

<b>6.2.3</b>	<b><i>Institution Implements e-governance in its areas of operations</i></b> 6.2.3.1 e-governance is implemented covering the following areas of operations: 1. Administration ; 2. Finance and Accounts; 3. Student Admission and Support; 4. Examinations <b>Options:</b> All of the above <b>Q<sub>n</sub>M</b> Data Requirements: (As per Data Template): Areas of e-governance: Administration   Finance and Accounts   Student Admission and Support   Examination   Name of the Vendor with contact details   Year of implementation <b>File Description (Upload)</b> <ul style="list-style-type: none"> <li>ERP (Enterprise Resource Planning) Document</li> <li>Screen shots of user interfaces</li> <li>Any additional information</li> <li>Details of implementation of e-governance in areas of operations, Administration etc., (Data Template)</li> </ul>	<b>5</b>
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Data template

Areas of e-governance	Year of implementation	Link to relevant website/ document
Administration	2012	Intranet
Finance and Accounts	2013	NA/Tally
Student Admissions and Support	2008	<a href="https://services2.amezosolutions.com/teri/reg/">https://services2.amezosolutions.com/teri/reg/</a> for admission <a href="https://portal.terisas.ac.in/">https://portal.terisas.ac.in/</a> for support after admission
Examinations	2008	<a href="https://portal.terisas.ac.in/">https://portal.terisas.ac.in/</a> + UMS

#### Documents required

- Institutional expenditure statements for the budget heads of e-governance implementation
- ERP Document
- Screen shots of user interfaces of each module reflecting the name of the HEI.
- Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate
- Policy document on e-governance.
- Bills for the expenditure on implementation of e-governance in the areas of operation.

#### TEXT

Best Practice titled ‘Integration of Information and Communication Technology in all aspects of functioning of HEI’ reported in the AQAR 2019-20 can be accessed [here](#) (enclosed as [Annexure 6.2.3.J](#)). It provides an overview of many matters connected with ICT at TERI SAS, including e-governance.

Modules for Administration, Student Admissions and Support, and Examinations were developed In-house. Finance and Accounts use module developed by Tally solutions Pvt. Ltd. (vendor: Sonictech solutions). Expenditure statements for the budget heads of e-governance implementation are in [Annexure 6.2.3.K](#) and a copy of bills for expenditure on implementation of e-governance in last completed FY certified by FO is in [Annexure 6.2.3.N](#).

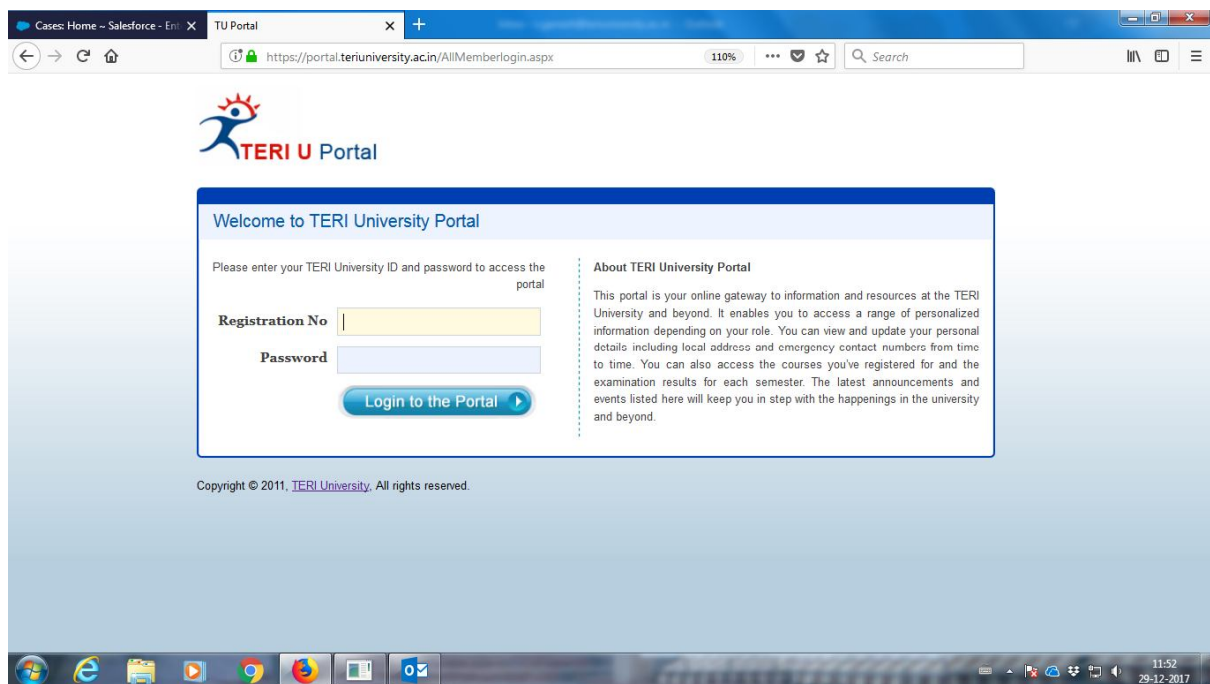
List of Screenshots from Portals of different kinds and corresponding Annexure

- [6.2.3.A](#): Students Portal—General
- [6.2.3.B](#): Student Portal—module on Major Project
- [6.2.3.C](#): Student Portal—placement module
- [6.2.3.D](#): Student Admission portal—both PG and PhD
- [6.2.3.E](#): Examination Portal—course coordinator, MPEC, Dean
- [6.2.3.F](#): UMS—Results generation
- [6.2.3.G](#): Leave portal
- [6.2.3.H](#): Administration—Purchase portal
- [6.2.3.I](#): Finance and Accounts

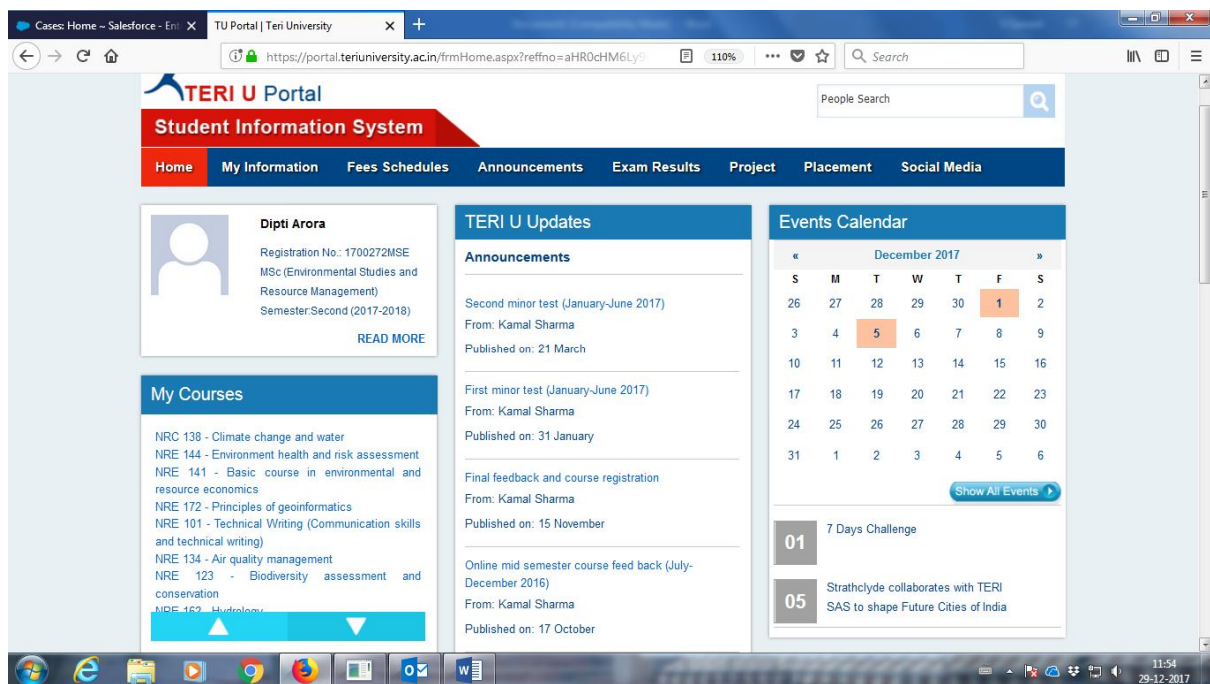
Annual Report of [ERP and Website Committee](#) for the last completed Financial Year (2020-21) is enclosed as [Annexure 6.2.3.L](#). ERP and Website Committee in a meeting on 14.06.21 adopted an e-Governance report. This was placed before the Board of Management in its 39<sup>th</sup> meeting held on 14.08.21. [Annexure 6.2.3.M](#) includes the Minutes of ERP and Website Committee, the e-Governance report and excerpts from the Minutes of Board of Management ([link](#) to the Minute; p. 7) that recorded the e-governance report.

### 6.2.3.A.

## Students login



Once logged in the following window appears (general information)



### 6.2.3.A.

Personal information (which they can modify)

The screenshot shows the TERI U Portal Student Information System. The user is logged in as Dipti Arora. The navigation menu includes Home, My Information, Fees Schedules, Announcements, Exam Results, Project, Placement, and Social Media. The 'My Information' section is active, showing the 'Profile > Personal' tab. The profile details are as follows:

Registration Number	1700272MSE
Name	Dipti Arora
Date of Birth	18 Dec 1996
Official Email	dipti.arora@students.teriuniversity.ac.in
Blood Group	b+
10 Standard %	92
12 Standard %	83
Degree	BSC IN BOTONY

Course registration

The screenshot shows the TERI U Portal Course Registration page. The user is logged in as Dipti Arora. The navigation menu includes Home, My Information, Fees Schedules, Announcements, Exam Results, Project, Placement, and Social Media. The 'My Information' section is active, showing the 'Course Registration' tab. The course registration details are as follows:

Select	Course Code	Course Name	Credit Value	Core/Elective	Credit/Audit
<input checked="" type="checkbox"/>	NRE 142	Water quality management	3	Core	Credit
<input checked="" type="checkbox"/>	NRE 189	Solid and hazardous waste management	3	Core	Credit
<input checked="" type="checkbox"/>	NRE 162	Hydrology	3	Elective	Credit
<input checked="" type="checkbox"/>	NRE 123	Biodiversity assessment and	3	Elective	Credit
<input checked="" type="checkbox"/>	NRC 138	Climate change and water	3	Elective	Credit
<input checked="" type="checkbox"/>	NRE 101	Technical Writing (Communication skills)	2	Core	Credit
<input checked="" type="checkbox"/>	NRE 172	Principles of geoinformatics	3	Elective	Audit
<input checked="" type="checkbox"/>	NRE 141	Basic course in environmental and	3	Elective	Audit
<input checked="" type="checkbox"/>	NRE 144	Environment health and risk assessment	3	Elective	Credit
<input checked="" type="checkbox"/>	NRE 134	Air quality management	3	Core	Credit

## Attendance warning

The screenshot shows a web browser window with the TERI U Portal. A modal window titled "Attendance Warning" is open, displaying a message about attendance and a list of courses with 0% attendance. The background shows the portal's interface, including a navigation menu, user profile for Dipti Arora, and a calendar.

**Attendance Warning**

Your attendance in the following courses is less than 75%. Please note that if you do not have 75% attendance, you will be awarded "F" grade.

- Technical Writing (Communication skills and technical writing) - NRE 101 (Attendance: 0%)
- Solid and hazardous waste management - NRE 189 (Attendance: 0%)
- Principles of geoinformatics - NRE 172 (Attendance: 0%)
- Basic course in environmental and resource economics - NRE 141 (Attendance: 0%)
- Environment health and risk assessment - NRE 144 (Attendance: 0%)
- Air quality management - NRE 134 (Attendance: 0%)
- Hydrology - NRE 162 (Attendance: 0%)
- Biodiversity assessment and conservation - NRE 123 (Attendance: 0%)

**Background Content:**

**TERI U Portal**

**Student Information System**

Home | My Information | Fees

**Dipti Arora**

Registration No: 1701  
MSc (Environmental Science)  
Resource Management  
Semester Second (2015-16)

**My Courses**

NRC 138 - Climate change and water  
NRE 144 - Environment health and risk assessment  
NRE 141 - Basic course in environmental and resource economics  
NRE 172 - Principles of geoinformatics  
NRE 101 - Technical Writing (Communication skills and technical writing)  
NRE 134 - Air quality management  
NRE 123 - Biodiversity assessment and conservation

**Calendar**

December 2017

M	T	W	T	F	S
27	28	29	30	1	2
4	5	6	7	8	9
11	12	13	14	15	16
17	18	19	20	21	22
24	25	26	27	28	29
31	1	2	3	4	5

**7 Days Challenge**

Strathclyde collaborates with TERI

## Exam results

Case: Home - Salesforce - En X TU Portal | Teri University X +

https://portal.teriuniversity.ac.in/firmexam.aspx?Sem=MDE%3d-Z9FkM... 110% Search

You Are Here: [Home](#) >> Exam Results

### Exam Results

[Grade Sheet](#)

**Semester I**

Print

**Grade-Sheet**

Serial No	Course Code	Course Name	Credits	Grade
1	NRE 111	Environmental statistics	3	B
2	NRC 136	Earth system sciences	3	C+
3	NRE 131	Environmental Chemistry and microbiology	3	B
4	NRE 138	Environmental monitoring laboratory	3	C+
5	NRE 155	Environmental law and policy	3	B
6	NRE 165	Introduction to sustainable development	1	C+
7	NRE 173	Research methodology and thesis writing	2	C+
8	NRE 121	Ecology	3	F

**SGPA: 5.57**



## 6.2.3.B

### Major Project

Timelines and Major Project Coordinator define by HoD

Minor/Major Project Guidelines \* Mandatory Fields

---

**Minor/Major Project Details**

Semester \*

Applicable on \*

Program Stream \*

Project Type \*

Synopsis Required \*

Synopsis Submission Date

Joining Report Submission Date\*

Final Report Submission Date\*

Executive summary

Date of mid-term presentation

Date of final presentation

Date of External Supervisor Feedback

Date of Draft Project Report Submission

Required	Document	Last Submission Date
<input type="checkbox"/>	Progress Report 1	<input type="text"/>
<input type="checkbox"/>	Progress Report 2	<input type="text"/>
<input type="checkbox"/>	Progress Report 3	<input type="text"/>
<input type="checkbox"/>	Progress Report 4	<input type="text"/>
<input type="checkbox"/>	Progress Report 5	<input type="text"/>
<input type="checkbox"/>	Progress Report 6	<input type="text"/>

Faculty Project Co-ordinator

Student will able to upload all reports from their portal

Minor/Major Project Placement Registration \* Mandatory Fields

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**Minor/Major Project Placement Details**

Project Type \*

Tentative Project Title \*

Project Keyword(s) \*  (eg. Renewable Energy, Solar Energy, Green Building etc.)

Organization Name \*

Organization Address \*

Project Duration\*

City\*  State\*

Country\*  Pincode

Date of Joining \*  External Supervisor Name \*

External Supervisor Contact No. \*  External Supervisor Email ID \*

Stipend, if any

Internal Supervisor 1 \*  Internal Supervisor 2

Internal Supervisor 3  Final Supervisor:

Offer Letter / Confirmation Mail / Joining Letter [Download](#)

Status :

File Type

Filename (max 5 MB)  No file chosen [Upload](#)

No files uploaded.

## 6.2.3.B

HoD and Major Project coordinator will assign Internal Supervisor and can check status through dashboard

**Minor/Major Project Registration List**

Session :  [Timeline](#) [View Guidelines](#) [Assign To Final Supervisor](#)

Semester :

Type :

Registration No.	Name	Organization	Date of Joining	Final Supervisor	Faculty project coordinator	Status Report
<a href="#">1800020MSG</a>	Akriti Yadav	North Eastern Space Applications Centre (NESAC), Govt. of India, Department of Space, Meghalaya	06-Jan-2020	Dr Vinay Shankar Prasad Sinha	Dr Nithiyanandam Yogeswaran	1. Synopsis-Approved 2. Report1-Approved 3. Report2-Approved 4. Report3-Approved 5. Report4-Approved 6. Final Report-Pending for approval
<a href="#">1800049MSG</a>	Ayushi Baweja	TERI - The Energy and Resources Institute	02-Jan-2020	Dr Vinay Shankar Prasad Sinha	Dr Nithiyanandam Yogeswaran	1. Synopsis-Approved 2. Report1-Approved 3. Report2-Approved 4. Report3-Approved 5. Report4-Approved 6. Final Report-Pending for approval
<a href="#">1800177MSG</a>	Ritu Ritu	ISRO Regional Remote Sensing Centre - Central	06-Jan-2020	Dr Vinay Shankar Prasad Sinha	Dr Nithiyanandam Yogeswaran	1. Synopsis-Approved 2. Report1-Approved 3. Report2-Approved 4. Report3-Approved 5. Report4-Approved 6. Final Report-Pending for approval
<a href="#">1800164MSG</a>	Rakhi Ojha	TERI Western regional center, Mumbai	06-Jan-2020	Dr Vinay Shankar Prasad Sinha	Dr Nithiyanandam Yogeswaran	1. Synopsis-Approved 2. Report1-Approved 3. Report2-Approved 4. Report3-Approved 5. Report4-Approved 6. Final Report-Pending for approval 7. Draft Report-Pending for approval

Internal Supervisor can approval/ reject any progress reports

**Major Project Placement Registration Detail** \* Mandatory Fields

Registration No. 1800020MSG Student Name Akriti Yadav

Organization Name North Eastern Space Applications Centre (NESAC), Govt. of India, Department of Space, Meghalaya

Organization Address Umiam, Shillong Meghalaya-103

Project Name Evaluating land-use change impacts on rainfall forecast over the North-Eastern region of India using the Weather Research and Forecasting Model.

Date of Joining 06/01/2020 External Supervisor Name Rekha Bharali Gogoi

External Supervisor Contact No. 9436335760 External Supervisor Email ID rekha.bharali06@gmail.com

Offer Letter / Confirmation Mail / Joining Letter [Download](#)

Final Supervisor Dr Vinay Shankar Prasad Sinha

List of Uploaded Files	Submitted	Status	Remarks	Action
Synopsis - <a href="#">Download</a>	10/02/2020	Approved		
Report 1 - <a href="#">Download</a>	28/01/2020	Approved		
Report 2 - <a href="#">Download</a>	25/02/2020	Approved		
Report 3 - <a href="#">Download</a>	27/03/2020	Approved		
Report 4 - <a href="#">Download</a>	29/04/2020	Approved		
Final Report - <a href="#">Download</a>	27/05/2020	Pending	<input type="text"/>	<a href="#">Sendback</a>    <a href="#">Approve</a>







### 6.2.3.C

## Placement Module

### Details of the company

<https://portal.teriuniversity.ac.in/frmCompanyMaster.aspx>

Home	Announcements	Timetable	Report	Placement	My Events
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You Are Here: [Home](#) >> Company Master

#### Company Details

\* Mandatory Fields

##### Organisation Details

Name *	<input type="text"/>	Acronym	<input type="text"/>
Active	<input type="text" value="Yes"/>	Remarks	<input type="text"/>
For	<input type="checkbox"/> Minor Placement <input type="checkbox"/> Major Placement <input type="checkbox"/> Final Placement	Year Added (YYYY)	<input type="text"/>

##### Category Details

Category *	<input type="text" value="-Select Category-"/>	Sector	<input type="text" value="Agriculture"/> <input type="text" value="Biomass Energy"/> <input type="text" value="Climate Change"/> <input type="text" value="Coal"/>
------------	--	--------	---

##### Company Contact Details

Address	<input type="text"/>	City	<input type="text"/>
	<input type="text"/>	Pin	<input type="text"/>
	<input type="text"/>	State	<input type="text"/>
	<input type="text"/>	Country	<input type="text"/>

### Contact Information of the company

#### Contact Person Information

##### Contact Person Details

Title *	Mr.	Contact No.	91 22 33024537
First Name *	Monuj	Email ID	monuj.gogoi@acclimited.com
Last Name	Gogoi	Contact Brought By	
Designation *	--	Contact Type	General

##### Office Address

Address	Cement House 121, Maharshi Karve Road	Country	
		Phone	
		Fax	
		Mobile	7738384158
City	Mumbai	Email ID	monuj.gogoi@acclimited.com
Pin	400020	Alternate Email ID	
State			

##### Placement Streams

Open/Limited *	Open
----------------	------

### 6.2.3.C

ps://portal.teriuniversity.ac.in/frmAdminCompPlacement.aspx

Company Placement Cell Contact Companies Placement Result Placement Report Placement Status

You Are Here: [Home](#) >> Company Placement Selection

### Company Placement Selection

#### Company Contact Details

Session: 2016-2017

Company Name: Environment Solutions and Consultancy

Contact Person: Dr. Murli Janakraj

Contact Address:

Email: Type: Open for All

#### Job Posting Details

Date of Posting: 22-Aug-2017

Last Date of Application for Students: 28-Aug-2017

File: [Download](#) [Remove](#)

Direct Apply: ☐

Job Description:

#### Select Programme Stream(s)

Program Stream Name	Minor Project	Major Project	Final Placement

Offering job of the company to respective programme stream

tps://portal.teriuniversity.ac.in/frmAdminCompPlacement.aspx

#### Select Programme Stream(s)

Program Stream Name	Minor Project	Major Project	Final Placement
M.Sc. (Water Science and Governance)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
M.Tech (Urban Development and Management)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
M.Tech (Water Science and Governance)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MBA (Business Sustainability)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MBA (Infrastructure)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MSc (Climate Science and Policy)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MSc (Environmental Studies and Resource Management)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MTech (Renewable Energy Engineering & Management)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save Cancel

### 6.2.3.C

Posted job approved by placement coordinator

Faculty Zone

Home
Personal Information
Examination
Reports
Placement
My Events
Project Approval

Company
 Placement Cell
 Contact Companies
 Placement Report

You Are Here: [Home](#) >> Company Placement Approval

### Company Placement Approval

Select Companies for Approval

Session \*
2018-2019

#### Company List

Select	Program Stream	Company Name	Contact Name & Email	Last Date of Application	File	Job Desc	Minor Project	Major Project	Final Placement
<input type="checkbox"/>	M.Tech (Water Resources Engineering and Management )	Aaranyak	Dr. M Firoz Ahmed Email:	13-Mar-2019	<a href="#">Download</a>	<a href="#">View</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	M.Sc. (Water Science and Governance)	CII Centre of Excellence for Sustainable Development	Mr. Mohit Sharma Email:	17-Dec-2019		<a href="#">View</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	M.Tech (Water Resources Engineering and Management )	CII Centre of Excellence for Sustainable Development	Mr. Mohit Sharma Email:	17-Dec-2019		<a href="#">View</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	M.Tech (Water Resources Engineering and Management )	Dr Reddy	Ms. Sweta Email:	10-Mar-2019		<a href="#">View</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	M.Tech (Water Resources Engineering and Management )	Hriday	Ms. Prachi Email:	09-Apr-2019	<a href="#">Download</a>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Student can apply on posted job

il.teris.ac.in/StudentReg\_Place.aspx

☆
🔍

Pic resize
Collage Maker
GLPI - Authentication
Google Accounts
My
TERI\_SAS
Dashboard CJ
My Info

People Search

### Student Information System

Home
My Information
Announcements
Exam Results
Project
Placement
Social Media

You Are Here: [Home](#) >> Placement Registration

### Registration for Placement Interviews

Details
Upload CV

Select Placement Mode: Final Placement

#### Company list for MSc (Plant Biotechnology)

Name	Last Date of Application	File	Job Description	Apply	Select CV
Central Salt & Marine Chemical Research Institute	28-Aug-2020		<a href="https://www.csmcri.res.in/jobs/project-associate-i-and-project-assistant-level-i-advt-no-csir-csmcriapb-082020">https://www.csmcri.res.in/jobs/project-associate-i-and-project-assistant-level-i-advt-no-csir-csmcriapb-082020</a>	Direct Apply	CV 1

Submit



### 6.2.3.C

#### List of students who apply for a particular post

portal.terisas.ac.in/frmPlacementResult.aspx

\* Mandatory Fields

**Select Companies for Placement**

Session \* 2018-2019  
 Placement Type \* Final Placement  
 Company \* GeoCycle India

**Student List**

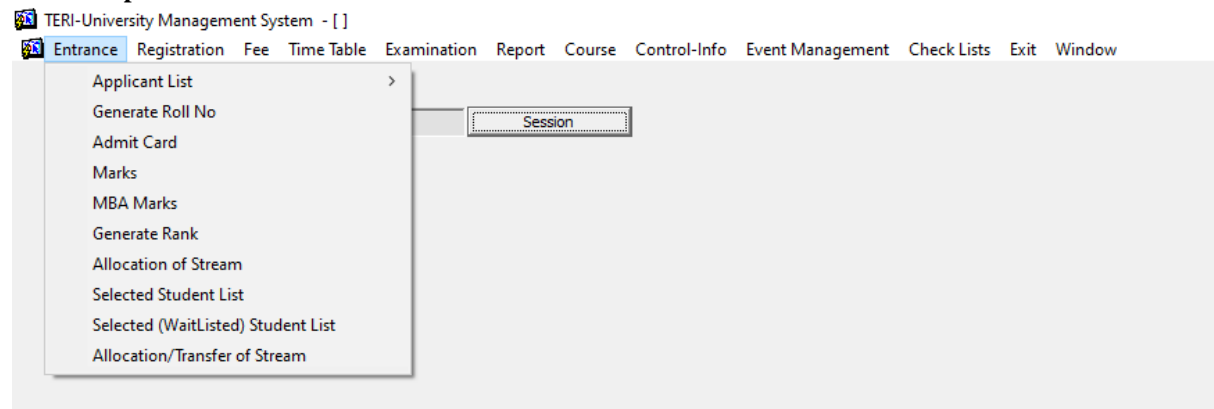
SNo.	Student Name	Stream	Job Description	Shortlisted for Final Round	Offered	Designation	Job Profile	Package	Selected	Remove from Placement
1	Manulaxmi Yadav <a href="#">Download CV</a>	MSc (Environmental Studies and Resource Management)	CTC offered: 5.5 Lakhs + 2 L of retention bonus on completion of 2 years	No	No				No	No
2	Mridul Baggga <a href="#">Download CV</a>	MBA (Business Sustainability)	CTC offered: 5.5 Lakhs + 2 L of retention bonus on completion of 2 years.	No	No				No	No
3	Shraddha Verma <a href="#">Download CV</a>	MSc (Environmental Studies and Resource Management)	CTC offered: 5.5 Lakhs + 2 L of retention bonus on completion of 2 years	No	No				No	No
4	Harshita	MSc (Env	CTC offered:	No	No				No	No

### 6.2.3.D

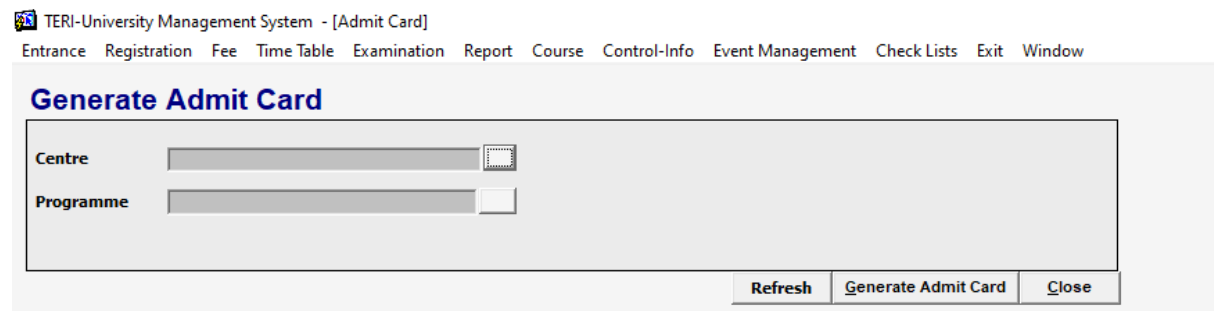
## Screenshots of Student Admission portal

### Part A: Admission application portal from Administration end

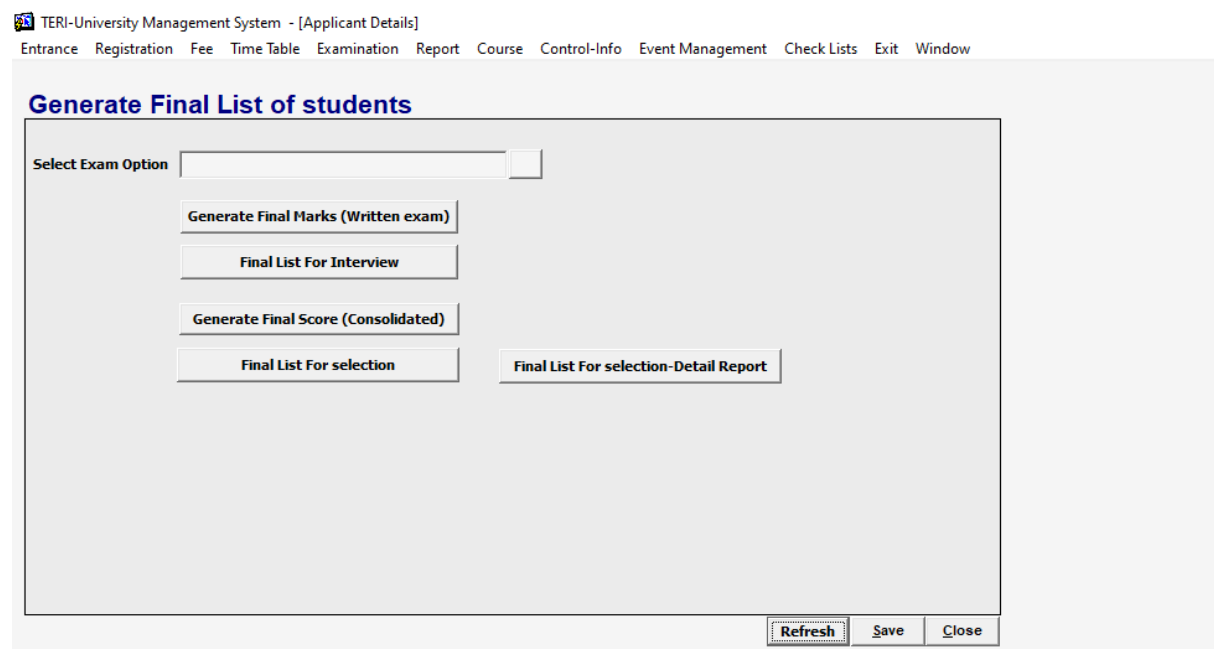
#### Entrance process



#### Generate Admin Card



#### Generate Final List of Students



## 6.2.3.D

### Programme Stream Allocation

TERI-University Management System - [Applicant Details]

Entrance Registration Fee Time Table Examination Report Course Control-Info Event Management Check Lists Exit Window

#### Stream Allocation

Program Name

### Student List

TERI-University Management System - [MERIT LIST]

Entrance Registration Fee Time Table Examination Report Course Control-Info Event Management Check Lists Exit Window

#### Student's List

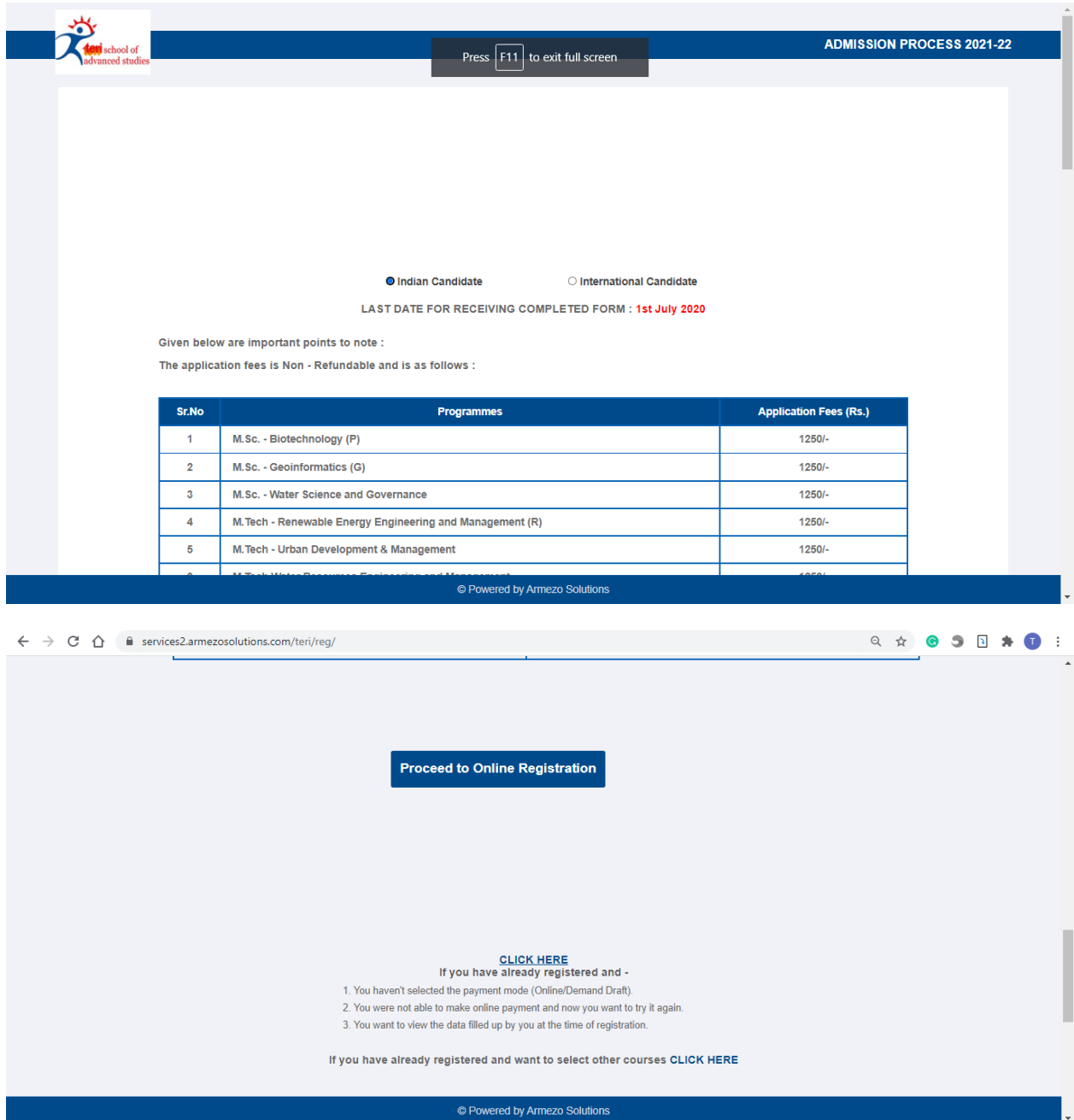
Program  All

Student  All

Student Id	Application No	Name	Program	Sponsored ?	Category	
20225394	20225394	Smriti Bhatnagar	Ph.D.	<input type="text"/>	<input type="text"/>	Transfer
20214885	20214885	Ashish Khanal	Ph.D.	Non Sponsored	General	Transfer
20225558	20225558	Sukriti Chawla	Ph.D.	<input type="text"/>	<input type="text"/>	Transfer
20225706	20225706	Manish Kumar	Ph.D.	<input type="text"/>	<input type="text"/>	Transfer
20225723	20225723	Sanjeev Banzal	Ph.D.	<input type="text"/>	<input type="text"/>	Transfer
20225760	20225760	Tejasi Shah	Ph.D.	<input type="text"/>	<input type="text"/>	Transfer
20225761	20225761	Megha Jacob	Ph.D.	<input type="text"/>	<input type="text"/>	Transfer
20225763	20225763	Hemavathi S Shekhar	Ph.D.	<input type="text"/>	<input type="text"/>	Transfer
20225764	20225764	Rajiv Kumar Jha	Ph.D.	<input type="text"/>	<input type="text"/>	Transfer
21225842	21225842	Sumantra Sen	Ph.D.	<input type="text"/>	<input type="text"/>	Transfer
21225848	21225848	Digantika Ghosh	Ph.D.	<input type="text"/>	<input type="text"/>	Transfer
21225853	21225853	Pallavi Sharma	Ph.D.	<input type="text"/>	<input type="text"/>	Transfer
21225855	21225855	Supreet Kaur	Ph.D.	<input type="text"/>	<input type="text"/>	Transfer

## Part B: Admission application portal from applicant end

### Master Students



ADMISSION PROCESS 2021-22

Press **F11** to exit full screen

☒ Indian Candidate
 ☐ International Candidate

LAST DATE FOR RECEIVING COMPLETED FORM : **1st July 2020**

Given below are important points to note :

The application fees is Non - Refundable and is as follows :

Sr.No	Programmes	Application Fees (Rs.)
1	M.Sc. - Biotechnology (P)	1250/-
2	M.Sc. - Geoinformatics (G)	1250/-
3	M.Sc. - Water Science and Governance	1250/-
4	M.Tech - Renewable Energy Engineering and Management (R)	1250/-
5	M.Tech - Urban Development & Management	1250/-

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services2.amezosolutions.com/teri/reg/

**Proceed to Online Registration**

[CLICK HERE](#)

If you have already registered and -

1. You haven't selected the payment mode (Online/Demand Draft).
2. You were not able to make online payment and now you want to try it again.
3. You want to view the data filled up by you at the time of registration.

If you have already registered and want to select other courses [CLICK HERE](#)

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## 6.2.3.D

← → ↻ 🏠 services2.amezosolutions.com/teri/reg/personalDetails.jsp 🔍 ☆ 🌐 🔄 ⚙️ ⓘ

• Fields/Text marked in Red are mandatory.  
• Please enter your personal details carefully. All the communication will be made using the details filled in the personal details section only. Details once entered cannot be changed upon proceeding to next page.

### PERSONAL DETAIL

First Name... Middle Name... Last Name...

Country Code... STD Code... Phone No... Mobile No...

Email ID... Alternate Email ID... Please select Category ---

Please select Blood Group --- Name of Nominee for Insurance... Nominee's relationship with the applicant...

Please select Gender --- DOB

### COMMUNICATION ADDRESS DETAILS

Address for communication...

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← → ↻ 🏠 services2.amezosolutions.com/teri/reg/educationDetails.jsp?status=N 🔍 ☆ 🌐 🔄 ⚙️ ⓘ

### EDUCATION DETAILS

DETAILS OF ACADEMIC RECORD OF BACHELOR'S PROGRAMME

Did you have Mathematics at 10+2 level ☒ Yes ☐ No

60.67

Status of Bachelor's exam result Eco(H) Micro Economics


DU 2020 DU Delhi

Annually

Exam Passed/Appeared	Subjects/courses taken	Month/Year	%Marks/Grade/Class
1 Year	(Max 500 Chars.)	-- mm -- -- yyyy --	

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← → ↻ 🏠 services2.amezosolutions.com/teri/reg/employmentDetails.jsp 🔍 ☆ 🌐 🔄 ⚙️ ⓘ

 **ADMISSION PROCESS 2021-22**

### EMPLOYMENT DETAILS

Present Experience

i) Present Organization TERI School of Advanced Studies

ii) Date of joining the organization (DD/MM/YY) 07/11/2019

iii) Nature of work Research

Past Experience


Name of the company	Designation	Period	Nature of work
		From To	

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### 6.2.3.D

← → ↻ 🏠 services2.amezosolutions.com/teri/reg/paytype.jsp 🔍 ☆ 🌐 🔄 🛠️ ⓘ


**ADMISSION PROCESS 2021-22**

Dear Test test,

You have successfully provided registration details for the admissions to TERI School of advanced Studies 2021.

Your registration number is 21027569

[View and Edit Profile](#)

**Now Please choose an appropriate mode to pay for the registration process**

**Mode Of Payment** Online Payment ▼

Sr.No	Selected Courses	Amount	Proceed to payment
1	M.Sc. - Geoinformatics (G)	Rs. 1250/-	<a href="#">Proceed to make Payment</a>

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← → ↻ 🏠 services2.amezosolutions.com/teri/reg/ccPaymentInfo.jsp 🔍 ☆ 🌐 🔄 🛠️ ⓘ

**Please make sure you fill the relevant details(given below) of the Account holder while making the Online payment through Credit card/Debit card/Net banking.**

1. Account Holder Name
2. Customer Home Billing Address
3. Customer's Phone Number
4. Customer's E-mail Id
5. Once you have made the payment,You will receive the payment details from CCAvenue.com

[Continue](#)

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← → ↻ 🏠 secure.ccavenue.com/transaction/transaction.do?command=initiateTransaction 🔍 ☆ 🌐 🔄 🛠️ ⓘ

English ▼

**Billing Information**

Billing Name

Address

Zip Code  City

State  Select Country

Mobile Number  Email

**ORDER DETAILS**

Order #: TERI\_21027569\_1637057378639

Coupon Code  [Apply](#)

Order Amount 1250.00

**Total Amount INR 1250.00**

**Payment Information**

Credit Card > Card Number

Debit Cards

Net Banking

Cash Card

Paytm

Expiry Date Month  Year  CVV

I agree with the [Privacy Policy](#) by proceeding with this payment.

**INR 1250.00** (Total Amount Payable)

[Make Payment](#) [Cancel](#)

## 6.2.3.D

### Doctoral Students

services2.amezosolutions.com/teri/reg/phd\_instructions

TERI school of advanced studies

ADMISSION PROCESS

Ph.D ADMISSION PROCESS

☒ Indian Candidate ☐ International Candidate

Given below are important points to note :  
The application fees is Rs.1250/- and is Non - Refundable.

1. This application process is not mobile compatible. Please use desktop/laptop to fill in the application. It is recommended to use Internet Explorer (version 11 or above), Google Chrome (version 62 or above) or Firefox (version 55 or above) to avoid any disruption during the application process.

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services2.amezosolutions.com/teri/reg/phd\_instructions

TERI school of advanced studies

ADMISSION PROCESS

10. Please do not fill the online registration form twice; this might result in rejection due to duplication of your records. In case you want to apply for additional courses, Please download respective application form from TERI School of advanced Studies website. Please make sure you MUST mention your REGISTRATION NUMBER in each form.

11. If you have any queries about the registration or have problems registering please contact us at below given numbers between 09:30 am and 06:00 pm. (Monday to Friday) except public holidays.

Technical Queries	Course Queries
Contact Number : +91-858883592 Email : teri@amezosolutions.com	Contact Number : Tel. +91 11 71800222 Email : registrar@terisas.ac.in

Proceed to Online Registration

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services2.amezosolutions.com/teri/reg/departmentSelect.jsp

TERI school of advanced studies

ADMISSION PROCESS

Information Brochure | FAQ'S

SELECT THE DEPARTMENT(S)

Field marked with \* are mandatory.

* Name of the Department / Centre in which admission is sought:	Department of Natural Resources
* Proposed area of research (Title) :	Biodiversity
* Proposed Status : (For multiple selects, press CTRL+Select)	<div>Select... Full - Time Part - Time Sponsored</div>

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## 6.2.3.D

services2.amezosolutions.com/teri/reg/personalDetails.jsp

**ADMISSION PROCESS**

Fields/Text marked in Red are mandatory.  
Please enter your personal details carefully. All the communication will be made using the details filled in the personal details section only. Details once entered cannot be changed upon proceeding to next page.

**PERSONAL DETAIL**

Test Middle Name... Test

Country Code... STDssss Code... 73666502 9873666502

pooja.choudhary@terisas.ac.in pooja.choudhary@terisas.ac.in Female

Aadhar No... 22/06/1961

**COMMUNICATION ADDRESS DETAILS**

Test

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services2.amezosolutions.com/teri/reg/personalDetails.jsp

**COMMUNICATION ADDRESS DETAILS**

Test

Delhi New Delhi 110019

**PERMANENT ADDRESS DETAILS**

☒ Same as above

Test

Delhi New Delhi 110019

Upload a photograph of yourself

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services2.amezosolutions.com/teri/reg/educationDetails.jsp?status=N

**EDUCATION DETAILS**

DETAILS OF ACADEMIC RECORD OF BACHELOR'S PROGRAMME

Status of Bachelor's exam result Programme done /undergoing(eg B.Com(H), Eco(H) ) Branch Specialization

College Year of Passing University City / State

--- Please select your Examination pattern ---

Final Aggregate marks obtained OR Aggregate marks/grade point obtained so far Out of (total marks).

DETAILS OF ACADEMIC RECORD OF MASTER'S PROGRAMME

Status of Masters's exam result Select Name Of Qualifying Examination Branch Specialization

College Year of Passing University City / State

--- Please select your Examination pattern ---

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## 6.2.3.D

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8.2

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**DETAILS OF ACADEMIC RECORD OF MASTER'S PROGRAMME**

Status of Masters's exam result ▼ Select Name Of Qualifying Examination ▼ Branch Specialization

College Year of Passing University City / State

--- Please select your Examination pattern --- ▼

Final Aggregate marks obtained OR Aggregate marks/grade point obtained so far. Out of (total marks)


In case you hold a higher degree/degrees, please mention the degrees here

Higher Degree 1 Higher Degree 2

**BACK SUBMIT**

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**ADMISSION PROCESS**

**EMPLOYMENT DETAILS**

Present Experience

i) Present Organization TERI School of Advanced Studies

ii) Date of joining the organization (DD/MM/YY) 17/07/2013

iii) Nature of work Research

Past Experience  
(Part time candidates who are in regular employment must submit NOC/Sponsorship certificate from their employer at the time of interview)

Name of the company	Designation	Period		Nature of work
		From	To	

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**ADDITIONAL DETAILS**

Relevant Examination

☐ ARS NET  
☐ CSIR-UGC: JRF/LS/SRF  
☒ GATE

Appeared ▼ Gate

2019 89

Awards and scholarships received (if any)

Proposed Area of Research

Keywords - Ecological Sustainability, Energy Efficiency

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## 6.2.3.D

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**Proposed Area of Research**

Keywords - Ecological Sustainability, Energy Efficiency

**Essays / Statement of Purpose**

A concept note on the proposed research (suggested length 1000 words; suggested sections: motivation, research problem, concepts, theoretical framework, research question, existing literature, method, data sources)

Note: This is the most important component of your application. It will be evaluated on the basis of (a) academic rigour, (b) expositional clarity and (c) logical consistency

1. A concept note on the proposed research (suggested length 1000 words; suggested sections: motivation, research problem, concepts, theoretical framework, research question, existing literature, method, data sources) Note: This is the most important component of your application. It will be evaluated on the basis of (a) academic rigour, (b) expositional clarity and (c) logical consistency

A statement of purpose indicated why you wish to do a PhD at the TERI School of advanced Studies and how it fits into your career goals. (Maximum 300 words)

2. A statement of purpose indicated why you wish to do a PhD at the TERI School of advanced Studies and how it fits into your career goals. (Maximum 300 words)

You are required to state two referees who are familiar with your academic background and their addresses. Their recommendations need to be send to the university address in the prescribed format in a sealed envelope. [Click Here to Download](#)

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← → ↻ 🏠 services2.amezosolutions.com/teri/pdf/Ph%20D%20recommendation%20letter.pdf 🔍 ☆ 🌐 🔄 ⚙️ ⓘ

Ph D recommendation letter.pdf 1 / 2 100% +

**Recommendation letter for admission into the PhD programme in TERI SAS**

*This Section to be filled in by the applicant (please print or type):*

Statement concerning \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Name of the person writing recommendation: \_\_\_\_\_

Title and Department (if any): \_\_\_\_\_

Address: \_\_\_\_\_


Email: \_\_\_\_\_ Phone no. \_\_\_\_\_

**1. Academic Evaluation**

Please rate the applicant relative to other students you have taught/supervised in recent years.

	Poor Bottom third	Fair Middle third	Good Top third	Excellent Top 10%	Exceptional Among 2 or 3 best students	Unable to Judge
<b>ACADEMIC PERFORMANCE</b>						
<b>knowledge of the field</b>						

← → ↻ 🏠 services2.amezosolutions.com/teri/reg/paytype.jsp 🔍 ☆ 🌐 🔄 ⚙️ ⓘ

 **ADMISSION PROCESS**

Dear Test Test,

You have successfully provided registration details for the admissions to TERI School of advanced Studies 2021.

Your registration number is 21217570

[View and Edit Profile](#)

**Now Please choose an appropriate mode to pay for the registration process**

**Mode Of Payment** --Select Mode Of Payment--

Sr.No	Selected Department	Amount	Proceed to payment
1	Department of Natural Resources	Rs. 1250/-	<a href="#">Proceed to make Payment</a>

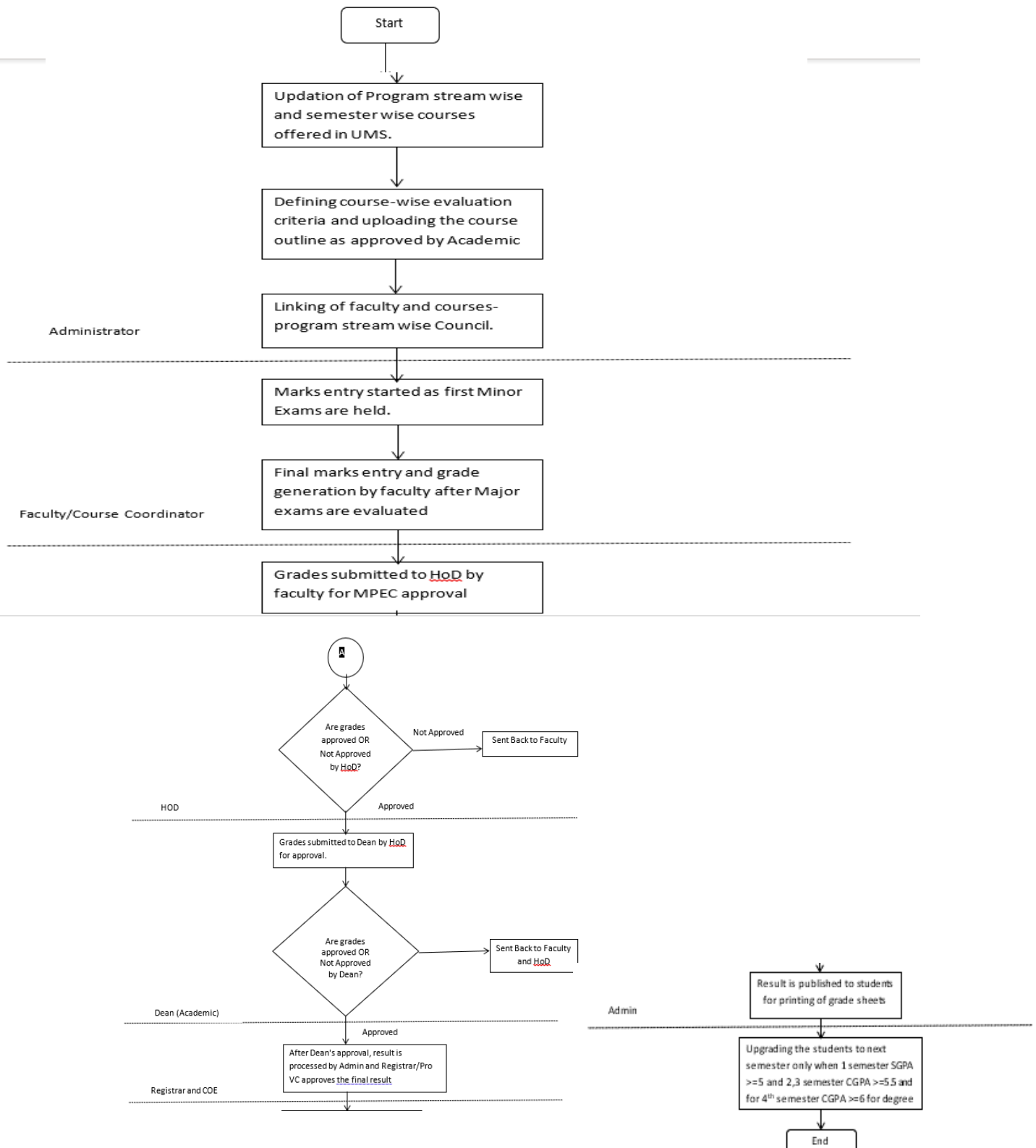
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### 6.2.3.E

Examination portal

#### Examination Process flow



## 6.2.3.E

### Stage A. Marks entry by Course Coordinator

\* Mandatory Fields

**Semester**

Semester\* September 2021-January 202 ▼

**Examination Details**

Course\* Minor project [NRE 103] ▼

Exam-Type\* 1 - Major exam - 1 Submitted ▼ Exam Type Version -Select Exam-Type Version- ▼

Weightage 100% Max. Marks 100

Date of Examination Exam Name

**Marks/Grade Sheet - Major exam**

S.No.	Registration No	Name	Programme	Semester	Marks	Published
1	2000134MSE	Simron Parida	MSc (Environmental Studies and Resource Management)	Third	88.87	No
2	1900210MSE	Uday Suryanarayanan	MSc (Environmental Studies and Resource Management)	Fifth	85.53	No
3	2000138MSE	Roy Jacob	MSc (Environmental Studies and Resource Management)	Third	81.85	No
4	2000141MSE	Shashank	MSc (Environmental Studies and Resource Management)	Third	57.95	No
5	2000142MSE	Manish Yadav	MSc (Environmental Studies and Resource Management)	Third	67.7	No

\* Mandatory Fields

**Semester**

Semester\* September 2021-January 202 ▼

**Examination Details**

Course\* Minor project [NRE 103] ▼

Exam-Type\* 2 - Final Grades - Submitted ▼ Exam Type Version -Select Exam-Type Version- ▼

**Marks/Grade Sheet - Final Grades**

S.No.	Registration No	Name	Programme	Semester	Marks	Zscore	Suggested Grade	Grades Accepted	Withdraw
1	2000134MSE	Simron Parida	MSc (Environmental Studies and Resource Management)	Third	88.87	0.58	B+ ▼	A ▼	<input type="checkbox"/>
2	1900210MSE	Uday Suryanarayanan	MSc (Environmental Studies and Resource Management)	Fifth	85.53	0.41	B+ ▼	A ▼	<input type="checkbox"/>
3	2000138MSE	Roy Jacob	MSc (Environmental Studies and Resource Management)	Third	81.85	0.23	B ▼	B+ ▼	<input type="checkbox"/>

## 6.2.3.E

### Stage B: Grade Evaluation by MPEC

Faculty Zone

[Home](#)
[Personal Information](#)
[Examination](#)
[Reports](#)
[Placement](#)
[My Activity](#)
[Project Approval](#)

You Are Here: [Home](#) >> Grade Approval

Grade Approval

Grades pending for Approval/Submission

Course	Exam Name	Status	Faculty	Submitted on
<a href="#">Minor project[NRE 103]</a>	September 2021-January 2022	Pending for Approval	Dr Chander Kumar Singh	11-Nov-2021

Cancel

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Grade Approval

Grade Sheet for Minor project[NRE 103]

Grades Consolidated View

\*\* Average: 77.07

\*\* Standard Deviation: 20.49

S.No.	Registration No	Name	Semester	Zscore	Total Marks	Suggested Grades	Faculty Grades	MPEC Grades	Withdraw
1	2000067MSC	Priyanka Agrawal	Third	-0.51	66.55	C+	C+	C+	<input type="checkbox"/>
2	2000068MSC	Prantika Karmakar	Third	0.49	87.18	B+	A	A	<input type="checkbox"/>
3	2000069MSC	Aditi Muradia	Third	-0.17	73.54	B	B	B	<input type="checkbox"/>
4	2000070MSC	Rashi Lohaen	Third	0.59	89.20	B+	A	A	<input type="checkbox"/>
5	2000071MSC	Shelly Debbarma	Third	0.52	87.63	B+	A	A	<input type="checkbox"/>
6	2000072MSC	Aishwarya Pradip	Third	0.13	79.81	B	B	B	<input type="checkbox"/>
7	2000073MSC	Nandita Dhoke	Third	0.39	85.01	B+	A	A	<input type="checkbox"/>
8	2000074MSC	Srushti Shrinivas Mahabal	Third	-0.41	68.65	C+	C+	C+	<input type="checkbox"/>
9	2000075MSC	Clairedine Alexandria Phanbuh	Third	0.37	84.73	B+	B+	B+	<input type="checkbox"/>
10	2000076MSC	Mathew Tom	Third	0.05	78.03	B	B	B	<input type="checkbox"/>
11	2000077MSC	Saambhavi Nautiyal	Third	0.54	88.20	B+	A	A	<input type="checkbox"/>
44	2000153MSE	Ruhi Chatterjee	Third	-3.76	0.00	F	I	I	<input type="checkbox"/>
45	2000154MSE	Navaneeth Chand S	Third	0.48	86.92	B+	A	A	<input type="checkbox"/>
46	2000156MSE	Ashwini Ashok Huggi	Third	0.22	81.50	B	B+	B+	<input type="checkbox"/>
47	2000157MSE	Malkan Ahmed Syed	Third	-3.76	0.00	F	I	I	<input type="checkbox"/>
48	2000158MSE	Sohini Mullick	Third	0.69	91.15	B+	A+	A+	<input type="checkbox"/>
49	2000159MSE	Sakshi Kaustubh Ronghe	Third	-0.23	72.33	B	B	B	<input type="checkbox"/>
50	2000160MSE	Nikita Golaya	Third	0.41	85.48	B+	A	A	<input type="checkbox"/>
51	2000161MSE	Dhriti Hazarika	Third	0.12	79.45	B	B	B	<input type="checkbox"/>
52	2000162MSE	Pramada Sharan	Third	0.56	88.45	B+	A	A	<input type="checkbox"/>
53	2000257MSE	Tanfiz Hussain	Third	-3.76	0.00	F	I	I	<input type="checkbox"/>
54	2000259MSE	Anagha P	Third	-0.50	66.88	C+	C+	C+	<input type="checkbox"/>
55	2000261MSE	Gayathri Narasimhan	Third	0.39	85.00	B+	B+	B+	<input type="checkbox"/>

Calculate SGPA/CGPA

Remarks

Approve

Send Back

Cancel

### 6.2.3.E

#### Stage C: Grade Evaluation by Dean(Academic)

#### Grade Approval

Grade Sheet for Minor project[NRE 103]

[Grades Consolidated View](#)

**\*\* Average: 77.07**  
**\*\* Standard Deviation: 20.49**

S.No.	Registration No	Name	Semester	Zscore	Total Marks	Suggested Grades	Faculty Grades	MPEC Grades	Dean Grades	Withdraw
1	2000067MSC	Priyanka Agrawal	Third	-0.51	66.55	C+ <input type="text"/>	C+ <input type="text"/>	C+ <input type="text"/>	C+ <input type="text"/>	<input type="checkbox"/>
2	2000068MSC	Prantika Karmakar	Third	0.49	87.18	B+ <input type="text"/>	A <input type="text"/>	A <input type="text"/>	A <input type="text"/>	<input type="checkbox"/>
3	2000069MSC	Aditi Muradia	Third	-0.17	73.54	B <input type="text"/>	B <input type="text"/>	B <input type="text"/>	B <input type="text"/>	<input type="checkbox"/>
4	2000070MSC	Rashi Lohaani	Third	0.59	89.20	B+ <input type="text"/>	A <input type="text"/>	A <input type="text"/>	A <input type="text"/>	<input type="checkbox"/>
5	2000071MSC	Shelly Debbarma	Third	0.52	87.63	B+ <input type="text"/>	A <input type="text"/>	A <input type="text"/>	A <input type="text"/>	<input type="checkbox"/>
6	2000072MSC	Aishwarya Pradip	Third	0.13	79.81	B <input type="text"/>	B <input type="text"/>	B <input type="text"/>	B <input type="text"/>	<input type="checkbox"/>
7	2000073MSC	Nandita Dhoke	Third	0.39	85.01	B+ <input type="text"/>	A <input type="text"/>	A <input type="text"/>	A <input type="text"/>	<input type="checkbox"/>
8	2000074MSC	Shriniwas	Third	-0.41	68.65	C+ <input type="text"/>	C+ <input type="text"/>	C+ <input type="text"/>	C+ <input type="text"/>	<input type="checkbox"/>

46	2000156MSE	Ashwini Ashok Huggi	Third	0.22	81.50	B <input type="text"/>	B+ <input type="text"/>	B+ <input type="text"/>	B+ <input type="text"/>	<input type="checkbox"/>
47	2000157MSE	Malkan Ahmed Syed	Third	-3.76	0.00	F <input type="text"/>	I <input type="text"/>	I <input type="text"/>	I <input type="text"/>	<input type="checkbox"/>
48	2000158MSE	Sohini Mullick	Third	0.69	91.15	B+ <input type="text"/>	A+ <input type="text"/>	A+ <input type="text"/>	A+ <input type="text"/>	<input type="checkbox"/>
49	2000159MSE	Sakshi Kaustubh Ronghe	Third	-0.23	72.33	B <input type="text"/>	B <input type="text"/>	B <input type="text"/>	B <input type="text"/>	<input type="checkbox"/>
50	2000160MSE	Nikita Golaya	Third	0.41	85.48	B+ <input type="text"/>	A <input type="text"/>	A <input type="text"/>	A <input type="text"/>	<input type="checkbox"/>
51	2000161MSE	Dhriti Hazarika	Third	0.12	79.45	B <input type="text"/>	B <input type="text"/>	B <input type="text"/>	B <input type="text"/>	<input type="checkbox"/>
52	2000162MSE	Pramada Sharan	Third	0.56	88.45	B+ <input type="text"/>	A <input type="text"/>	A <input type="text"/>	A <input type="text"/>	<input type="checkbox"/>
53	2000257MSE	Tanfiz Hussain	Third	-3.76	0.00	F <input type="text"/>	I <input type="text"/>	I <input type="text"/>	I <input type="text"/>	<input type="checkbox"/>
54	2000259MSE	Anagha P	Third	-0.50	66.88	C+ <input type="text"/>	C+ <input type="text"/>	C+ <input type="text"/>	C+ <input type="text"/>	<input type="checkbox"/>
55	2000261MSE	Gayathri Narasimhan	Third	0.39	85.00	B+ <input type="text"/>	B+ <input type="text"/>	B+ <input type="text"/>	B+ <input type="text"/>	<input type="checkbox"/>

[Calculate SGPA/CGPA](#)

Remarks

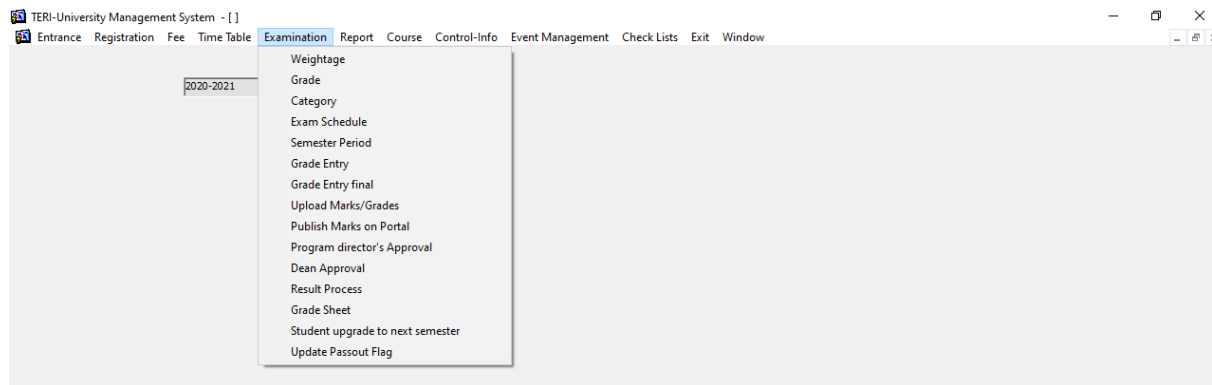
[Approve](#)

[Send Back](#)

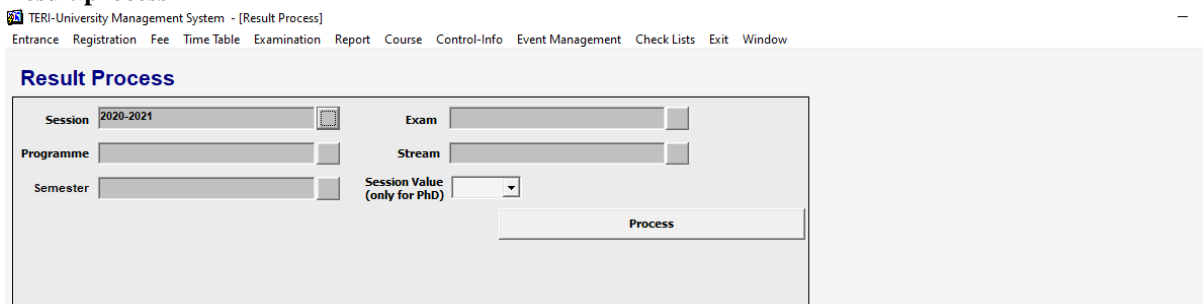
[Cancel](#)

## 6.2.3.F

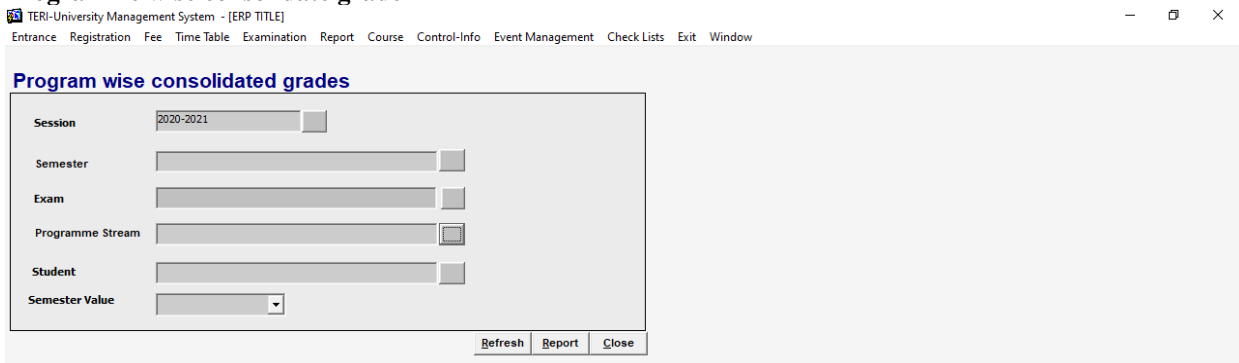
### Examination results handled through University Management System



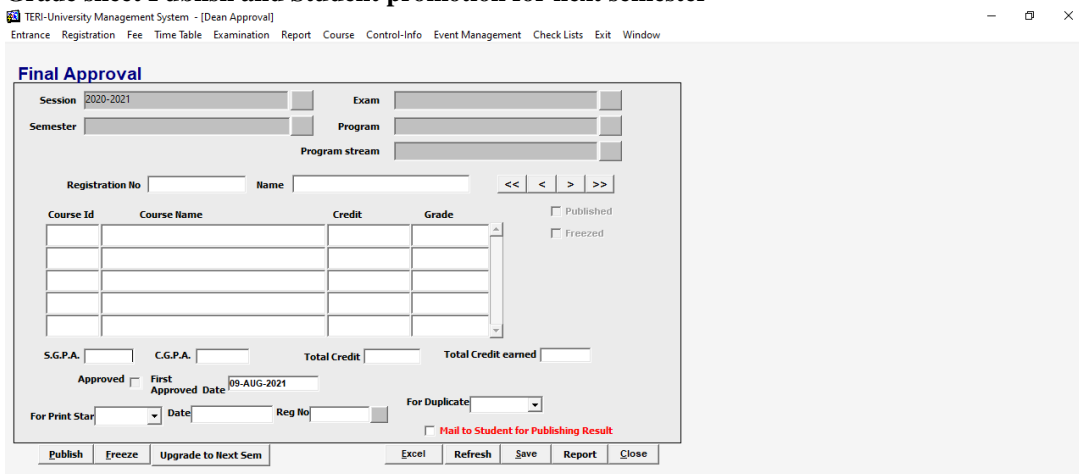
### Result process



### Programme wise consolidate grade



### Grade sheet Publish and Student promotion for next semester





## 6.2.3.F

### Report

TERI-University Management System - [ ]

Entrance Registration Fee Time Table Examination **Report** Course Control-Info... Event Management... Check Lists Exit Window

2020-2021 Sess

- Centre-wise Applicant List
- Selected Student List
- Waiting Student List
- Registration Slip
- Student Not Alloted Registration No
- Student Not Submitted Document
- List of Students
- Students summary-Program stream wise
- Course-Wise List of Student
- Registration Form
- Attendance Sheet
- Student Fee status Report
- Student wise course registered
- Student wise course registered-Matrix
- Program wise consolidated grades
- Student Grade Summary Report
- Rooms Availability Matrix
- Course Evaluation Criteria
- Cafeteria Feedback
- Entrance Marks Stats
- Staff List
- Transcript Report
- Migration Certificate
- Character Certificate
- Publications
- Male And Female Ratio Matrix Report
- Grade Pending Report
- Faculty Load Report
- External Faculty Report
- Committee Details
- MOU Details
- Feedback Report
- Student Attendance

Record: 1/1 <OSC> <DBG>

Type here to search

33°C 15:55 09-08-2021

### 6.2.3.G

Screenshots of Leave portal: <https://erpportal.terisas.ac.in/>

From Faculty end

**Apply For Leave**

**Application**

Bypass Leave To Superior ☐

Leave Type:

Leave Type:

Start Date:

End Date:

Available:

Start Date:

Purpose:

End Purpose of Leave:

**Save** **Cancel**

Name	Leave Code	Leave Type	Leave Status	Start Date	End Date	Action
Pooja	EL	After_Room	Approved	09/Aug/2019	09/Aug/2019	Approved
Pooja	CL	Full_Day	Approved	12/Sep/2019	12/Sep/2019	Approved
Pooja	CL	Full_Day	Approved	04/Oct/2019	04/Oct/2019	Approved
Pooja	CL	Full_Day	Approved	06/Dec/2019	06/Dec/2019	Approved
Pooja	EL	Full_Day	Approved	27/Dec/2019	27/Dec/2019	Approved
Pooja	CL	Full_Day	Approved	07/Jan/2020	07/Jan/2020	Approved
Pooja	EL	Full_Day	Approved	03/Feb/2020	04/Feb/2020	Approved
Pooja	CL	Full_Day	Approved	26/Feb/2020	27/Feb/2020	Approved
Pooja	CL	Full_Day	Approved	06/Mar/2020	06/Mar/2020	Approved
Pooja	CL	Full_Day	Approved	01/Dec/2020	01/Dec/2020	Approved
Pooja	CL	Full_Day	Approved	24/Sep/2021	24/Sep/2021	Approved

**Leave Balance Details**

Leave Code	Description	Leave Balance
CL	Casual Leave	6.0
EL	Earned Leave	212.0

## 6.2.3.G

From Administration end

**LMS - Microsoft Dynamics NAV**

Departments: Financial Management, Purchase, Administration, Admission, Fee Management, Store, Human Resources Payroll, Examination, Academics, Jobs, Resource Planning, Placement, **LMS**

**Tasks**  
Leave Journal

**Administration**  
Apply/Approve Manual Leave  
[\[Leave Balance\]](#)

**Apply Leave**

Where: Employee Code: [Enter a value]

↓ Add Filter

Employee Code	Employee Name	Start Date	End Date	Leave Code	Leave Type	Min...	Leave Encashment	Purpose	Remarks	Leave Status	Leave Approver	Ap
				LWP			0.00			Applied		
5394	Manoj						0.00			Applied		
5327	Sandeep						0.00			Applied		
5150	Devic	26-02-2021	26-02-2021	CL	Full-Day		0.00	Going to America	NA	Applied	5227	Sen
5150	Devic	22-03-2021	22-03-2021	CL	Full-Day		0.00	Sen's Admission Interview	NA	Applied	5227	Sen
5172	Aggrey	22-03-2021	19-04-2021	CL	Full-Day		0.00	visiting new zealand to meet family en...	NA	Applied	5216	Sen
5980	Nandini	30-06-2021	02-07-2021	CL	Full-Day		0.00	To meet my son and parents in Kollata...	NA	Applied	5833	Prat
5394	Manoj	30-06-2021	30-06-2021	CL	Full-Day		0.00	Visit Doctor regarding fractured arm of ...	NA	Applied	5833	Prat
5095	Arun	02-08-2021	06-08-2021	CL	Full-Day		0.00	personal work	NA	Applied	5096	Atu
5138	Gauri	10-09-2021	10-09-2021	CL	Full-Day		0.00	Personal	NA	Applied	5227	Sen
5136	Gauri	14-09-2021	14-09-2021	CL	Full-Day		0.00	Personal	NA	Applied	5227	Sen
5138	Gauri	16-09-2021	17-09-2021	CL	Full-Day		0.00	Personal	NA	Applied	5227	Sen
5133	R	20-09-2021	20-09-2021	CL	Full-Day		0.00	Personal	NA	Applied	5227	Sen
5130	Vaani	21-09-2021	23-09-2021	CL	Full-Day		0.00	Personal	NA	Applied	5227	Sen
5194	Manoj	28-09-2021	28-09-2021	CL	Full-Day		0.00	Going to my hometown as my mother ...	NA	Applied	5833	Prat
5125	R	06-10-2021	06-10-2021	CL	Full-Day		0.00	Personal	NA	Applied	5227	Sen
5141	Shravan	06-10-2021	06-10-2021	CL	Full-Day		0.00	Personal	NA	Applied	5227	Sen
5157	Unathi	07-10-2021	07-10-2021	CL	Full-Day		0.00	Personal	NA	Applied	5227	Sen

## 6.2.3.G

**Pay Employee Leave Balance**

HOME

File View List Delete Show as List Show as Chart Show Attached Refresh Clear Filter Find

Pay Employee Leave Balance

Type to filter (F3) Employee Code

Show results:

Where Employee Code is Enter a value.

Add Filter

Employee Code	Leave code	Leave Balance	Unapproved Leave	Leave Type With Balance	Leave Code With Description
5000	CL	7.00	0.00	7	CL (CASUAL LEAVE)
5002	EL	75.00	0.00	75	EL (EARNED LEAVE)
5021	CL	2.50	0.00	2.5	CL (CASUAL LEAVE)
5021	EL	189.50	0.00	189.5	EL (EARNED LEAVE)
5026	CL	7.00	0.00	7	CL (CASUAL LEAVE)
5026	EL	255.00	0.00	255	EL (EARNED LEAVE)
5029	CL	3.00	4.00	1	CL (CASUAL LEAVE)
5029	EL	181.00	0.00	181	EL (EARNED LEAVE)
5031	CL	7.00	0.00	7	CL (CASUAL LEAVE)
5031	EL	255.00	0.00	255	EL (EARNED LEAVE)
5033	CL	3.00	0.00	5	CL (CASUAL LEAVE)
5033	EL	77.00	0.00	77	EL (EARNED LEAVE)
5035	CL	7.00	1.00	6	CL (CASUAL LEAVE)
5035	EL	255.00	3.00	250	EL (EARNED LEAVE)
5038	CL	4.00	0.00	4	CL (CASUAL LEAVE)
5038	EL	158.50	0.00	158.5	EL (EARNED LEAVE)

DE

**Apply Leave**

HOME NAVIGATE

Apply Leave

Employee Name

Show results:

Where Employee Code is Enter a value.

Add Filter

Employee Code	Employee Name	Start Date	End Date	Leave Code	Leave Type	Min...	Leave Encashment	Purpose	Remarks	Leave Status	Leave Approver	Ap...
5130	Veena	18-06-2019	10-06-2019	EL	Full-Day	10	0.00	Personal	NA	Approved	5130	Ver...
5130	Veena	14-06-2019	14-06-2019	EL	Full-Day	10	0.00	Personal	personal	Approved	5130	Ver...
5130	Veena	20-06-2019	21-06-2019	EL	Full-Day	10	0.00	Personal	approved	Approved	5130	Ver...
5130	Veena	27-06-2019	27-06-2019	EL	Full-Day	10	0.00	Personal	personal	Approved	5130	Ver...
5130	Veena	02-07-2019	02-07-2019	EL	Full-Day	10	0.00	Personal	Approved	Approved	5130	Ver...
5130	Veena	04-07-2019	05-07-2019	EL	Full-Day	10	0.00	Personal work	Approved	Approved	5130	Ver...
5130	Veena	30-07-2019	31-07-2019	EL	Full-Day	10	0.00	Personal	personal	Approved	5130	Ver...
5130	Veena	02-08-2019	02-08-2019	CL	Before Noon	10	0.00	Personal	personal	Approved	5130	Ver...
5130	Veena	05-08-2019	05-08-2019	CL	After Noon	10	0.00	Personal	Approved	Approved	5130	Ver...
5130	Veena	27-08-2019	27-08-2019	CL	Before Noon	10	0.00	Personal	personal	Approved	5130	Ver...
5130	Veena	04-09-2019	04-09-2019	EL	Full-Day	10	0.00	Personal work	Approved	Approved	5130	Ver...
5130	Veena	18-09-2019	19-09-2019	CL	Full-Day	10	0.00	Personal	personal	Approved	5130	Ver...
5130	Veena	08-10-2019	09-10-2019	EL	After Noon	10	0.00	Personal	Approved	Approved	5130	Ver...
5130	Veena	10-10-2019	11-10-2019	EL	Full-Day	10	0.00	Personal	Approved	Approved	5130	Ver...
5130	Veena	17-10-2019	18-10-2019	EL	Full-Day	10	0.00	Personal	Approved	Approved	5130	Ver...
5130	Veena	22-11-2019	22-11-2019	CL	Full-Day	10	0.00	Personal	Personal	Approved	5130	Ver...
5130	Veena	04-12-2019	04-12-2019	CL	Full-Day	10	0.00	Personal	personal	Approved	5130	Ver...
5130	Veena	12-12-2019	13-12-2019	EL	Full-Day	10	0.00	Personal	personal	Approved	5130	Ver...
5130	Veena	08-12-2019	09-12-2019	CL	Before Noon	10	0.00	Personal	personal	Approved	5130	Ver...

DE

**Pay Employee Leave Balance**

HOME

File View List Delete Show as List Show as Chart Show Attached Refresh Clear Filter Find

Pay Employee Leave Balance

Type to filter (F3) Employee Code

Show results:

Where Employee Code is Enter a value.

Add Filter


Employee Code	Leave code	Leave Balance	Unapproved Leave	Leave Type With Balance	Leave Code With Description
5130	CL	4.00	0.00	4	CL (CASUAL LEAVE)
5130	EL	236.00	1.00	235	EL (EARNED LEAVE)

## Screenshots of present purchase processes and past portal

## PART A

## Step 1: Approved Purchase Requisition received by Procurement Section.

(Refer to Compendium of Policies, Rules & Guidelines - 2017)

  
 Vasant Kunj, New Delhi

Sr. No. \_\_\_\_\_  
For Procurement

Section \_\_\_\_\_

**Purchase Requisition form**

Requisition For: (Tick in the appropriate Box) Date: 10/11/2021

**Non Project Purchase**

Maintenance <input type="checkbox"/>	Electrical <input type="checkbox"/>	Consumables <input type="checkbox"/>
Services <input type="checkbox"/>	Plumbing <input type="checkbox"/>	Import <input type="checkbox"/>
IT <input type="checkbox"/>	Print/Advertisement <input type="checkbox"/>	Propriety Item <input type="checkbox"/>
Chemical <input type="checkbox"/>	Hardware/Wood/Furniture <input type="checkbox"/>	Outreach/Marketing <input type="checkbox"/>
Equipment/Engineering <input type="checkbox"/>	Stationery <input type="checkbox"/>	Others <input checked="" type="checkbox"/> Insurance

TSAS Code: \_\_\_\_\_

**Project Purchase**

Maintenance <input type="checkbox"/>	Electrical <input type="checkbox"/>	Consumables <input type="checkbox"/>
Services <input type="checkbox"/>	Plumbing <input type="checkbox"/>	Import <input type="checkbox"/>
IT <input type="checkbox"/>	Print/Advertisement <input type="checkbox"/>	Propriety Item <input type="checkbox"/>
Chemical <input type="checkbox"/>	Hardware/Wood/Furniture <input type="checkbox"/>	Outreach/Marketing <input type="checkbox"/>
Equipment/Engineering <input type="checkbox"/>	Stationery <input type="checkbox"/>	Others <input type="checkbox"/>

Project Code: 2021TS4501

Provide justification, if recommending for propriety items:-  
Since TERESA is continuing accidental insurance for students from  
Non India Assurance company for last two years as per rule indicated by Prov. Services

S.No	Detailed Specification	Make	Unit	Quantity	Approx. Cost	Required by (Date)	Purpose/Justification
1	Accidental Insurance of Students		nos.	495	70 800		Insurance as per policy

Indenter Name: KAMAL SHARMA Indenter Signature: \_\_\_\_\_

Please attach recommended vendor's list (if any)

For Finance Department

Budgetary Provision available :- Yes / No ☒ Yes

Date: 10/11/2021

Signature \_\_\_\_\_  
(for Finance Officer)

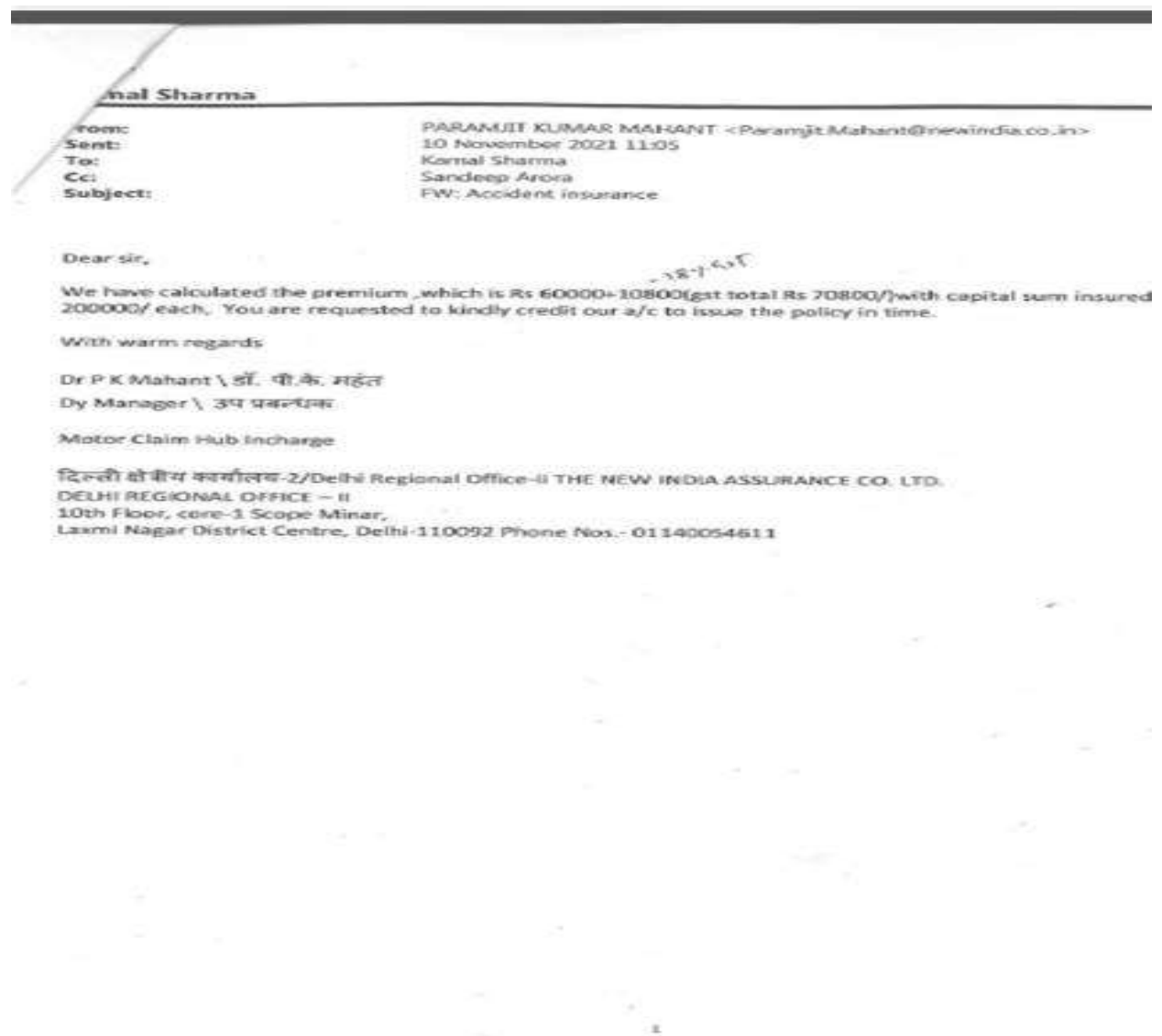
Approved by \_\_\_\_\_

Date: \_\_\_\_\_ Dy Registrar/ Assistant Director/ P.H.Hd/ Director/ Dean/ Registrar/ Prg VC/ VC

Note: - 1. Ten working days will be required to process PR for non-tendering items.

### 6.2.3.H

#### Step 2: Invite quotation from vendor






Step 3: Procurement Approval note put up to Purchase Committee / Competent authority for approval.

T- P0/0012

**TERI SCHOOL OF ADVANCED STUDIES  
10, INSTITUTIONAL AREA  
VASANT KUNJ, NEW DELHI**

10/Nov/2021

To:  Associate Director/PRO VC/VC

**Project Code:- 2021TSAS01**

We have received request from Mr. Kamal Sharma for Accidental insurance of Students Qty-495 Students required at TERI SAS Campus.

TERI School of Advanced Studies is getting its students accidental insurance from New India Assurance Company from last few years because it is a public limited company and we are fully satisfied with their service.

**M/s THE NEW INDIA ASSURANCE COMPANY LIMITED - Rs. 70,800/-**


**GST Included; Payment Term- 100% Advance**


In view of the above it is recommended that order may be placed to M/s THE NEW INDIA ASSURANCE COMPANY LTD on single quotation basis.

"Certified that we, members of the local purchase committee have negotiated with the firm[s] and are jointly and individually satisfied with the material rates and terms of the supplier"

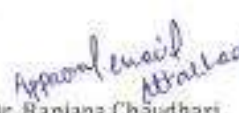
Put for your kind approval please.

Thanks


 Jitender Bisht


 Kamal Sharma

**Through Purchase Committee**

 Approval email Attached

Dr. Deepty Jain      Dr. Ranjana Chaudhari      Mr. Dhanraj      Mr. R Bala





### 6.2.3.H

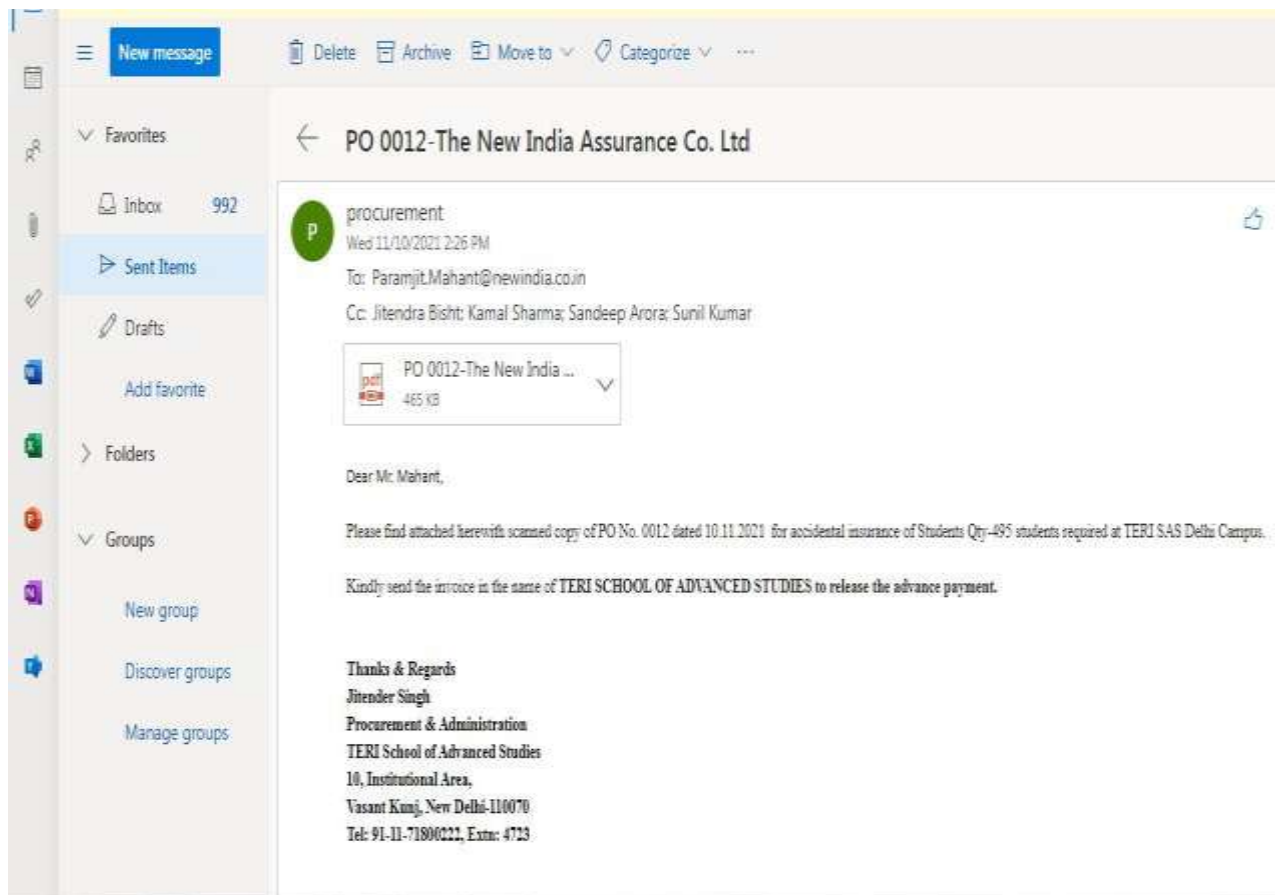
Step 4. PO creation in Tally and put up to the competent authority for approval as per compendium.

TERI School of Advanced Studies		PURCHASE ORDER	
Plot No. 10, Institutional Area, Vasant Kunj, New Delhi, GST No. 07AAAT74778L1ZU		Tel : 011-2612 2232 E-Mail : procurement@terias.ac.in Fax No. : 011-26122874	
Order No. : PO/DEL/2021-22/0012			
Order Date : 10-Nov-21			
To : The New India Assurance Co Ltd. 4th Floor, B7 Bapji House, Nehru Place, New Delhi 110019	1. Terms & conditions placed overleaf 2. Delivery by 11-Nov-21 3. Supplier Quotation Ref. / Email dt: 10.11.2021		
Tels No : FAX No : E-mail ID : Paramjit.Mahant@newindia.co.in Please supply the following items as per the terms and conditions mentioned below and also on the reverse, which are the integral part of this purchase order.			
S.No.	Material and Specifications	Item Code	Quantity Unit Rate (Rs.) Amount (Rs.)
1	Group accidental insurance for students	SER-0088	495 Nos Nos 121.21Nos 59,990.95
CGST			5,399.91
SGST			5,399.91
R/o:			1.23
( INR Seventy Thousand Eight Hundred Only)		Total (Rs.)	₹ 70,800.00
Special Instructions Order being placed for accidental insurance of Students Qty-495 students required at TERI SAS Delhi Campus.			
For Internal use PR No(s) : Manual Project Code : 2021TSAS01 - GENERAL CODE Indentor(s) : Kamal Sharma Supplementary To PO No. : P.O. Cancelled : PO Cancellation No. : Prepared By : Mr. Jitender Singh Bisht		For TERI School of Advanced Studies  Authorised Signatory	
Instructions : 1. OI3			
Original Invoice should be sent to the Materials department only.			
Supplier	Accounts	Store	Indentor



### 6.2.3.H

#### Step 5: Approved PO emailed to the vendor/supplier



## PART B

Since ERP (Microsoft NAV 2016) is not functional now and we are working on Tally, some process of procurement is done manually, and PO creation is done on Tally.

**Starting date: 17.04.2018**

**End date: 30.09.2021**

**Step 1: Approved Purchase Requisition in Microsoft NAV**

The screenshot displays the 'P-REQ-18-19/02828' form in Microsoft NAV. The 'General' tab is active, showing fields for 'P-REQ-18-19/02828', 'IT Department', 'IT Department', 'Open', 'Material Group', '28-03-2018', 'IT Department', and 'Approved'. Below the 'General' tab is the 'Indent Sub-Form' table, which contains one line item for a laptop.

Item No.	Project Code	Created By	Status	Document No.	Item No.	Description	Unit Price	Quantity	Line No.	Line Amount	Issue Date
PA	30000900	5173	Approved	P-REQ-18-19/02828	PA-900118	OptiPlex 5080 Small Form Factor Desktop...	8.80	1.00	10000	0.00	28-03-2018

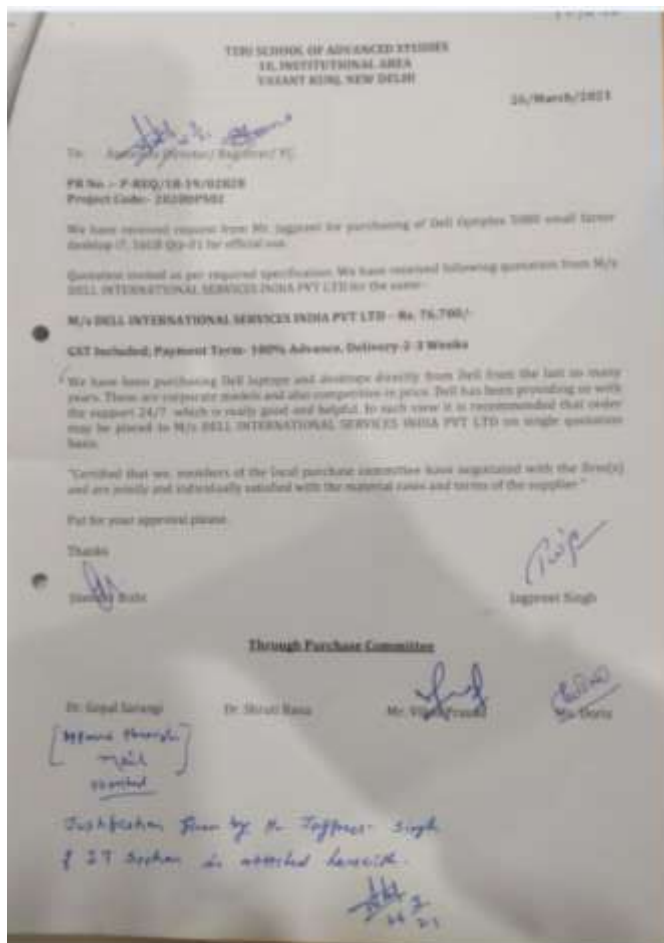
## Step 2: Inviting quote from different vendors

<b>Quote</b> TERI UNIVERSITY		<b>DELL Technologies</b>	
Quote No: <b>30601826</b>	Customer No: <b>782041374</b>	Date: <b>23/03/2021</b>	Salesperson: <b>Karan Bisht KARAN_BISHT@DELL.COM</b>
			Phone 8000 Fax 8000
Customer: <b>TERI UNIVERSITY RUBBY CHOPRA</b>	GSTIN: <b>07AAATT4778L1ZU</b>	Quote valid for: <b>10 days</b>	Shipping Method: Order Type: <b>Not Applicable I2 System order</b>
IEC Code/PAN No: <b>AAATT4778L</b>			
<b>Dear RUBY CHOPRA,</b>			
I look forward to speaking with you again soon, for further details of specification or pricing please do not hesitate to contact me directly or visit our website at <a href="http://www.dell.co.in">www.dell.co.in</a> .			
If this quote meets with your approval please contact me to discuss placing an order.			
<b>Regards</b>			
<b>Karan Bishit</b>			
<b>Payment Information:</b>			
<b>EFT/Electronic Funds Transfer/Cash deposit/NPST Transfer</b> Make your EFT payment via bank or cash deposit at your bank or via internet using the following account details. Beneficiary Name: Dell International Services India Pvt. Ltd Bank Name: CITIBANK N.A. Account number: 0035436655 Account Currency / Type: INR Swift code: CITTIN33 MICR Number: 506079902 IFSC code (for RTGS): 0035436655 Please try to mention the quote number on 30601826 Deposit slips/memo of your transaction and remittance advice by email to <a href="mailto:India_remit@dell.com">India_remit@dell.com</a> to identify your payment and settling information.			
<b>Cheque / Demand Draft</b> For all Prepayment Customer Cheques/DD to be made payable to Dell International Services India Pvt. Ltd Please courier your Cheques/DD to the below address and enter Quote No/Order No behind the Cheques Your Attention: Sales person name as mentioned above in Quote Dell International Services India Pvt. Ltd, Dnyanesh Greens, Ground Floor, S.No 12/1, 12/2A, 13/A, Challengata Village, Venthur Hobl, Bengaluru South,Bengaluru - 560071			
<b>PLEASE DISREGARD THIS REMITTANCE ADVICE IF PREPAID, OTHERWISE INCLUDE THIS SLIP WITH YOUR PAYMENT</b> Registered Office Dell International Services India Private Limited, Dnyanesh Greens, Ground Floor, S.No 12/1, 12/2A and 13/A, Challengata Village, Venthur Hobl, Bengaluru - 560 071 <a href="http://www.dell.co.in">www.dell.co.in</a>			
Dell International Services India Pvt. Ltd., M-4, SPICOT Industrial Park, Sangawanchannam Post, Singaperumbalur Taluk, Kancheepuram District, Tamil Nadu - 602106 <small>Page 1 of 1 Page          PAN NO: AAATGSGEJGZ (same for P &amp; A) GST REGD OFFICE No: 23/03/Resonant no: 810303BPGST AND DT 1A,3,12, Ulagar vil</small>			

[illegible]

### 6.2.3.H

**Step 3: Procurement Approval note put up to Purchase Committee / Competent authority for approval.**



## 6.2.3.H

**Step 4. PO creation in NAV and put up to the competent authority for approval as per compendium.**

**PO/18-19/01580 - Dell International Services India Pvt. Ltd.**

**General**

Buy-from Vendor No.: **DEL0000001**  
 Department Code: **IT**  
 Buy-from Contact No.:  
 Buy-from Vendor Name: **Dell International Services India Pvt. Ltd.**  
 Assigned User ID: **TORUNVERGITYUETPHORA BEHT**  
 Buy-from City:  
 Order Class:  
 Quote Ship:  
 Structure: **GST**  
 Location Code: **CEN\_STORE**  
 Posting Date: **26-03-2021**  
 Order Date: **26-03-2021**  
 Document Date: **26-03-2021**  
 Reference No.:  
 Vendor Shipment No.:  
 Vendor Invoice No.:  
 Program Code:  
 Status: **Released**

Item Category: **Non-Consumable**  
 Sub Department:  
 AMC PO:  
 AMC End Date:  
 Rate Contract PO:  
 Rate Contract Date:  
 Amendment Order:  
 Work Order:  
 Ratified PO:  
 Short Close:  
 PO Cancel:  
 Subject:  
 Remarks: **Order being placed for purchasing of Dell Optiplex 5080 small factor d...**  
 Project Code: **2020P502**  
 PR No.: **P-REQ/18-19/01580**  
 Indirect: **3072**  
 Payment Terms Code: **100% ADV**  
 Quote ref. No.: **3600426**  
 Delivery Date: **08-04-2021**

**Vendor Statistics**

Vendor No.: **VEND-00...**  
 Balance (LCY): **0.00**  
 Outstanding Crd.: **0.00**  
 Amt. Recd. Not Inv.: **85,000.00**  
 Outstanding Invo.: **0.00**  
 Total (LCY): **85,000.00**  
 Overdue Amount: **0.00**  
 Invoiced Prepay: **0.00**

**Buy-from Vendor H/L**

Vendor No.: **VEND-00...**  
 Quotes: **0**  
 Blanket Orders: **0**  
 Orders: **1**  
 Invoices: **0**  
 Return Orders: **0**  
 Credit Memos: **0**  
 Ptd. Return Ship.: **0**  
 Ptd. Receipts: **1**  
 Ptd. Invoices: **0**  
 Ptd. Credit Mem.: **0**

**Notes**

[Click here to create a new note.](#)

**OK**

**PO/18-19/01580 - Dell International Services India Pvt. Ltd.**

**Lines**

Line: **1** Functions: **Order** New Find Filter Clear Filter

Type	No.	Currency Code	PR No.	Depreciation Book Code	Gen. Bus. Posting	Gen. Prod. Posting	GST Credit	GST Group Code	GST Group Type	HSN/SAC Code	GST Base Amount
Fixed Asset	FA-000134			INCOME TAX	DOMESTIC	COMP P/	Availment	G0005-38	Goods	84714900	85,000.00

Invoice Discount Amount: **0.00**  
 Invoice Discount %: **0**

Invoicing: **VEND-000000** **26-03-2021**  
 Shipping:

**OK**



**TERI School of Advanced Studies**  
Plot 10, Institutional Area Vasant Kunj, New Delhi 110070  
GSTN 07AAATT4778L1ZU

Tel.: 011 2612 2022  
E-mail: procurement@terischool.ac.in  
Fax No.: 011-11-26122074

### PURCHASE ORDER

Order No. : PO/18-19/01586  
Order Date : 06/06/2021

To : Global Compact Network  
Scope Minar, Core-3, (ONGC office), 5th Floor,  
Laxmi nagar, Delhi - 110002  
Tel No. : 011-22406480  
Fax No. :  
E-Mail ID : gndndia@globalcompact.in

1. Payment Terms : 100% Advance
2. Delivery by : 01-07-21
3. Supplier Quotation Ref. : INVOICE DT.03.06.21

Please supply the following items as per the terms and conditions mentioned below and also on the reverse, which are the integral part of this purchase order.

S.No.	Code	Description	Qty	Unit	RATE (Rs.)	HSN/SAC Code	CGST (%) (Amt)	SGST (%) (Amt)	IGST (%) (Amt)	AMOUNT (Rs.)
1	302610	Annual subscription for Global Compact Network	1	JOB	20,000.00	999599	0 1,800.00	0 1,800.00	0 0.00	20,000.00
SUB TOTAL :										Rs. 20,000.00
INVOICE DISCOUNT										Rs. 0.00
FREIGHT										Rs. 0.00
TRANSPORT										Rs. 0.00
CGST										Rs. 1,800.00
SGST										Rs. 1,800.00
IGST										Rs. 0.00
TOTAL										Rs. 23,600.00
TOTAL : *** TWENTY THREE THOUSAND SIX HUNDRED RUPEES AND ZERO PAISA ONLY										Rs. 23,600.00

Remarks :- Order being placed for Annual Institutional Membership fee July 2021 to June 2022 at TERI SAS campus.

#### For Internal Use

PR No(s)

P-REG/18-19/02870

#### For TERI School of Advanced Studies

Authorised Signatory

Indention(s) : Veeva  
Project Code : 2019TSA001  
Program Code :  
Supplementary to PO No. : NO  
P.O. Cancelled : NO  
P.O. Cancellation No. : NA  
Prepared By : JITENDRA BISHT  
Approved By : VC

#### • There are attaching terms & conditions of PO:

- **MATERIAL:** All goods are to be supplied in accordance with description / specification given. No deviation from specifications is permitted without approval by the TERI SAS in writing.
- **PRICE:** Price quoted by suppliers and accepted by the TERI SAS are final and no deviation there from will be accepted without TERI SAS specific agreement in writing.
- **DELIVERY:** The time quoted for completion is to be strictly adhered to. The order is liable to cancellation if delivery is not made by the specified date.
- **INSPECTION:** TERI SAS reserves the right to inspect the goods on this order, but such inspection does not relieve the suppliers of their responsibility for defects in material and/or workmanship and for delivery of the goods in accordance with the specifications given. Goods rejected shall be removed by the supplier at supplier's own expense within 15 days of our intimation.
- **DESTINATION:** Please note the destination of the material as given in the face of the order. Demurrage or other expense incurred owing to supplier not complying with our instructions will be on the supplier's account and shall be deducted from the invoice before payment.
- **FREIGHT:** Rail, air, road freight should be prepaid by the supplier and included in their bill along with necessary documentary proof. The RRs/Way bills must be mailed direct to the consignee.
- **AIR CONSIGNMENT:** In case of dispatch by air, the dispatch particulars such as consignment Note No. / Air Way Bill No., Flight name and No., Actual invoice value, etc. must be communicated to TERI SAS immediately by fax/e-mail by the Supplier.





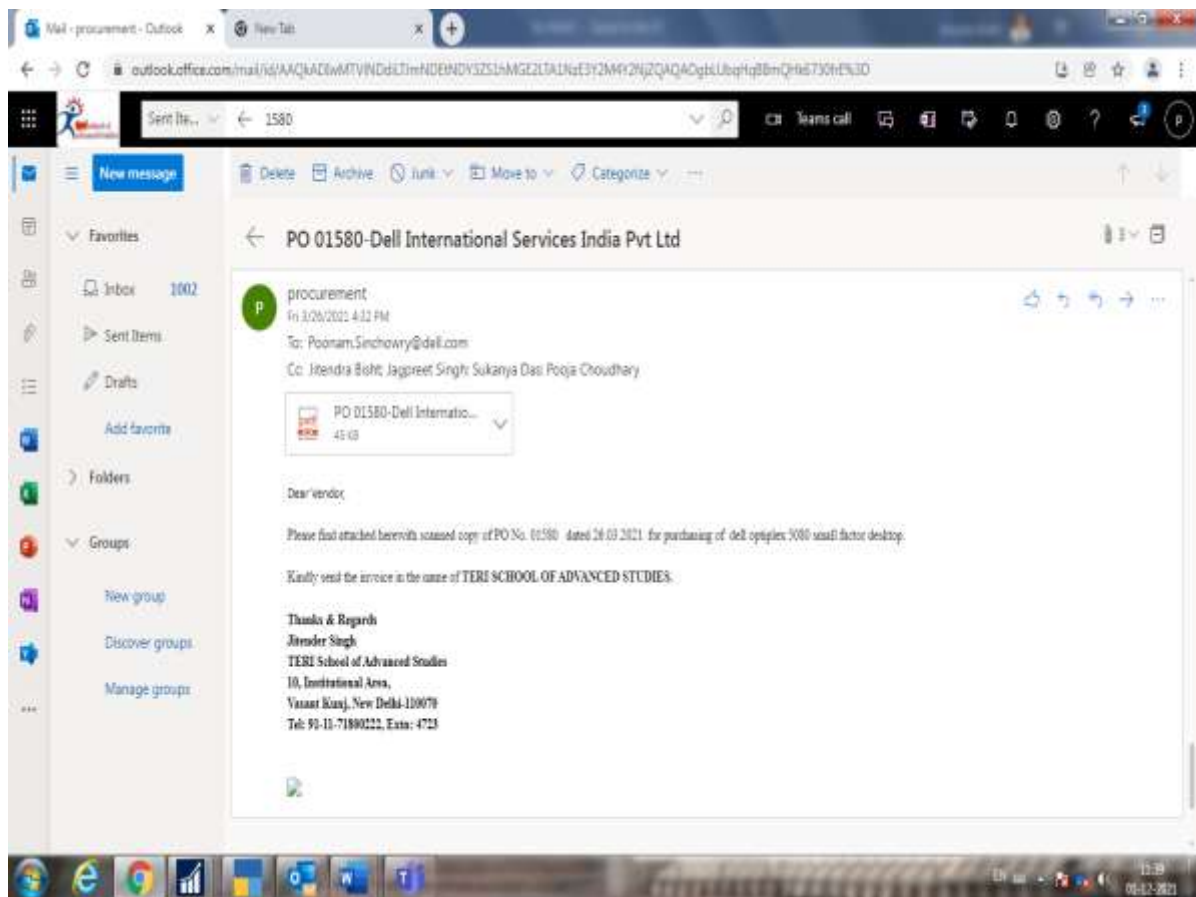
**TERI School of Advanced Studies**  
Plot 10, Institutional Area Vasant Kunj, New Delhi 110070  
GSTIN 07AAATT4778L1ZU

Tel : 011 2612 2222  
E-mail : [procurement@terischool.ac.in](mailto:procurement@terischool.ac.in)  
Fax No.: 91-11-26122574

- **CHALLANS:** Challans in duplicate should be submitted on delivery of materials or sent along with RRs/Way Bill. One copy will be returned after acknowledgement of receipt of materials and the other will be retained by the consignee.
- **LOCAL DELIVERY:** Delivery of materials should invariably be taken by the designated person whose signatures should be provided on challans to facilitate payment of bills.
- **INVOICES:** Pre-receipted Bills in triplicate should be submitted to Procurement Section.
- **TRANSIT RISK:** Transit risk for materials by rail, road or otherwise will be on supplier's account. The supplier will directly lodge any claim and receive the costs from transporter, insurance company, etc. The University will make payment against bills only on receipt of material in good condition.
- **JURISDICTION:** Delhi
- **ARBITRATION:** All disputes of differences whatsoever arising between parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof shall be settled by arbitration in accordance with Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties.
- **PERSONAL ENQUIRIES REGARDING PAYMENT:** As a rule, personal enquiries regarding payment are discouraged. However, if any enquiries are to be made, they will be entertained by the Accounts Section on working days from Monday to Friday between 2.00pm and 4.00pm only.
- **PENALTY:** Penalty @1% per week subject to a maximum of 10% of the order value shall be applicable on all deliveries made after the delivery date.
- **GURANTEE/WARRANTY:** All equipment/material with all accessories shall be guaranteed against the operational failure or deficiency in output due to design or mechanical failure due to faulty materials or bad workmanship for minimum period of 12 months from the date of installation by the Supplier.
- **PAYMENT:** Within 30 days after confirmation of receipt of material in good condition against pre-receipted bills in triplicate rounded off to the nearest rupee. Part bills shall not be entertained.
- **ENQUIRIES:** Please quote the purchase order number and date on all challans, invoices, and correspondences.
- **CONTRACT:** Whenever a separate written contract between parties are entered into, payment shall be released only after the contract has been signed between TERI SAS and the party/vendor.

### 6.2.3.H

**Step 5: Approved PO emailed to the vendor/supplier.**





## 6.2.3.I

### Balance Sheet

TallyPrime		MONDAY																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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### Chart of Accounts

TallyPrime		MONDAY		G: Go To		O: Import		E: Export		M: E-mail		P: Print		F1: Help	
GOLD		K: Company		Y: Data		Z: Exchange									
TERI School of Advanced Studies															
Chart of Accounts															
Ledgers															
List of Masters															
Change Company															
Show Inactive															
Accounting Masters															
Groups															
Ledgers															
Voucher Types															
Cost Categories															
Cost Centres															
Currencies															
Budgets															
Scenarios															
Inventory Masters															
Stock Groups															
Stock Items															
Stock Categories															
Units															
Godowns															
Payroll Masters															
Employee Categories															
Employee Groups															
Employees															
Attendance/Production Types															
Pay Heads															

## 6.2.3.I

### Contra Voucher

TallyPrime - MONDAY  
GOLD K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

Accounting Voucher Creation

Contra No. 66

31-Mar-20 Tuesday

Particulars Debit Credit

Cr

Narration:

F2: Date  
F3: Company  
F4: Contra  
F5: Payment  
F6: Receipt  
F7: Journal  
F8: Sales  
F9: Purchase  
F10: Other Vouchers  
F11: AutoFill  
F12: Change Mode  
F13: More Details  
F14: Optional  
F15: Post-Dated  
F16: Configure

12:57 PM 27/07/2021

### Income Expenditure Account

TallyPrime - MONDAY  
GOLD K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

Income and Expenditure Statement

TERI School of Advanced Studies 1-Apr-19 to 31-Mar-20

Particulars	TERI School of Advanced Studies 1-Apr-19 to 31-Mar-20	Particulars	TERI School of Advanced Studies 1-Apr-19 to 31-Mar-20
<b>Purchase Accounts</b>		<b>Sales Accounts</b>	
Direct Expenses	26,84,42,418.50	Direct Incomes	23,77,21,386.24
Indirect Incomes	0.48	Excess of expenditure over income	3,07,21,032.34
Indirect Expenses			
<b>Total</b>	<b>26,84,42,418.50</b>	<b>Total</b>	<b>26,84,42,418.50</b>

F2: Period  
F3: Company  
F4:  
F5:  
F6:  
F7:  
F8: Valuation  
F9:  
F10:  
F11: Basis of Values  
F12: Change View  
F13: Exception Reports  
F14: New Column  
F15: Alter Column  
F16: Delete Column  
F17: Auto Column  
F18: Configure

12:57 PM 27/07/2021

### 6.2.3.I

#### Journal Voucher

The screenshot shows the TallyPrime 'Journal Voucher' creation window. The top menu bar includes 'TallyPrime', 'MOMENT', 'GOLD', 'K: Company', 'Y: Data', 'Z: Exchange', 'G: Go To', 'O: Import', 'E: Export', 'M: E-mail', 'P: Print', and 'F1: Help'. Below the menu, the 'Accounting Voucher Creation' section shows 'Journal' selected, with 'No. 1256' and 'Date 31-Mar-20' (Tuesday). The 'Voucher class' is set to '\* Not Applicable'. The main area is divided into 'Particulars', 'Debit', and 'Credit' columns. The 'Particulars' column contains a single entry 'Dr'. The right-hand side features a vertical list of options: F2: Date, F3: Company, F4: Contra, F5: Payment, F6: Receipt, F7: Journal, F8: Sales, F9: Purchase, F10: Other Vouchers, F11: AutoFill, F12: Change Mode, F13: More Details, F14: Optional, F15: Post-Dated, F16: Stat Adjustment, and F17: Configure. The bottom status bar shows the time as 12:18 PM on 27/07/2021.

#### Payment Voucher

The screenshot shows the TallyPrime 'Payment Voucher' creation window. The top menu bar is identical to the Journal Voucher screen. The 'Accounting Voucher Creation' section shows 'Payment' selected, with 'No. 802' and 'Date 31-Mar-20' (Tuesday). The 'Voucher class' is set to '\* Not Applicable'. The main area is divided into 'Particulars', 'Debit', and 'Credit' columns. The 'Particulars' column contains a single entry 'Dr'. The right-hand side features the same vertical list of options as the Journal Voucher screen. The bottom status bar shows the time as 12:17 PM on 27/07/2021.

## 6.2.3.I

### Purchase Voucher

TallyPrime - MONDAY  
GOLD K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

Accounting Voucher Creation

Purchase No. 367 Date 31-Mar-20 Tuesday

Supplier Invoice No. Party A/c name Current balance

Particulars Rate per Amount

Name on Receipt

F2: Date  
F3: Company  
F4: Contra  
F5: Payment  
F6: Receipt  
F7: Journal  
F8: Sales  
F9: Purchase  
F10: Other Vouchers  
F11: AutoFill  
F12: Change Mode  
F13: More Details  
F14: Optional  
F15: Post-Dated  
F16: Configure

New Microsoft Word Document - Microsoft Word

12:19 PM 27/07/2021

### Receipt Voucher

TallyPrime - MONDAY  
GOLD K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

Accounting Voucher Creation

Receipt No. 126 Voucher class \* Not Applicable 31-Mar-20 Tuesday

Particulars Debit Credit

Cr

Name on Receipt  
Name on Receipt

F2: Date  
F3: Company  
F4: Contra  
F5: Payment  
F6: Receipt  
F7: Journal  
F8: Sales  
F9: Purchase  
F10: Other Vouchers  
F11: AutoFill  
F12: Change Mode  
F13: More Details  
F14: Optional  
F15: Post-Dated  
F16: Stat Adjustment  
F17: Configure

12:18 PM 27/07/2021

## 6.2.3.I

### Sales Voucher

TallyPrime - MONDAY

GOLD K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

Accounting Voucher Creation TERB School of Advanced Studies

Sales No. MAR/GST .10 Date 31-Mar-20 Tuesday

Reference No. Party A/c name Current balance

Particulars Rate per Amount

Navigation: F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F9: Purchase F10: Other Vouchers F11: AutoFill F12: Change Mode F13: More Details F14: Optional F15: Post-Dated F16: Configure

12:18 PM 27/07/2021

### Trial Balance

TallyPrime - MONDAY

GOLD K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

Trial Balance TERB School of Advanced Studies

Particulars	1-Apr-19 to 31-Mar-20	Closing Balance	Debit	Credit
Capital Account		16,39,92,095.83		
Loans (Liability)		22,91,00,000.00		
Current Liabilities		17,82,360.61	26,66,81,908.90	
Fixed Assets		38,34,11,158.26		
Investments		6,45,37,261.00		
Current Assets		14,50,33,193.27	5,04,006.79	
Branch / Divisions				
Direct Incomes				23,77,21,386.24
Direct Expenses		26,84,42,418.10		
Indirect Incomes		0.48		
Indirect Expenses				
Profit & Loss A/c		3,47,92,915.65		
Difference in opening balances				0.41
<b>Grand Total</b>			<b>89,79,99,367.37</b>	<b>89,79,99,367.37</b>

Navigation: F2: Period F3: Company F4: Group F5: Ledger-wise F6: Monthly F7: F8: F9: F10: F11: Basis of Values F12: Change View F13: Exception Reports F14: New Column F15: After Column F16: Delete Column F17: Auto Column F18: Configure

12:21 PM 27/07/2021

1. **Title of the Practice** This title should capture the keywords that describe the practice.

### **Integration of Information and Communication Technology in all aspects of functioning of HEI**

2. **Objectives of the Practice** What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100 words)?

NAAC manual for for Self Study report of Universities (p. 7) mentions the following "Technological advancement and innovations in educational transactions have to be undertaken by all HEIs, to make a visible impact on academic development as well as administration. [...] To keep pace with the developments in other spheres of human endeavor, HEIs have to enrich the learning experiences of their students by providing them with state-of-the-art educational technologies. The campus community must be adequately prepared to make use of Information and Communication Technology (ICT) optimally". Integration of ICT in the everyday functioning of TERI SAS has been geared to meet these objectives.

3. **The Context** What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

Sustainability being one of the core areas of importance and competence at TERI SAS, use of green practices came to it quite 'naturally'. E-office for internal communications (including approvals), 'portals' for students and faculty, financial software for meeting accounting requirements, MIS for managing academic matters were thought to be saving both time and resources including papers. It follows that from the very first day, all newly admitted students and staff members are exposed to an ICT enabled environment. This paid a lot of dividend during the pandemic in 2020. In a few days time the entire teaching and evaluation could be shifted to online mode.

4. **The Practice** Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

Effective integration of ICT in every aspect of functioning has been implemented at TERI SAS since its inception. From submission of application form for admission to admission to choice of subjects to checking attendance records to accessing grades, every aspect of a student life-cycle has been operating within the digital platform. Similarly application for teaching positions to submission of appraisal to application for leave for faculty have been functioning in an ICT enabled environment. All the classrooms are equipped with latest ICT tools. Every aspect of finance is carried out through a digital environment.

Technical details of Management Information System (MIS) are given below.

S.No	Module	Description	Technology
1	Admissions	Admissions data is available in University management System(UMS).	Oracle 10g and Developer 2000(Forms and report 6i)
2	Academics	Entire academic module is available in UMS and respective part of the same is available in Student and Faculty Portal	For Faculty and Student portal, front developed in .Net and backend is Oracle
3	Examination	Role based access given to respective faculty member and can be processed through UMS.	Front developed in .Net and backend is Oracle
4	Placement	Can be access through .Net portal	Front developed in .Net and backend is Oracle
5	Feedback - Mid Term and Final	Can be access through .Net portal	Front developed in .Net and backend is Oracle
6	Minor - Major Project	Can be access through .Net portal	Front developed in .Net and backend is Oracle
7	ESS Portal	Can be access through .Net portal and managed through Navision Portal	Front developed in .Net and backend managed through Microsoft Navision
8	Purchase	Can be access through .Net portal and managed through Navision Portal	Front developed in .Net and backend managed through Microsoft Navision



A narrative follows:

**a. Methods of IT integration in teaching and learning**

- All teachers extensively use ICT enabled tools for interactive teaching to optimally employ student centric methods such as role-play, case-studies, presentations.
- Power-point presentations, conducting polls (kahoot.com), holding quizzes (Microsoft Forms), mind-maps are few methods adopted by teachers to blend IT-enabled methods in the traditional classroom set-up.
- Guest-lectures, seminars/webinars, talks etc., workshops, trainings are organized through video-conferencing, skype etc.
- A repository of recorded video of seminars, guest-lectures and also lectures developed by faculty members have also been created for different courses; they are made available to students online for self-paced learning (<https://www.youtube.com/user/teriuniversity/videos>).
- Class attendance and progress of the students are posted on the portal by the faculty and available for access by the students.

**b. IT enabled evaluation and assessment**

- Format and weightage of assessments is integrated into the TERI SAS evaluation portal.
- Entire process of submission of grades by the faculty, moderation, submission of grades to the Controller of Examination and final display of results to be accessed by the students is carried out online via the UMS and portal systems.
- Plagiarism detection software available for detection of similarity in students' submissions for term-papers, project reports, thesis and dissertations.

**c. IT integration in Admission and other administrative processes.**

- Dedicated tab on the TERI SAS website for admission to all programs. Further time to time updates on the admission-status posted in 'announcements'. (<https://www.terisas.ac.in/announcement.php>)
- Up-to date and complete information on the admission dates (<https://www.terisas.ac.in/admissions-calendar.php>), procedure to apply (<https://www.terisas.ac.in/how-to-apply.php>), no. of seats (<https://www.terisas.ac.in/seats.php>), fee payment (<https://www.terisas.ac.in/payment-process.php>), loan facility (<https://www.terisas.ac.in/education-loan.php>), refund policy (<https://www.terisas.ac.in/refund-policy.php>) along with a copy of brochure are posted on the institutions website.

**d. Infrastructure supporting IT integration**

- Dedicated IT staff for managing IT services and ICT assets at the university.
- Every classroom, seminar halls and conference rooms at TERI SAS is well-equipped with a computer system and projector.
- Wi-fi enabled campus.
- Two computer labs, one computer center and over 200 computer systems.
- Vast collection of e-books, e-journals and other e-resources along with remote-access to the library.
- A committee was set up in May 2020 'to recommend appropriate online unified communications platform for smooth conduct of academic activities' with the following terms of reference: (a) Review the appropriateness and effectiveness of the product/platform under existing licensing arrangement with M/s Microsoft Ltd. and other vendors for delivering online teaching-learning and examination processes; (b) Examine other popular platforms and recommend a suitable Product/ Platform for the University; (c) Examine other relevant IT related issues for long-term preparedness of the University for addressing challenges arising due to COVID-19 environment and offer suggestions if any. The Committee submitted its report in September 2020.

**e. Pedagogic innovations in response to COVID 19 pandemic**

- Advent of the pandemic and the subsequent lockdown, forced the physical premise of the university inaccessible, however, teaching-learning and evaluation continued with the same rigor.
- Students, faculty and staff given several training sessions for use of e-platform and resources.
- Remote access to the office – computer systems given to faculty and staff for better coordination. Students could access the computer in the laboratory to access and use the software in those systems.
- Microsoft Teams used as the platform for conducting classes, discussions, webinars etc.
- Accessibility of Online Resources at the Library from remote locations facilitating the students to access online aggregators subscribed by the library such as JSTOR, Science Direct, etc. (<https://terivk.new.knimbus.com/>)
- Take-home assignments, literature-review papers, term papers, presentations, short-term projects proposed for continuous assessments besides the online proctored time-bound exams.

**5. Evidence of Success** Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200 words.

### 6.2.3.J.

Feedback from students taken to access their response on the online-teaching, attainment of learning outcome and methods of evaluation.

([https://terisas.ac.in/pdf/MediaRelease\\_firstRoundFeedback\\_classesOnOnlineplatform.pdf](https://terisas.ac.in/pdf/MediaRelease_firstRoundFeedback_classesOnOnlineplatform.pdf) and [https://terisas.ac.in/pdf/Secondsurveyamongstudentsonlineclasses\\_TERISAS.pdf](https://terisas.ac.in/pdf/Secondsurveyamongstudentsonlineclasses_TERISAS.pdf)) indicates reasonable satisfaction. Admittedly there were some issues, but most of them were beyond the scope of TERI SAS's intervention.

Feedback from faculty on conducting online classes and evaluation indicated a positive response

(<https://terisas.ac.in/pdf/FeedbackReportForIqacbyCOE.pdf>).

**6. Problems Encountered and Resources Required** Please identify the problems encountered and resources required to implement the practice (in about 150 words).

It takes a little while for a newly admitted student or a newly appointed employee to get used to the ICT enabled environment, but with the cooperation extended by other students and employees and technical help from the IT team, soon they get used to it. At this moment, TERI SAS does not have a system to manage externally financed projects--it's aquisition and operationalisation will make the ICT enabled environment exhaustive.

**7. Notes (Optional)** Please add any other information that may be relevant for adopting/ implementing the Best Practice in other Institutions (in about 150 words).



### 6.2.3.K

#### Expenditure statements for the budget heads of e-governance implementation

##### A. Annual Maintenance Contract /Service for IT

2016-17

S. No.	Name of the party	AMC for /Service	for the period	Date of Invoice	Payable Amount
1	Godrej & Boyce Mfg. Co. Ltd.	AMC of VC Equipment CISCO SX-20 and CISCO Edge 95	01.04.2016 to 31.05.2017	30-06-2016	34,466
2	Dell International Services India Pvt. Ltd.	Renewal of Support Cover for Optiplex Desktop 3010	30.01.2017 to 30.01.2019	21.03.2017	5,725
3	Neoteric Informatique Ltd	AMC Of EPABX and Relating Softwares	10.09.2015 to 09.09.2016	31.10.2015	42,987
4	Sonic Tech Solutions	AMC and Annual Subscription of Tally Software for Accounts	06.01.2016 to 05.01.2017	13.01.2016 & 31.12.2015	12,855

2017-18

S. No.	Name of the party	AMC for /Service	for the period	Date of Invoice	Payable Amount
1	Microsense Networks Private Limited	Internet Access Service	01.07.2017 to 30.09.2017	30.06.2017	1,13,715
2	Microsense Networks Private Limited	Internet Access Service	01.10.2017 to 31.12.2017	26.09.2017	1,13,715
3	Cyberspace Networking Systems (P) Ltd	Geotrust True Business ID Certificate	20.01.2018 to 31.03.2018	24-Oct-17	3,284
4	Tata Communications Ltd.	Standard ILL Charges & National ETHernat Charges	01.10.2017 to 31.12.2017	26-Nov-17	1,41,250
5	Microsense Networks Private Limited	Internet Access Service	01.01.2018 to 31.03.2018	26-Dec-17	1,13,715
6	Godrej & Boyce Mfg. Co. Ltd	AMC Of VC Equipment	01.04.2017 to 31.05.2017	31.05.2016	1,72,334
7	Tata Communications Ltd.	Standard ILL Charges & National ETHernat Charges	01.07.2017 to 30.09.2017	02.06.2017	1,80,000
8	Cyberspace Networking Systems (P) Ltd	Charges for O365 & One time fee for Users	24.06.2017 to 31.03.2018	24.06.2017	2,75,305
9	Tata Communications Ltd.	Standard ILL Charges & National ETHernat Charges	01.10.2017 to 31.12.2017	03.09.2017	1,55,161
10	Cyberspace Networking Systems (P) Ltd	Hosting Charges for DELL R410		22.08.2017	86,250
11	Cyberspace Networking Systems (P) Ltd	Internet working charges		03.10.2017	42,000
12	Cyberspace Networking Systems (P) Ltd	Dedicated Hosting charges		22.09.2017	2,11,000
13	Tata Communications Ltd.	Standard ILL Charges & National ETHernat Charges	01.01.2018 to 31.03.2018	07.12.2017	2,847
14	Tata Communications Ltd.	Standard ILL Charges & National ETHernat Charges	01.01.2018 to 31.03.2018	19.09.2017, 11.12.2017, 11.09.2017	30,000
15	Cyberspace Networking Systems (P) Ltd	Website Updation charges		01.01.2018	10,000
16	Tata Communications Ltd.	Standard ILL Charges & National ETHernat Charges	01.01.2018 to 31.03.2018	07.12.2017	25,000
17	Cyberspace	Website Updation charges		12.02.2018	

### 6.2.3.K

	Networking Systems (P) Ltd				10,000
17	Tata Communications Ltd.	Standard ILL Charges & National ETHernat Charges	01.04.2017 to 30.06.2017	02.03.2017	1,80,000
18	Cyberspace Networking Systems (P) Ltd	AMC for Hosting Charges	01.04.2017 to 04.08.2017	12.07.2016	69,000
19	Cyberspace Networking Systems (P) Ltd	Website Updation charges		27.12.2017	10,000
20	Tata Communications Ltd.	Recurring Charges		07.12.2017	10,000

2018-19

S. No.	Name of the party	AMC for /Service	for the period	Date of Invoice	Payable Amount
1	Microsense Networks Private Limited	Internet Access Service	01.10.2018 to 31.12.2018	25.09.2018	1,13,715.00
2	Rac Technologies	Symantec End protection Antivirus Support	11.12.2018 to 31.03.2019	11-Dec-18	35,885.00
3	Cyberspace Networking Systems (P) Ltd	Website Updation charges	for the m/o March 2018	02-Apr-18	10,000.00
4	Tata Communication Ltd.	Standard ILL Charges & National ETHernat Charges	01.07.2018 to 30.09.2018	02-Jun-18	1,70,000.00
5	Tata Communication Ltd.	Standard ILL Charges & National ETHernat Charges	for the m/o April 2018	02-Jun-18	10,000.00
6	Cyberspace Networking Systems (P) Ltd	Website Updation charges	for the m/o April 2018	30-May-18	10,000.00
7	Tata Communication Ltd.	Standard ILL Charges & National ETHernat Charges	Overdue payment for 15-16 & for 2016-2017	02-Jun-18	2,73,674.00
8	Amazon Internet Services New Delhi	Internet Expenses Misc.			3,654.39
9	Amazon Internet Services New Delhi	Internet Expenses Misc.			3,777.25
10	Amazon Internet Services New Delhi	Internet Expenses Misc.			3,734.68
11	Microsense Networks Private Limited	Internet Access Service	01.07.2018 to 30.09.2018	27-06-2018	1,13,715.00
12	Comcraft Technology Pvt. Ltd.	Old Rack along with routers		11-Jul-18	2,561.00
13	Bhupesh Saran	Internet Expenses for Editing	As per note	7-Dec-18	12,000.00
14	Cyberspace Networking Systems (P) Ltd	License for O365		19-Jul-18	1,62,526.00
15	Cyberspace Networking Systems (P) Ltd	for dedicating hosting Server		16-Jan-19	42,025.00
16	Cyberspace Networking Systems (P) Ltd	Website Updation charges		04-Dec-18	10,000.00
17	Cyberspace Networking Systems (P) Ltd	Website Updation charges		02-Jan-19	10,000.00
18	Tata Communication	Standard ILL Charges & National	GST Ineligible	13.03.2019	

### 6.2.3.K

	Ltd.	ETHernat Charges	transfer for earlier booked payments		5,400.00
19	Cyberspace Networking Systems (P) Ltd	SSL Certificate Charges	01.10.2018 to 01.10.2019	01-Oct-18	18,147.00
20	Cyberspace Networking Systems (P) Ltd	SSL Certificate Charges	01.10.2018 to 01.10.2019	05-Oct-18	18,147.00
21	Cyberspace Networking Systems (P) Ltd	Dedicated Hosting Server	04.08.2018 to 04.02.2018	02-Aug-18	1,03,500.00
22	Cyberspace Networking Systems (P) Ltd	Cross link charges		25-Sep-18	12,000.00
23	Cyberspace Networking Systems (P) Ltd	Website Updation charges		31-Jul-18	10,000.00
24	Cyberspace Networking Systems (P) Ltd	Website Updation charges	For September 2018	01-Oct-18	10,000.00
25	Teleon Solutions Private Limited	Telecam Camera on Rent		24-Nov-18	4,661.00
26	Cyberspace Networking Systems (P) Ltd	Website Updation charges	For October 2018	12-Nov-18	10,000.00
27	Microsense Networks Private Limited	Internet Access Service	01.01.2019 to 31.03.2020	28-12-2018	1,13,715.00
30	Cyberspace Networking Systems (P) Ltd	Website Updation charges	For Jan 2019	21-02-2019	10,000.00
31	Cyberspace Networking Systems (P) Ltd	Website Updation charges	For Jan 2019	30-03-2019	10,000.00
32	Cyberspace Networking Systems (P) Ltd	Charges against Web Application		08-10-2018	22,200.00
33	Teleon Solutions Private Limited	Telecam Camera on Rent		14-Feb-19	7,000.00
34	Tata Communication Ltd.	Standard ILL Charges & National ETHernat Charges	GST Ineligible transfer for earlier booked payments	13.03.2019	1,800.00
35	Cyberspace Networking Systems (P) Ltd	License for O365	01.04.2018 to 24.06.2018	24.06.2017	58,434.00
36	Cyberspace Networking Systems (P) Ltd	Hosting charges for Dell R 410		22.08.2017	1,20,750.00
37	Cyberspace Networking Systems (P) Ltd	Geotrust True Business ID Certificate Charges for TERI University Portal	01.04.2018 to 19.01.2019	24.10.2017	9,850.00
38	Tata Communication Ltd.	Standard ILL Charges & National ETHernat Charges	01.04.2018 to 30.06.2018	02.03.2018	1,80,000.00
38	Microsense Networks Private Limited	Internet Access Service	01.04.2018 to 30.06.2018	24.03.2018	1,13,715.00
39	Rac Technologies	Adobe Creative Cloud for teams EDU 01 year	01.04.2018 to 31.03.2019	21.03.2018	20,500.00
40	Rac Technologies	Software Renewal Maintenance		12.12.2017	

### 6.2.3.K

		SYMC Endpoint Protection 12.1 Per User Renewal Essential, Acad Band			78,667.00
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2019-20

S. No.	Name of the party	AMC for /Service	for the period	Date of Invoice	Payable Amount
1	Team Computers Pvt. Ltd.	FMS Support	01.04.2019 to 30.06.2019	27-Apr-19	2,15,875.00
2	Cyberspace Networking Systems (P) Ltd	Website updation Charges	Mar-19	18-Apr-19	10,000.00
3	Cyberspace Networking Systems (P) Ltd	Application Firewall	08.04.2019 to 08.10.2019	23-Apr-19	22,200.00
4	Mpower Softcomm Private Limited	AMC of ERP Na Vision 80 MAN Days ( 640 Man Hours)		26-Apr-19	1,12,500.00
5	Tata Communication Ltd.	Standard ILL Charges & National ETHernat Charges	01.07.2019 to 30.09.2019	02-Jun-19	1,70,000.00
6	Tata Communication Ltd.	Standard ILL Charges & National ETHernat Charges	01.07.2019 to 30.09.2019	02-Jun-19	10,000.00
7	Cyberspace Networking Systems (P) Ltd	License Renewal for O365	26.06.2019 to 24.06.2019	15-Jun-19	2,24,000.00
8	Team Computers Pvt. Ltd.	FMS Support	01.07.2019 to 30.09.2019	05-Jul-19	2,15,875.00
9	Microsense Networks Private Limited	Internet Access Points Services	01.07.2019 to 30.09.2019	27-Jun-19	1,13,715.00
10	Mpower Softcomm Private Limited	BREP Renewal Charges for Microsofty Dynamics Navision 2016 License	27.06.2019 to 26.06.2020	27-06-2019	2,36,192.00
11	Mpower Softcomm Private Limited	AMC of ERP Na Vision 80 MAN Days ( 640 Man Hours)	15.07.2019 to 14.10.2019	12-Jul-19	1,12,500.00
12	Cyberspace Networking Systems (P) Ltd	Website updation Charges	Apr-19	7-May-19	10,000.00
13	Cyberspace Networking Systems (P) Ltd	Wild Card SSL Certificate for terisas.ac.in		04-Oct-19	16,949.00
14	Team Computers Pvt. Ltd.	FMS Support	01.10.2019 to 31.12.2019	18-Oct-19	2,15,875.00
15	Microsense Networks Private Limited	Internet Access Points Services	01.10.2019 to 31.12.2019	26-Sep-19	1,13,715.00
16	Cyberspace Networking Systems (P) Ltd	SMS Service for Web forms -OTP Purpose	09.12.2019 to 09.12.2020		9,000.00
17	Rac Technologies	Symn Endpoint Protection Antivirus Software	12.12.2019 to 11.12.2020	04.01.2020	39,000.00
18	Comscraft Technology Pvt. Ltd.	Installation charges for Language lab		13.11.2019	42,225.00
19	Cyberspace Networking Systems (P) Ltd	Various of Activities		13/06, 19/08, 21/10, 22/10, 17/12, 12/02/20	2,23,250.00
20	Cyberspace Networking Systems	Website updation Charges for 6 man days		11.03.2020	7,500.00

### 6.2.3.K

	(P) Ltd				
21	Targus Technologies Private Limited	Network Support AMC for F.Y. 18-19		01.10.2018	1,45,000.00
22	Cyberspace Networking Systems (P) Ltd	Dedicated Hosting Server	01.04.2019 to 01.05.2019	15.04.2018	17,250.00
23	Rac Technologies	Symn Endpoint Protection Antivirus Software	01.04.2019 to 10.12.2019	11.12.2018	82,115.00
24	Microsense Networks Private Limited	Internet Access Points Services	01.04.2019 to 30.06.2019	25.03.2019	1,13,715.00
25	Cyberspace Networking Systems (P) Ltd	dedicated hosting server	01.04.2019 to 04.08.2019 & 01.04.2019 to 24.06.2019	16.01.2019	1,22,951.00
26	Tata Communication Ltd.	Standard ILL Charges & National ETHernat Charges	01.04.2019 to 30.06.2019	02.03.2019	1,80,000.00
27	Cyberspace Networking Systems (P) Ltd	dedicated hosting server	01.05.2019 to 31.03.2020		
28	Cyberspace Networking Systems (P) Ltd	Annual Charges for dedicated server hosted	01.05.2019 to 01.05.2020	18-04-2019	1,89,750.00
29	Microsense Networks Private Limited	Internet Access Points Services	01.04.2019 to 30.06.2019	28.12.2019	1,13,715.00

2020-21

S. No.	Name of the party	AMC for /Service	for the period	Date of Invoice	Payable Amount
1	Microsense Networks Private Limited	Internet Access Points Services	01.04.20 to 30.06.2020	04-Mar-20	1,13,715.00
2	Team Computers Pvt. Ltd.	FMS Support	01.04.20 to 30.06.2020	25-May-20	2,15,875.00
3	Team Computers Pvt. Ltd.	FMS Support	01.07.20 to 30.09.2020	16-Jul-20	2,15,875.00
4	Cyberspace Networking Systems (P) Ltd	towards Charges for rapid SSL wildcard certificates	03/11/2020 to 03/11/2021	23-Oct-20	15,662.00
5	Tata Communication Ltd.	Standard ILL Charges & National ETHernat Charges	01.04.2019 to 30.06.2019	02-Sep-20	1,76,250.00
6	Targus Technologies Private Limited	towards Networks Support	01/03/2020 to 31/08/2020	01-09.2020	90,000.00
7	Team Computers Pvt. Ltd.	FMS Support	01.10.20 to 31.12.2020	06-Oct-20	2,15,875.00
8	VTS Infosoft Private Limited	AMC of ERP Na Vision	Nov 20 & Decmber 2020	27/11/2020 and 02/12/2020	81,200.00
9	Team Computers Pvt. Ltd.	FMS Support	01.01.21 to 31.03.2021	11-Jan-21	2,05,081.00
10	Rac Technologies	Symn Endpoint Protection Antivirus Software	04.01.2021 to 03.01.2022	16.01.2021	45,000.00
11	Microsense Networks Private Limited	Internet Access Points Services	01.07.2020 to 31.03.2021	04.11.2020, 05.01.2020 & 18.08.2020	2,84,289.00
12	Tata Communication Ltd.	Standard ILL Charges & National ETHernat Charges	01.04.2019 to 30.06.2019	02-Dec-20	1,76,250.00

### 6.2.3.K

13	TERI	towards turnitin OCPlus Entriprese subscrption for 12 months	29.12.2020 to 28.12.2021	29-Dec-20	43,136.00
14	Rac Technologies	Renewal of Symantec End Point Antivirus Software	01.04.2020 to 11.12.2020	04.01.2020	78,000.00
15	Cyberspace Networking Systems (P) Ltd	dedicated hosting server, Annual Charges for dedicated server hosted AMC for for various of Services	(i) 01.04.2020 to 01.05.2020 (ii) 01.04.2020 to 19.10.2020 (iii) 01.04.2020 to 08.04.2020 (iv) 01.04.2020 to 09.12.2020 (v) 01.04.2020 to 04.08.2020	13.06.2019, 21.10.2019, 22.10.2019, 17.12.2019, 12.02.2020	1,16,950.00
16	Cyberspace Networking Systems (P) Ltd	dedicated hosting server	01.04.2020 to 01.05.20	11.03.2020	22,500.00
17	Cyberspace Networking Systems (P) Ltd	dedicated hosting server	01.04.2020 to 30.04.2020	18.04.2019	17,250.00

### B. Repair & Maint- Computer, Repair & Maintenance - Office Equipment

2016-17

S. No.	Name of the party	AMC for /Service/Purchase	for the period	Date of Invoice	Payable Amount
1	Sunil Ramlal Bhatia	Online database for CAT /MAT		08.04.2016	5,000
2	Tata Communications Ltd.	Standard ILL Charges	01.07.2016 to 30.09.2016	02.06.2016	1,35,000
3	Tata Communications Ltd.	National ETHERNAT	01.07.2016 to 30.09.2016	02.06.2016	25,000
4	Team Computers Pvt. Ltd.	Tape Drive Service		10.06.2016	2,500
5	Dishnet Wireless Limited	Service - Port Charges	01.07.2016 to 30.09.2016	06.06.2016	40,000
6	Cyberspace Networking Systems (P) Ltd	Dedicate Hosting Charges for Dell R410 Server @ IP Address	04.08.2016 to 04.08.2017	12.07.2016	1,38,000
7	Tata Communications Ltd.	Standard ILL Charges & National ETHernat Charges	01.10.2016 to 31.12.2016	02.09.2016	1,79,999
8	Dishnet Wireless Limited	Service - Port Charges	01.10.2016 to 31.12.2016	06.09.2016	40,000
9	Cyberspace Networking Systems (P) Ltd	Support for Connectivity between TERI Server at IDC	19.10.2016 to 19.10.2017	19.09.2016	12,000
10	Cyberspace Networking Systems (P) Ltd	Domain Name Renewal Charges for climateofconcern.org	02.08.2016 to 02.08.2017	13.09.2016	16,286
11	Tata Communications Ltd.	Standard ILL Charges & National ETHernat Charges	01.01.2017 to 31.03.20217	02.12.2016	1,80,000
12	Online purchase through SBI Credit Card	purchase of Wi Fi Range Booster		08.08.2016	2,040
13	Sunil Ramlal Bhatia	Online database purchase for All India JEE(AIEEE) , September MAT 2016		30.12.2016	13,000
14	Cyberspace Networking Systems (P) Ltd	Dedicate Hosting Charges for Dell R410 Server @ IP Address	04.08.2015 to 04.08.2016	08-07-2015	70,725
15	Cyberspace Networking Systems (P) Ltd	Support for Connectivity between TERI Server at IDC	19.10.2015 to 19.10.2016	19.10.2015	6,367

### 6.2.3.K

16	Contravolts Info Tech Pvt. Ltd.	AMC of Computer Software Sc Stream standard set	01.04.2016 to 17.11.2016	18.11.2015	1,09,704
17	Dishnet Wireless Limited	Service - Port Charges	01.04.2016 to 31.03.2016		40,000
18	Global Technologies	Purchasing of Hard disk 500 GB , Cable etc		06.06.2016	16,695
19	PC Solutions Pvt. Ltd.	Visiting Charges of duplexer unit, HP Laserjet 4345 MFP		03.06.2016	1,500
20	PC Solutions Pvt. Ltd.	FMS Support Charges as per Contract No. PSPL/TERI/A-15072015	11.05.2016 to 10.08.2016	23.06.2016	2,26,137
21	Global Technologies	Connector, HDMI to VGA, with 5m VGA cable etc		23.12.2015	9,642
22	Global Technologies	SMPS Dell		02.07.2016	9,450
23	Global Technologies	SMPS Dell		11.09.2016	9,248
24	Amazon.com	Purchasing of Hard disk 1 TB Seagate Made		25.11.2016	4,359
25	PC Solutions Pvt. Ltd.	FMS Support Charges as per Contract No. PSPL/TERI/A-15072015	11.08.2016 to 10.11.2016	15.12.2016	2,26,137
26	Rac Technologies	towards purchasing of Acrobat Pro DC (perpetual) EDU, Creative Cloud		06.02.2017	34,650
27	Amazon.com	BSeagate Backup Plus Slim 2TB Portable External Hard Drive purchased		09.03.2017	6,849
28	Exclserv Solutions LLP	Purchasing D-Link, Laying of UTP cable, Termination of Information Outlet, Laying of PVC pipe/chennal/flexible		28.02.2017	1,04,586
29	Durga Trading Corporation	Lamp Epson Model No. EMP-1810 & EMP-X3		22.07.2016	27,225
30	Digital Info Media Pvt. Ltd.	Purchasing 4' Height adjustable mounting kit		03.03.2016	11,813

2017-18

S. No.	Name of the party	AMC for /Service/Purchase	for the period	Date of Invoice	Payable Amount
1	PC Solutions Private Limited	Visiting Charges		30.03.2017	1,500
2	PC Solutions Private Limited	FMS Charges for the period from 10.11.2016 to 31.03.2017	10.11.2016 to 31.03.2017	11.05.2017 & 12.01.2017	3,50,636
3	Corporateserve Solutions Pvt. Ltd.	ERP Implementation Services		06.06.2017	1,43,700
4	PC Solutions Private Limited	Visiting Charges		07.06.2017	1,500
5	PC Solutions Private Limited			22.06.2017	1,50,000
6	PC Solutions Private Limited	Visiting Charges		14.07.2017	1,500
7	PC Solutions Private Limited	FMS Charges	01.04.2017 to 30.06.2017	28.06.2017	2,60,058
8	PC Solutions Private Limited	FMS Charges	01.07.2017 to 30.09.2017	28.08.2017	2,26,137
9	Corporateserve Solutions Pvt. Ltd.	Purchasing of Na Vision ERP Module for TERI SAS		06.06.2017, 21.09.2017, 07.12.2017	25,36,350



### 6.2.3.K

2018-19

S. No.	Name of the party	AMC for /Service/Purchase	for the period	Date of Invoice	Payable Amount
1	Mpower Softcomm Private Limited	Professional Consultancy for NAVISION		28-Jan-19	25,000.00
2	Team Computers Pvt. Ltd.	FMS Support Charges	01.04.2018 to 30.06.2018	06-Apr-18	1,96,250.00
3	Team Computers Pvt. Ltd.	FMS Support Charges	01.07.2018 to 30.09.2018	18-Jul-18	1,96,250.00
4	Team Computers Pvt. Ltd.	FMS Support Charges	01.01.2019 to 31.03.2019	21-Jan-19	1,96,250.00
5	Team Computers Pvt. Ltd.	FMS Support Charges	01.10.2018 to 31.12.2018	18-Oct-18	1,96,250.00

2020-21

S. No.	Name of the party	AMC for /Service/Purchase	for the period	Date of Invoice	Payable Amount
1	Global Technologies	towards purchasing web cab Zebronic made		24.07.2020	27,475.00

### C. Annual Cost in respect of Salary, Professional Fee etc (name hidden for privacy)

S.No.	Designation	On payroll / Hired	Date of Joining	Annual CTC
2016-17				
1	Deputy System Analyst (IT)	On Payroll	01.06.2016	8,07,399
2		Hired	01.02.2017	59,000
3		Hired	01.03.2017	26,968
2017-18				
1		Consultancy	01.02.2017	4,80,000
2		Consultancy	21.08.2017	4,25,065
3		Consultancy	01.03.2017	4,73,100
4		Consultancy	16.08.2017	2,47,500
5		Consultancy	01.09.2017	55,000
6	Director (IT and Smart Initiative)	On Payroll	01.09.2017	18,34,094
7	Deputy System Analyst (IT)	On Payroll	01.06.2016	9,46,367
2018-19				
1	Network and System Operator	Consultancy and On Payroll	01.02.2017 & 11.07.2018	1,34,000
2		Consultancy	21.08.2017	6,15,729
3	Director (IT and Smart Initiative)	On Payroll	01.09.2017	5,94,185
4	Deputy System Analyst (IT)	On Payroll	01.06.2016	10,56,479
5		Consultancy	01.09.2017	1,86,726
2019-20				
1	Network and System Operator	Consultancy and On Payroll	01.02.2017 & 11.07.2018	11,32,952
2	IT Consultant	Consultancy	25.04.2019	2,76,250
3	Deputy System Analyst (IT)	On Payroll	01.06.2016	11,06,366
4	IT Consultant	Consultancy	01.09.2017	1,39,626
2020-21				
1	Network and System Operator	Consultancy and On Payroll	01.02.2017 & 11.07.2018	11,45,794
2	IT Consultant	Consultancy	25.04.2019	3,00,000
3	Deputy System Analyst (IT)	On Payroll	01.06.2016	11,18,798
4	IT Consultant	Consultancy	01.09.2017	3,40,300





## Report: ERP and Website committee

Year: 2020-21

### **Notification: No: 13, NOT/R35 – 13<sup>th</sup> March 2020**

Members: Dr Soumendu Sarkar (Convenor)

Dr Seema Sangita

Dr Nithiyanandam Yogeshwaran

Mr. V Ganesh

Ms. Sonika Goyal

Mr. Maninder Dabas

Ms. Pooja Choudhary (Secretary)

### **Notification: No: 27, NOT/R35 – 25<sup>th</sup> January 2021**

Members: Dr Fawzia Tarannum (Convenor)

Dr Aviruch Bhatia

Dr Nithiyanandam Yogeshwaran

Dr Sherly M A

Mr. Jagpreet

Mr. V Ganesh

Ms. Pooja Choudhary (Secretary)

The ERP- ICT-Website committee was swift in adapting to the new normal created due to the COVID 19 pandemic. The activities of the University both academic and administrative were shifted to the online platform without losing any time and any delay in the academic session. The committee also conducted the detailed audit of the various activities, softwares and IT infrastructure and presented before the Vice Chancellor. The specific details on the performance of the committee are as follows:

How far the objective has been achieved.	70%
On a 10-point scale how do you rate committee performance.	9

Challenges faced by the committee	<ol style="list-style-type: none"> <li>1. Both the committees were formed during the pandemic period, so a lot of time was initially dedicated towards strategizing how to streamline processes for smooth functioning of the organization.</li> <li>2. While the second committee could undertake a detailed study of the functioning of the IT@TERI SAS, the implementation of the recommendations has been slow due to lack of financial resources.</li> <li>3. IT@TERI SAS is presently operating through multiple platforms which are not integrated with each other and hence there is duplication of several tasks.</li> <li>4. The IT team lacks a programmer, so there is dependence on outside agencies to get the forms designed.</li> <li>5. Several of IT's hardware including the servers, desktops and laptops need replacement/upgradation.</li> </ol>
Your recommendations to overcome those challenges.	<ol style="list-style-type: none"> <li>1. Development of an Integrated ERP platform for the University</li> <li>2. Appointment of a dedicated IT Director and Programmer as more operations are shifting towards online platform.</li> <li>3. Up gradation/Replacement of desktops/laptops, servers, network switches etc.</li> </ol>
In post Covid situation what's new you would like to add.	<p><b>The IT committee adopted the following during the Pandemic. We would like to make these more robust.</b></p> <ol style="list-style-type: none"> <li>1. <b>Hybrid learning model:</b> The classroom setup is ready in hybrid mode. It will enable/facilitate the students to take class from campus as well as their homes. Bluetooth Headphones may be provided to faculty members to prevent echoing of the voice.</li> <li>2. <b>Learning Management System:</b> Basic version of Moodle (20GB) has been setup for MDPs/ Short term training programmes. This must be expanded to accommodate more training programmes in future.</li> <li>3. <b>O365 Education Version:</b> MS Team was setup for conduction of online classes for students. University may consider investing in a few Zoom account as well as it offers more features.</li> <li>4. <b>Virtual Private Network (VPN):</b> For remotely accessing of the system VPN is provided in the Lab and to the staff members.</li> <li>5. <b>Media room:</b> Its setup with full HD quality camera and other supporting software that makes the online interaction between the faculty and the students much like the real-</li> </ol>

	<p>world. The high-quality camera with greater resolution/optical zoom creates a real-world environment where it captures the presenter as well as the whiteboard and makes sure that the students get to minutely see every activity taking place as if they are physically present in the class. The interactive TV and Wacom further enhances the lectures as it enables the lecturer/presenter to show various annotations on the screen. The system is under trial run and faculty members shall be given training to use it.</p>
<p>Provide a list of meetings conducted, events organized (where that's applicable), works done in details.</p>	<ol style="list-style-type: none"> <li>1. Minutes of the meetings attached</li> <li>2. Review of the entire IT@TERI SAS carried out</li> <li>3. Present status report of IT submitted to the Vice Chancellor</li> <li>4. Social media, E-mail and IT policies developed and approved by BoM</li> <li>5. Inhouse hiring of Desktop engineers done</li> <li>6. IT Governance Framework Prepared</li> <li>7. Activities form for faculty members created and uploaded</li> <li>8. Appraisal , Faculty profile , Sponsored Project and Improvement exam prototypes designed and shared with the vendor for form design.</li> </ol>
<p>Any other information you may like to share</p>	

**Minutes of the Fourth ERP and ICT Committee Meeting  
Monday, 14 June 2021**

**Members present:**

Dr Fawzia Tarannum  
Dr Nithiyanandam Yogeswaran  
Dr Sherly  
Dr Aviruch  
Mr. Jagpreet  
Ms. Pooja Choudhary

**Agenda**

1. IT Overview and Future plan
2. E-Governance Document

**1. ERP System for TERI School of Advanced Studies**

Dr Fawzia explained to everyone about the available IT systems in TERI SAS. For ERP System 4 plans/options were discussed and explained in the meeting. But, for more clarification, Mr. Jagpreet will explain the same again to the committee members and he will also schedule a meeting with the Value Tech vendor. Also, we need to explore more vendors who can help us to build ERP system for the university.

Moodle server used for Distance learning students, which is not upgraded for a long time. Ms. Pooja will find and share the cost of upgrading the Moodle server. So, that university can plan more online courses. Mr. Jagpreet will share the list of existing software and will find the requirement of new software from faculty members. Following are the upcoming tasks for development:

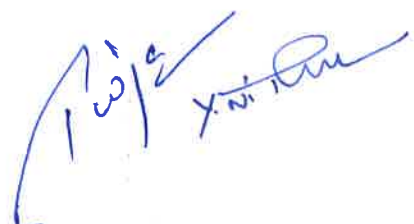
- Activity Form (Done)
  - Faculty Profile (In progress)
  - Appraisal (In progress)
  - Automation of PhD Students through Students Portal and UMS
  - Improvement exam on portal
  - Portal website integration
  - NAAC data integration
2. The draft e-Governance document was presented before the committee members for their comments. The suggestions were incorporated, and the document was finalised for presenting before the board of the management.

Also, as suggested by Dr Nithiyanandam, we have to plan for the IT infrastructure for the next subsequent years which include computer systems as well as IT peripherals devices.

Media lab requirements need to be fixed for hybrid learning. One more classroom can be identified for online teaching.



6.2.3.60





### **Annual E-Governance Report**

**2020 – 2021**

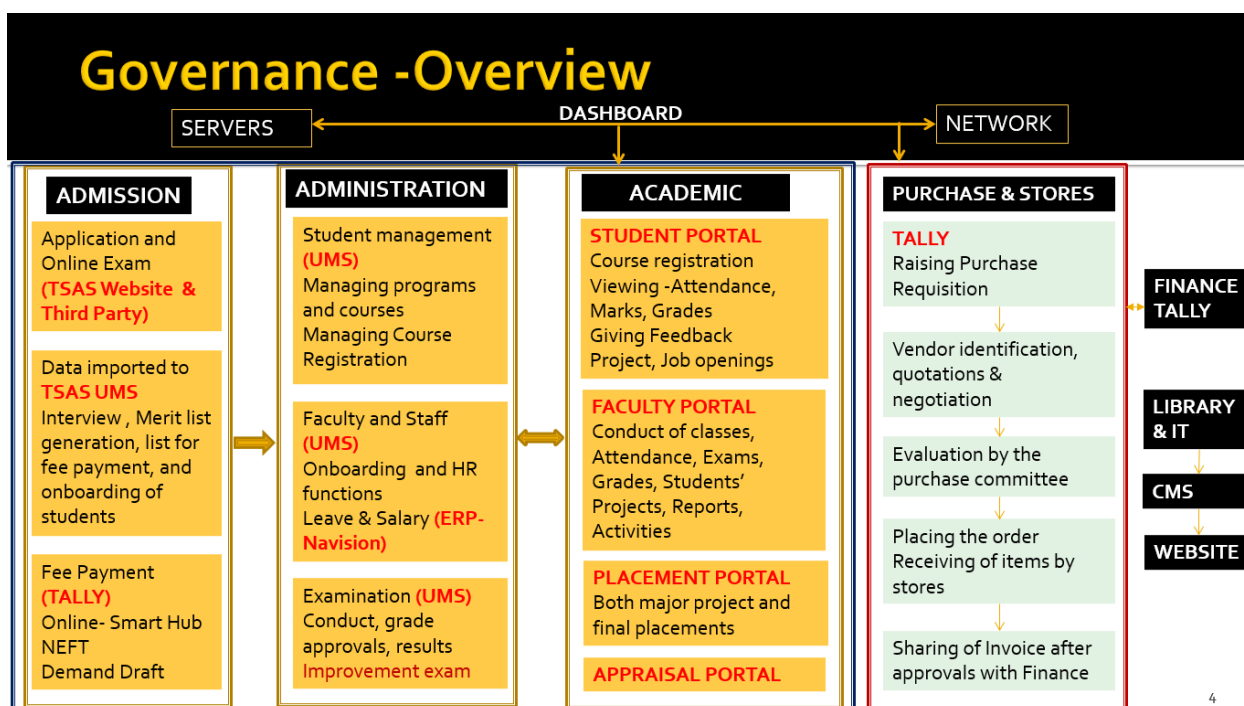
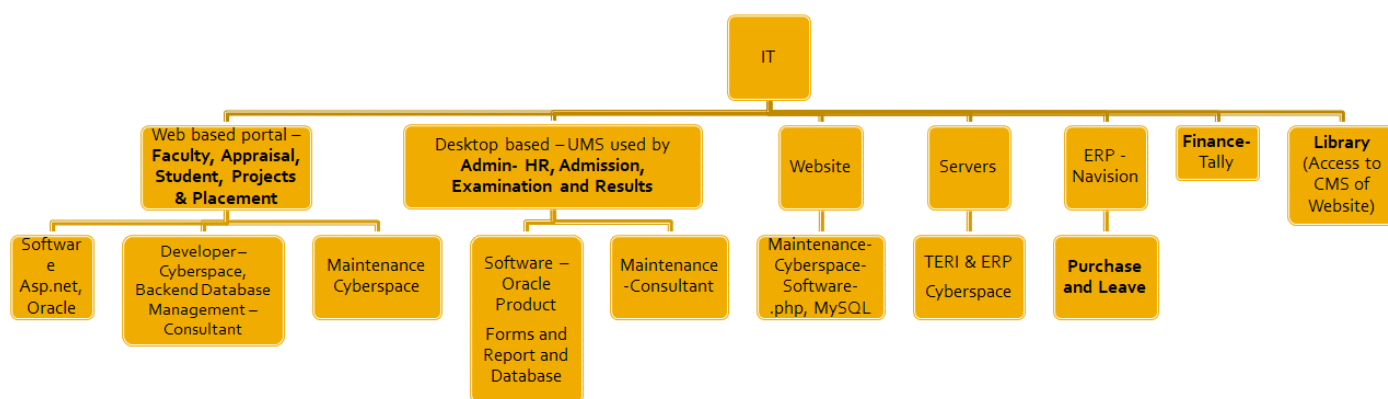
The objective of setting up of e-governance at TERI SAS is to help streamline operations and utilize the resources in an optimal way. It is expected that e-governance will make workflow in the university functioning more efficient with IT operations and make accurate data and information available to users. This will help in streamline of many processes. We have initiated implementation of E-Governance in various administration and academic activities in a phase wise manner in the year financial year 2020-21.

For the ERP solutions, TERI SAS is continuing of using the University Management System (UMS). As per the requirement various modules and services were revised and updated for the academic year.

1. Hybrid Teaching
2. Activity Form for recording of all events and outreach activities done by faculty members
3. Online Convocation
4. Upgrade of ILL from 100 MBPS to 120 MBPS
5. Setup of Media Room for Hybrid Teaching, Online events, and Seminars

Available IT Services at TERI School of Advanced Studies

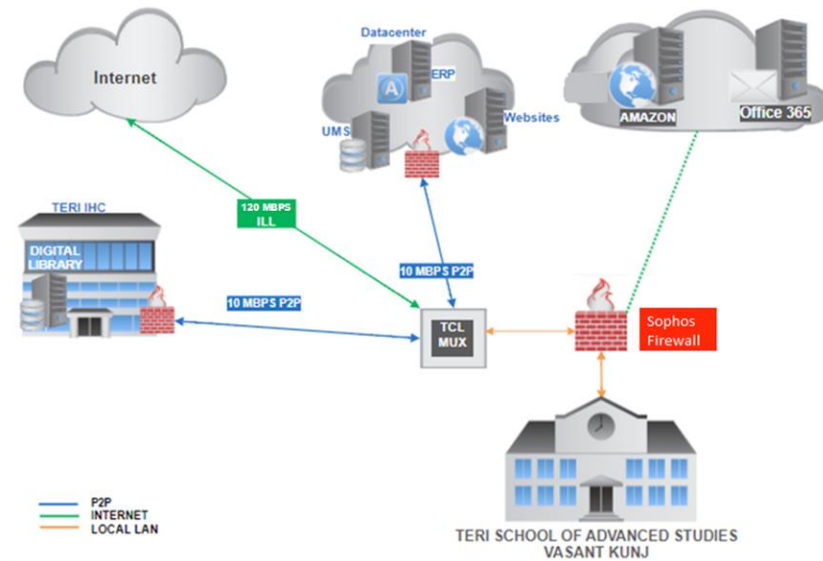
## IT@TERI SAS



### 6.2.3.M.

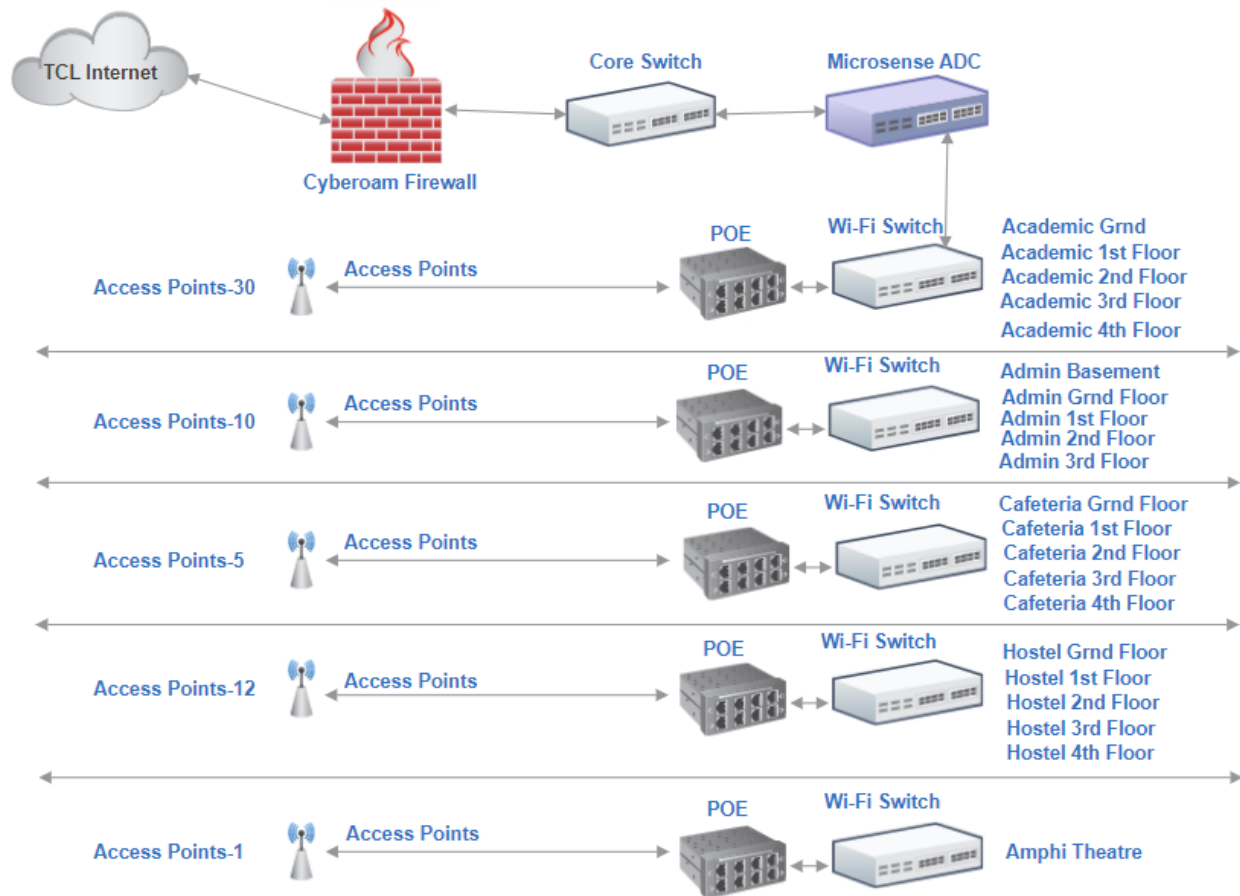
120 MBPS lease line through TATA. Additionally, we have 40 MBPS for connecting other P2P links and data centre.

## IT Architecture



## TERI SAS Wi-Fi Network Flow

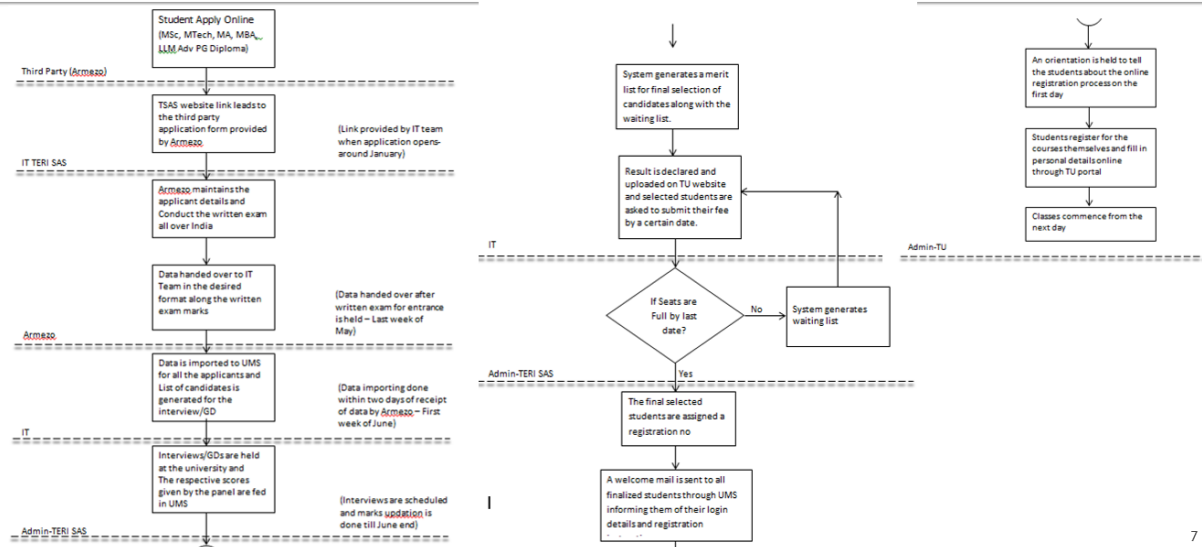
Fully Wi-Fi enabled campus. 57 access points (Aps), which covered the entire campus.  
Centralized web portal for managing users.





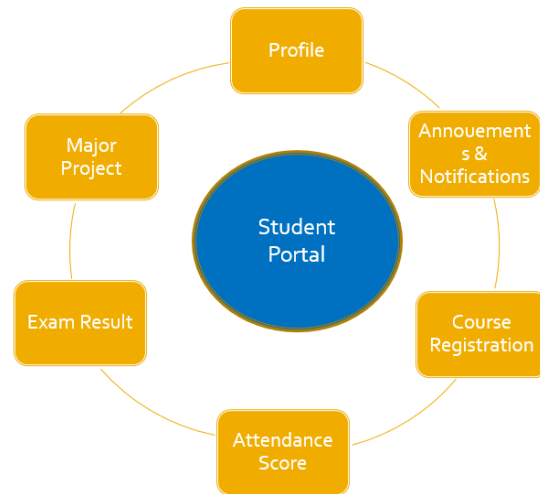
## Online Students admission and entrance through third party

## Entrance and Registration –Third Party and UMS



Online Student portal which provides various online facilities to the students.

## Student Portal




### 6.2.3.M.

Login credentials based system provided to all the students

## Student Portal Home Screen

### Student Information System

[Home](#)[My Information](#)[Announcements](#)[Exam Results](#)[Project](#)[Placement](#)[Social Media](#)



**Saloni Rawat**  
Registration No.: 2000054MAS  
MA (Sustainable Development Practice)  
Semester: Third (2020-2021)  
[READ MORE](#)

#### My Courses

MPD 129 - Project design and management for sustainable development practice  
NRE 149 - Governance and management of natural resources  
NRE 148 - Governance and climate change  
MPD 122 - Public health and development: Issues and methods  
MEU 162 - Urban Disaster Management and Climate Resilient Cities  
WSW 163 - Gender, rights and equity perspective for sustainable water management

#### TERI SAS Updates

##### Announcements

Welcome to TERI SAS  
From: Registrar  
Published on: 30 August

##### Awards & Recognitions

TERI SAS students win best project award at "Eco Homes Building Design Competition"

##### TERI SAS in News

Study on tree cover questioned  
  
NEW DELHI: Environment experts have challenged the findings of a controversial new study that says the global tree cover has increased by 7.1% between 1982 and 2016.  
  
The study recently published in the journal Nature shows that in this period, the tree cover or tall vegetation over the height of 5m increased by 2.24

#### Events Calendar

August 2021						
S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

[Show All Events](#)

#### Message From Registrar

Let me take this opportunity to welcome the new batch of students. You all have entered the portals of a unique university – one which is driven by passion and a cause. In the next few days you will get immersed into your academic programmes, which as you would expect, will be rigorous and


### 6.2.3.M.


Students can update their profile through their portal


## Student Profile


### Student Information System


[Home](#)[My Information](#)[Announcements](#)[Exam Results](#)[Project](#)[Placement](#)[Social Media](#)


[My Information](#)


[IPR Guidelines](#)


[Use of Photograph](#)


[The Honor Code](#)


[Anti Ragging](#)

[Course Registration](#)

[Project Info](#)

[Attendance Guidelines](#)

[Placement Guidelines](#)

[TERI SAS Policy](#)

You Are Here: [Home](#) >> [My Information](#) >> [Profile](#)

#### Profile > Personal


Personal

Contact


Family

Emergency Contact

Work Experience



Registration Number	2000054MAS
Name	Saloni Rawat
Date of Birth	31 Oct 1999
Official Email	saloni.rawat@terisas.ac.in
Father's Name	Bhupendra Singh Rawat
Blood Group	A+
10 Standard %	93.2
12 Standard %	84.2
Degree	8 as of 5th semester
Score	8

  
Edit

Student can register the courses through their portal

## List of registered courses

**Student Information System**

Home | **My Information** | Announcements | Exam Results | Project | Placement | Social Media

My Information IPR Guidelines Use of Photograph The Honor Code Anti Ragging Course Registration Project Info Attendance Guidelines Placement Guidelines TERI SAS Policy

You Are Here: [Home](#) >> [My Information](#) >> [Course Registration](#)

### Course Registration

Select	Course Code	Course Name	Credit Value	Core/Elective	Credit/Audit
<input checked="" type="checkbox"/>	WSW 163	<a href="#">Gender rights and equity perspective for</a>	3	Elective	Credit ▼
<input checked="" type="checkbox"/>	MPD 161	<a href="#">Public policy processes and institutions</a>	3	Core	Credit ▼
<input checked="" type="checkbox"/>	MPD 129	<a href="#">Project design and management for</a>	4	Core	Credit ▼
<input checked="" type="checkbox"/>	PPM 168	<a href="#">Sustainability reporting</a>	2	Elective	Credit ▼
<input checked="" type="checkbox"/>	MPD 122	<a href="#">Public health and development: Issues</a>	3	Core	Credit ▼
<input checked="" type="checkbox"/>	MEU 162	<a href="#">Urban Disaster Management and</a>	2	Elective	Credit ▼
<input checked="" type="checkbox"/>	NRE 148	<a href="#">Governance and climate change</a>	3	Elective	Credit ▼
<input checked="" type="checkbox"/>	NRE 149	<a href="#">Governance and management of natural</a>	3	Elective	Credit ▼

Minimum Credits: **19**    Maximum Credits: **24**    Total Credits: **23**

### 6.2.3.M.

Students can check status of their attendance record

#### Attendance Status prompt after login

The screenshot displays the TERI School of Advanced Studies portal interface. A modal window titled "Attendance Warning" is overlaid on the page, indicating that the user's attendance in several courses is below 75%, which could result in an "F" grade. The warning lists the following courses and their attendance percentages:

- Governance and management of natural resources - NRE 149 (Attendance: 0%)
- Urban Disaster Management and Climate Resilient Cities - MEU 162 (Attendance: 0%)
- Public health and development: Issues and methods - MPD 122 (Attendance: 0%)
- Project design and management for sustainable development practice - MPD 129 (Attendance: 0%)
- Sustainability reporting - PPM 168 (Attendance: 0%)
- Governance and climate change - NRE 148 (Attendance: 0%)
- Public policy processes and institutions - MPD 161 (Attendance: 0%)
- Gender, rights and equity perspective for sustainable water management - WSW 163 (Attendance: 0%)

The background of the portal shows the user is logged in as "Saloni Rawat". The main navigation bar includes "Home" and "My Information". The "My Information" section displays the user's profile, registration number, and semester. The "My Courses" section lists the user's enrolled courses. The "Awards & Recognitions" section highlights a recent award won by TERI SAS students. The "TERI SAS in News" section features a news item about a study on free cover questioned. The "Events Calendar" section shows a calendar for August 2021. The "Message From Registrar" section contains a welcome message from the registrar.


### 6.2.3.M.

Students can fill details of major projects and upload their monthly progress reports through their portal for evaluation.

## Major Project

**Student Information System**

HomeMy InformationAnnouncementsExam ResultsProjectPlacementSocial Media

  
Project

You Are Here: [Home](#) >> Minor/Major Project Placement Registration

**Minor/Major Project Placement Registration**

\* Mandatory Fields

**Minor/Major Project Placement Details**

Project Type \*

Major Project 2

Tentative Project Title \*

Rejuvenation Of Water Bodies And Integration And Management Of Surface Water

Project Keyword(s) \*

Environmental Planning, Water Manager (eg. Renewable Energy, Solar Energy, Green Building etc.)

Organization Name \*

Phoenix Planning Studioz Pvt.Ltd.

Organization Address \*

4104, 2nd Floor, DLF phase 4, Sector 27, Gurugram-122009

Project Duration \*

3 Months

City \*

Gurugram

State \*

Haryana

Country \*

India

Pincode

122009

Date of Joining \*

25-Jan-2021

External Supervisor Name \*

Santosh Singh

## Major Project report submission

Stipend, if any

15000

Internal Supervisor 1 \*

Dr Fawzia Tarannum

Internal Supervisor 2

Dr Shaleen Singhal

Internal Supervisor 3

Dr Abhijit Datey

Final Supervisor:

Dr Fawzia Tarannum

Offer Letter / Confirmation Mail / Joining Letter

[Download](#)

Status :

Approved by HOD

File Type

Select

Filename (max 5 MB)

Choose File

No file chosen

[Upload](#)

List of Uploaded Files	Remark
Synopsis - <a href="#">Download</a>	Approved by Internal Supervisor
Report -1 - <a href="#">Download</a>	Approved by Internal Supervisor
Report -2 - <a href="#">Download</a>	Approved by Internal Supervisor
Report -3 - <a href="#">Download</a>	Approved by Internal Supervisor
Report -4 - <a href="#">Download</a>	Approved by Internal Supervisor
Final Report - <a href="#">Download</a>	Approved by Internal Supervisor
Draft Report - <a href="#">Download</a>	Approved by Internal Supervisor

### 6.2.3.M.

Student can check their semester wise result on the portal

## Exam Result Tab

**Student Information System**

Home My Information Announcements **Exam Results** Project Placement Social Media

1 2 3  
Semester Semester Semester

You Are Here: [Home](#) >> Exam Results

**Exam Results** [Grade Sheet](#)

Semester I

**Grade-Sheet** [Print](#)

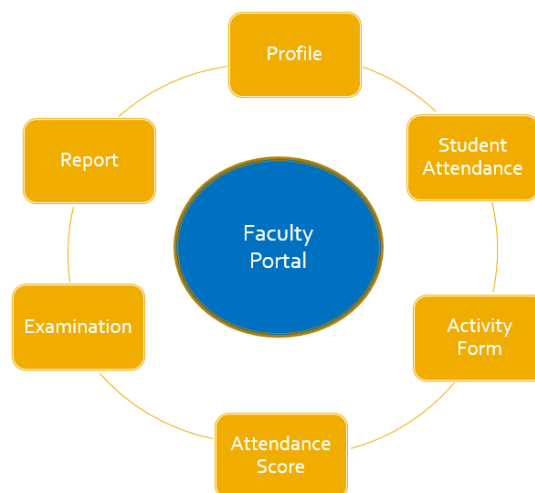
Serial No	Course Code	Course Name	Credits	Grade
1	MPD 152	Law, society and sustainable development	3	A
2	MPD 143	Principles of economics	3	B+
3	MPD 101	Integrated approaches to sustainable development practice	3	B+
4	MPD 173	Social research methods	4	B+
5	MPD 135	Application of environmental science	3	A+
6	MPD 111	Quantitative analysis for development practice	3	B+
7	MPD 127	Perspectives on development	1	B+

SGPA: 8.45

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Login credentials based system provided to the faculty members, they can access the services as per their role

## Faculty portal



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# Faculty portal

The screenshot displays the Faculty Zone portal interface. The top navigation bar includes links for Home, Personal Information, Examination, Reports, Placement, My Activity, and Project Approval. The main content area is divided into several sections:

- Personal Information:** Displays a profile for Dr. Fawzia Tarannum, Assistant Professor, Department of Regional Water Studies, with contact details and a 'Read more' link.
- My Courses:** Lists courses such as 'sustainable water management', 'WSW 165 - Water resource systems and interactions', 'WSW 152 - Water related disasters, management and planning', and 'WSW 167 - Water scarcity and conflict management'.
- My Pending Task:** A section for tasks pending completion.
- Announcements:** A section for recent announcements, including a 'Welcome to Faculty Zone' message from the Registrar dated 30 August.
- Activity List:** A table listing recent activities:

S.No.	Announcement Activity	Announcement Type	Event Date	Action
1	Webinar on Third Pole Melting: Impacts and Implications	Event	11/07/2021 8:30pm to 10:00pm	
2	Wednesdays for Water	Event	28/07/2021 5:00pm to 6:15pm	
3	Online Training in Application of Google Earth Tools for Education	Outreach	17/07/2021 4:00pm to 5:30pm	

An 'Add New' button is located at the bottom right of the Activity List table.

17

Faculty can update their profile through their portal

## Faculty Profile

The screenshot shows the Faculty Profile page in the Faculty Zone portal. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Profile > Contact' and includes a sub-navigation bar for 'Personal', 'Educational Qualifications', 'Publications', 'CV', and 'Honours & Awards'. The 'Personal' tab is selected, displaying a form with the following fields:

- Employee ID:** S109
- Name:** Dr Fawzia Tarannum
- Date of Birth:** 19-Nov-1969
- Date of Joining:** 01-Sep-2015
- Department:** Department of Regional Water Studies
- Qualification (Highest):** Ph.D
- Email:** fawzia.tarannum1@terisas.ac.in
- Contact Number:** 9811995471
- Key Strength:** Gender and Water Management, Water (with a dropdown menu for selection)

An 'Edit' button is located at the top right of the profile form.

18

Option for uploading Student attendance in the portal

Attendance tab

**Faculty Zone**

Home | Personal Information | Examination | Reports | Placement | My Activity | Project Approval

You Are Here: [Home](#) >> Attendance Entry Details

**Attendance History**

\* Mandatory Fields

**Attendance History**

Semester \* August 2020-January 2021

Course \* Fundamentals of computers and programming [NRG 106]

View Details

S No.	Course	Date	From	To	Status	
1	Fundamentals of computers and programming	18-Dec-2020	1040	1245	Completed	<a href="#">View Report</a>
2	Fundamentals of computers and programming	11-Dec-2020	1040	1245	Completed	<a href="#">View Report</a>
3	Fundamentals of computers and programming	10-Dec-2020	1040	1140	Completed	<a href="#">View Report</a>
4	Fundamentals of computers and programming	04-Dec-2020	1040	1245	Completed	<a href="#">View Report</a>
5	Fundamentals of computers and programming	03-Dec-2020	1040	1140	Completed	<a href="#">View Report</a>
6	Fundamentals of computers and programming	28-Nov-2020	1040	1140	Completed	<a href="#">View Report</a>
7	Fundamentals of computers and programming	20-Nov-2020	1040	1245	Completed	<a href="#">View Report</a>

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
19


## Examination module for entering marks and evaluation

## Examination tab

### Faculty Zone

[Home](#) | [Personal Information](#) | **[Examination](#)** | [Reports](#) | [Placement](#) | [My Activity](#) | [Project Approval](#)

  
Marks/Grade Entry

  
Diploma Marks/Grade

You Are Here: [Home](#) >> Marks/Grade Entry

### Marks/Grade Entry

**Semester**  
Semester\* January 2021-July 2021

**Examination Details**

Course\*  
Exam-Type\*  
Weightage

-Select Course-

-Select Course-

Fundamentals of computers and programming [NRG 106]

Basic computer programming [NRC 103]

Date of Examination

Exam Name

Marks

Enter Marks

Upload Marks

←

→

↻

🔍

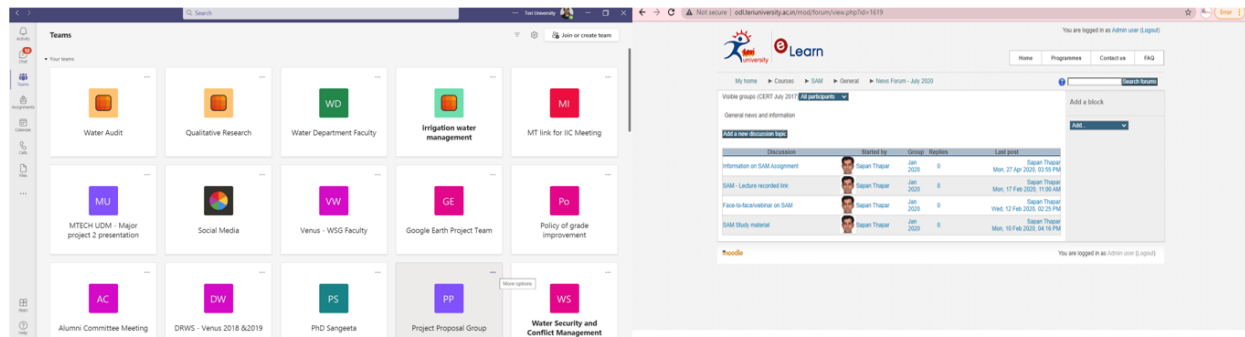
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20

## eLearning Platforms through Microsoft Team and Moodle

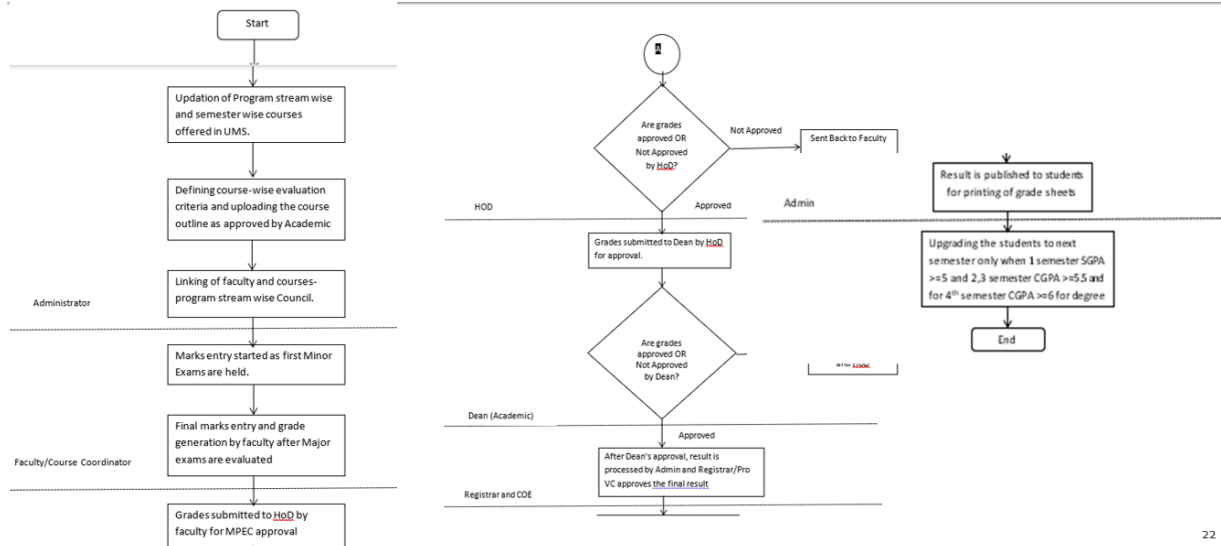
# Learning Platforms- MS Teams & Moodle



## 6.2.3.M.

After grades evaluation by MPEC and Dean(A), result processing is done through University Management System (UMS)

# Examination -UMS



22

Students can apply online for Placement through their student portal

# Placement

The screenshot displays the Placement portal interface. On the left, the 'Company Details' form is visible, with sections for 'Organisation Details', 'Category Details', and 'Company Contact Details'. The 'Organisation Details' section includes fields for Name, Acronym, Active status, and Remarks. The 'Category Details' section includes a dropdown for Category and a list for Sector. The 'Company Contact Details' section includes fields for Address, City, Pin, State, Country, Phone No., Fax, Email Id, and Website. On the right, the 'Company List' table is shown, listing various companies with their details and the number of students placed.

Company Name	Acronym	Contact Person(s)	No. of Students Placed	Phone No.	Website
Administrative Staff College of India, Hyderabad		Mr. A.	0		
Centers for International Projects Trust		Ms. Garima Taneja	0		
Jindal IIT		Mr. Ambuj	0		
Mercados Energy Markets India		Ms. Nishtha	0		
3i Infotech Ltd. - Global Development Centre	3i Infotec	Mr. Mr. Suheim Sheikh	0	022-67928000	
3H Waste Foundation		Dr. Kulwant Singh	0		
8 minute		Mr. Abhinav	0		
a			0		
		Dr. M Firoz Ahmed	0		

23

# Placement

### Company Placement Selection

**Company Contact Details**

Session: 2019-2020

Company Name: Enter company name to find it | 3R Waste Foundation

Contact Person: Dr. Kulwant Singh

Contact Address:

Email:

Type:

Open for All:

**Job Posting Details**

Date of Posting: 09-Aug-2021

Last Date of Application for Students:

File: Choose File No file chosen (Only .doc, .docx, .pdf, .ppt, .pptx, .xls, .xlsx, .zip, .rar, .png, .jpg files)

Direct Apply:

Job Description:

**Select Programme Stream(s)**

Program Stream Name	Minor Project	Contact For Major Project	Final Placement
Advanced P G Diploma (Renewable Energy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate Course in Water Science and Governance (CWSG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate course in Energy Infrastructure & Efficiencies (CEIE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Home
Announcements
Timetable
Report
Placement
My Activity

Company
Placement Cell
Contact Companies
Placement Result
Placement Report
Placement Status

You Are Here: Home >> Placement List

### Placement List

**Select Companies for Placement**

Session: 2019-2020

Placement Type: Final Placement

Company: EGROW Foundation

**Student List**

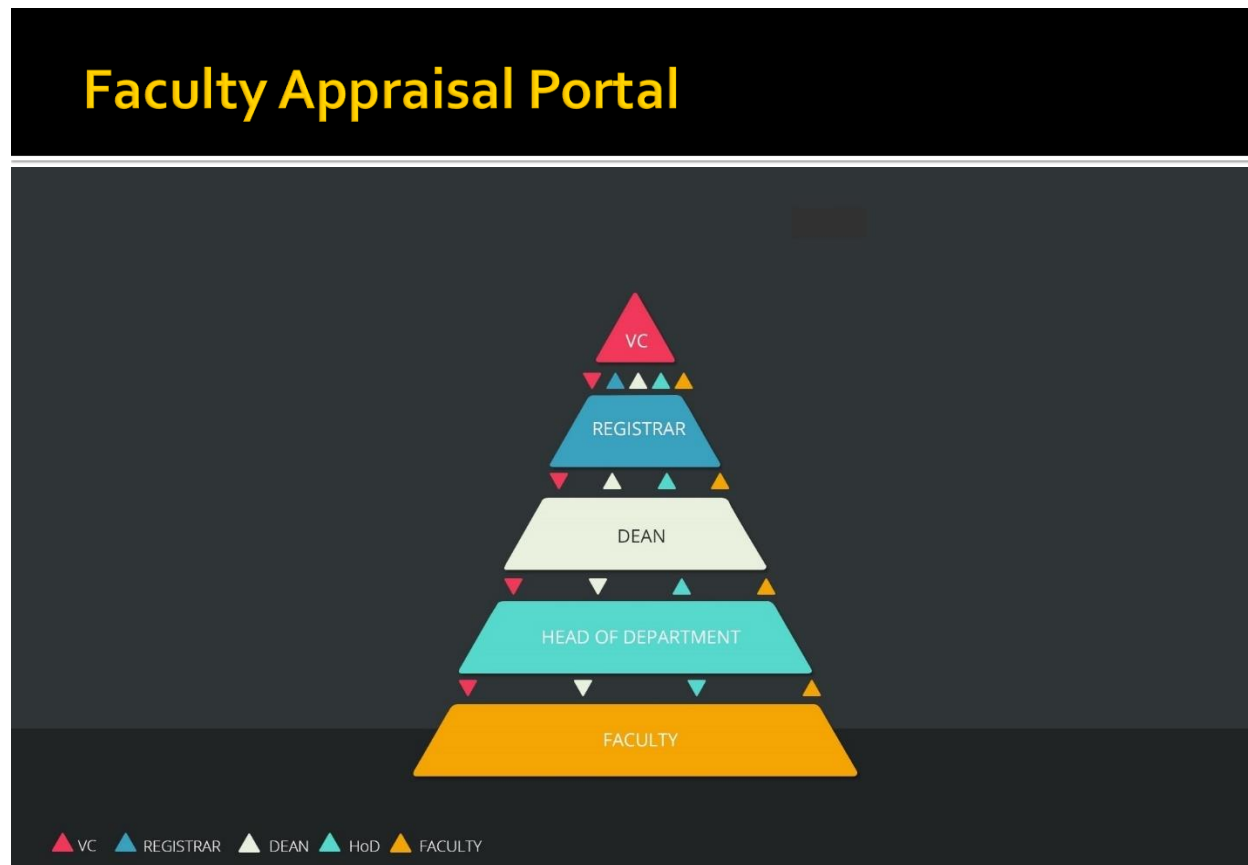
SNo.	Student Name	Stream	Job Description	Shortlisted for Final Round	Offered	Designation	Job Profile	Package	Selected	Remove from Placement
1	Nayanika Pande <a href="#">Download CV</a>	MSc (Economics)		No	No			0	No	No
2	Sukhmani <a href="#">Download CV</a>	MSc (Economics)		No	No			0	No	No
3	Harmeem Kaur <a href="#">Download CV</a>	MSc (Economics)		No	No			0	No	No


24

6.2.3.78

## 6.2.3.M.

### Faculty Appraisal through the system





## Faculty Appraisal System

Home
Self Evaluation Archive
Self Evaluation (2019-2020)
Change Password | Logout
Welcome -

---

### Annual Performance Assessment

Annual Performance Assessment

Additional Information

Self assessment and way forward

2019-2020 ▼


Note 1: The individual Annual Performance Assessment Reports proforma duly filled along with all enclosures, submitted for CAS promotions will be verified as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment / verification.

Note:2. For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Paternity Leave, Study Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution

Note: 3. The report should be submitted at the end of every academic year, within the stipulated time (ordinarily July 15 of the following Academic Year). The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HoD/Centre. The submission should be through the Head of the Department (HoD)/Centre.

1. Teaching Activity:

S.No.	Course code,	*Mode of teaching	Course Credit (in case of	Number of students	Your role (course	No. of classes allotted to you	No. of classes	% classes taken	Avg of student
-------	--------------	-------------------	---------------------------	--------------------	-------------------	--------------------------------	----------------	-----------------	----------------


Faculty Appraisal System

Home
Self Evaluation Archive
Self Evaluation (2019-2020)
Change Password | Logout
Welcome -

### Annual Performance Assessment


Annual Performance Assessment
Additional Information
Self assessment and way forward
2019-2020

(Note: Enclose all relevant documents in sequence) .

1. Additional skills and knowledge acquired during the year under review through participation in Professional courses, training workshops, Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes etc. [add participation certificate as evidence]

#### Details of the professional development programme

S.No.	Title/Organiser	From (Date)	Duration To (Date)
1			
2			


Faculty Appraisal System

Home
Self Evaluation Archive
Self Evaluation (2019-2020)
Change Password | Logout
Welcome -

### Annual Performance Assessment

Annual Performance Assessment
Additional Information
Self assessment and way forward
2019-2020

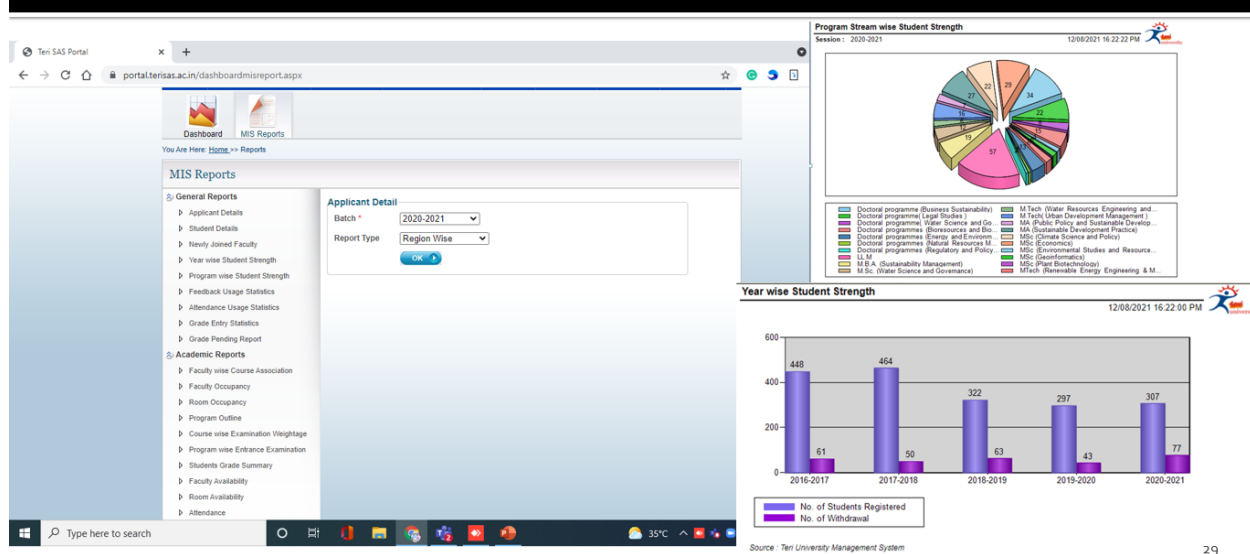
1. How did you use your research in teaching? You may mention pedagogic innovations/ experiments in teaching as well.

2. Are you satisfied with the research and advancement of knowledge that you are engaged in. Give reasons.



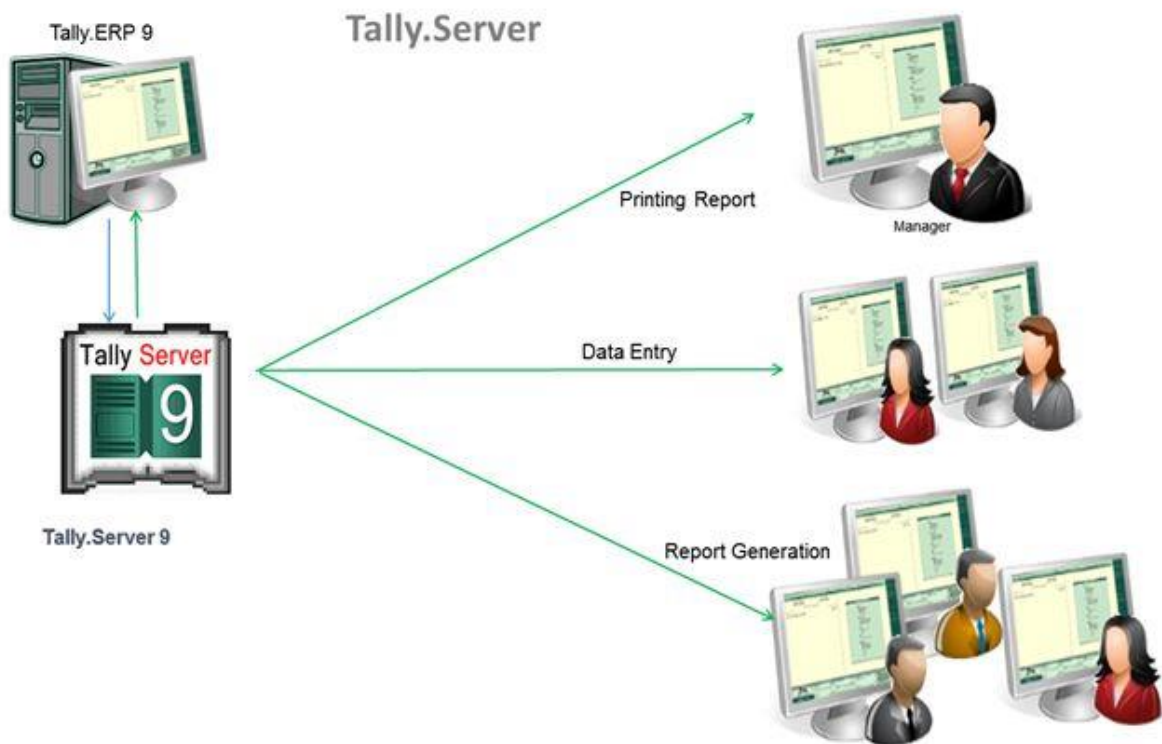
MIS Dashboard is available for Dean, Registrar and Vice Chancellor

## MIS Reports



Accounts, Purchase and Store is managed through TALLY

## Accounts, Purchase and Stores



### 6.2.3.M.

Media Room for online lectures, seminars, and webinars





10, Institutional Area, Vasant Kunj,  
New Delhi 110 070

### **MINUTES OF THE THIRTY NINTH MEETING OF THE BOARD OF MANAGEMENT**

The Thirty-ninth meeting of the Board of Management was held on 14<sup>th</sup> August, 2021 at 10:30 hours online on Microsoft team platform. The following were present:-

#### **PRESENT:**

##### **Members**

Professor Eklabya Sharma, Chairperson  
Professor Manipadma Datta  
Dr V P Singh  
Dr Nimmi Singh  
Dr Sachin Chaturvedi  
Professor George John  
Dr Bhim Singh  
Professor Arun Kansal  
Professor Shaleen Singhal  
Professor Ramakrishnan Sitaraman  
Mr Kamal Sharma, Secretary

##### **Special Invitees**

Dr Vibha Dhawan  
Dr Manish Shrivastava  
Dr Fawzia Tarannum  
Mr Dhanraj Singh  
Ms. Pooja Chaudhary

Leave of absence: Professor E Somanathan and Mr RR Rashmi could not join the meeting.

#### **Item No. 1: To confirm the minutes of the Thirty Eighth meeting of the Board of Management held on 29 December 2020.**

It was informed that the minutes of the Thirty Eighth meeting of the Board of Management held on 29<sup>th</sup> December, 2020 were circulated to the members of the Board and no comments had been received on the same.

**TS/BM/39.1.1.** The Board resolved that the minutes of the 38<sup>th</sup> meeting of the Board of Management held on 29<sup>th</sup> December, 2020 be confirmed.

#### **Item No. 2: To consider and approve Policy on Research Promotion**

The Registrar requested Prof. Shaleen Singhal, Dean (Research & Relationships) to present the policy.

Prof. Shaleen Singhal informed that the Vice Chancellor has set up a Committee to look into the institution research facilities and come up with a policy for promotion of research at the TERI SAS and an Action Plan for its adoption and

The Registrar informed that the AQAR reports for the year 2018-2019 and 2019-2020 were circulated to the Board members for their approval. These reports were uploaded on the NAAC portal and are approved by NAAC.

The Board noted the matter.

**(i) Report on the development of e-governance at TERI SAS**

Dr. Fawzia Tarannum explained to the Board members the salient aspects of e-governance system at TERI SAS like organisation structure of IT Department, software being used, how it helps the administration etc. Prof. Eklabya Sharma suggested that the ERP should be used more effectively instead of having different systems. Prof. Shaleen Singhal suggested that it would be better for faculty if greater emphasis is given for maintaining separate vertical of research projects. Dr Tarannum informed that it is being looked into and a separate sheet in the format is being prepared. Dr Nimmi Singh wanted to know whether there is any provision of student grievance related to admission process etc. Dr Tarannum informed that as of now there is no provision but it is a good suggestion to include in the student portal for grievance

The Board noted the information.

**(j) Preparing Self Study Report (SSR) for reassessment by National Assessment & Accreditation Council (NAAC)**

The Registrar informed that the Board of Management in its 33<sup>rd</sup> meeting held on 16.09.2019 minuted the following matter:

**"ITEM No.2(e). Appeal to NAAC for re consideration of Grade:**

The Registrar informed that NAAC had reviewed the appeal filed by TERI SAS for reconsideration of the grade conveyed in November 2018 and retained the original score of 2.84 at "B++" Grade valid for a period of five years from May 1, 2019. He stated that the issue was discussed in the Academic Council meeting held on July 26, 2019. As advised by the Council an in-depth analysis of the NAAC report is being carried out to find the gaps so that corrective measures for the same could be adopted. The Chairperson informed that regular meetings of the Internal Quality Assessment Cell (IQAC) was being held to monitor the progress on various NAAC related issues."

It was decided that TERI SAS shall make an application for re-assessment. Preparations towards making a Self-Study Report (SSR) meeting the Data Validation and Verification requirements are in full swing. Prof. Eklabya Sharma requested Prof. Datta to share the timeline and process of review with the members. Prof. Datta stated that AQAR has been uploaded and within 14 days we have to upload the SSR. SSR is the last document of our application process for reassessment. SSR will be uploaded on 31 August 2021. The SSR will be reviewed by two external experts and then our Dean (Academic), Prof. Arun Kansal, will review it, who has got experience since he is one of the

# TAX INVOICE

6.2.3.N

Microsense Networks Private Limited

No.5C, 1st Floor, Kalai Magal Nagar  
1st Main Road, Ekkatuthangal  
Chennai, Tamil Nadu, 600032

Phone 044-43542717/18/19

FAX 044-43542720

Email queries@micsenseindia.com

Web www.micsenseindia.com

INVOICE No: CHNSER1920/1615N

INVOICE Date: 04-03-2020

GSTIN- 33AAFCM4090C1ZU

CIN: U72200TN2008PTC066426

Page 1 of 1

Bill To:

TERI UNIVERSITY

10 INSTITUTIONAL AREA, VASANT KUNJ

Contact Mr Mr. Shyam Dogra

New Delhi, Delhi, 110070

GSTIN: 07AAATT4778L1ZU

Ship To:

TERI UNIVERSITY

10 INSTITUTIONAL AREA, VASANT KUNJ

Contact Mr Mr. Shyam Dogra

New Delhi, Delhi, 110070

GSTIN: 07AAATT4778L1ZU

Our ref: 15715

No. Item Description

No.	Item Description	Quantity	Rate	Amount
1	SAC998429: Service Fee For Extending Onsite & Offsite Support and Infrastructure provided to the hotel for the period from 01.04.2020 To 30.06.2020. -- Services IGST @ 18.00% = 20,469.00	1	1,13,715.00	1,13,715.00

Payable

102343

18422

120762

2047

1,18,715

Not Payable

11372

2047

13419

to be paid against this bill

Total without Tax 1,13,715.00

IGST 20,469.00

Total with Tax 1,34,184.00

Rupees one lakh thirty-four thousand one hundred and eighty-four only

For Microsense Networks Private Limited

Authorised Signatory

Dhanraj Singh

Deputy Finance & Project Management Officer

TERI School of Advanced Studies


10, Institutional Area, Vasant Kunj

New Delhi-110070

6.2.3.86

1/1



<b>TEAM COMPUTERS PVT.LTD.</b> Mohammad Pur, New Delhi - 110066 New Delhi Delhi 110066 GSTIN: 07AAACT3478J1Z2 State Code: 07 Email: customercare@teamcomputers.com Tel No: 42004200 CIN No: U74899DL1987PTC028384 PAN No: AAACT3478J Contact Person Name: Mukesh Gambhir					Invoice No : <b>GST2021DL-02333</b> Invoice Date : <b>25 May, 2020</b> Customer PO No./Reff: PO/18-19/01438 Payment Due Date : 24 June, 2020 Transportation Mode : Vehicle No : LR No : LR Date : Reverse Charge : Place of supply : New Delhi Delhi Order No :						
Consignee(Ship to): <b>TERI SCHOOL OF ADVANCED STUDIES</b> PLOT NO 10, INSTITUTIONAL AREA, VASANT KUNJ New Delhi, DELHI, 110070 State Code: 07 GST Reg. No :07AAATT4778L1ZU PAN No: AAATT4778L Contact Person :					Buyer(Bill to): <b>TERI SCHOOL OF ADVANCED STUDIES</b> PLOT NO 10, INSTITUTIONAL AREA, VASANT KUNJ, New Delhi Delhi, 110070 State Code: 07 GST Reg. No :07AAATT4778L1ZU PAN No: AAATT4778L Contact Person : JAGPREET SINGH - 011-71800222						
Part No./Description	HSN/ SAC	Qty/ UoM	Unit Rate (Rs.)	Total Taxable Value	CGST		SGST		IGST		Total
					Rate	Amt	Rate	Amt	Rate	Amt	
FMS Support charges for the period from:- 01-04-20 - 30-06-20 Warranty:	998313	1/ NOS.	215,875.00	215,875.00	9%	19,428.75	9%	19,428.75	0%	0.00	254,732.50
<b>Total:</b>				<b>215,875.00</b>		<b>19,428.75</b>		<b>19,428.75</b>		<b>0.00</b>	<b>254,732.50</b>
Total Invoice Amount in Words :					Total Amount Before Tax : 215,875.00						
TWO LAKH FIFTY FOUR THOUSAND SEVEN HUNDRED THIRTY THREE RUPEES AND ZERO PAISA ONLY					Add : CGST : 19,428.75						
<b>*Mandatory Requirements</b>					Add : SGST : 19,428.75						
Emp Name: Emp Id:					Add : IGST : 0.00						
Emp Contact No : Receiving Dt. :					Tax Amount : GST : 38,857.50						
Signature: Seal:					Rounding Amount : -0.50						
					Total Amount : 254,733.00						
					GST Payable on Reverse Charge : 0.00						
TDS will be deducted under Section 194J at rate 2%, for the Technical Services that Team Computers Pvt. Ltd. provides to TERI SCHOOL OF ADVANCED STUDIES.					Certified that the particulars given above are true and correct. <b>For Team Computers Pvt. Ltd.</b>  Authorised Signatory [E&OE]						

## TERMS AND CONDITIONS OF SALE

TERMS OF DELIVERY • DELIVERY CHALLAN CUM INVOICE • Goods once sold will not be taken back • The Company will not be responsible for any delay in delivery beyond its own control, but will do its utmost to ensure speedy delivery

PAYMENTS: • Payments must be made in advance unless otherwise agreed upon in writing • All payments should be made by Cheque or Draft drawn in favor of the Company on any Scheduled Bank • Interest @ 24% p.a. will be charged in case of payment received after due date

TAXES: The Customer shall be responsible for and shall pay directly or reimburse the Seller for all taxes etc. levied presently or become applicable later on/at assessment, of any nature imposed on the sale of products or the import of the products for sale to the Customer

F.O.B. QUOTATIONS The Company's liability for delivery of the goods ceases as soon as these are delivered to the transporter at the place of despatch/ex-godown of Company

INSURANCE Unless otherwise specified, goods will be despatched at the customer's own risk from our godown.

WARRANTY The Warranty on the Product sold covered under the Invoice is as per the Warranty Terms of the Manufacturer from Time to time. The liability of Team Computers Pvt. Ltd. towards the Customer is limited strictly to the extent of the cost of the product sold covered under the Invoice hence

<b>TEAM COMPUTERS PVT.LTD.</b> 1, Mohammad Pur, New Delhi - 110066 New Delhi Delhi 110066  <b>GSTN: 07AAACT3478J1Z2</b> State Code: 07 Email : customercare@teamcomputers.com Tel No : 42004200 CIN No : U74899DL1987PTC028384 PAN No : AACT3478J Contact Person Name : Mukesh Gambhir	<b>Invoice No : GST2021DL-02333</b> <b>Invoice Date : 25 May, 2020</b> Customer PO No./Reff. : PO/18-19/01438 Payment Due Date : 24 June, 2020 Transportation Mode : Vehicle No : LR No : LR Date : Reverse Charge : Place of supply : New Delhi Delhi Order No :
Consignee(Ship to): <b>TERI SCHOOL OF ADVANCED STUDIES</b> PLOT NO 10,INSTITUTIONAL AREA, VASANT KUNJ  New Delhi, DELHI, 110070 State Code: 07 GST Reg. No :07AAATT4778L1ZU PA : Contact Person : -	Buyer(Bill to): <b>TERI SCHOOL OF ADVANCED STUDIES</b> PLOT NO 10,INSTITUTIONAL AREA, VASANT KUNJ, New Delhi  Delhi, 110070 State Code: 07 GST Reg. No :07AAATT4778L1ZU PAN No: AAATT4778L Contact Person : JAGPREET SINGH - 011-71800222

Dear Customer,

We value your association with us and look forward to serving you with our best services.

We request you to kindly make special note of the recent amendment, as mentioned below, relating to TDS (Tax Deducted at Source) for Technical Services that Team Computers Pvt. Ltd. renders to you and request you to ensure full compliance with the same.

The Government of India, through the Finance Act, 2020 (refer to clause 79 of the Finance Act), has revised the TDS rate with immediate effect to 2% (from earlier TDS rate of 10%) under Section 194J of Income-tax Act, 1961, for the Technical Services that Team Computers Pvt. Ltd. provides to you.

Consequently, for all payments that you make to us hereinafter, whether for previous invoices or upcoming ones, we request you to withhold taxes (TDS) at the revised rate of 2% only for the Technical Services that Team Computers Pvt. Ltd. provides to you. Thereafter, the TDS certificate for withholding of taxes at 2% may be shared with us.

For any further queries or clarifications, please feel free to get in touch with your Relationship Manager.

Assuring you of our best services always.

With Regards,  
Team Computers Pvt. Ltd.

*(Signature)*  
**Dhanraj Singh**  
 Deputy Finance & Project Management Officer  
 TERI School of Advanced Studies  
 Institutional Area, Vasant Kunj  
 New Delhi 110070

**TERMS AND CONDITIONS OF SALE**

**TERMS OF DELIVERY** • DELIVERY CHALLAN CUM INVOICE • Goods once sold will not be taken back. The Company will not be responsible for any delay in delivery beyond its own control, but will do its-utmost to ensure speedy delivery

**PAYMENTS:** • Payments must be made in advance unless otherwise agreed upon in writing • All payments should be made by Cheque/Draft drawn in favor of the Company on any Scheduled Bank • Interest @ 24% p.a. will be charged in case of payment received after due date.

**TAXES:** The Customer shall be responsible for and shall pay directly or reimburse the Seller for all taxes etc., levied presently or become applicable later on/at assessment, of any nature imposed on the sale of products or the import of the products for sale to the Customers.

**F.O.B. QUOTATIONS** The Company's liability for delivery of the goods ceases as soon as these are delivered to the transporter at the place of despatch/ex-godown of Company

**INSURANCE** Unless otherwise specified, goods will be despatched at the customer's own risk from our godown.

**WARRANTY** The Warranty on the Product sold covered under the Invoice is as per the Warranty Terms of the Manufacturer from Time to time. The Liability of Team Computers Pvt. Ltd. towards the Customer is limited strictly to the extent of the cost of the product sold covered under the Invoice hence Team Computers Pvt. LTD. is not liable for any other incidental and or consequential damages claimed by the Customer.



**TEAM COMPUTERS PVT.LTD.**

1, Mohammad Pur, New Delhi - 110066 New Delhi Delhi 110066

GSTIN: 07AAACT3478J1Z2

State Code: 07

Email : customercare@teamcomputers.com

Tel No : 42004200

CIN No : U74899DL1987PTC028384

PAN No : AACT3478J

Contact Person Name : Mukesh Gambhir

Invoice No : GST2021DL-06628

Invoice Date : 16 July, 2020

Customer PO No./Reff : PO/18-19/01471

Payment Due Date : 15 August, 2020

Transportation Mode :

Vehicle No

LR No :

LR Date :

Reverse Charge :

Place of supply : New Delhi Delhi

Order No :

Consignee(Ship to):

TERI SCHOOL OF ADVANCED STUDIES

PLOT NO 10, INSTITUTIONAL AREA, VASANT KUNJ

New Delhi, DELHI, 110070

State Code: 07

GST Reg. No : 07AAATT4778L1ZU

PAN No:

Contact Person : -

Buyer(Bill to):

TERI SCHOOL OF ADVANCED STUDIES

PLOT NO 10, INSTITUTIONAL AREA, VASANT KUNJ, New Delhi

Delhi, 110070

State Code: 07 GST Reg. No : 07AAATT4778L1ZU

PAN No: AAATT4778L

Contact Person : JAGPREET SINGH - 011-71800222

Part No./Description	HSN/ SAC	Qty/ UoM	Unit Rate (Rs.)	Total Taxable Value	CGST		SGST		IGST		Total
					Rate	Amt	Rate	Amt	Rate	Amt	
MS Support charges for the period from:- 1-07-20 - 30-09-20	998313	1/ NOS.	215,875.00	215,875.00	9%	19,428.75	9%	19,428.75	0%	0.00	254,732.50
<b>Total:</b>				<b>215,875.00</b>		<b>19,428.75</b>		<b>19,428.75</b>		<b>0.00</b>	<b>254,732.50</b>

Total Invoice Amount in Words :

TWO LAKH FIFTY FOUR THOUSAND SEVEN HUNDRED THIRTY THREE RUPEES AND ZERO PAISA ONLY

**\*Mandatory Requirements**

Emp Name:

Emp Id:

Emp Contact No :

Receiving Dt. :

Signature:

Seal:

Total Amount Before Tax	:	215,875.00
Add : CGST	:	19,428.75
Add : SGST	:	19,428.75
Add : IGST	:	0.00
Tax Amount : GST	:	38,857.50
Rounding Amount	:	-0.50
Total Amount	:	254,733.00
GST Payable on Reverse Charge	:	0.00

DS will be deducted under Section 194C at rate 2% for the Manpower Supply Services that Team Computers Pvt. Ltd. provides to TERI SCHOOL OF ADVANCED STUDIES.

Certified that the particulars given above are true and correct.

**For Team Computers Pvt. Ltd.**



TDS-3238

**RMS AND CONDITIONS OF SALE**

**RMS OF DELIVERY • DELIVERY CHALLAN CUM INVOICE •** Goods once sold will not be taken back • The Company will not be responsible for any delay in delivery beyond its own control, but will do its-utmost to ensure speedy delivery

**• PAYMENTS:** • Payments must be made in advance unless otherwise agreed upon in writing • All payments should be made by Cheque/Draft drawn in favor of Company on any Scheduled Bank • Interest @ 24% p.a. will be charged in case of payment received after the due date

**• TAXES:** The Customer shall be responsible for and shall pay directly or reimburse the Seller for all taxes levied presently or become applicable later on/at assessment, of any nature imposed on the sale of products or the import of the products for sale to the customer.

**• B. QUOTATIONS** The Company's liability for delivery of the goods ceases as soon as these are delivered to the transporter at the place of despatch/ex-shipment of Company

**• INSURANCE** Unless otherwise specified, goods will be despatched at the customer's own risk from our godown.

**• JURISDICTION OF COURTS** All disputes are subject to jurisdiction of Delhi Courts only.

TERI SCHOOL OF ADVANCED STUDIES

Plot No. 10 Institutional Area Vasant Kunj

New Delhi - 110070

Delhi(India)

GSTIN/GSTIN\_ISD/UIN No. : 07AAATT4778L1ZU

Place of Supply : 07 (Delhi)

Invoice No : C/2020/10/249

Date : 23/10/2020

Invoice Value : ₹ 18,481.00

**Tax Invoice**

SNo.	Description	HSN / SAC Code	Quantity	Price(₹)	Disc.(₹)	Amount(₹)
1	Charges for RapidSSL Wildcard certificate for terisas.ac.in From: 03/11/2020 To: 03/11/2021	Other information technology services( 998319 )	1	18,426.00	2764	15,662.00
<b>Total</b>					<b>2,764.00</b>	<b>18,426.00</b>
Amount After Discount (R/off)						15,662.00
Central GST @9.00% on 15,662.00						1,409.58
State GST @9.00% on 15,662.00						1,409.58
<b>Total Rounded Off Value</b>						<b>-0.16</b>
<b>Gross Total</b>						<b>18,481.00</b>

Your Ref : PO Number is PO/18-19/01509 dated 23/10/2020



**Note:** By paying this invoice, you accept the Cyberspace TOS and AUP available on our website at [www.cyberspace.in/TOS.html](http://www.cyberspace.in/TOS.html) and [www.cyberspace.in/AUP.html](http://www.cyberspace.in/AUP.html) respectively.

**Payment Due Date:** We would appreciate receiving your payment immediately

**Note:** In the event of non-payment / part payment of the amount by the due date, CNSPL reserves the right to suspend / disconnect the service without any further notice.

**Bank Details:** Bank Name & Branch: Axis Bank, Malviya Nagar | Bank Account No: 206010200000231  
IFSC Code: UTIB0000206 | MICR Code: 110211024

Please make crossed Cheques/DD in favour of "Cyberspace Networking Systems (P) Ltd."

**PAN No:** AAACC4955D | **CIN No:** U72900DL1997PTC090720 | **GST No:** 07AAACC4955D1ZW

*Signature*  
23/10/20

*Signature*  
**Dhanraj Singh**  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070



# Tax Invoice

Tata Communications Limited

6.2.3.N

Original for Recipient

Billing Communication Address	BILL TO	Account ID :	VT000754
TERI School of Advanced Studies Plot No 10	Place of Supply: Delhi-State Code:07 TERI School of Advanced Studies PLOTNO 10INSTITUTIO NALAREAVAS ANTKUNJSout hDelhi	Invoice no:	072009G10032710
Institutional Area Vasant Kunj New Delhi-110070 Delhi, India Tel:+91-1171800222 Kind attn : Jagpreet Singh PAN:	Delhi - 110070 Delhi-State Code:07 07AAATT4778L1ZU	Invoice date :	02-Sep-2020
		Due date :	02-Oct-2020
		Amount due :	INR 22,125.00

## Invoice summary

Description	Amount (INR)
One-time charges	0.00
Recurring charges	18,750.00
Adjustment charges	0.00
<b>Subtotal</b>	<b>18,750.00</b>
Delhi Central GST on amount 18750.00 @ 9.00%	1,687.50
L State GST on amount 18750.00 @ 9.00%	1,687.50
<b>Total Taxes</b>	<b>3,375.00</b>
<b>Total invoice amount</b>	<b>22,125.00</b>

No tax is payable on reverse charge basis

**Rate of TDS :** For the period between 14-May-2020 to 31-March-2021, tax shall be deducted, if applicable, at lower of, the rate specified in the certificate u/s. 197 being Provided to you by Tata Communications Limited or rates prescribed by the Income Tax Act which stands reduced by 25% as per the Press Release of the Central Board of Direct Taxes dated May 13th, 2020. For example, in case of section 194C, the rate of TDS w.e.f. 14-May-2020 will be reduced from 2% to 1.5%

PAN : AAACV2808C CIN : L64200MH1986PLC039266

## Key contact points :

Collection manager name	POOJA PAL
Email	Pooja.Pal@contractor.tatacommunications.com
Contact no	+9111-66505285

Digitally signed by:  
Nitin Mangal  
Wed Sep 02 13:34:14 IST 2020

Regional Collection Centre : Tata Communications Ltd., New IDC Building, Collection Dept, 5th Floor, Opp. Savitri Cinema, Greater Kailash Part -I, New Delhi-110048

## GST DETAILS

GSTIN No -	07AAACV2808C1ZR	Customer GSTIN No -	07AAATT4778L1ZU
TCL GSTIN address -	Videsh Sanchar Bhawan, Bangla Sahib Road, New Delhi, Delhi State Code: 07 - 110001	Customer GSTIN address -	PLOTNO 10INSTITUTIO NALAREAVAS ANTKUNJSout hDelhi Delhi State Code:07 110070
ARN / LuT No -	AD070320007233U	Place of supply	
Applicable for Export / SEZ Exemption	Dated - 01-Apr-2020   Valid up to - 31-Mar-2021	Customer contracting address -	Plot No. 10, Institutional Area, Vasant Kunj New Delhi State Code:07 110070

THE WORLD'S BIGGEST CLOUDS  
WE'RE THE CONNECTION

TATA COMMUNICATIONS | CLOUD NETWORK MOBILITY SECURITY



## Wire transfer

Invoice payments can be made via electronic transfer / wire transfer as per the following details

Beneficiary Name	Tata Communications Ltd.	Company Address	Bandra Kurla Complex, Plot No. C-21 & C-36 Vidyannagar PO, Mumbai-98
Bank Account #	0230VT000754	IFSC CODE	UTIB0CCH274   MICR Code: 400211017
Bank Name	Axis Bank	Bank Address	A to Z Shopping Centre, Dr. Ambedkar Road, Dadar (E), Mumbai -400 014
Account Type	Current Account	Currency	INR

Billing Correspondence Address : Tata Communications Limited, Alandi Road, Dighi, Pune - 411015

## Registered office

Tata Communications Limited, VSB, Mahatma Gandhi Road, Fort, Mumbai - 400001, India



To receive your invoices electronically, please send an email to [billing.services@tatacommunications.com](mailto:billing.services@tatacommunications.com) with 'Bill Mail' in the subject line. Please include your account Id and the email address where you would like your invoice delivered. To request a change to your email address on file, please include 'Change Mail' in the subject line. We will continue to receive a hard copy of your invoice.

View your bills online : Please log on to <https://portal.tatacommunications.com>

6.2.3.91

## 6.2.3.N

Customer name : TERI School of Advanced Studies

Account ID : VT000754

Customer GSTIN : 07AAATT4778L1ZU

Tata Communications Limited

Invoice no : 072009G10032710

Invoice date : 02-SEP-2020

## Charge details for ETHERNET : HSN Code - 998414

## Recurring charges

A End Location	B End Location	Service ID COPF ID Comm date	Charge item & description	PO number PO date	Billing period	Annual charges	Amount (INR)
Teri Darbari Seth Block (Core- 6c) India Habitat Centre Lodhi Road Delhi Delhi 110003 India State Code:07	Teri University Plot-10 Vasant Kunj Institutional Area Vasant Kunj Delhi Delhi 110070 India State Code:07	091DELH1143008673478 853540 30-MAR-20	NATIONAL DEDICATED ETHERNET - HSN CODE : 998414 -18 Mbps Standard SLA	PO/18-19/01371 20-FEB-2020	01-Oct-2020 31-Dec-2020	75,000.00	18,750.00
Recurring charges total							18,750.00

## Subtotal excluding taxes

18,750.00


  
 Dhanraj Singh  
 Deputy Finance & Project Management Officer  
 TERI School of Advanced Studies  
 10, Institutional Area, Vasant Kunj  
 New Delhi-110070



## Tax Invoice

6.2.3.N

Tata Communications Limited

Original for Recipient			
Billing Communication Address  TERI School of Advanced Studies Plot No 10 Institutional Area Vasant Kunj New Delhi-110070 Delhi, India Tel: +91-1171800222 Kind attn: Jagpreet Singh PAN:	BILL TO Place of Supply: Uttar Pradesh-State Code:09 TERI School of Advanced Studies	Account ID :	VT000754
		Invoice no:	092009G10022319
		Invoice date :	02-Sep-2020
		Due date :	02-Oct-2020
		Amount due :	INR 11,799.99

## Invoice summary

Description	Amount (INR)
One-time charges	0.00
Recurring charges	9,999.99
Adjustment charges	0.00
<b>Subtotal</b>	<b>9,999.99</b>
Uttar Pradesh Central GST on amount 9999.99 @ 9.00%	900.00
Uttar Pradesh State GST on amount 9999.99 @ 9.00%	900.00
<b>Total Taxes</b>	<b>1,800.00</b>
<b>Total invoice amount</b>	<b>11,799.99</b>

No tax is payable on reverse charge basis

**Rate of TDS :** For the period between 14-May-2020 to 31-March-2021, tax shall be deducted, if applicable, at lower of, the rate specified in the certificate u/s. 197 being Provided to you by Tata Communications Limited or rates prescribed by the Income Tax Act which stands reduced by 25% as per the Press Release of the Central Board of Direct Taxes dated May 13th, 2020. For example, in case of section 194C, the rate of TDS w.e.f. 14-May-2020 will be reduced from 2% to 1.5%

PAN : AAACV2808C CIN : L64200MH1986PLC039266

## Key contact points :

Collection manager name	POOJA PAL
Email	Pooja.Pal@contractor.tatacommunications.com
Contact no	+9111-66505285

Digitally signed by:  
Nitin Mangal  
Wed Sep 02 13:34:19 IST 2020

Regional Collection Centre : Tata Communications Ltd., New IDC Building, Collection Dept, 5th Floor, Opp. Savitri Cinema, Greater Kailash Part-I, New Delhi-110048

## GST DETAILS

GSTIN No -	09AAACV2808C12N	Customer GSTIN No -	GSTIN Not registered
TCL GSTIN address -	A1/7, Lakhapur, Kanpur, Uttar Pradesh State Code: 09 - 208024	Customer GSTIN address -	-State Code:
ARN / LuT No - Applicable for Export / SEZ Exemption	AD090320007551M Dated - 01-Apr-2020   Valid up to - 31-Mar-2021	Place of supply	
		Customer contracting address -	Plot No. 10, Institutional Area, Vasant Kunj New Delhi Delhi-State Code:07 110070

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TATA COMMUNICATIONS | CLOUD NETWORK MOBILITY SECURITY



## Wire transfer

Invoice payments can be made via electronic transfer / wire transfer as per the following details

Beneficiary Name	Tata Communications Ltd.	Company Address	Bandra Kurla Complex, Plot No. C-21 & C-36 Vidyanagari PO, Mumbai-98
Bank Account #	0230VT000754	IFSC CODE	UTIB0CCH274   MICR Code: 400211017
Bank Name	Axis Bank	Bank Address	A to Z Shopping Centre, Dr. Ambedkar Road, Dadar (E), Mumbai -400 014
Account Type	Current Account	Currency	INR

Billing Correspondence Address : Tata Communications Limited, Alandi Road, Dighi, Pune - 411015

## Registered office

: Tata Communications Limited, VSB, Mahatma Gandhi Road, Fort, Mumbai - 400001 (India)



To receive your invoices electronically, please send an email to [billing.services@tatacommunications.com](mailto:billing.services@tatacommunications.com) with 'BillMail' in the subject line. Please provide your account Id and the email address where you would like your invoice delivered. To request a change to your email address on file, please include 'ChangeMail' in the subject line. You will continue to receive a hard copy of your invoice.

View your bills online : Please log on to <https://portal.tatacommunications.com>

6.2.3.93

Page 1 of 3

## 6.2.3.N

Customer name : TERI School of Advanced Studies

Account ID : VT000754

Customer GSTIN : GSTIN Not registered

Tata Communications Limited

Invoice no : 092009G10022319

Invoice date : 02-SEP-2020


## Charge details for ETHERNET : HSN Code - 998414

## Recurring charges

A End Location	B End Location	Service ID COPF ID Comm date	Charge item & description	PO number PO date	Billing period	Annual charges	Amount (INR)
Teri University 10 Institutional Area Vasant Kunj New Delhi Delhi 110070 India State Code:07	Spectranet Data Center H223 Sector 63 Noida Uttar Pradesh 201301 India State Code:09	091NEWD1143013185716 853547 30-MAR-20	NATIONAL DEDICATED ETHERNET - HSN CODE : 998414 -14 Mbps Standard SLA	PO/18-19/01371 20-FEB-2020	01-Oct-2020 31-Dec-2020	40,000.00	9,999.99
Recurring charges total							9,999.99

Subtotal excluding taxes

9,999.99

  
 Dhanraj Singh  
 Deputy Finance & Project Management Officer  
 TERI School of Advanced Studies  
 10, Institutional Area, Vasant Kunj  
 New Delhi-110070



## Tax Invoice

6.2.3.N

Tata Communications Limited

		Original for Recipient	
Billing Communication Address	BILL TO	Account ID :	VT000754
TERI School of Advanced Studies Plot No 10	Place of Supply: Delhi-State Code:07 TERI School of Advanced Studies PLOTNO 10INSTITUTIO NALAREAVAS ANTKUNJSout hDelhi,	Invoice no:	072009G10032711
Institutional Area Vasant Kunj New Delhi-110070 Delhi, India Tel:+91-1171800222 Kind attn : Jagpreet Singh PAN:	Delhi - 110070 Delhi-State Code:07 07AAATT4778L1ZU	Invoice date :	02-Sep-2020
		Due date :	02-Oct-2020
		Amount due :	INR 11,799.99

## Invoice summary

Description	Amount (INR)
One-time charges	0.00
Recurring charges	9,999.99
Adjustment charges	0.00
<b>Subtotal</b>	<b>9,999.99</b>
Delhi State GST on amount 9999.99 @ 9.00%	900.00
Central GST on amount 9999.99 @ 9.00%	900.00
<b>Total Taxes</b>	<b>1,800.00</b>
<b>Total invoice amount</b>	<b>11,799.99</b>

No tax is payable on reverse charge basis

**Rate of TDS :** For the period between 14-May-2020 to 31-March-2021, tax shall be deducted, if applicable, at lower of, the rate specified in the certificate u/s. 197 being Provided to you by Tata Communications Limited or rates prescribed by the Income Tax Act which stands reduced by 25% as per the Press Release of the Central Board of Direct Taxes dated May 13th, 2020. For example, in case of section 194C, the rate of TDS w.e.f. 14-May-2020 will be reduced from 2% to 1.5%

PAN : AAACV2808C CIN : L64200MH1986PLC039266

## Key contact points :

Collection manager name	POOJA PAL
Email	Pooja.Pal@contractor.tatacommunications.com
Contact no	+9111-66505285

Digitally signed by:  
Nitin Mangal  
Wed Sep 02 13:35:09 IST 2020

Regional Collection Centre : Tata Communications Ltd., New IDC Building, Collection Dept, 5th Floor, Opp. Savitri Cinema, Greater Kailash Part -I, New Delhi-110048

## GST DETAILS

GSTIN No -	07AAACV2808C1ZR	Customer GSTIN No -	07AAATT4778L1ZU
TCL GSTIN address -	Videsh Sanchar Bhawan, Bangla Sahib Road, New Delhi, Delhi State Code: 07 - 110001	Customer GSTIN address -	PLOTNO 10INSTITUTIO NALAREAVAS ANTKUNJSout hDelhi, Delhi Delhi-State Code:07 110070
ARN / LuT No - Applicable for Export / SEZ Exemption	AD070320007233U Dated - 01-Apr-2020   Valid up to - 31-Mar-2021	Place of supply	
		Customer contracting address -	Plot No. 10, Institutional Area, Vasant Kunj New Delhi Delhi-State Code:07 110070

THE WORLD'S BIGGEST CLOUDS  
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## Wire transfer

Invoice payments can be made via electronic transfer / wire transfer as per the following details

Beneficiary Name	Tata Communications Ltd.	Company Address	Bandra Kurla Complex, Plot No. C-21 & C-36 Vidyannagar PO, Mumbai-98
Bank Account #	0230VT000754	IFSC CODE	UTIB0CCH274   MICR Code: 400211017
Bank Name	Axis Bank	Bank Address	A to Z Shopping Centre, Dr. Ambedkar Road, Dadar (E), Mumbai -400 014
Account Type	Current Account	Currency	INR

Billing Correspondence Address : Tata Communications Limited, Alandi Road, Dighi, Pune - 411015

Registered office : Tata Communications Limited, VSB, Mahatma Gandhi Road, Fort, Mumbai - 400001 (India)



To receive your invoices electronically, please send an email to [billing.services@tatacommunications.com](mailto:billing.services@tatacommunications.com) with 'BillMail' in the subject line. Please include your account Id and the email address where you would like your invoice delivered. To request a change to your email address on file, please include 'Change email' in the subject line. You will continue to receive a hard copy of your invoice.

View your bills online : Please log on to <https://portal.tatacommunications.com>

6.2.3.95

Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070

Page 1 of 3

## 6.2.3.N

Customer name : TERI School of Advanced Studies

Account ID : VT000754

Customer GSTIN : 07AAATT4778L1ZU

Tata Communications Limited

Invoice no : 072009G10032711

Invoice date : 02-SEP-2020

## Charge details for ETHERNET : HSN Code - 998414

## Recurring charges

A End Location	B End Location	Service ID COPF ID Comm date	Charge item & description	PO number PO date	Billing period	Annual charges	Amount (INR)
Teri University 10 Institutional Area Vasant Kunj New Delhi Delhi 110070 India State Code:07	Specranet Data Center H223 Sector 63 Noida Uttar Pradesh 201301 India State Code:09	091NEWD1143013185716 853547 30-MAR-20	NATIONAL DEDICATED ETHERNET - HSN CODE : 998414 -14 Mbps Standard SLA	PO/18-19/01371 20-FEB-2020	01-Oct-2020 31-Dec-2020	40,000.00	9,999.99
Recurring charges total							9,999.99

Subtotal excluding taxes

9,999.99

  
 Dhanraj Singh  
 Deputy Finance & Project Management Officer  
 TERI School of Advanced Studies  
 10, Institutional Area, Vasant Kunj  
 New Delhi-110070



## Tax Invoice

6.2.3.N

Tata Communications Limited

Original for Recipient			
Billing Communication Address  TERI School of Advanced Studies Plot No. 10, Institutional Area Vasant Kunj  New Delhi-110070 Delhi, India Tel: +91-9811140981 Kind attn : Jagpreet Singh PAN:	BILL TO Place of Supply: Delhi-State Code:07 TERI School of Advanced Studies PLOT NO 10 INSTITUTIONAL AREA VASANT KUNJ South  Delhi - 110070 Delhi-State Code:07 07AAATT4778L1ZU	Account ID :	VT000754
		Invoice no:	072009G10032034
		Invoice date :	02-Sep-2020
		Due date :	02-Oct-2020
		Amount due :	INR 162,249.99

## Invoice summary

Description	Amount (INR)
One-time charges	0.00
Recurring charges	137,499.99
Adjustment charges	0.00
<b>Subtotal</b>	<b>137,499.99</b>
Delhi State GST on amount 137499.99 @ 9.00%	12,375.00
Central GST on amount 137499.99 @ 9.00%	12,375.00
<b>Total Taxes</b>	<b>24,750.00</b>
<b>Total invoice amount</b>	<b>162,249.99</b>

No tax is payable on reverse charge basis

**Rate of TDS :** For the period between 14-May-2020 to 31-March-2021, tax shall be deducted, if applicable, at lower of, the rate specified in the certificate u/s. 197 being Provided to you by Tata Communications Limited or rates prescribed by the Income Tax Act which stands reduced by 25% as per the Press Release of the Central Board of Direct Taxes dated May 13th, 2020. For example, in case of section 194C, the rate of TDS w.e.f. 14-May-2020 will be reduced from 2% to 1.5%

PAN : AAACV2808C CIN : L64200MH1986PLC039266

## Key contact points :

Collection manager name	POOJA PAL
Email	Pooja.Pal@contractor.tatacommunications.com
Contact no	+9111-66505285

Digitally signed by:  
Nitin Mangal  
Wed Sep 02 09:37:17 IST 2020

Regional Collection Centre : Tata Communications Ltd., New IDC Building, Collection Dept, 5th Floor, Opp. Savitri Cinema, Greater Kailash Part -I, New Delhi-110048

## GST DETAILS

GSTIN No -	07AAACV2808C12R	Customer GSTIN No -	07AAATT4778L1ZU
TCL GSTIN address -	Videsh Sanchar Bhawan, Bangla Sahib Road, New Delhi, Delhi State Code: 07 - 110001	Customer GSTIN address -	PLOT NO 10 INSTITUTIONAL AREA VASANT KUNJ South Delhi Delhi-State Code:07 110070
ARN / LuT No - Applicable for Export / SEZ Exemption	AD070320007233U Dated - 01-Apr-2020   Valid up to - 31-Mar-2021	Place of supply	
		Customer contracting address -	Plot No. 10, Institutional Area, Vasant Kunj New Delhi Delhi-State Code:07 110070

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TATA COMMUNICATIONS | CLOUD NETWORK MOBILITY SECURITY



## Wire transfer

Invoice payments can be made via electronic transfer / wire transfer as per the following details

Beneficiary Name	Tata Communications Ltd.	Company Address	Bandra Kurla Complex, Plot No. C-21 & C-36 Vidyanageri PO, Mumbai-98
Bank Account #	0230VT000754	IFSC CODE	UTIB0CCH274   MICR Code: 400211017
Bank Name	Axis Bank	Bank Address	A to Z Shopping Centre, Dr. Ambedkar Road, Dadar (E), Mumbai -400 014
Account Type	Current Account	Currency	INR

Billing Correspondence Address : Tata Communications Limited, Alandi Road, Dighi, Pune - 411015

Registered office : Tata Communications Limited, VSB, Mahatma Gandhi Road, Fort, Mumbai - 400001 (India)



To receive your invoices electronically, please send an email to [billing.services@tatacommunications.com](mailto:billing.services@tatacommunications.com) with 'BillMail' in the subject line. Please include your account Id and the email address where you would like your invoice delivered. To request a change to your email address on file, please include 'ChangeMail' in the subject line. You will receive a hard copy of your invoice.

View your bills online : Please log on to <https://portal.tatacommunications.com>

6.2.3.97

Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070

Page 1 of 3

## 6.2.3.N

Customer name : TERI School of Advanced Studies

Account ID : VT000754

Customer GSTIN : 07AAATT4778L1ZU

Tata Communications Limited

Invoice no : 072009G10032034

Invoice date : 02-SEP-2020

## Charge details for ILL : HSN Code - 998414

## Recurring charges

Site Location	Parent ID Service ID COPF ID Comm date	Charge item & description	PO number PO date	Billing period	Annual charges	Amount (INR)
Teri University Plot No.10 Institutional Area Vasant Kunj New Delhi Delhi 110070 India State Code:07	091NEWDO30008672013 853477 20-JUN-20	ILL Port with Local Access - HSN CODE : 998414 -100 Mbps	PO/18-19/01371 20-FEB-2020	01-Oct-2020 31-Dec-2020	550,000.00	137,499.99
Recurring charges total						137,499.99

Subtotal excluding taxes

137,499.99



Dhanraj Singh  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070



**TARGUS TECHNOLOGIES PRIVATE LIMITED**

KHASRA NO.331/1/2, BASEMENT LEFT SIDE, NH-8, RANG PURI, MAHIPALPUR  
NEW DELHI-110037

E-Mail : info@targustech.com, ISO No. : ISO 9001-2000 CERTIFIED COMPANY

CIN : U74899DL1998PTC094209, PAN : AABCT1516G

Website : www.targustech.com Phone : 0124-4742300

**TAX INVOICE**

(ORIGINAL FOR RECIPIENT)

**TARGUS TECHNOLOGIES PVT. LTD.**

KHASRA NO.331/1/2, BASEMENT  
LEFT SIDE, NH-8, RANG PURI, MAHIPALPUR (LANDMARK – HONDA  
SHOWROOM) , NEW DELHI, DELHI-110037  
GSTIN : 07AABCT1516G1ZP ,PAN : AABCT1516G

Terms of Delivery :

Mode of Transport :

E-Way Bill No. : E-Way Bill Date :

Payment Terms : QUARTERLY ADVANCE AFTER BILL SUBMISSION

Invoice No. : 1-071-21-17-0492

Invoice Date : 01-09-2020

DC No. : 1-071-21-16-00500

Date : 01-09-20

LC No. : N/A

Destination : NEW DELHI,

OV No. : SALES/02/1920/52

SO Number : 1-21-12-000428

SO Date : 14-07-20

PO Number : PO/18-19/01374 DT. 24-02-20

**CONSIGNEE/SHIPPED TO DETAILS :**

( AR830-001) TERI SCHOOL OF ADVANCED STUDIES

PLOT 10, INSTITUTIONAL AREA VASANT KUNJ NEW DELHI, NEW DELHI,

Contact Person : JAGPREET

Phone No. : 9811140981

E-Mail :

GSTIN : 07AAATT4778L1ZU PAN :

State : DELHI State Code : 07

**BUYER/BILLED TO DETAILS :**

( AR-000830) TERI SCHOOL OF ADVANCED STUDIES

PLOT 10, INSTITUTIONAL AREA VASANT KUNJ, NEW DELHI, NEW DELHI

Contact Person : JAGPREET

GST No. : 07AAATT4778L1ZU PAN No. : AAATT4778L

State : DELHI State Code : 07 PLACE OF SUPPLY : DELHI

S. No	PART No.	DESCRIPTION OF ITEM	HSN	QTY	UOM	Unit Price	Disc.	Amount
1	3001010	NETWORK SUPPORT AMC Network Support AMC ,Period- 01-03-2020 to 31-03-2021,Cisco catalyst 3560-X series- 2,Cisco catalyst 2950 - 4,Cisco SF300-48- 2,Linksys SLM224G2- 2,Linksys SRW248G4- 2,D-Link DGS-1224T- 3, D-Link DGS-1216- 1,D-Link DGS-1224- 1,D-Link DGS-1216T- 3,D-Link DGS-1210-28- 1,D-Link DGS-1210-52- 1, 01.06.2020 TO 31.08.2020 INVOICE FOR THE PERIOD	9987	1.00		45000.00		45,000.00
				1.00				45,000.00
				Taxable Amount				45,000.00
				CGST Amount				4,050.00
				SGST Amount				4,050.00
				Net Amount (Rs.)				53,100.00
HSN Code	GST %	GST Base Amt	CGST Amount	SGST Amount	IGST Amount			
9987	18	45,000.00	4,050.00	4,050.00				

Net Amount (In words) : FIFTY THREE THOUSAND ONE HUNDRED RUPEES AND ZERO PAISA ONLY

GST Amount (In words) : EIGHT THOUSAND ONE HUNDRED RUPEES AND ZERO PAISA ONLY

**Terms & Conditions**

1. Payment By A/c Payee Cheque/DD in Favour of Targus Technologies Pvt Ltd
2. All Matters Subject to DELHI Jurisdiction.
3. Rs. 500 Will be charged for every dishonored cheque.
4. Interest @24% on over due payments.
5. Check your GST Number ,we will not be held responsible for any mistake in future.
6. Tax in not applicable on reverse charge basis.

**Company's Bank Details**

Bank Name : HDFC Bank Limited (267)

A/c No. : 12642790000267

Branch : Gurgaon

IFSC : HDFC0001264

Targus Technologies Private Limited



BALWIND  
ER SINGH

Digitally signed by  
BALWINDER SINGH  
Date: 2020.09.01  
14:53:58 +05'30'

Authorised Signatory

<b>TARGUS TECHNOLOGIES PVT. LTD.</b> KHASRA NO.331/1/2, BASEMENT LEFT SIDE, NH-8, RANG PURI, MAHIPALPUR (LANDMARK – HONDA SHOWROOM) , NEW DELHI, DELHI-110037 GSTIN : 07AABCT1516G1ZP ,PAN : AABCT1516G		Invoice No. : 1-071-21-17-0491 Invoice Date : 01-09-2020 DC No. : 1-071-21-16-00499 Date : 01-09-20 LC No. : N/A Destination : NEW DELHI , OV No. : SALES/02/1920/52 SO Number : 1-21-12-000428 SO Date : 14-07-20 PO Number : PO/18-19/01374 DT. 24-02-20	
Terms of Delivery : Mode of Transport : EWay Bill No. : E-Way Bill Date : Payment Terms : QUARTERLY ADVANCE AFTER BILL SUBMISSION			
<b>CONSIGNEE/SHIPPED TO DETAILS :</b> <b>( AR830-001) TERI SCHOOL OF ADVANCED STUDIES</b> PLOT 10, INSTITUTIONAL AREA VASANT KUNJ NEW DELHI ,NEW DELHI , Contact Person : JAGPREET Phone No. : 9811140981 E-Mail : GSTIN : 07AAATT4778L1ZU PAN : State : DELHI State Code : 07		<b>BUYER/BILLED TO DETAILS:</b> <b>( AR-000830) TERI SCHOOL OF ADVANCED STUDIES</b> PLOT 10, INSTITUTIONAL AREA VASANT KUNJ , NEW DELHI, NEW DELHI Contact Person : JAGPREET GST No. : 07AAATT4778L1ZU PAN No. : AAATT4778L State : DELHI State Code : 07 PLACE OF SUPPLY : DELHI	

S. No	PART No.	DESCRIPTION OF ITEM	HSN	QTY	UOM	Unit Price	Disc.	Amount
1	3001010	<b>NETWORK SUPPORT AMC</b> Network Support AMC ,Period- 01-03-2020 to 31-03-2021,Cisco catalyst 3560-X series- 2,Cisco catalyst 2950 - 4,Cisco SF300-48- 2,Linksys SLM224G2- 2,Linksys SRW248G4- 2,D-Link DGS-1224T- 3,D-Link DGS- 1216- 1,D-Link DGS-1224- 1,D-Link DGS-1216T- 3,D-Link DGS-1210-28- 1,D-Link DGS-1210-52- 1, INVOICE FOR THE PERIOD 01.03.2020 TO 31.05.2020	9987	1.00		45000.00		45,000.00
				1.00				45,000.00
				Taxable Amount				45,000.00
				CGST Amount				4,050.00
				SGST Amount				4,050.00
				Net Amount (Rs.)				53,100.00

HSN Code	GST %	GST Base Amt	CGST Amount	SGST Amount	IGST Amount
9987	18	45,000.00	4,050.00	4,050.00	


Net Amount (In words) : FIFTY THREE THOUSAND ONE HUNDRED RUPEES AND ZERO PAISA ONLY

GST Amount (In words) : EIGHT THOUSAND ONE HUNDRED RUPEES AND ZERO PAISA ONLY

<b>Terms &amp; Conditions</b> 1. Payment By A/c Payee Cheque/DD in Favour of Targus Technologies Pvt Ltd 2. All Matters Subject to DELHI Jurisdiction. 3. Rs. 500 Will be charged for every dishonored cheque. 4. Interest @24% on over due payments. 5. Check your GST Number ,we will not be held responsible for any mistake in future. 6. Tax in not applicable on reverse charge basis.		<b>Company's Bank Details</b> Bank Name : HDFC Bank Limited (267) A/c No. : 12642790000267 Branch : Gurgaon IFSC : HDFC0001264 For Targus Technologies Private Limited	
--	--	---	--

**BALWINDE** Digitally signed by  
**R SINGH** BALWINDER SINGH  
 Date: 2020.09.01  
 14:51:09 +05'30'  
 Authorised Signatory



<b>EAM COMPUTERS PVT.LTD.</b> Mohammad Pur, New Delhi - 110066 New Delhi Delhi 110066 STN: 07AAACT3478J1Z2 N No : 987e7c815d462f66632e7cec0ce9ac515aa643eabeba915b4442db739013b7f0				Invoice No : GST2021DL-13069 Invoice Date : 6 October, 2020 Customer PO No./Reff. : PO/18-19/01471							
State Code : 07 Email : customercare@teamcomputers.com PIN No : 42004200 IN No : U74899DL1987PTC028384 AN No : AAAC3478J Contact Person Name : Mukesh Gambhir				Payment Due Date : 5 November, 2020 Transportation Mode : Vehicle No : LR No : LR Date : Place of supply : 07, Delhi Order No :							
Consignee(Ship to) : <b>TERI SCHOOL OF ADVANCED STUDIES</b> PLOT NO 10, INSTITUTIONAL AREA, VASANT KUNJ New Delhi, DELHI, 110070 State Code : 07 GST Reg. No : 07AAATT4778L1ZU Contact Person : -				Buyer(Bill to) : <b>TERI SCHOOL OF ADVANCED STUDIES</b> PLOT NO 10, INSTITUTIONAL AREA, VASANT KUNJ, New Delhi Delhi, 110070 State Code : 07 GST Reg. No : 07AAATT4778L1ZU PAN No : AAATT4778L Contact Person : JAGPREET SINGH - 011-71800222							
Part No./Description	HSN/ SAC	Qty/ UoM	Unit Rate (Rs.)	Total Taxable Value	CGST		SGST		IGST		Total
					Rate	Amt	Rate	Amt	Rate	Amt	
IS Support charges for the period from:- 10-20 - 31-12-20	998313	1/ NOS.	2,15,875.00	2,15,875.00	9%	19,428.75	9%	19,428.75	0%	0.00	2,54,732.50
<b>Total:</b>				<b>2,15,875.00</b>		<b>19,428.75</b>		<b>19,428.75</b>		<b>0.00</b>	<b>2,54,732.50</b>
Total Invoice Amount in Words :					Total Amount Before Tax : 2,15,875.00						
FOUR LAKH FIFTY FOUR THOUSAND SEVEN HUNDRED THIRTY THREE RUPEES AND FORTY PAISA ONLY					Add : CGST : 19,428.75						
<b>*Mandatory Requirements</b>					Add : SGST : 19,428.75						
Company Name: Emp Id:					Add : IGST : 0.00						
Company Contact No : Receiving Dt. :					Tax Amount : GST : 38,857.50						
Signature: Seal:					Rounding Amount : 0.50						
GST is deducted under Section 194C at rate 2% for the Manpower Supply services that Team Computers Pvt. Ltd. provides to TERI SCHOOL OF ADVANCED STUDIES.					Total Amount : 2,54,733.00						
					GST Payable on Reverse Charge : 0.00						

TDS 1.5%

*Jagpreet Singh*  
 16/10/2020

MT of TDS 251495

## TERMS AND CONDITIONS OF SALE

**TERMS OF DELIVERY • DELIVERY CHALLAN CUM INVOICE •** Goods once sold will not be taken back • The Company will not be responsible for any delay in delivery beyond its own control, but will use its utmost to ensure speedy delivery

**PAYMENTS:** • Payments must be made in advance unless otherwise agreed upon in writing • All payments should be made by Cheque/Draft drawn in favor of the Company on any Scheduled Bank • Interest @ 24% p.a. will be charged in case of payment received after due date.

**L.I.B. QUOTATIONS** The Company's liability for delivery of the goods ceases as soon as these are delivered to the transporter at the place of despatch/ex-godown of Company

**WARRANTY** Unless otherwise specified, goods will be despatched at the customer's own risk from ex-godown.

**NOTES:** The Customer shall be responsible for and shall pay directly or reimburse the Seller for all taxes etc., levied presently or become applicable later on/at assessment, of any nature imposed on the sale of products or the import of the products for sale to the Customers.

Certified that the particulars given above are true and correct.  
 For Team Computers Pvt. Ltd.

*Dhanraj Singh*  
 Deputy Finance & Project Management Officer  
 TERI School of Advanced Studies  
 10, Institutional Area, Vasant Kunj  
 New Delhi-110070  
 [E&OE]

Name: *JAGPREET SINGH*  
 Date: *16/10/20*  
 6.2.3.101




**VTS INFOSOFTE PRIVATE LIMITED**

Original for recipients

6th Floor, 607, Ansal Sumedha building, RDC, Raj Nagar, Ghaziabad,  
UP-201002

Tel:0120-4146118

GSTIN:09AAHCV5136G1Z5

MSME Reg. No. :N/A

**Tax Invoice**

Invoice No : PSI/VTS/2021/0017				Transportation Mode :								
Invoice Date : 27/11/2020				Vehicle number :								
Reverse Charge(Y/N) : N				Date of Supply : 27/11/2020								
State : UP		Code	09	Place of Supply : DELHI								
<b>Details of Receiver/Billed to</b>				<b>Details of Consignee/Ship to</b>								
Name : TERI SCHOOL OF ADVANCED STUDIES				Name : TERI SCHOOL OF ADVANCED STUDIES								
Address : Plot 10, Institutional Area Vasant Kunj New Delhi				Address : Plot 10, Institutional Area Vasant Kunj New Delhi								
GSTIN : 07AAATT4778L1ZU		Phone No : 011 2612 2222		GSTIN : 07AAATT4778L1ZU		Phone No : 011 2612 2222						
State : DELHI		PinCode : 110070	Code	07	State : DELHI		PinCode : 110070					
Sr No	Product Description	HSN/ SAC Code	UOM	Qty	Rate	Amount	Discount	Taxable Value	CGST Rate Amt	SGST Rate Amt	IGST Rate Amt	Total
1	Shipment No. PSS/VTS/2021/0017											
2	NAV services for the month of Nov 20	998313		1	40600	40600	0	40600	0	0	0	47908
<b>Total</b>					<b>1</b>	<b>40600</b>	<b>0</b>	<b>40600</b>	<b>0</b>	<b>0</b>	<b>7308</b>	<b>47908</b>

**Total amount in words**

 \*\*\* FORTY SEVEN THOUSAND NINE HUNDRED EIGHT RUPEES AND  
 ZERO PAISA ONLY

Total Amount before Tax	40600
Add: CGST	0
Add: SGST	0
Add: IGST	7308
Total Tax Amount	7308
Total Amount after Tax:	47908
GST on Reverse Charge	NO

**Bank Details**

 Bank Name: ICICI BANK  
 Bank A/c: 025305008622  
 Bank IFSC: ICIC0000253  
 Swift Code:

**Terms & conditions**

Certified that the particulars given above are true and correct

For : VTS INFOSOFTE PRIVATE LIMITED

Authorised signatory

$$40,600 \times 1.5\% = 609$$

$$\text{Net payment} = 47,299$$

 Dhanraj Singh  
 Deputy Finance & Project Management Officer  
 TERI School of Advanced Studies  
 Plot 10, Institutional Area, Vasant Kunj  
 New Delhi-110070

for the month of November 2020




**VTS INFOSOFTE PRIVATE LIMITED**

 6th Floor, 607, Ansal Sumedha building, RDC, Raj Nagar, Ghaziabad,  
UP-201002

Tel:0120-4146118

GSTIN:09AAHCV5136G1Z5

MSME Reg. No. :N/A

Original for recepients

**Tax Invoice**

Invoice No : PSI/VT/2021/0021

Transportation Mode :

Invoice Date : 02/12/2020

Vehicle number :

Reverse Charge(Y/N) : N

Date of Supply : 02/12/2020

State : UP

Code 09

Place of Supply : DELHI

**Details of Receiver/Billed to**
**Details of Consignee/Ship to**

Name : TERI SCHOOL OF ADVANCED STUDIES

Name : TERI SCHOOL OF ADVANCED STUDIES

Address : Plot 10, Institutional Area Vasant Kunj New Delhi

Address : Plot 10, Institutional Area Vasant Kunj New Delhi

GSTIN : 07AAATT4778L1ZU

Phone No : 011 2612 2222

GSTIN : 07AAATT4778L1ZU

Phone No : 011 2612 2222

State : DELHI

PinCode : 110070

Code 07

State : DELHI

PinCode : 110070

Code 07

Sr No	Product Description	HSN/ SAC Code	UOM	Qty	Rate	Amount	Discount	Taxable Value	CGST Rate Amt	SGST Rate Amt	IGST Rate Amt	Total
1	Shipment No. PSS/VT/2021/0021:											
2	NAV services for the month of Dec 20	998313		1	40600	40600		40600			18 7308	47908
Total					1	40600		40600			7308	47908

**Total amount in words**

Total Amount before Tax

40600

\*\*\*\* FORTY SEVEN THOUSAND NINE HUNDRED EIGHT RUPEES AND ZERO PAISA ONLY

Add: CGST

0

Add: SGST

0

Add: IGST

7308

Total Tax Amount

7308

Total Amount after Tax:

47908

GST on Reverse Charge

NO

**Bank Details**

Bank Name: ICICI BANK

Bank A/c: 025305008622

Bank IFSC: ICIC0000253

Swift Code:

**Terms & conditions**

Certified that the particulars given above are true and correct

For : VTS INFOSOFTE PRIVATE LIMITED

Authorised signatory

 Dhanraj Singh  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070



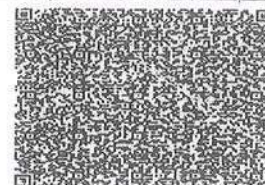
Original: For Buyer

TEAM COMPUTERS

TEAM COMPUTERS PVT.LTD.

Mohammad Pur, New Delhi - 110066 New Delhi Delhi 110066

GSTIN: 07AAACT3478J1Z2

V No : 82cd33934a3abc993fa7f351e6dd1124f43636472119bf8afc51c75153f98b23  
knowledge Date : 11-01-21 11:22 PM  
knowledge No : 172110144550171Invoice No : GST2021DL-20747  
Invoice Date : 11 January, 2021Customer PO No./Ref. :  
PO/18-19/01471

State Code : 07

Email : customercare@teamcomputers.com

PIN No : 42004200

V No : U74899DL1987PTC028384

GSTIN No : AACT3478J

Contact Person Name : Mukesh Gambhir

Payment Due Date : 10 February, 2021

Transportation Mode :

Vehicle No

LR No :

LR Date :

Place of supply : 07, Delhi

Order No :

Consignee(Ship to) :

TERI SCHOOL OF ADVANCED STUDIES

PLOT NO 10, INSTITUTIONAL AREA, VASANT KUNJ

New Delhi, DELHI, 110070

State Code : 07

GST Reg. No : 07AAATT4778L1ZU

GSTIN No :

Contact Person : -

Buyer(Bill to) :

TERI SCHOOL OF ADVANCED STUDIES

PLOT NO 10, INSTITUTIONAL AREA, VASANT KUNJ, New Delhi

Delhi, 110070

State Code : 07

GST Reg. No : 07AAATT4778L1ZU

PAN No : AAATT4778L

Contact Person : JACPREET SINGH - 011-71800222

Part No./Description	HSN/ SAC	Qty/ UoM	Unit Rate (Rs.)	Total Taxable Value	CGST		SGST		IGST		TCS Amt	Total
					Rate	Amt	Rate	Amt	Rate	Amt		
S Support charges for the period n:- 01-01-21 To 31-03-21	998313	1/ NOS.	2,05,081.00	2,05,081.00	9%	18,457.29	9%	18,457.29	0%	0.00	0.00	2,41,995.58
<b>Total:</b>				<b>2,05,081.00</b>		<b>18,457.29</b>		<b>18,457.29</b>		<b>0.00</b>		<b>2,41,995.58</b>

Total Invoice Amount in Words :

TWO LAKH FORTY ONE THOUSAND NINE HUNDRED NINETY SIX RUPEES AND ZERO Paise ONLY

## \*Mandatory Requirements

Supplier Name:

Emp Id:

Supplier Contact No :

Receiving Dt. :

Signature:

Seal:

S will be deducted under Section 194C at rate 2% for the Manpower Supply services that Team Computers Pvt. Ltd. provides to TERI SCHOOL OF ADVANCED STUDIES.

Total Amount Before Tax	:	2,05,081.00
Add : CGST	:	18,457.29
Add : SGST	:	18,457.29
Add : IGST	:	0.00
Tax Amount : GST	:	36,914.58
Rounding Amount	:	0.42
Total Amount	:	2,41,996.00
GST Payable on Reverse Charge	:	0.00

## TERMS AND CONDITIONS OF SALE

TERMS OF DELIVERY • DELIVERY CHALLAN CUM INVOICE • Goods once sold will not be taken back • The Company will not be responsible for any delay in delivery beyond its own control, but will do its utmost to ensure speedy delivery

PAYMENTS: • Payments must be made in advance unless otherwise agreed upon in writing • All payments should be made by Cheque/Draft drawn in favor of the Company on any Scheduled Bank • Interest @ 24% p.a. will be charged in case of payment received after due date.

LIABILITY: • B. QUOTATIONS The Company's liability for delivery of the goods ceases as soon as these are handed over to the transporter at the place of despatch/ex-godown of Company

RISK: • RISK: Unless otherwise specified, goods will be despatched at the customer's own risk from godown.

TAXES: • TAXES: The Customer shall be responsible for and shall pay directly or reimburse the Seller for all taxes etc., levied presently or become applicable later on/at assessment, of any nature imposed on the sale of products or the import of the products for sale to the Customers.

JURISDICTION OF COURTS: All disputes are subject to jurisdiction of Delhi Courts only.

Certified that the particulars given above are true and correct.

For Team Computers Pvt. Ltd.  
Deputy Financial Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070Authorised Signatory  
[E&OE]



# INVOICE



# technologies

**G 6 , KAILASH PLAZA , 252-H , SANT NAGAR  
EOK , NEW DELHI - 110065  
Tel.: 011-41621231, 26447691, Fax: 41621231  
Email: sales@ractechnologies.net**

GSTIN. 07AQLPS6740A1ZS

ORIGINAL

Consignee:	Invoice No. : GST/20-21/167
TERI School of Advanced Studies Plot No. 10 Institutional Area, Vasant Kunj, New Delhi - 110070	Dated : 16-01-2021
Order No. PO/18-19/01533	Buyer's GSTIN No.: 07AAATT4778L1ZU

S.N O.	DESCRIPTION OF GOODS	HSN/SAC	QTY	RATE (PER UNIT)	AMOUNT
1	SYMC ENDPOINT PROTECTION RENEWAL SOFTWARE MAINTENANCE 1 YR	9973	200.00	900.00	180000.00
	period ) As discussed				0.00
	with Inspector Jt				0.00
	Period is for				0.00
	04/01/21 to 03/01/22				0.00
					0.00
					0.00
					0.00
					0.00
	TDS Deceleration We hereby declare that the products invoiced is software acquired in a subsequent transfer and is transferred without any modification and is subjected to Tax deduction at source under section 194J and /or under section 195 on payment for the previous transfer of such software. You are not required to deduct tax at source on this account; Our Permanent Account Number (PAN) is AQLPS6740A				
Sale Value Before GST					180000.00
CGST @9%					16200.00
SGST @9%					16200.00
IGST@0%					0.00
<b>RUPEES: - Two Lac Twelve Thousand Four Hundred Only.</b>					<b>TOTAL 212400.00</b>

Goods once sold will not be taken back.  
Disputes if any are Subject Delhi Jurisdiction only.  
Payment should be released as per P.O. terms otherwise  
24% per annum interest will be charged extra for delayed time

Dr. Anurag Singh, Director, RAC Technologies  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110071

Authorized Signatory

# TAX INVOICE

6.2.3.N

<b>Microsense Networks Private Limited</b> 112, Second Avenue, Defence Officer's Colony, Ekkattuthangal Chennai, TamilNadu, 600032  <b>Phone</b> 044-43542717/18/19 <b>FAX</b> 044-43542720 <b>Email</b> receivables@micosensenetworks.com	<b>INVOICE No:</b> CHNSER2021/2409A <b>INVOICE Date:</b> 05-Jan-2021 <b>PAYMENT Due Date:</b> 12-Jan-2021  <b>GSTIN-</b> 33AAFCM4090C1ZU <b>CIN-</b> U72200TN2008PTC066426  <i>Interest at 18% p.a shall be paid on delayed payments</i>
--	---

<b>Bill To:</b> <b>TERI SCHOOL OF ADVANCED STUDIES</b> 10 INSTITUTIONAL AREA,VASANT KUNJ Contact Mr Mr. Shyam Dogra New Delhi, Delhi, 110070 GSTIN: 07AAATT4778L1ZU	<b>Ship To:</b> <b>TERI SCHOOL OF ADVANCED STUDIES</b> 10 INSTITUTIONAL AREA,VASANT KUNJ Contact Mr Mr. Shyam Dogra New Delhi, Delhi, 110070 GSTIN: 07AAATT4778L1ZU
--	--


No.	Item Description	Quantity	Rate	Amount
1	SAC998316: Service Fee For Extending Onsite & Offsite Support and Infrastructure for the period of 01-Jan-2021 to 31-Mar-2021  IGST @ 18% = ₹ 20,469	1	₹ 113,715	₹ 113,715
<b>Total without Tax</b>				₹ 113,715
<b>IGST</b>				₹ 20,469
<b>Total with Tax</b>				₹ 134,184

Rupees one lakh thirty four thousands one hundred and eighty four only

<b>Please make online transfer / payments to:</b> <b>Account No:</b> 00822560005319 <b>Bank Name:</b> HDFC BANK <b>Branch:</b> Nungambakkam High Road <b>IFSC Code:</b> HDFC0000082 <i>Payment advice may please be sent to : receivables@micosensenetworks.com</i>	<b>For Microsense Networks Private Limited</b>  This is a computer generated invoice and does not require any signature  Authorised Signatory
--	---

Regd. office: 13A, Kalakshetra Road, Thiruvannmiyur, Chennai, 600032.

E & O.E.

  
**Dhanraj Singh**  
 Deputy Finance & Project Management Officer  
 TERI School of Advanced Studies  
 10, Institutional Area, Vasant Kunj  
 New Delhi-110070

# TAX INVOICE

6.2.3.N

<b>Microsense Networks Private Limited</b> 112, Second Avenue, Defence Officer's Colony, Ekkattuthangal Chennai, TamilNadu, 600032  <b>Phone</b> 044-43542717/18/19 <b>FAX</b> 044-43542720 <b>Email</b> receivables@micosensenetworks.com	<b>INVOICE No:</b> CHNSER2122/0515A <b>INVOICE Date:</b> 23-Jul-2021 <b>PAYMENT Due Date:</b> 30-Jul-2021  <b>GSTIN-</b> 33AAFCM4090C1ZU <b>CIN-</b> U72200TN2008PTC066426  <i>Interest at 18% p.a shall be paid on delayed payments</i>
--	---

<b>Bill To:</b> <b>TERI SCHOOL OF ADVANCED STUDIES</b> 10 INSTITUTIONAL AREA,VASANT KUNJ Contact Mr Mr. Shyam Dogra New Delhi, Delhi, 110070 GSTIN: 07AAATT4778L1ZU	<b>Ship To:</b> <b>TERI SCHOOL OF ADVANCED STUDIES</b> 10 INSTITUTIONAL AREA,VASANT KUNJ Contact Mr Mr. Shyam Dogra New Delhi, Delhi, 110070 GSTIN: 07AAATT4778L1ZU
--	--

No.	Item Description	Quantity	Rate	Amount
1	SAC998316: Service Fee For Extending Onsite & Offsite Support and Infrastructure for the period of 01-Jul-2021 to 30-Sep-2021  --  IGST @ 18% = ₹ 20,469	1	₹ 113,715	₹ 113,715
<b>Total without Tax</b>				₹ 113,715
<b>IGST</b>				₹ 20,469
<b>Total with Tax</b>				₹ 134,184
<b>Rupees one lakh thirty four thousands one hundred and eighty four only</b>				
Please make online transfer / payments to: <b>Account No:</b> 00822560005319 <b>Bank Name:</b> HDFC BANK <b>Branch:</b> Nungambakkam High Road <b>IFSC Code:</b> HDFC0000082 <i>Payment advice may please be sent to : receivables@micosensenetworks.com</i>		For Microsense Networks Private Limited  This is a computer generated invoice and does not require any signature  Authorised Signatory		

Regd. office: 13A, Kalakshetra Road, Thiruvanniyur, Chennai, 600032.

E & O.E.

  
**Dhanraj Singh**  
 Deputy Finance & Project Management Officer  
 TERI School of Advanced Studies  
 10, Institutional Area, Vasant Kunj  
 New Delhi-110070



# TAX INVOICE

6.2.3.N

<b>Microsense Networks Private Limited</b> 112, Second Avenue, Defence Officer's Colony, Ekkattuthangal Chennai, TamilNadu, 600032  <b>Phone</b> 044-43542717/18/19 <b>FAX</b> 044-43542720 <b>Email</b> receivables@micosensenetworks.com	<b>INVOICE No:</b> CHNSER2122/0080A <b>INVOICE Date:</b> 22-Apr-2021 <b>PAYMENT Due Date:</b> 29-Apr-2021  <b>GSTIN-</b> 33AAFCM4090C1ZU <b>CIN-</b> U72200TN2008PTC066426  <i>Interest at 18% p.a shall be paid on delayed payments</i>
--	---

<b>Bill To:</b> <b>TERI SCHOOL OF ADVANCED STUDIES</b> 10 INSTITUTIONAL AREA,VASANT KUNJ Contact Mr Mr. Shyam Dogra New Delhi, Delhi, 110070 GSTIN: 07AAATT4778L1ZU	<b>Ship To:</b> <b>TERI SCHOOL OF ADVANCED STUDIES</b> 10 INSTITUTIONAL AREA,VASANT KUNJ Contact Mr Mr. Shyam Dogra New Delhi, Delhi, 110070 GSTIN: 07AAATT4778L1ZU
--	--

No.	Item Description	Quantity	Rate	Amount
1	SAC998316: Service Fee For Extending Onsite & Offsite Support and Infrastructure for the period of 01-Apr-2021 to 30-Jun-2021	1	₹ 113,715	₹ 113,715
	--			
	IGST @ 18% = ₹ 20,469			
<b>Total without Tax</b>				₹ 113,715
<b>IGST</b>				₹ 20,469
<b>Total with Tax</b>				₹ 134,184
<b>Rupees one lakh thirty four thousands one hundred and eighty four only</b>				
<b>Please make online transfer / payments to:</b> Account No: 00822560005319 Bank Name: HDFC BANK Branch: Nungambakkam High Road IFSC Code: HDFC0000082 Payment advice may please be sent to : receivables@micosensenetworks.com		For Microsense Networks Private Limited  This is a computer generated invoice and does not require any signature  Authorised Signatory		

Regd. office: 13A, Kalakshetra Road, Thiruvannamipur, Chennai, 600032.

E & O.E.

  
**Dhanraj Singh**  
 Deputy Finance & Project Management Officer  
 TERI School of Advanced Studies  
 10, Institutional Area, Vasant Kunj  
 New Delhi-110070

## 6.2.3. Tax Invoice

Tata Communications Limited

		Original for Recipient	
Billing Communication Address  TERI School of Advanced Studies Plot No 10  Institutional Area Vasant Kunj New Delhi-110070 Delhi, India Tel: +91-1171800222 Kind attn : Jagpreet Singh PAN:	BILL TO	Account ID :	VT000754
	Place of Supply: Delhi-State Code:07	Invoice no:	72012G10049258
	TERI School of Advanced Studies	Invoice date :	02-Dec-2020
	PLOTNO 10INSTITUTIO NALAREAVAS ANTKUNJSout hDelhi	Due date :	01-Jan-2021
	Delhi - 110070	Amount due :	INR 22,125.00
	Delhi-State Code:07 07AAATT4778L1ZU		

Invoice Summary	
Description	Amount (INR)
One-time charges	0.00
Recurring charges	18,750.00
Adjustment charges	0.00
Subtotal	18,750.00
Delhi Central GST on amount 18750.00 @ 9.00%	1,687.50
Delhi State GST on amount 18750.00 @ 9.00%	1,687.50
Total Taxes	3,375.00
Total invoice amount	22,125.00

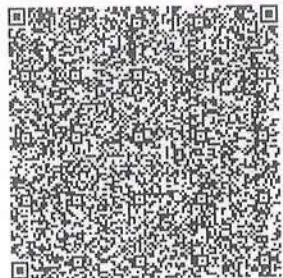
Key Contact Points	
Collection manager name	POOJA PAL
Email	Pooja.Pal@contractor.tatacommunications.com
Contact no	+9111-66505285

No tax is payable on reverse charge basis

PAN : AAACV2808C

CIN : L64200MH1986PLC039266

GST DETAILS			
TCL GSTIN No -	07AAACV2808C1ZR	Customer GSTIN No -	07AAATT4778L1ZU
TCL GSTIN address -	Videsh Sanchar Bhawan, Bangla Sahib Road, New Delhi, Delhi State Code: 07 - 110001	Customer GSTIN address -	PLOTNO 10INSTITUTIO NALAREAVAS ANTKUNJSout hDelhi Delhi-State Code:07 110070
ARN / LuT No -	AD070320007233U	Place of supply	Plot No. 10, Institutional Area, Vasant Kunj New Delhi-Delhi-State Code:07 110070
Applicable for Export / SEZ Exemption	Dated - 01-Apr-2020   Valid up to - 31-Mar-2021	Customer contracting address -	Plot No. 10, Institutional Area, Vasant Kunj New Delhi-Delhi-State Code:07 110070

IRN Number	
a560c07ede3e7331c022eebbe6d9459a7b4405f5794d224c353bc1e7f1bdf2	
	

Validity unknown

Digitally signed by:  
Nitin Mangal  
Wed Dec 02 14:04:12 IST 2020

## Wire transfer

Invoice payments can be made via electronic transfer / wire transfer as per the following details

Beneficiary Name	Tata Communications Ltd.	Company Address	Bandra Kurla Complex, Plot No. C-21 & C-36 Vidyanagari PO, Mumbai-98
Bank Account #	0230VT000754	IFSC CODE	UTIB0CCH274   MICR Code: 400211017
Bank Name	Axis Bank	Bank Address	A to Z Shopping Centre, Dr. Ambedkar Road, Dadar (E), Mumbai -400 014
Account Type	Current Account	Currency	INR

Billing Correspondence Address : Tata Communications Limited, Alandi Road, Dighi, Pune - 411015

Registered office : Tata Communications Limited, VSB, Mahatma Gandhi Road, Fort, Mumbai - 400001 (India)



To receive your invoices electronically, please send an email to [billing.support@tatacommunications.com](mailto:billing.support@tatacommunications.com) with 'ChangeMail' in the subject line. Please include your account Id and the email address where you would like your invoice delivered. To request a change to your email address on file, please include 'ChangeMail' in the subject line. You will continue to receive a hard copy of your invoice.

View your bills online : Please log on to <http://portal.tatacommunications.com>

Page 1 of 3

**Dhanraj Singh**  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070



## 6.2.3.N

- 1) It will be deemed that you have accepted this invoice in full in the event you have not lodged any written objection with us within 30 days of receipt of this invoice.
- 2) To avoid disconnection of service you are requested to pay the full amount by the due date mentioned in the invoice. An interest of 18% per annum will be charged on the amount remaining unpaid after the due date.
- 3) All cheques/demand drafts in payment of invoice should be drawn in favour of "Tata Communications Limited".
- 4) Kindly include invoice number along with your payment to ensure correct and timely processing.

- 1) For products which are charged annually -  
Full year charge = Annual charges  
Pro-Rata days = ((Annual charges/365) \* no. of days)
  - 2) For products with other charge frequency -  
Full month = (Annual charges / 12 \* number of months)  
Pro-Rata days = (((Annual charges/12) / number of days in the calendar month) \* no. of days)
- Note : This refers to the product's charge frequency and not the customer's invoice frequency.

### What is prorate?

Some products and services are billed one month in advance. If you sign up for one of these services in the middle of your billing period, your charges for that time period will be less than a full month's charge. This partial month charge is called a prorate.

### What is a minimum commitment charge?

A minimum usage charge is the difference between your monthly usage guarantee, as agreed upon in your service contract, and your monthly usage. This charge will only appear on your invoice if your monthly usage falls below your monthly usage guarantee.

In addition, recurring charges will appear on Invoices as agreed upon in order form/service contract.

### How do I submit a dispute?

If you have any questions or concerns regarding your invoice, please contact our billing enquiry department at on +91 20 66144444 or Toll Free No. 18002660660 between 10:00 hrs - 20:00 hrs (Monday through Friday). You can also email us at [billing.services@tatacommunications.com](mailto:billing.services@tatacommunications.com). Please notify us of the disputed charges within 30 days of the invoice date with the following information:

- 1) Account id
- 2) Invoice number
- 3) Date of invoice
- 4) Amount of disputed charges
- 5) Type of disputed charges
- 6) Reason for disputing the charges

### How do I submit a disconnect request?

You must submit a disconnect request by e-mailing us at [Terminations@tatacommunications.com](mailto:Terminations@tatacommunications.com). The service(s) you request to be disconnected will have a stop date as per the terms included in your relevant individual contract.

**Rate of TDS :** For the period between 14-May-2020 to 31-March-2021, tax shall be deducted, if applicable, at lower of, the rate specified in the certificate u/s. 197 being , Provided to you by Tata Communications Limited or rates prescribed by the Income Tax Act which stands reduced by 25% as per the Press Release of the Central Board of Direct Taxes dated May 13th, 2020. For example, in case of section 194C, the rate of TDS w.e.f. 14-May-2020 will be reduced from 2% to 1.5%

Regional Collection Centre : Tata Communications Ltd., New IDC Building, Collection Dept, 5th Floor, Opp. Savitri Cinema, Greater Kailash Part -I, New Delhi-110048

  
Dhanraj Singh  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070


## 6.2.3.N

Customer name : TERI School of Advanced Studies  
 Account ID : VT000754  
 Customer GSTIN : 07AAATT4778L1ZU

Tata Communications Limited  
 Invoice no : 72012G10049258  
 Invoice date : 02-DEC-2020

Recurring charges							
A End Location	B End Location	Service ID COPF ID Comm date	Charge item & description	PO number PO date	Billing period	Annual charges	Amount (INR)
Teri Darbari Seth Block (Core- 6c) Indira Habitat Centre Lodhi Road Delhi Delhi 110003 India State Code:07	Teri University Plot-10 Vasant Kunj Institutional Area Vasant Kunj Delhi Delhi 110070 India State Code:07	091DELH1143008673478 853540 30-MAR-20	NATIONAL DEDICATED ETHERNET - HSN CODE : 998414 -18 Mbps Standard SLA	PO/18-19/01371 20-FEB-2020	01-Jan-2021 31-Mar-2021	75,000.00	18,750.00
Recurring charges total							18,750.00

18,750.00

  
 Dhanraj Singh  
 Deputy Finance & Project Management Officer  
 TERI School of Advanced Studies  
 10, Institutional Area, Vasant Kunj  
 New Delhi-110070

		Original for Recipient	
Billing Communication Address  TERI School of Advanced Studies Plot No 10  Institutional Area Vasant Kunj New Delhi-110070 Delhi, India Tel: +91-1171800222 Kind attn : Jagpreet Singh PAN:	BILL TO Place of Supply: Delhi-State Code:07 TERI School of Advanced Studies PLOTNO 10INSTITUTIO NALAREAVAS ANTKUNJSout hDelhi,  Delhi - 110070 Delhi-State Code:07 07AAATT4778L1ZU	Account ID :	VT000754
		Invoice no:	72012G10049259
		Invoice date :	02-Dec-2020
		Due date :	01-Jan-2021
		Amount due :	INR 11,799.99

## Invoice summary

Description	Amount (INR)
One-time charges	0.00
Recurring charges	9,999.99
Adjustment charges	0.00
<b>Subtotal</b>	<b>9,999.99</b>
Delhi State GST on amount 9999.99 @ 9.00%	900.00
Delhi Central GST on amount 9999.99 @ 9.00%	900.00
<b>Total Taxes</b>	<b>1,800.00</b>
<b>Total invoice amount</b>	<b>11,799.99</b>

## Key contacts details

Collection manager name	POOJA PAL
Email	Pooja.Pal@contractor.tatacommunications.com
Contact no	+9111-66505285

No tax is payable on reverse charge basis

PAN : AAACV2808C

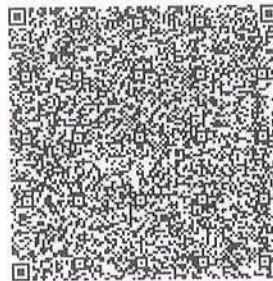
CIN : L64200MH1986PLC039266

## GST DETAILS

TCL GSTIN No -	07AAACV2808C1ZR	Customer GSTIN No -	07AAATT4778L1ZU
TCL GSTIN address -	Videsh Sanchar Bhawan, Bangla Sahib Road, New Delhi, Delhi State Code: 07 - 110001	Customer GSTIN address -	PLOTNO 10INSTITUTIO NALAREAVAS ANTKUNJSout hDelhi, Delhi Delhi-State Code:07 110070
ARN / LuT No - Applicable for Export / SEZ Exemption	AD070320007233U Dated - 01-Apr-2020   Valid up to - 31-Mar-2021	Place of supply	Plot No. 10, Institutional Area, Vasant Kunj New Delhi Delhi-State Code:07 110070
		Customer contracting address -	Plot No. 10, Institutional Area, Vasant Kunj New Delhi Delhi-State Code:07 110070

## QR Code

30b7daf9e4b0f875aef44f0aa6486117714b095ff350ddb84cea1b9429a5e427



Validity unknown

Digitally signed by:  
Nitin Mangal  
Wed Dec 02 14:05:16 IST 2020

## Wire transfer

Invoice payments can be made via electronic transfer / wire transfer as per the following details

Beneficiary Name	Tata Communications Ltd.	Company Address	Bandra Kurla Complex, Plot No. C-21 & C-36 Vidyanaagari PO, Mumbai-98
Bank Account #	0230VT000754	IFSC CODE	UTIB0CCH274   MICR Code: 400211017
Bank Name	Axis Bank	Bank Address	A to Z Shopping Centre, Dr. Ambedkar Road, Dadar (E), Mumbai -400 014
Account Type	Current Account	Currency	INR

Billing Correspondence Address : Tata Communications Limited, Alandi Road, Dighi, Pune - 411015

Registered office : Tata Communications Limited, VSB, Mahatma Gandhi Road, Fort, Mumbai - 400001 (India)

To receive your invoices electronically, please send an email to [billing.requests@tatacommunications.com](mailto:billing.requests@tatacommunications.com) with 'BillMail' in the subject line. Please include your account Id and the email address where you would like your invoice delivered. To request a change to your email address on file, please include 'ChangeMail' in the subject line. You will continue to receive a hard copy of your invoice.View your bills online : Please log on to <https://portal.tatacommunications.com>

Page 1 of 3

*(Signature)*  
 Dharmraj Singh  
 Deputy Finance & Project Management Officer  
 TERI School of Advanced Studies  
 10, Institutional Area, Vasant Kunj  
 New Delhi-110070



## 6.2.3.N

- 1) It will be deemed that you have accepted this invoice in full in the event you have not lodged any written objection with us within 30 days of receipt of this invoice.
- 2) To avoid disconnection of service you are requested to pay the full amount by the due date mentioned in the invoice. An interest of 18% per annum will be charged on the amount remaining unpaid after the due date.
- 3) All cheques/demand drafts in payment of invoice should be drawn in favour of "Tata Communications Limited".
- 4) Kindly include invoice number along with your payment to ensure correct and timely processing.

- 1) For products which are charged annually -  
Full year charge = Annual charges  
Pro-Rata days = ((Annual charges/365) \* no. of days)
  - 2) For products with other charge frequency -  
Full month = (Annual charges / 12 \* number of months)  
Pro-Rata days = (((Annual charges/12) / number of days in the calendar month) \* no. of days)
- Note : This refers to the product's charge frequency and not the customer's invoice frequency.

Some products and services are billed one month in advance. If you sign up for one of these services in the middle of your billing period, your charges for that time period will be less than a full month's charge. This partial month charge is called a prorate.

### What is a minimum commitment charge?

A minimum usage charge is the difference between your monthly usage guarantee, as agreed upon in your service contract, and your monthly usage. This charge will only appear on your invoice if your monthly usage falls below your monthly usage guarantee.

In addition, recurring charges will appear on Invoices as agreed upon in order form/service contract.

### How do I submit a dispute?

If you have any questions or concerns regarding your invoice, please contact our billing enquiry department at on +91 20 66144444 or Toll Free No. 18002660660 between 10:00 hrs - 20:00 hrs (Monday through Friday). You can also email us at [billing.services@tatacommunications.com](mailto:billing.services@tatacommunications.com). Please notify us of the disputed charges within 30 days of the invoice date with the following information:

- 1) Account id
- 2) Invoice number
- 3) Date of invoice
- 4) Amount of disputed charges
- 5) Type of disputed charges
- 6) Reason for disputing the charges

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**Rate of TDS :** For the period between 14-May-2020 to 31-March-2021, tax shall be deducted, if applicable, at lower of, the rate specified in the certificate u/s. 197 being Provided to you by Tata Communications Limited or rates prescribed by the Income Tax Act which stands reduced by 25% as per the Press Release of the Central Board of Direct Taxes dated May 13th, 2020. For example, in case of section 194C, the rate of TDS w.e.f. 14-May-2020 will be reduced from 2% to 1.5%

Regional Collection Centre

Tata Communications Ltd., New IDC Building, Collection Dept, 5th Floor, Opp. Savitri Cinema, Greater Kailash Part -I, New Delhi-110048

  
Dhanraj Singh  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070

## 6.2.3.N

Customer name : TERI School of Advanced Studies

Account ID : VT000754

Customer GSTIN : 07AAATT4778L1ZU


Tata Communications Limited

Invoice no : 72012G10049259

Invoice date : 02-DEC-2020

Recurring charges							
A End Location	B End Location	Service ID COPF ID Comm date	Charge item & description	PO number PO date	Billing period	Annual charges	Amount (INR)
Teri University 10 Institutional Area Vasant Kunj New Delhi Delhi 110070 India State Code:07	Spectranet Data Center H223 Sector 63 Noida Uttar Pradesh 201301 India State Code:09	091NEWD1143013185716 853547 30-MAR-20	NATIONAL DEDICATED ETHERNET - HSN CODE : 998414 -14 Mbps Standard SLA	PO/18-19/01371 20-FEB-2020	01-Jan-2021 31-Mar-2021	40,000.00	9,999.99
Recurring charges total							9,999.99

9,999.99

  
 Dhanraj Singh  
 Deputy Finance & Project Management Officer  
 TERI School of Advanced Studies  
 10, Institutional Area, Vasant Kunj  
 New Delhi-110070

## 6.2.3.N Tax Invoice

Tata Communications Limited

		Original for Recipient	
Billing Communication Address:  TERI School of Advanced Studies Plot No. 10, Institutional Area Vasant Kunj  New Delhi-110070 Delhi, India Tel: +91-9811140981 Kind attn: Jagpreet Singh PAN:	BILL TO	Account ID :	VT000754
	Place of Supply: Delhi-State Code:07	Invoice no:	72012G10050186
	TERI School of Advanced Studies	Invoice date :	02-Dec-2020
	PLOT NO 10 INSTITUTIONAL AREA	Due date :	01-Jan-2021
	VASANT KUNJ South	Amount due :	INR 162,249.99
	Delhi - 110070		
	Delhi-State Code:07		
	07AAATT4778L1ZU		

## Invoice summary

Description	Amount (INR)
One-time charges	0.00
Recurring charges	137,499.99
Adjustment charges	0.00
Subtotal	137,499.99
Delhi State GST on amount 137499.99 @ 9.00%	12,375.00
Delhi Central GST on amount 137499.99 @ 9.00%	12,375.00
Total Taxes	24,750.00
Total invoice amount	162,249.99

## Key contact points

Collection manager name	POOJA PAL
Email	Pooja.Pal@contractor.tatacommunications.com
Contact no	+9111-66505285

No tax is payable on reverse charge basis

PAN : AAACV2808C

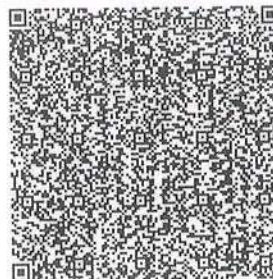
CIN : L64200MH1986PLC039266

## GST DETAILS

TCL GSTIN No -	07AAACV2808C12R	Customer GSTIN No -	07AAATT4778L1ZU
TCL GSTIN address -	Videsh Sanchar Bhawan, Bangla Sahib Road, New Delhi, Delhi State Code: 07 - 110001	Customer GSTIN address -	PLOT NO 10 INSTITUTIONAL AREA VASANT KUNJ South Delhi Delhi-State Code:07 110070
ARN / Lut No -	AD070320007233U	Place of supply	
Applicable for Export / SEZ Exemption	Dated - 01-Apr-2020   Valid up to - 31-Mar-2021	Customer contracting address -	Plot No. 10, Institutional Area, Vasant Kunj New Delhi Delhi-State Code:07 110070

## IRN Number

0403752c4e93fd8d307418e24d71b3cd356d419cce7bc216e8c7ffe71e7e079a



Validity unknown

Digitally signed by:  
Nitin Mangal  
Wed Dec 02 15:55:18 IST 2020

## Wire transfer

Invoice payments can be made via electronic transfer / wire transfer as per the following details

Beneficiary Name	Tata Communications Ltd.	Company Address	Bandra Kurla Complex, Plot No. C-21 & C-36 Vidyasagar PO, Mumbai-98
Bank Account #	0230VT000754	IFSC CODE	UTIB0CCH274   MICR Code: 400211017
Bank Name	Axis Bank	Bank Address	A to Z Shopping Centre, Dr. Ambedkar Road, Dadar (E), Mumbai -400 014
Account Type	Current Account	Currency	INR

Billing Correspondence Address : Tata Communications Limited, Alandi Road, Dighi, Pune - 411015

Registered office : Tata Communications Limited, VSB, Mahatma Gandhi Road, Fort, Mumbai - 400001 (India)



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View your bills online : Please log on to <https://my.tcl.tatacommunications.com>

Page 1 of 3

Dhanraj Singh  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area Vasant Kunj  
New Delhi-110070

6.2.3.115



## 6.2.3.N

- 1) It will be deemed that you have accepted this invoice in full in the event you have not lodged any written objection with us within 30 days of receipt of this invoice.
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- 1) For products which are charged annually -  
Full year charge = Annual charges  
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  - 2) For products with other charge frequency -  
Full month = (Annual charges / 12 \* number of months)  
Pro-Rata days = (((Annual charges/12) / number of days in the calendar month) \* no. of days)
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### What is prorate?

Some products and services are billed one month in advance. If you sign up for one of these services in the middle of your billing period, your charges for that time period will be less than a full month's charge. This partial month charge is called a prorate.

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- 1) Account id
- 2) Invoice number
- 3) Date of invoice
- 4) Amount of disputed charges
- 5) Type of disputed charges
- 6) Reason for disputing the charges

### How do I submit a disconnect request?

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Regional Collection Centre : Tata Communications Ltd., New IDC Building, Collection Dept, 5th Floor, Opp. Savitri Cinema, Greater Kailash Part -I, New Delhi-110048

  
Dhanraj Singh  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Gyanit Kunj  
New Delhi-110070

Page 2 of 3

## 6.2.3.N

Customer name : TERI School of Advanced Studies

Account ID : VT000754

Customer GSTIN : 07AAATT4778L1ZU

Tata Communications Limited

Invoice no : 72012G10050186

Invoice date : 02-DEC-2020

Recurring charges						
Site Location	Parent ID Service ID COPF ID Comm date	Charge item & description	PO number PO date	Billing period	Annual charges	Amount (INR)
Teri University Plot No.10 Institutional Area Vasant Kunj New Delhi Delhi 110070 India State Code:07	091NEWD030008672013 853477 20-JUN-20	ILL Port with Local Access - HSN CODE : 998414 -100 Mbps	PO/18-19/01371 20-FEB-2020	01-Jan-2021 31-Mar-2021	550,000.00	137,499.99
Recurring charges total						137,499.99

137,499.99



Dhanraj Singh  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070

## 6.2.3.118 Tax Invoice

Tata Communications Limited

		Original for Recipient	
Billing Communication Address  TERI School of Advanced Studies Plot No 10 Institutional Area Vasant Kunj New Delhi-110070 Delhi, India Tel: +91-1171800222 Kind attn : Jagpreet Singh PAN:	BILL TO	Account ID :	VT000754
	Place of Supply: Uttar Pradesh-State Code:09	Invoice no:	92012G10033303
	TERI School of Advanced Studies	Invoice date :	02-Dec-2020
		Due date :	01-Jan-2021
		Amount due :	INR 11,799.99

Description	Amount (INR)
One-time charges	0.00
Recurring charges	9,999.99
Adjustment charges	0.00
<b>Subtotal</b>	<b>9,999.99</b>
Uttar Pradesh Central GST on amount 9999.99 @ 9.00%	900.00
Uttar Pradesh State GST on amount 9999.99 @ 9.00%	900.00
<b>Total Taxes</b>	<b>1,800.00</b>
<b>Total invoice amount</b>	<b>11,799.99</b>


Collection manager name	POOJA PAL
Email	Pooja.Pal@contractor.tatacommunications.com
Contact no	+9111-66505285

No tax is payable on reverse charge basis

PAN : AAACV2808C

CIN : L64200MH1986PLC039266

TCL GSTIN No -	09AAACV2808C1ZN	Customer GSTIN No -	GSTIN Not registered
TCL GSTIN address -	A1/7, Lakhapur, Kanpur, Uttar Pradesh State Code: 09 - 208024	Customer GSTIN address -	-State Code:
ARN / LuT No - Applicable for Export / SEZ Exemption	AD090320007551M Dated - 01-Apr-2020   Valid up to - 31-Mar-2021	Place of supply	
		Customer contracting address -	Plot No. 10, Institutional Area, Vasant Kunj New Delhi Delhi-State Code:07 110070

IRN Number	Not Applicable
	

Validity unknown

Digitally signed by:  
Nitin Mangal  
Wed Dec 02 14:05:18 IST 2020

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Invoice payments can be made via electronic transfer / wire transfer as per the following details

Beneficiary Name	Tata Communications Ltd.	Company Address	Bandra Kurla Complex, Plot No. C-21 & C-38 Vidyannagari PO, Mumbai-98
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Account Type	Current Account	Currency	INR

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Page 1 of 3

**Nitin Mangal**  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070



## 6.2.3.N

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  - 2) For products with other charge frequency -  
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Regional Collection Centre : Tata Communications Ltd., New IDC Building, Collection Dept, 5th Floor, Opp. Savitri Cinema, Greater Kailash Part -I, New Delhi-110048

  
Dhanraj Singh  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070

## 6.2.3.N

Customer name : TERI School of Advanced Studies  
 Account ID : VT000754  
 Customer GSTIN : GSTIN Not registered

Tata Communications Limited

Invoice no : 92012G10033303

Invoice date : 02-DEC-2020

Recurring charges							
A End Location	B End Location	Service ID COPF ID Comm date	Charge item & description	PO number PO date	Billing period	Annual charges	Amount (INR)
Teri University 10 Institutional Area Vasant Kunj New Delhi Delhi 110070 India State Code:07	Spectranet Data Center H223 Sector 63 Noida Uttar Pradesh 201301 India State Code:09	091NEWD1143013185716 853547 30-MAR-20	NATIONAL DEDICATED ETHERNET - HSN CODE 998414 - 14 Mbps Standard SLA	PO/18-19/01371 20-FEB-2020	01-Jan-2021 31-Mar-2021	40,000.00	9,999.99
Recurring charges total							9,999.99

9,999.99

  
 Dhanraj Singh  
 Deputy Finance & Project Management Officer  
 TERI School of Advanced Studies  
 10, Institutional Area, Vasant Kunj  
 New Delhi-110070



6.2.3.N

TurnitIndia Education Pvt. Ltd.  
Max Towers, 16th Floor  
Spaces Suites #1603-05, 1608, 1610  
Sector 16-B, NOIDA - 201301  
Uttar Pradesh, India  
1-510-764-7600  
GSTIN: 09AAGCT1132P1Z1  
PAN: AAGCT1132P

Date: Dec 29, 2020  
Invoice No.: IND12001355  
Purchase Order No.: TDL / 202000816  
Sales Order No.: SO951774  
Due Date: Jan 13, 2021  
Payment Terms: Net 15  
Service Start: Dec 31, 2020  
Service End: Dec 30, 2021

## TAX INVOICE

Bill To	Billing Contact	Account Manager
GSTIN 07AAATT2841E1ZP The Energy and Resources Institute Darbi Seth Block, IHC Complex Lodhi Road New Delhi Delhi 110003 India  Our Ref: CN-155892 67283	Name: Vir Bahadur Singh  Email: vir.singh@teri.res.in  Phone: 9873043383	Hunny Agarwal e: hagarwal@turnitin.com f: 1-510-764-7612

Product Name	Product Description	Amount
Turnitin OCPLUS – Enterprise Subscription	Subscribed End User Access - 550	INR 337,095.00
	Subtotal	INR 337,095.00
	CGST - 0%	INR 0.00
	SGST - 0%	INR 0.00
	IGST - IN 18%	INR 60,677.10
	UTGST - 0%	INR 0.00
	Total	INR 397,772.10

Total Invoice Amount In Words: Three Lakh Ninety Seven Thousand Seven Hundred Seventy Two Point One Zero

USD\$ : 5,310.00 = INR 397,772.10

Exchange Rate US \$1.00 = INR 74.91

SAC code 998439

Please refer to the quote and/or proforma invoice for details of quantity and descriptions of services provided.

Invoice is system generated and thus does not need a signature

Make your cheque payable to: TurnitIndia Education Private Limited

Remit Cheque Payment to:	TurnitIndia Education Pvt. Ltd. Max Towers, 16th Floor Spaces Suites #1603-05, 1608, 1610 Sector 16-B, NOIDA - 201301 Uttar Pradesh, India
--------------------------	--

period

31/12/20 - 30/12/21

Dhanraj Singh  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070


6.2.3.N

TurnitIndia Education Pvt. Ltd.  
Max Towers, 16th Floor  
Spaces Suites #1603-05, 1608, 1610  
Sector 16-B, NOIDA - 201301  
Uttar Pradesh, India  
1-510-764-7600  
GSTIN: 09AAGCT1132P1Z1  
PAN: AAGCT1132P

Date: Dec 29, 2020  
Invoice No.: IND12001355  
Purchase Order No.: TDL / 202000816  
Sales Order No.: SO951774  
Due Date: Jan 13, 2021  
Payment Terms: Net 15  
Service Start: Dec 31, 2020  
Service End: Dec 30, 2021

Wire Instructions:

- 1)  
BENEFICIARY BANK: Citibank N.A.  
BENEFICIARY COMPANY: TurnitIndia Education Private Limited  
BENEFICIARY COMPANY'S ACCOUNT #: 0714093002  
BENEFICIARY BANK BRANCH IFSC CODE: CITI0000002  
BENEFICIARY BANK BRANCH MICR CODE: 110037002  
BENEFICIARY BANK SWIFT CODE: CITIINBX
- 2) Request that your originating bank reference your invoice number. If you do not have an invoice number, please request that your originating bank reference the name of your institution and your location.
- 3) Email ar@turnitin.com with the confirmation that the transaction has been completed

  
Dhanraj Singh  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070

# INVOICE



technologies

**G 6 , KAILASH PLAZA , 252-H , SANT NAGAR  
EOK , NEW DELHI - 110065  
Tel.: 011-41621231, 26447691, Fax: 41621231  
Email: [sales@ractechnologies.net](mailto:sales@ractechnologies.net)**

GSTIN. 97AQLPS6740A1ZS

ORIGINAL

<b>Consignee:</b>  Teri School Of Advance Studies Plot No. 10, Institutional Area Vasant Kunj, New Delhi - 110070  <b>Order No. PO/18-19/01265</b>	<b>Invoice No. :</b> GST/19-20/238  <b>Dated :</b> 04/01/2020  <b>Buyer's GSTIN No.:</b> 07AAAT14778L1ZU
--	--

S.N C.	DESCRIPTION OF GOODS	HSN/SAC	QTY	RATE (PER UNIT)	AMOUNT
1	SYMC ENDPOINT PROTECTION RENEWAL SOFTWARE MAINTENANCE 1 YR RENEWAL	9973	200.00	585.00	117000.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
	TDS Deceleration We hereby declare that the products invoiced is software acquired in a subsequent transfer and is transferred without any modification and is subjected to Tax deduction at source under section 194J and /or under section 195 on payment for the previous transfer of such software. You are not required to deduct tax at source on this account; Our Permanent Account Number (PAN) is AQLPS6740A				
<b>Sale Value Before GST</b>					117000.00
<b>CGST @9%</b>					10530.00
<b>SGST @9%</b>					10530.00
<b>IGST@0%</b>					0.00
<b>RUPEES: - One Lac Thirty Eight Thousand Sixty Only.</b>					
<b>TOTAL</b>					138060.00

Goods once sold will not be taken back.  
Disputes if any are Subject Delhi Jurisdiction only.  
Payment should be released as per P.O. terms otherwise  
24% per annum interest will be charged extra for delayed time

For RAE Technologies

Dhanraj Singh  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Gurgaon  
New Delhi-110070



TERI SCHOOL OF ADVANCED STUDIES

Plot No. 10 Institutional Area Vasant Kunj

New Delhi - 110070

Delhi(India)

GSTIN/GSTIN\_ISD/UIN No. : 07AAATT4778L1ZU

Place of Supply : 07 (Delhi)

Invoice No : C/2019/06/127

Date : 13/06/2019

Invoice Value : ₹ 106,200.00

**Tax Invoice**

SNo.	Description	HSN / SAC Code	Quantity	Price(₹)	Amount(₹)
1	Website Maintenance (Terisas.ac.in) 18 man days included. -144 hrs for one year From: 01/05/2019 To: 01/05/2020	Information technology (IT) design and development services( 998314 )	01	90,000.00	90,000.00
				<b>Total</b>	<b>90,000.00</b>
				Central GST @9.00% on 90,000.00	8,100.00
				State GST @9.00% on 90,000.00	8,100.00
				<b>Gross Total</b>	<b>106,200.00</b>

Our Ref : PO Number is PO/18-19/00932 dated 10/06/2019



**Note:** By paying this invoice, you accept the Cyberspace TOS and AUP available on our website at [www.cyberspace.in/TOS.html](http://www.cyberspace.in/TOS.html) and [www.cyberspace.in/AUP.html](http://www.cyberspace.in/AUP.html) respectively.

Payment Due Date : We would appreciate receiving your payment immediately

**Note:** In the event of non-payment / part payment of the amount by the due date, CNSPL reserves the right to suspend / disconnect the service without further notice.

**Bank Details:** Bank Name & Branch: Axis Bank, Malviya Nagar | Bank Account No: 206010200000231  
IFSC Code: UTIB0000206 | MICR Code: 110211024

Please make crossed Cheques/DD in favour of "Cyberspace Networking Systems (P) Ltd."

UIN No: AAACC4955D | CIN No: U72900DL1997PTC090720 | GST No: 07AAACC4955D1ZW

<u>Internet Exp.</u>	<u>Prepaid Exp.</u>
82500 +	7.500
69000 +	34,500
6000 +	6,000
11000 +	11,200
3000 +	6,000
17250 +	86,250

90,000  
1,13,500  
1,24,700  
1,32,200  
1,40,200

**Dhanraj Singh**  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area Vasant Kunj  
New Delhi-110070

61,236  
1436

TERI SCHOOL OF ADVANCED STUDIES

Plot No. 10 Institutional Area Vasant Kunj

New Delhi - 110070

Delhi(India)

GSTIN/GSTIN\_ISD/UIN No. : 07AAATT4778L1ZU

Place of Supply : 07 (Delhi)

Invoice No : C/2019/08/161 ✓

Date : 19/08/2019

Invoice Value : ₹ 122,130.00

**Tax Invoice**

SNo.	Description	HSN / SAC Code	Quantity	Price(₹)	Amount(₹)
1	Dedicated hosting charges for Dell R410 Server @ IP address 103.11.85.220 -Dual Quad Core (E5606) @ 2.13 Ghz -4*450 GB SAS drives -RAID 5 with 1 hotspare -8 GB RAM -Windwos license -Managed backup with 10 GB backup storage. From: 04/08/2019 To: 04/02/2020	Hosting and information technology (IT) infrastructure provisioning services( 998315 )	01	103,500.00	103,500.00
				<b>Total</b>	<b>103,500.00</b>
				Central GST @9.00% on 103,500.00	9,315.00
				State GST @9.00% on 103,500.00	9,315.00
				<b>Gross Total</b>	<b>122,130.00 ✓</b>

Your Ref : Your P.O. No.: PO/18-19/00351, Dated -09/10/2018.



**Note:** By paying this invoice, you accept the Cyberspace TOS and AUP available on our website at [www.cyberspace.in/TOS.html](http://www.cyberspace.in/TOS.html) and [www.cyberspace.in/AUP.html](http://www.cyberspace.in/AUP.html) respectively.

Payment Due Date : We would appreciate receiving your payment by 26/08/2019

In the event of non-payment / part payment of the amount by the due date, CNSPL reserves the right to suspend / disconnect the service without further notice.

**Bank Details:** Bank Name & Branch: Axis Bank, Malviya Nagar | Bank Account No: 206010200000231  
IFSC Code: UTIB0000206 | MICR Code: 110211024

Please make crossed Cheques/DD in favour of "Cyberspace Networking Systems (P) Ltd."

**TAN No:** AAACC4955D | **CIN No:** U72900DL1997PTC090720 | **GST No:** 07AAACC4955D1ZW

*(Signature)*  
**Dhanraj Singh**  
 Deputy Finance & Project Management Officer  
 TERI School of Advanced Studies  
 10, Institutional Area, Vasant Kunj  
 New Delhi-110070



ORIGINAL FOR RECIPIENT

TERI SCHOOL OF ADVANCED STUDIES

Plot No. 10 Institutional Area Vasant Kunj

New Delhi - 110070

Delhi(India)

GSTIN/GSTIN\_ISD/UIN No. : 07AAATT4778L1ZU

Place of Supply : 07 (Delhi)

Invoice No : C/2019/10/209

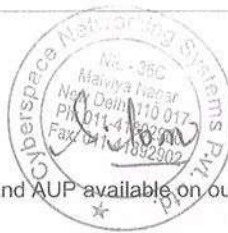
Date : 21/10/2019

Invoice Value : ₹ 14,160.00

**Tax Invoice**

SNo.	Description	HSN / SAC Code	Quantity	Price(₹)	Amount(₹)
1	Support for connectivity between TERI Server at IDC From: 19/10/2019 To: 19/10/2020	Information technology (IT) consulting and support services( 998313 )	01	12,000.00	12,000.00
				<b>Total</b>	<b>12,000.00</b>
				Central GST @9.00% on 12,000.00	1,080.00
				State GST @9.00% on 12,000.00	1,080.00
				<b>Gross Total</b>	<b>14,160.00</b>

Our Ref : Your P.O. No.: PO/18-19/00364 dated 11/10/2018.



**Note:** By paying this invoice, you accept the Cyberspace TOS and AUP available on our website at [www.cyberspace.in/TOS.html](http://www.cyberspace.in/TOS.html) and [www.cyberspace.in/AUP.html](http://www.cyberspace.in/AUP.html) respectively.

**Payment Due Date:** We would appreciate receiving your payment immediately

**Note:** In the event of non-payment / part payment of the amount by the due date, CNSPL reserves the right to suspend / disconnect the service without further notice.

**Bank Details:** Bank Name & Branch: Axis Bank, Malviya Nagar | Bank Account No: 206010200000231  
IFSC Code: UTIB0000206 | MICR Code: 110211024

Please make crossed Cheques/DD in favour of "Cyberspace Networking Systems (P) Ltd."

TAN No: AAACC4955D | CIN No: U72900DL1997PTC090720 | GST No: 07AAACC4955D1ZW

*(Signature)*  
Dhanraj Singh  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070

ORIGINAL FOR RECIPIENT



ERI SCHOOL OF ADVANCED STUDIES

lot No. 10 Institutional Area Vasant Kunj

New Delhi - 110070

India (India)

GSTIN/GSTIN\_ISD/UIN No. : 07AAATT4778L1ZU

Place of Supply : 07 (Delhi)

Invoice No : C/2019/10/235

Date : 22/10/2019

Invoice Value : ₹ 26,196.00

## Tax Invoice

SNo.	Description	HSN / SAC Code	Quantity	Price(₹)	Amount(₹)
1	Charges for Web Application firewall IP:103.11.86.159 (cPanel Server) @ INR 3700.00 per month. From: 08/10/2019 To: 08/04/2020	Hosting and information technology (IT) infrastructure provisioning services( 998315 )	1	22,200.00	22,200.00
				<b>Total</b>	<b>22,200.00</b>
				Central GST @9.00% on 22,200.00	1,998.00
				State GST @9.00% on 22,200.00	1,998.00
				<b>Gross Total</b>	<b>26,196.00</b>

PO Ref : PO Number is PO/18-19/00346 dated 08/10/2018.



By paying this invoice, you accept the Cyberspace TOS and AUP available on our website at [www.cyberspace.in/TOS.html](http://www.cyberspace.in/TOS.html) and [www.cyberspace.in/AUP.html](http://www.cyberspace.in/AUP.html) respectively.

Payment Due Date : We would appreciate receiving your payment by 29/10/2019

In the event of non-payment / part payment of the amount by the due date, CNSPL reserves the right to suspend / disconnect the service without further notice.

**Bank Details:** Bank Name & Branch: Axis Bank, Malviya Nagar | Bank Account No: 206010200000231  
IFSC Code: UTIB0000206 | MICR Code: 110211024

Please make crossed Cheques/DD in favour of "Cyberspace Networking Systems (P) Ltd."

GST No: AAACC4955D | CIN No: U72900DL1997PTC090720 | GST No: 07AAACC4955D1ZW

*(Signature)*  
Dhanraj Singh  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070

TERI SCHOOL OF ADVANCED STUDIES

Plot No. 10 Institutional Area Vasant Kunj

New Delhi - 110070

Delhi(India)

GSTIN/GSTIN\_ISD/UIN No. : 07AAATT4778L1ZU

Place of Supply : 07 (Delhi)

Invoice No : C/2019/12/160

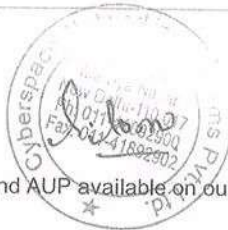
Date : 17/12/2019

Invoice Value : ₹ 10,620.00

## Tax Invoice

SNo.	Description	HSN / SAC Code	Quantity	Price(₹)	Amount(₹)
1	Charges for SMS service for web forms - OTP purpose -25000 SMS included in a year From: 09/12/2019 To: 09/12/2020	Information technology (IT) design and development services( 998314 )	01	9,000.00	9,000.00
				<b>Total</b>	<b>9,000.00</b>
				Central GST @9.00% on 9,000.00	810.00
				State GST @9.00% on 9,000.00	810.00
				<b>Gross Total</b>	<b>10,620.00</b>

Our Ref : PO Number is PO/18-19/01264 dated 05/12/2019



**Note:** By paying this invoice, you accept the Cyberspace TOS and AUP available on our website at [www.cyberspace.in/TOS.html](http://www.cyberspace.in/TOS.html) and [www.cyberspace.in/AUP.html](http://www.cyberspace.in/AUP.html) respectively.

**Payment Due Date:** We would appreciate receiving your payment immediately

**Note:** In the event of non-payment / part payment of the amount by the due date, CNSPL reserves the right to suspend / disconnect the service without further notice.

**Bank Details:** Bank Name & Branch: Axis Bank, Malviya Nagar | Bank Account No: 206010200000231  
IFSC Code: UTIB0000206 | MICR Code: 110211024

We make crossed Cheques/DD in favour of "Cyberspace Networking Systems (P) Ltd."

AN No: AAACC4955D | CIN No: U72900DL1997PTC090720 | GST No: 07AAACC4955D1ZW

  
Dhanraj Singh  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070



ORIGINAL FOR RECIPIENT



TERI SCHOOL OF ADVANCED STUDIES

Plot No. 10 Institutional Area Vasant Kunj

New Delhi - 110070

Delhi(India)

GSTIN/GSTIN\_ISD/UIN No. : 07AAATT4778L1ZU

Place of Supply : 07 (Delhi)

Invoice No : C/2020/02/122

Date : 12/02/2020

Invoice Value : ₹ 122,130.00

## Tax Invoice

SNo.	Description	HSN / SAC Code	Quantity	Price(₹)	Amount(₹)
1	Dedicated hosting charges for Dell R410 Server @ IP address 103.11.85.220 -Dual Quad Core (E5606) @ 2.13 Ghz -4*450 GB SAS drives -RAID 5 with 1 hotspare -8 GB RAM -Windwos license -Managed backup with 10 GB backup storage. From: 04/02/2020 To: 04/08/2020	Hosting and information technology (IT) infrastructure provisioning services( 998315 )	01	103,500.00	103,500.00
				<b>Total</b>	<b>103,500.00</b>
				Central GST @9.00% on 103,500.00	9,315.00
				State GST @9.00% on 103,500.00	9,315.00
				<b>Gross Total</b>	<b>122,130.00</b>

Our Ref : Your P.O. No.: PO/18-19/00351, Dated -09/10/2018.



**Note:** By paying this invoice, you accept the Cyberspace TOS and AUP available on our website at [www.cyberspace.in/TOS.html](http://www.cyberspace.in/TOS.html) and [www.cyberspace.in/AUP.html](http://www.cyberspace.in/AUP.html) respectively.

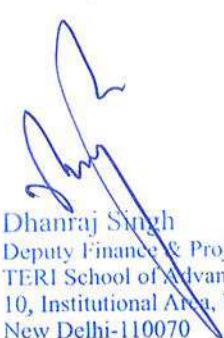
Payment Due Date : We would appreciate receiving your payment by 20/02/2020

In the event of non-payment / part payment of the amount by the due date, CNSPL reserves the right to suspend / disconnect the service without further notice.

**Bank Details:** Bank Name & Branch: Axis Bank, Malviya Nagar | Bank Account No: 206010200000231  
IFSC Code: UTIB0000206 | MICR Code: 110211024

Please make crossed Cheques/DD in favour of "Cyberspace Networking Systems (P) Ltd."

AN No: AAACC4955D | CIN No: U72900DL1997PTC090720 | GST No: 07AAACC4955D1ZW

  
Dhanraj Singh  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070

6.2.3.N



SCHOOL OF ADVANCED STUDIES

10 Institutional Area Vasant Kunj

Delhi - 110070

India)

U/GSTIN/ISD/UIN No : 07AAATT4778L1ZU

of Supply : 07 (Delhi)

Invoice No : C/2020/03/093

Date : 11/03/2020

Invoice Value : ₹ 35,400.00

### Tax Invoice

#### Description

#### HSN / SAC Code

#### Quantity

#### Price(₹)

#### Amount(₹)

Website Maintenance for additional 6  
man-days

Information technology (IT) design  
and development services( 998314 )

1

30,000.00

30,000.00

From: 01/02/2020 To: 01/05/2020

#### Total

30,000.00

Central GST @9.00% on 30,000.00

2,700.00

State GST @9.00% on 30,000.00

2,700.00

#### Gross Total

35,400.00

PO Number is PO/18-19/01408 dated 06/03/2020

By paying this invoice, you accept the Cyberspace TOS and AUP available on our website at [www.cyberspace.in/TOS.html](http://www.cyberspace.in/TOS.html) and [www.cyberspace.in/AUP.html](http://www.cyberspace.in/AUP.html) respectively.

**Details:** Bank Name & Branch: Axis Bank, Malviya Nagar | Bank Account No: 206010200000231 |  
IFSC Code: UTIB0000206 | MICR Code: 110211024

Make crossed Cheques/DD in favour of "Cyberspace Networking Systems (P) Ltd."

AAACC4955D | CIN No: U72900DL1997PTC090720 | GST No: 07AAACC4955D1ZW

This is system generated Tax Invoice, does not require any signature.

Dhanraj Singh  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070

Cyberspace Networking Systems Private Ltd. | NIL-36C, Malviya Nagar, New Delhi-110017  
Phone: +91-11-4189-2900 | Fax: +91-11-4189-2902 | [www.cyberspace.in](http://www.cyberspace.in) | [info@cyberspace.in](mailto:info@cyberspace.in)

6.2.3.130



6.2.3.N-REQ/18-19/01385

p.o after Bill



TERI SCHOOL OF ADVANCED STUDIES

Plot No. 10 Institutional Area Vasant Kunj

New Delhi - 110070

Delhi(India)

GSTIN/GSTIN\_ISD/UIN No. : 07AAATT4778L1ZU

Place of Supply : 07 (Delhi)

Invoice No : C/2019/04/193

Date : 18/04/2019

Invoice Value : ₹ 244,260.00

## Tax Invoice

SNo.	Description	HSN / SAC Code	Quantity	Price(₹)	Amount(₹)
1	Charges for Dedicated Hosting for IP: 103.11.86.156 - Dell R410 Server. - 64 GB RAM. - 4*450 GB SAS HDD. - RAID 5. - Upto 1 TB data transfer included. - Windows 2008 R2 Std Edition (per 8 Cores). - MSSQL 2008 R2 Express Edition. - cPanel license (for 1 VM). - Managed Backup Service (per 50 GB). - Hardware Firewall. - Antivirus. - Charges @ INR 288240.00 per annum. - Discounted Amount @ INR 207000.00 per annum. From: 01/05/2019 To: 01/05/2020	Hosting and information technology (IT) infrastructure provisioning services( 998315 )	01	207,000.00	207,000.00
				<b>Total</b>	<b>207,000.00</b>
				Central GST @9.00% on 207,000.00	18,630.00
				State GST @9.00% on 207,000.00	18,630.00
				<b>Gross Total</b>	<b>244,260.00</b>

Your Ref : Your e-mail communication with Ms. Neha Tiwari.

**Note:** By paying this invoice, you accept the Cyberspace TOS and AUP available on our website at [www.cyberspace.in/TOS.html](http://www.cyberspace.in/TOS.html) and [www.cyberspace.in/AUP.html](http://www.cyberspace.in/AUP.html) respectively.

**Payment Due Date :** We would appreciate receiving your payment by 25/04/2019

**Note :** In the event of non-payment / part payment of the amount by the due date, CNSPL reserves the right to suspend / disconnect the service without any further notice.

**Bank Details:** Bank Name & Branch: Axis Bank, Malviya Nagar | Bank Account No: 206010200000231  
IFSC Code: UTIB0000206 | MICR Code: 110211024

Please make crossed Cheques/DD in favour of "Cyberspace Networking Systems (P) Ltd."

**AN No:** AAACC4955D | **CIN No:** U72900DL1997PTC090720 | **GST No:** 07AAACC4955D1ZW

Dharam Singh  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi - 110017  
[www.cyberspace.in](http://www.cyberspace.in) | [info@cyberspace.in](mailto:info@cyberspace.in)

Cyberspace Networking Systems Private Ltd. | NIL-36C, Malviya Nagar, New Delhi-110017  
Phone: +91-11-4189-2900 | Fax: +91-11-4189-2902 | [www.cyberspace.in](http://www.cyberspace.in) | [info@cyberspace.in](mailto:info@cyberspace.in)

## Tax Invoice

(ORIGINAL FOR RECIPIENT)

## GLOBAL TECHNOLOGIES

3/53 NIRMAL PURI, LAJPAT NAGAR-4,  
NEW DELHI-110024  
PH-011-41019586, 26419586  
BANK: HDFC, AMAR COLONY, LAJPAT NAGAR-4, NEW DELHI  
A/C NO. 14092000001125  
IFSC: HDFC0001409  
MICR: 110240170  
GSTIN/UIN: 07ABXPT4538Q1ZD  
State Name: Delhi, Code: 07  
E-Mail: globaltechno@gmail.com

## Consignee

TERI SCHOOL OF ADVANCE STUDIES  
PLOT NO. 10, INSTITUTIONAL AREA,  
VASANT KUNJ, NEW DELHI-110070  
GSTIN/UIN : 07AAATT4778L1ZU  
State Name : Delhi, Code : 07

Invoice No.

20-21/139

Delivery Note

Dated

24-Jul-2020

Mode/Terms of Payment

Supplier's Ref.

Other Reference(s)

Buyer's Order No.

PO/18-19/01478

Despatch Document No.

Dated

24-Jul-2020

Delivery Note Date

Despatched through

Destination

Terms of Delivery

Buyer (if other than consignee)

TERI SCHOOL OF ADVANCE STUDIES  
PLOT NO. 10, INSTITUTIONAL AREA,  
VASANT KUNJ, NEW DELHI-110070  
GSTIN/UIN : 07AAATT4778L1ZU  
State Name : Delhi, Code : 07

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	CAMERA WEB ZEBRONICS CRYSTAL	8525	15.00 NO.	900.00	NO.	13,500.00
2	HEAD PHONE ZEBRONICS SHIELD	8518	15.00 NO.	465.00	NO.	6,975.00
3	DELL MOUSE USB ZEBRONICS	8471	20.00 NO.	350.00	NO.	7,000.00
						27,475.00

CGST  
SGST  
ROUNDED OFF

2,472.75

2,472.75

0.50

TERI School of Advanced Studies  
Material Receipt at the Security  
No. 7855 Date 24/07/20  
Signature V. Nay

Total

50.00 NO.

₹ 32,421.00

E. &amp; O.E.

Amount Chargeable (in words)

INR Thirty Two Thousand Four Hundred Twenty One Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8525	13,500.00	9%	1,215.00	9%	1,215.00	2,430.00
8518	6,975.00	9%	627.75	9%	627.75	1,255.50
8471	7,000.00	9%	630.00	9%	630.00	1,260.00
Total	27,475.00		2,472.75		2,472.75	4,945.50

Tax Amount (in words) : INR Four Thousand Nine Hundred Forty Five and Fifty paise Only

Company's PAN : ABXPT4538Q

Declaration

We declare that this invoice shows the actual price of  
the goods described and that all particulars are true and correct.

SUBJECT TO DELHI JURISDICTION

This is a Computer Generated Invoice

Dhanraj Singh  
for GLOBAL TECHNOLOGIES Finance & Project Management Officer  
TERI School of Advanced Studies  
10 Institutional Area, Vasant Kunj  
New Delhi-110070





TERI School of Advanced Studies  
Institutional Area, Section 2 of the IGC Act, 1992  
Accredited by NAAC

TERI School of  
Advanced Studies  
10, Institutional Area  
Vasant Kunj  
New Delhi - 110 070

Tel. 2180 0222  
E-mail: registrar@terisas.ac.in  
Fax 2612 2874  
India +91 • Delhi (0) 11  
Web: www.terisas.ac.in

Capt. Pradeep K Padhy (Retd.)  
Registrar

IS-324 APT/C

10 June 2020

Mr Sanjay Kumar  
D2-906, Summer Palms  
Sector 86  
Faridabad - 121 004  
Tel. 9818061079

Dear Mr Kumar,

I have pleasure in offering you assignment as a Consultant (at the designation of IT Programmer/Developer) in the TERI School of Advanced Studies on the following terms.

1. The assignment would be valid for an initial period of one year with effect from 10 June 2020. You will be working remotely and visit the University on need basis.
2. You would be compensated at Rs. 25,000/- per month (+GST).
3. The compensation may be claimed on a monthly basis by submitting bills.
4. The contract shall be terminable on a notice of 1 month from either side or on payment of an amount equivalent to compensation due during the notice period.
5. Your roles and responsibilities would include, but will not be limited to:
  - (a) Operation and maintenance of the University Management System
  - (b) Operation and maintenance of University's Leave Management System
  - (c) Operation and maintenance of University's Appraisal system
  - (d) Analyzing, designing of database as well as customization, involved in the implementation and maintenance of the systems.
  - (e) Developing and testing of Oracle Forms and Reports and fixing bugs encountered in Unit Testing
  - (f) Any other University activity that is mutually agreeable.
6. If at any stage it is discovered that the particulars furnished by you for this assignment are false and deficient, the University shall be well within its rights, to terminate your services straightway without any notice apart from any other legal action deemed necessary as per law of the land.

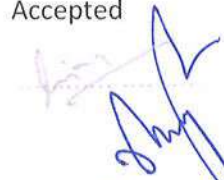
If you agree to these terms and conditions, kindly sign and return a copy of this letter indicating your acceptance.

If we do not receive an acceptance within 15 days of the date of this letter, it will be construed that you are not interested in this offer.

With best wishes,

Capt. Pradeep K Padhy (Retd.)  
Registrar

Accepted

  
Dhanraj Singh  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070

**Capt. Pradeep K Padhy (Retd.)**  
**Registrar**

TS/321/APT/C


30 June 2020

Ms Srishti Mahale  
606/CG3, Supertech Capetown  
Sector - 74  
Noida - 201301  
Tel. 91-8279740233

Dear Ms Mahale,

I have pleasure in offering you assignment as a Consultant (at the designation of IT Assistant) in the TERI School of Advanced Studies on the following terms.

1. The assignment would be valid for an initial period of one year with effect from 1 July 2020.
2. You would be compensated at Rs. 23,400/- per month (+GST).
3. The compensation may be claimed on a monthly basis by submitting bills.
4. The contract shall be terminable on a notice of 1 month from either side or on payment of an amount equivalent to compensation due during the notice period.
5. Your working hours are 9.00 am to 5.00 pm (Monday to Friday) and you would be entitled to two days of leave per month of continuous work in a calendar year.
6. Your roles and responsibilities would include, but will not be limited to:
  - (a) Collecting information from various stakeholders and updating the Intranet on a routine basis
  - (b) Regular update of various sections on the TERI School of Advanced Studies website
  - (c) Regular update of various repository of the TERI School of Advanced Studies Library
  - (d) Creating HTML mailers for admission and various events of TERI School of Advanced Studies
  - (e) Any other TERI School of Advanced Studies activity that is mutually agreeable.

  
**Dharmraj Singh**  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070

Capt. Pradeep K Padhy (Retd.)  
Registrar


: 2 :

7. If at any stage it is discovered that the particulars furnished by you for this assignment are false and deficient, the TERI School of Advanced Studies shall be well within its rights, to terminate your services straightway without any notice apart from any other legal action deemed necessary as per law of the land.

If you agree to these terms and conditions, kindly sign and return a copy of this letter indicating your acceptance.

You are requested to send your acceptance at the earliest.

With best wishes,

  
Capt. Pradeep K Padhy (Retd.)  
Registrar



  
Dhanraj Singh  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Gyan Vihar  
New Delhi-110070



**Capt. Pradeep K Padhy (Retd.)**  
**Registrar**

TS/321/APT/C


31 March 2019

Ms Srishti Mahale  
606/CG3, Supertech Capetown  
Sector – 74  
Noida – 201301  
Tel. 91-8279740233

Dear Ms Mahale,

I have pleasure in offering you assignment as a Consultant (at the designation of IT Assistant) in the TERI School of Advanced Studies on the following terms.

1. The assignment would be valid for an initial period of one year with effect from 1 April 2019.
2. You would be compensated at Rs. 19,500/- per month (+GST).
3. The compensation may be claimed on a monthly basis by submitting bills.
4. The contract shall be terminable on a notice of 1 month from either side or on payment of an amount equivalent to compensation due during the notice period.
5. Your working hours are 9.00 am to 5.00 pm (Monday to Friday) and you would be entitled to two days of leave per month of continuous work in a calendar year.
6. Your roles and responsibilities would include, but will not be limited to:
  - (a) Collecting information from various stakeholders and updating the Intranet on a routine basis
  - (b) Regular update of various sections on the University's website
  - (c) Regular update of various repository of the University's Library
  - (d) Creating HTML mailers for admission and various events of TERI SAS
  - (e) Any other University activity that is mutually agreeable.

  
Dhanraj Singh  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070

Cont..2/-

**Capt. Pradeep K Padhy (Retd.)**  
**Registrar**


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7. If at any stage it is discovered that the particulars furnished by you for this assignment are false and deficient, the University shall be well within its rights, to terminate your services straightway without any notice apart from any other legal action deemed necessary as per law of the land.

If you agree to these terms and conditions, kindly sign and return a copy of this letter indicating your acceptance.

If we do not receive an acceptance within 15 days of the date of this letter, it will be construed that you are not interested in this offer.

With best wishes,

  
Capt. Pradeep K Padhy (Retd.)  
Registrar

  
Dhanraj Singh  
Deputy Finance & Project Management Officer  
TERI School of Advanced Studies  
10, Institutional Area, Vasant Kunj  
New Delhi-110070