareness through Self- learning techniques 24% got the awareness from friend circle, 7% from conferences and workshop and 1% from other source that was from the students and from social networking.26% are not aware of the service.

TABLE 1.5: VARIOUS PURPOSES OF GOOGLE DRIVE SERVICES BY RESPONDENTS

Purpose for use of Google Drive Services			
Creating online Documents	Saving documents	Sharing documents	Any other
36	82	54	03

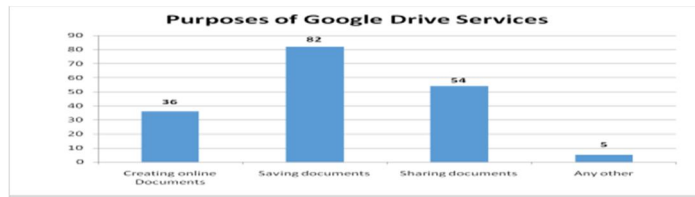


Fig. 1.5: Various Purposes of Google Drive Services by respondents

Figure 1.5 shows the purpose for use of Google Drive services 82% of the respondents use it for saving documents, 54% for sharing documents, 36% for creating online documents and 5% use for other purposes i.e. for personal use and social networking.

TABLE 1.6: SERVICES OF GOOGLE DRIVE SERVICES USED REGULARLY BY THE RESPONDENT

Services Used on regular basis						
File Upload	Folder Upload	Docs	Google spreadsheets	Google Slideshow	Google Forms	Google Graphics
78	41	52	18	21	24	09

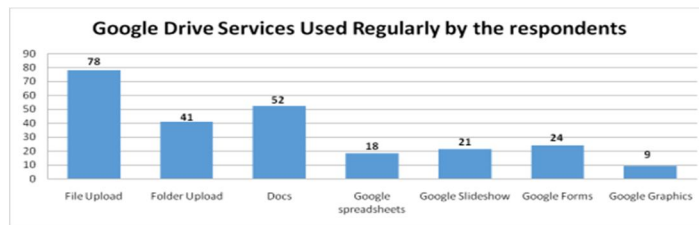


Fig. 1.6: Services of Google Drive Services Used regularly by the respondent

Respondents were asked about regular usage of services of Google D Respondent's use it for file uploading, 41% for folder up 52% for docs, 24% for Google forms, 21% for slide shows 18% for Google spread sheet and 9% used for Google Graphics. The above graph al so reveals that 41% of the respondents use Google drive for more than two services i.e. file upload, folder uploading documents

TABLE 1.7: DURATION OF USAGE OF GOOGLE DRIVE SERVICES BY THE RESPONDENTS

Using Since			
Less than 6 months	Less than year	More than year	Total
27	23	54	104

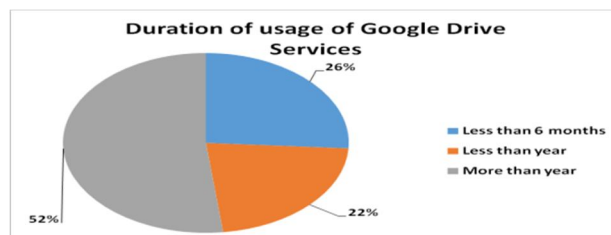


Fig. 1.7: Duration of usage of Google Drive Services by the respondents

Figure 1.7 reveals duration of usage of Google Drive services by the respondents 52% respondents are using Google Drive services for more than one year, 22% less than a year and 26% respondents are using Google Drive services for duration less than six months.

TABLE 1.8: IS THE GOOGLE DRIVE SERVICE SECURE

Is the Google Drive Service secure			
Yes	No	May Be	Total
76	25	03	104

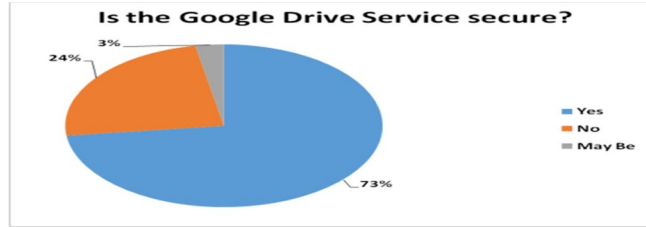


Fig. 1.8: Is the Google Drive Service secure

Fig. 1.8 shows the respondents who feel the Google Drive services secure 73% of respondents feel it's secure, 24% feel it is not secure and 3% are not sure about it

TABLE 1.9: IF NO, REASONS FOR GOOGLE DRIVE SERVICE FOR NOT BEING SECURE:

Reason for not being secure			
Fear of A/c hacking	Fear of losing password	Modern technology	Total
21	05	02	28

Out of 28 respondents

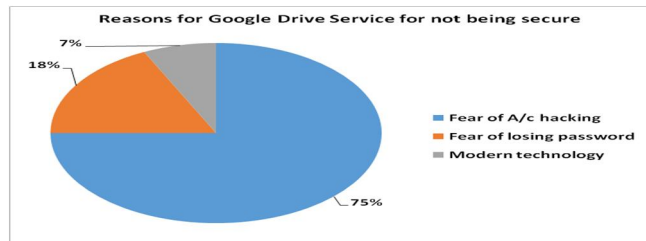


Fig. 1.9: If No, Reasons for Google Drive Service for not being secure

Fig. 1.9 shows the reasons for Google Drive services are not being secure, 75% of the respondents have fear of hacking accounts, 18% respondents have fear of losing password and 7% respondents do not believe in modern technology.

TABLE 1.10: USER FRIENDLINESS OF GOOGLE DRIVE SERVICE

User friendliness of Google Drive Service		
Easy	Difficult	Total
129	11	140

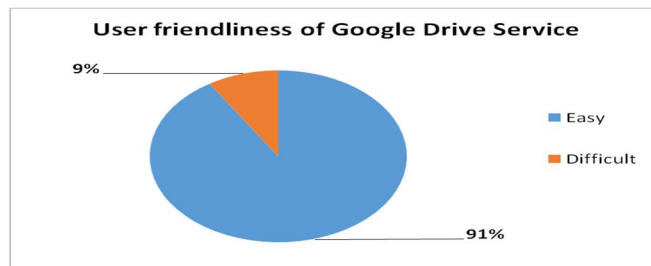


Fig. 1.10: User friendliness of Google Drive Service

Above fig. 1.10 indicates that the majority of the respondents i.e. 91% use Google Drive Services and find it user friendly and 9% user find it difficult to use.

TABLE 1.11: RECOMMENDING THE USE OF GOOGLE DRIVE SERVICE

Recommending the use of Google Drive Service		
Yes	No	Total
137	03	140

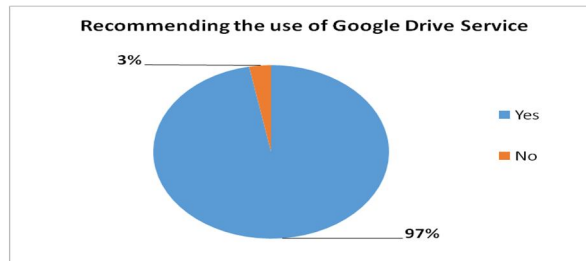


Fig. 1.11: Recommending the use of Google Drive Service

Fig. 1.11 reveals that 97% of the respondents are happy about the Google Drive services and wish to recommend to others where as 3% of the respondents do not wish to recommends to others

#### X. FINDINGS OF THE STUDY

On the basis of responses received from the survey on usage of Google drive services among faculty and research scholars in colleges of south Goa the important finding were observed and noted.

- With regard to awareness of the usage of Google drive services it was observed that many faculties are not aware of the Google of the Google drive services.
- It was also found that majority of respondents got awareness of Google drive services through self-learning techniques that is through internet and trial and error basis and others from the friends circle.
- Majority of the respondent's main purpose of use was to save documents followed by sharing of documents and creating online documents.
- Majority of the respondents used file uploading service on the regular basis
- Awareness of various Google drive services need to be created through workshops.
- Users wish to have re-uploaded material to be available offline.

#### XI. SUGGESTIONS

- Above study reveals most of the users are unaware of the other Google services except Google as a search engine. The training on Google services is required.
- Google drive should provide extra space for videos and provide higher bandwidth for uploading & downloading data
- It should provide compressing features so that user can save the time in uploading files.
- It should be included in academic so that more people will be benefitted
- Google drive an adopt SMS services.

#### XII. CONCLUSION

Professionals working in the present era need continuous grooming by acquiring core competencies and new skills so that they never become obsolete in this fast changing environment. For this, they need to shift their focus from traditional storage devices to online storage ICT tools.

This study gives a picture of usage of Services in Google Drive by the Faculty and Research Scholars in Colleges of South Goa.

- Google drive as an ICT tool in particular was found as very useful and apt for faculties and researches, it fulfils their need as a backup for their information and documents.

- Google drive makes it more convenient and portable when the storage is accessible on the Internet.
- As a cloud storage it also gives extra and secured storage space for users in addition to the local storage of their devices
- It is important for professionals to have basic knowledge of MS office to create, edit and format the text. Because the documents that can be created using Google drive have the feature of MS-office package

Professionals are expected to upgrade themselves in this intensive work environment. Overall, the results of the study demonstrate that there is a wide scope for professionals to thoroughly learn and make optimum use of available ICT tools. Many colleges have adopted such ICT technologies for their in-house activities and services. Libraries being part of the academic institutions are expected to adopt technologies to render their services to users effectively and efficiently. The use of search engines makes libraries to achieve excellence in the activities. User community can be served with better tools provided by Google and other search engines.

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