

Set 2 - Checklist for Documents to be submitted on the Day of Joining

Please ensure that you carry a print of this filled checklist, signed copies of the below mentioned documents that you produce and the original documents for verification.

Mention / NA as applicable for the below details.

Mr./Mrs./Ms.	First Name	Middle Name	Last Name
Ms.	Jayashree		Ragavan

Education Qualification Documents

SN	Document	Associate	Joining Spoc	Personnel File	Quality
1	10 th Standard/ SSLC Certificate & Marks sheets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	12 th standard/ HSC/PUC Certificate & Marks sheets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Graduation: ☒ B.E/B.Tech/B.Sc./BCA/B.Com/B.A/Other

(Skip if not applicable)

SN	Document	Associate	Joining Spoc	Personnel File	Quality
1	1st Semester/ YEAR 1 Marks Sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	2nd Semester/YEAR 2 Marks Sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	3rd Semester/YEAR 3 Marks Sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	4th Semester/YEAR 4 Marks Sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	5th Semester/YEAR 5Marks Sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	6th Semester Marks Sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	7th Semester Marks Sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	8th Semester Marks Sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Provisional Certificate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Degree Certificate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Post-Graduation: M.Tech/M.E/ MBA/MSc/M.A/M.Com/MCA/Other

(Skip if not applicable)

SN	Document	Associate	Joining Spoc	Personnel File	Quality
1	1st Semester/ YEAR1 Mark Sheet	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	2nd Semester/YEAR 2 Mark Sheet	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	3rd Semester/YEAR 3 Mark Sheet	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	4th Semester/YEAR 4 Mark Sheet	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	5th Semester/YEAR 5 Mark Sheet	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	6th Semester Mark Sheet	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	Provisional Certificate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	Degree Certificate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Qualifications (Diploma/ Any Other):

(Skip if not applicable)

SN	Document	Associate	Joining Spoc	Personnel File	Quality
1	1st Semester/ YEAR 1 Marks Sheet	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	2nd Semester/YEAR 2 Marks Sheet	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	3rd Semester/YEAR 3 Marks Sheet	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	4th Semester Marks Sheet	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	5th Semester Marks Sheet	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	6th Semester Marks Sheet	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	Diploma Certificate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Documents/Forms

Fill up the following documents, sign wherever required and bring along with you on the day of joining.

SN	Document	Associate	Joining Spoc	Personnel File	Quality
1	Sub-con information sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Joining Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Criminal Disclosure Declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Non- disclosure Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Code of Ethical Business Conduct (CEBC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Prevention of Sexual Harassment (POSH)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Confidentiality Agreement/ Intellectual Property Right	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Resource Usage Requirement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reason for non-submission if any:

I hereby, declare that all the documents submitted by me are authentic. The documents, which I am unable to submit now, will be submitted by me no later than 60 days from my date of joining in Tech Mahindra, failing which the Company may take appropriate action.

Authorized Signatory (HR)

Date: 09/05/2022

Name: Jayashree Ragavan



Signature of the Associate