

**DETAILS OF THE MICROSOFT TEAMS**

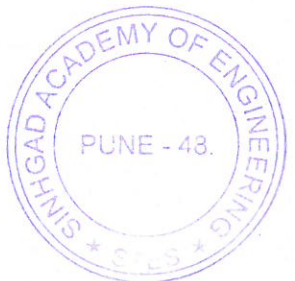
Report prepared by: Dr. Sunil L. Bangare, MS Teams College Coordinator

Sinhgad Academy of Engineering has received the license copy of **Microsoft Teams: Office 365 A1 for students and Office 365 A1 for faculty** with zero cost under Educational Institutes membership. **MS Teams** is a collaboration tool built for hybrid work so that the team stay informed, organized, and connected online— all in one place. MS Teams can help Teachers and Students to come together no matter where you are: Chat - Message someone or a group to talk about work, projects, or just for fun. On top of that, MS Teams is able to connect with Microsoft Office 365 and many other critical tools. Teachers can schedule the classes and upload the subject material. Also, all sessions can be recorded for the students to see again. To manage the members of the MS Teams and to resolve the issues, SAE have College level staff Coordinator and all Department level staff Coordinator team. During the pandemic situation, MS Teams was widely used by all staff and students of SAE.

**Screenshot of Microsoft Teams Invoice: MS Office 365 A1 for faculty**

		<b>Commercial Invoice</b> Payment Ref: E0800TQME Statement Date: 19/05/2022	
<b>Bill From / Ship From</b> Microsoft Corporation (India) Private Limited Shed No. 1 1 B situated at 23/5 Delhi Mathura Road, Ballabhgarh Haryana 121004, India		<b>PAN No.</b> AAACM5586C <b>CIN</b> U74899DL1988PTC032549 <b>Phone Number</b> 020 800 440 2038 (Mon - Fri, 9am-6pm) <b>Web Support</b> @a.ms/Office365BusinessSupport	
<b>GSTIN No.</b> 06AAALM5586C1Z1		<b>Sold-To</b> Sinhgad Academy of Engineering Sinhgad Academy of Engineering Kondhwa Saswad road Kondhwa Bk, Danny Mehata N. Pune, Maharashtra 411048, India <b>GSTIN/UN No.</b> <b>PAN No.</b> AAR159900Q	
<b>Billing Summary</b>			
<b>Order ID</b>	01e997f0-e994-4e4c-acb-59b02516d3rd	<b>Charges</b>	0.00
<b>Billing Period:</b>	19/04/2022 - 18/05/2022	<b>Adjustments</b>	0.00
<b>Due Date:</b>	18/06/2022	<b>Central Tax</b>	0%
<b>Payment Terms:</b>	Net 30 days	<b>State Tax</b>	0%
<b>State of Destination</b>	maharashtra - 27	<b>Integrated Tax</b>	0%
		<b>Total Charges</b>	INR 0.00
RUPEES ZERO ONLY			
<b>Payment Instructions:</b> Please pay 0.00 INR by 18/06/2022 and mention Payment Ref E0800TQME on the electronic remittance or reverse of cheque/bank draft.			
<b>Electronic Funds Transfer</b>		<b>Cheque / Demand Draft</b>	
<b>Bank:</b>	Citibank	<b>Payee:</b>	Microsoft Corporation (India) Pvt. Ltd.
<b>IFSC Code:</b>	CITI0000002	<b>Mailing Address:</b>	Attn: ITC/India: Cash Management Services (CCHX) Bank Code: MICPL1 For Microsoft Corporation (India) Pvt. Ltd. Address: 225, Dr. D. N. Road 4th Floor, 1st House Post, Mumbai - 400 001
<b>Account Number:</b>	1940171		
<b>Account Name:</b>	Microsoft Corporation India Pvt Ltd		
<b>SWIFT:</b>	CITIINBK		
Authorized Signatory:			

		<b>Commercial Invoice</b> Payment Ref: E0800TQME Statement Date: 19/05/2022	
<b>Billing Details</b>			
Office 365 A1 for faculty			
<b>Service Period</b>	<b>Days</b>	<b>HSN</b>	<b>Qty</b>
23/04/2022 - 22/05/2022	30	997331	500000
<b>Sub-Total</b>		<b>Monthly Price</b>	0.00
<b>Grand Total</b>		<b>Charges</b>	0.00
		<b>Central Tax</b>	0.00
		<b>State Tax</b>	0.00
		<b>Integrated Tax</b>	0.00
		<b>Total</b>	0.00



**PRINCIPAL**  
 SINHGAD ACADEMY OF ENGINEERING  
 S. No. 40, Kondhwa - Saswad Road,  
 Kondhwa (Bk), Pune - 411048

## Screenshot of Microsoft Teams Invoice: MS Office 365 A1 for students

**Microsoft** **Commercial Invoice**  
Payment Ref: E0800ITQMF  
Statement Date: 19/05/2022

<b>Bill From / Ship From</b> Microsoft Corporation (India) Private Limited Shed No. 1.1 B situated at 23/5 Delhi Mathura Road, Ballabhgarh Haryana 121004, India	<b>PAN No.</b> AAACM5586C <b>CIN</b> U74899DL1988PTC032549 <b>Phone Number</b> 000 800 440 2038 (Mon - Fri, 9am-6pm) <b>Web Support:</b> <a href="mailto:ata.ms@office365businessupport.com">ata.ms@office365businessupport.com</a>	<b>Sold-To</b> Sinhgad Academy of Engineering Sinhgad Academy of Engineering Kondhwa Saswad road Kondhwa Bk, Danny Mehata N. Pune, maharashtra 411048, India <b>GSTIN/UIN No.</b> AAB1S9900Q <b>PAN No.</b> AAB1S9900Q
<b>GSTIN No.</b> 06AAACM5586C1ZL		

Billing Summary			
Order ID	63c2f4a-f1be-45fe-a5ff-d41c0e2eb67e	Charges	0.00
Billing Period	19/04/2022 - 18/05/2022	Adjustments	0.00
Due Date	18/06/2022	Central Tax	0.00
Payment Terms	Net 30 days	State Tax	0.00
State of destination	maharashtra - 27	Integrated Tax	0.00
		<b>Total Charges</b>	INR 0.00
			RUPEES ZERO ONLY

**Payment Instructions:** Please pay 0.00 INR by 18/06/2022 and mention Payment Ref E0800ITQMF on the electronic remittance or reverse of cheque/bank draft.

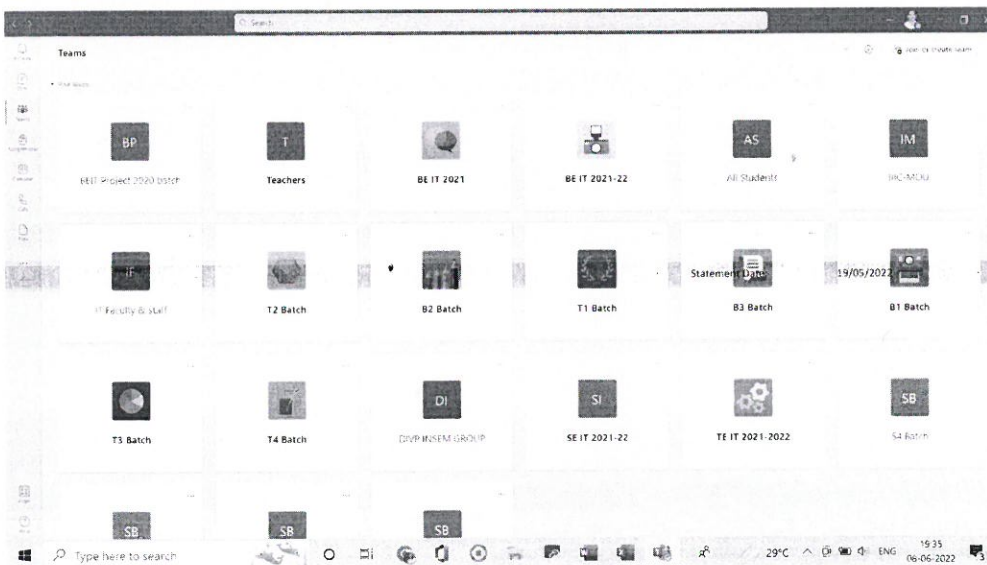
Electronic Funds Transfer		Cheque / Demand Draft		Authorized Signatory	
Bank	Clubank	Payee	Microsoft Corporation (India) Pvt. Ltd.	<small>The officer certified by the Microsoft Corporation India Pvt. Ltd. digitally signed by Microsoft Corporation India Pvt. Ltd. on 19/05/2022.</small>	
IFSC Code	CITI0000002	Mailing Address:	Attn: ICG Citibank - Cash Management Services (CCIM)		
Account Number	1940171		Bank Code: MCIPL71 For Microsoft Corporation (India) Pvt. Ltd. Address: 224, D.N. Road 4th Floor, Fort House Fort, Mumbai - 400 001.		
Account Name	Microsoft Corporation India Pvt. Ltd.				
SWIFT:	CITIINBK				

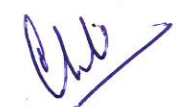
Regd. Office: Microsoft Corporation (India) Private Limited, 207, New Delhi House, Barakhamba Road, New Delhi - 110001 1 of 2

**Microsoft** **Commercial Invoice**  
Payment Ref: E0800ITQMF  
Statement Date: 19/05/2022

Billing Details									
Office 365 A1 for students									
Service Period	Days	HSN	Qty	Monthly Price	Charges	Central Tax	State Tax	Integrated Tax	Total
23/04/2022 - 22/05/2022	30	997331	1000000	0.00	0.00	0.00	0.00	0.00	0.00
<b>Grand Total</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

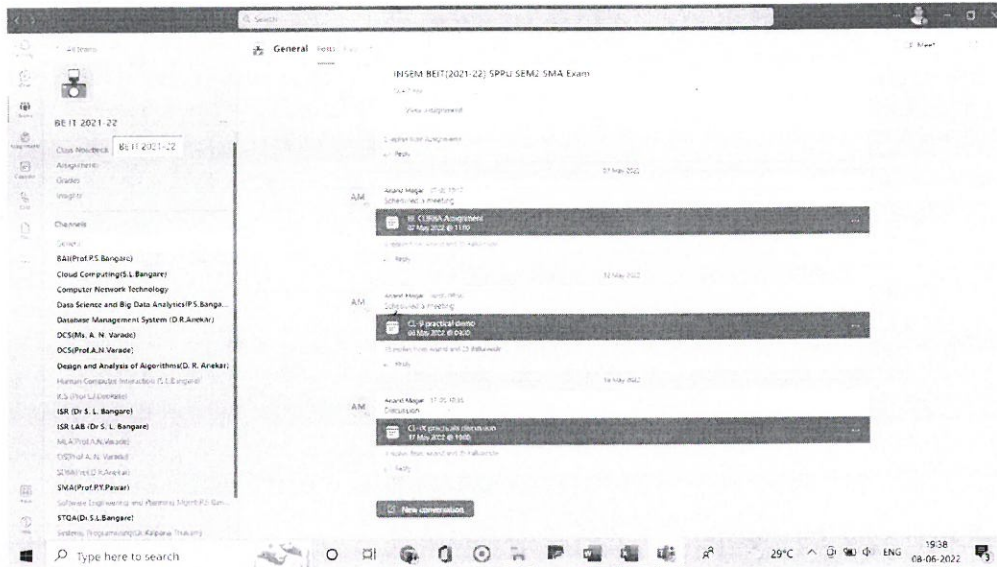
## Screenshot of Microsoft Teams after Teacher login, All Teams available can be seen here.



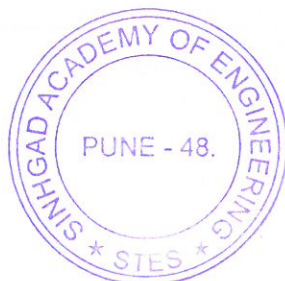
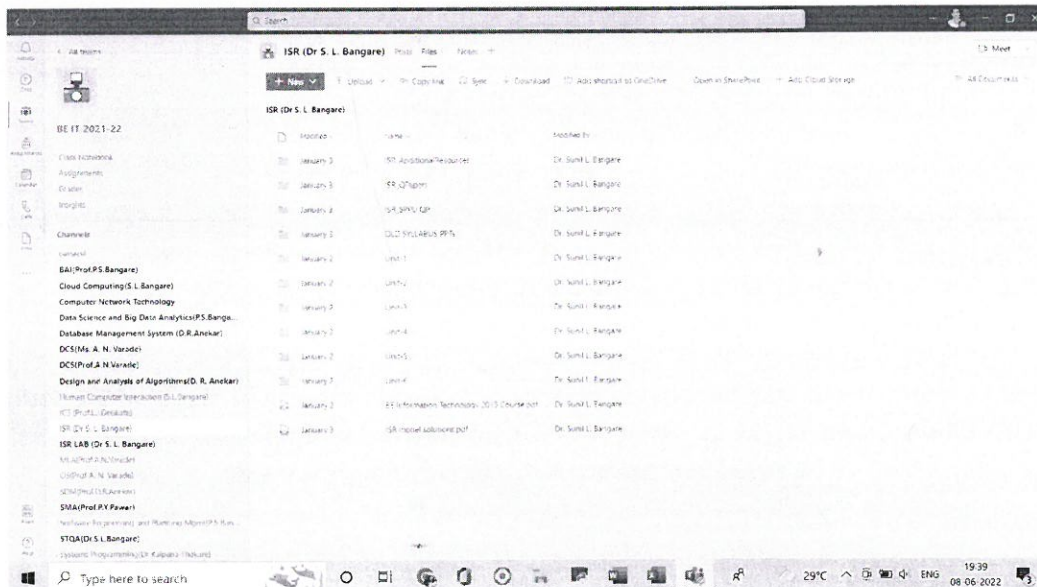
  
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Screenshot of Microsoft Teams, all Channels (e. g. Subjects) can be seen on left hand side.

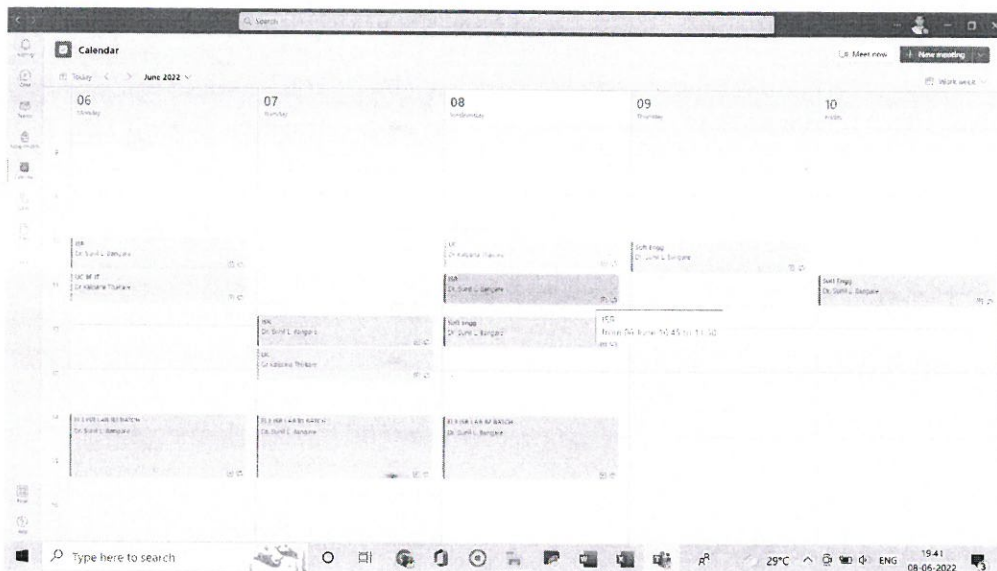


Screenshot of Microsoft Teams, the selected Channel (e.g., Subject: ISR, BE IT) can be seen on right hand side. Where all folders can be created like for PPT, Notes, Question Bank, Model Solution etc for the students which they can access anytime.

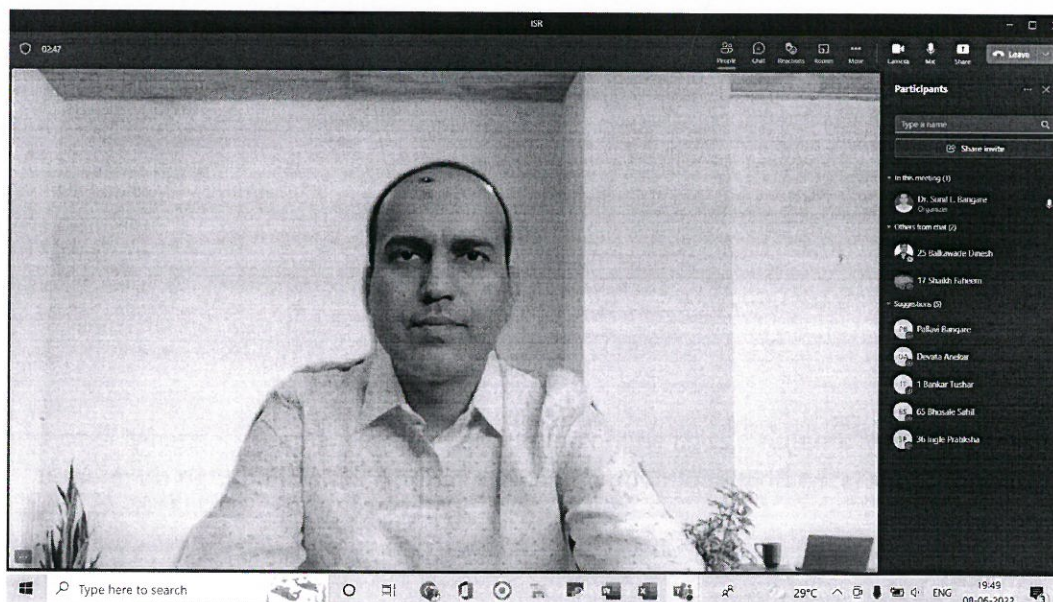


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Screenshot of Microsoft Teams, Calendar where All Online sessions can be planned / Scheduled in advance and students can see those in their login.



Screenshot of Microsoft Teams, Teacher conduction online class, students attending session can be seen on right hand side. Attendance can be downloaded in excel sheet format.



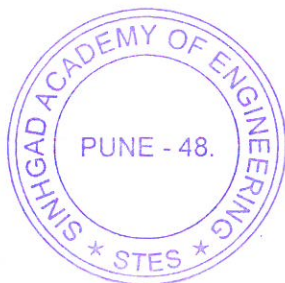
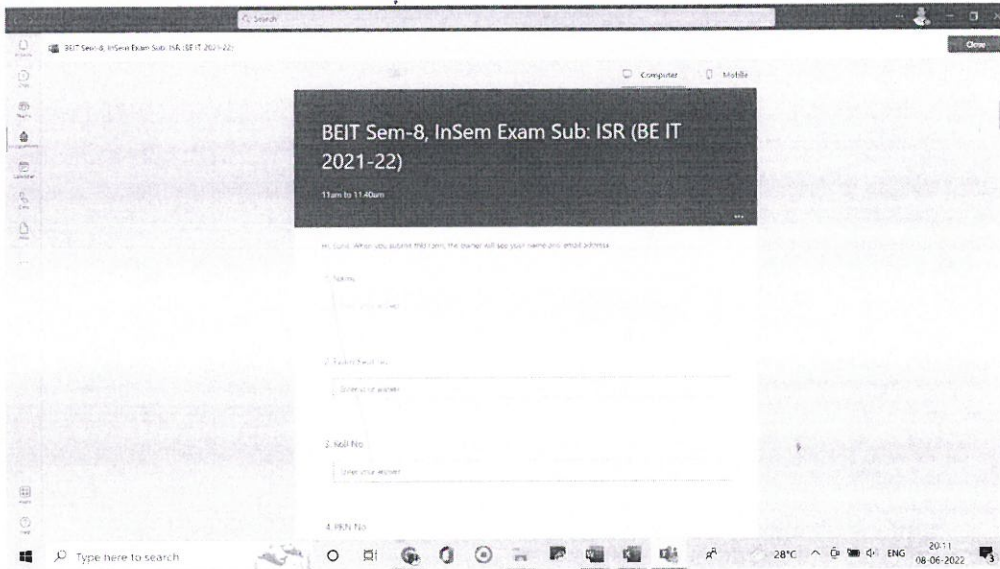
*Chlo*  
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Kondhwa (B), Pune - 411048



**Screenshot of Microsoft Teams, Attendance downloaded in excel sheet format**

Full Name	User Action	Timestamp
Dr. Sunil L. Bangare	Joined	1/5/2022, 10:49:17 AM
25 Balkavade Dinesh	Joined before	1/5/2022, 10:49:17 AM
11 Marndi Mallika	Joined	1/5/2022, 10:51:42 AM
41 Kumkar Priyanka	Joined	1/5/2022, 10:52:15 AM
19 Shelke Omkar	Joined	1/5/2022, 10:52:26 AM
48 Nikam Dimesh	Joined	1/5/2022, 10:52:33 AM
60 Suryavanshi Pooja	Joined	1/5/2022, 10:52:36 AM
60 Suryavanshi Pooja	Left	1/5/2022, 10:52:52 AM
40 Kharosekar Vikrant	Joined	1/5/2022, 10:52:39 AM
49 Paraskar Gopal	Joined	1/5/2022, 10:53:11 AM
42 Lakade Suraj	Joined	1/5/2022, 10:53:50 AM
42 Lakade Suraj	Left	1/5/2022, 10:59:32 AM
42 Lakade Suraj	Joined	1/5/2022, 11:00:08 AM
66 Kergane Saloni	Joined	1/5/2022, 10:53:53 AM
5 Kharatmal Nandita	Joined	1/5/2022, 10:53:57 AM
12 Nirgude Aditya	Joined	1/5/2022, 10:54:34 AM
17 Shaikh Faheem	Joined	1/5/2022, 10:54:59 AM
31 Gambhire Pradnya	Joined	1/5/2022, 10:55:10 AM
64 Umap Anisha	Joined	1/5/2022, 10:55:35 AM

**Screenshot of Microsoft Teams, Tests or Quiz can be conducted online**



*[Handwritten Signature]*  
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