DOCUMENTS CHECKLIST

(Format to be filled by the candidate and enclose the photocopies in the same serial Order)

EMPLOYEE NAME	Balaji K							EMP NO

SCHOOL	MAX. MARK	OBT	%	No. of Attempt	Grade (CGPA)	Doc. Encl. Y/N	Board	State
10TH	500.00	471.00	94.20				Tamilnadu Matriculation	Srgds Matriculation Higher Secondary School,
12TH	1200.00	1115.00	92.92				Tamilnadu State Board	Srgds Matriculation Higher Secondary School,

DIPLOMA								Name of the College & State
Semester 1								
Semester 2								
Semester 3								
Semester 4								
Semester 5		enter text.						
Semester 6								
Aggregate of All Sem								

GRADUATE DEGREE	MAX. MARK	OBT	%	No. of Attempt	Grade (CGPA)	Doc. Encl. Y/N	University	Name of the Degree, College & State
Semester 1	10.00	8.89					Anna University	Bachelor Of Engineering, Sri Sairam

Semester 2	10.00	8.60						Anna University	Engineering College,
Semester 3	10.00	8.92						Anna University	
Semester 4	10.00	8.52						Anna University	
Semester 5	10.00	8.33						Anna University	
Semester 6	10.00	7.88						Anna University	
Semester 7	10.00	8.23						Anna University	
Semester 8	10.00	8.20						Anna University	
Semester 9									
Semester 10									
Semester 11									
Semester 12									
Aggregate of All Sem	80.00	67.57	84.46					Anna University	Bachelor Of Engineering, Sri Sairam Engineering College,
Provisional Certificate									Bachelor Of Engineering, Sri Sairam Engineering College,
Degree Certificate									Bachelor Of Engineering, Sri Sairam Engineering College,

P.G DEGREE	MAX. MARK	OBT	%	No. of Attempt	Grade (CGPA)	Doc.Encl. Y/N	University	Name of the Degree, College &State
Semester 1	10.00	8.96					Anna University	Master Of Engineering, Mepco Schlenk Engineering College,Sivakasi
Semester 2	10.00	8.41						
Semester 3	10.00	8.69						
Semester 4	10.00	10.00						
Semester 5								
Semester 6								
Aggregate of All Sem	40.00	36.06			9.02		Anna University	Master Of Engineering, Mepco Schlenk Engineering College,Sivakasi
P.G.Provisional Certificate								Master Of Engineering, Mepco Schlenk Engineering College,Sivakasi
P.G.Degree Certificate								Master Of Engineering, Mepco Schlenk Engineering College,Sivakasi
Non-Educational Documents	**Y/N**							
Relieving Letter								
Passport (If Available)					Y			
Medical Certificate								
Hospital Name& State								
Comments								

Sign of the Employee		
Date		

DECLARATION – CALCULATION OF SIMPLE AVERAGE

I wish to state that I have calculated the simple average of all my subjects including optional/extra optional, languages and have not excluded any subject whatsoever.

Any additional marks awarded by the university to increase my percentage have not been considered for calculation of simple average irrespective of my university policies.

Sample Illustration – Calculation of simple average

Years	Year 1		Year 2		Year 3		Year 4	
Papers	*Max. Marks*	*Marks Scored*	*Max. Marks*	*Marks Scored*	*Max. Marks*	*Marks Scored*	*Max. Marks*	*Marks Scored*
Paper 1	100	50	100	60	100	70	100	60
Paper 2	100	60	100	60	100	70	100	80
Paper 3	100	60	100	60	100	60	100	60
Total	300	170	300	180	300	200	300	200

Simple Average = Total Marks Scored for all subjects for all semesters or years / Maximum Marks for all subjects for all semesters or years = (750 / 1200) 100 = 62.5%

I acknowledge that my calculation of simple average is as mentioned above and is true and correct to the best of my knowledge and belief. In the event that the information provided by me is found at any time to be incorrect, false, and misleading, I acknowledge that Infosys reserves the right to initiate appropriate disciplinary action, including but not limited to withdrawal of my offer letter or immediate termination of my employment

Place	MYSORE	**Name**	Balaji K
Date	18/04/22	**EMP No:**	

Employee Signature

* Kindly contact the HRD incase of any clarification whatsoever