

Guidelines for filling student data template

This sheet will server as guideline to fill student data. Please confirm to the encoding of fields wherever required, otherwise data will not be processed.
Note: When an AI opts for NAD model, AI needs to register on NAD

	CSV Template Headers	Field Name	Description	Maondatory/Optional
- N I N G I N S T I T U T E			AI DETAILS	
	ORG_CODE	Student's Training Institute ID - As Allotted by AI	Code of the departments/Training Institute/Faculty as provided by AI	O
	ORG_NAME	Student's Training Institute Name	Name of the departments/Training Institute/Faculty in English as to be entered on the certificate	O
	ORG_NAME_L	Student's Training Institute Name in regional language	Name of the departments/ Training Institutes/Faculty in Regional Language as to be entered on the certificate	O
	ORG_ADDRESS	AI Complete Address	Academic Institution's Complete address in English	O
	ORG_CITY	City	Academic Institution's City in English	O
	ORG_DISTRICT	District	Academic Institution's Address	O
	ORG_STATE	State	Academic Institution's State in English	O
	ORG_PIN	Pin Code	Academic Institution's PIN (6 digit numeric value)	O
	C O U R S E			COURSE DETAILS
ACADEMIC_COURSE_ID		AI Course Id	Unique Program Id given by AI. The program code used by AI in its system	M
COURSE_NAME		Display Name of the program	Programme Name to be displayed on certificate	M
COURSE_NAME_L		Programme Name_Regional	Programme Name to be displayed on certificate (Regional Language)	O
STREAM		Discipline / Stream	Discipline/ Trade/ Stream Name in English	O
STREAM_L		Discipline / Stream_Regional	Discipline Name in Regional Language	O
SKILL_LEVEL		Skill level of the course	Skill level of the course	O
SESSION		Session	Period of Course (academic year to be mentioned)	O
DURATION		Duration of the course	Duration of the course	O
DURATION_UNIT		Unit of the duration	Use value HOUR for hours, DAYS for days, MONTH for months and YEAR for years	O
S T U D E N T			STUDENT INFORMATION	
	REGN_NO	Student's Program Level Unique Number - Name of Identifier	Type of Unique Identification no given by AI. Eg Regsitratio No., Student ID etc.	M
	RROLL	Student's Exam Level Unique Number - Name of Identifier	Identification Code of Student in Exams EG Roll no. or admit card no. etc.	M
	AADHAAR_NO	Student's AADHAAR ID	Aadhaar number of the student	O
	LOCKER_ID	Student's DigiLocker ID	32 digit DigiLocker ID of the student	O
	CNAME	Student's Name	Name of the students to be appeared on the certificate, in English (Should be matching the name in Aadhaar Card)	M
	GENDER	Student's Gender	Gender of the students (Should be matching the Gender in Aadhaar Card) M- Male, F- Female T- Transgender	M
	DOB	Student's DOB	DOB of the students to be appeared on the certificate (Should be matching the DOB in Aadhaar Card) in DD/MM/YYYY format	M
	BLOOD_GROUP	Student's Blood Group	Student's Blood Group to be printed on the certificate. The possible values can be: A +ve, A -ve, AB +ve, AB -ve, O +ve etc	O
	CASTE	Student's Caste	Caste of the students to be appeared on the certificate.GEN- General, OBC- Other backward class, OBCNC :- Other backward class Non creamy, SC- Scheduled caste, ST :- Scheduled Tribe, X- If caste not available	O
	RELIGION	Student's Religion	Student's Religion. H- Hindu, I- Islam, C- Christian, S- Sikh, B- Buddhism, J- Jain, Z- Zorastrian, O- Others, X- Religion not available	O
	NATIONALITY	student Nationality	Student's Nationality Country . Mention IN for India. Refer to Sheet 2 for codes of other countries.	O
	PH	Disability Status	Person's with disability. Y- Yes ie if disabled N- Not disabled X- Status not collected/available	O
	MOBILE	Student's Mobile No	Students' mobile number (only 10 digits)	O
	EMAIL	Student's Email ID	Students' valid email ID	O
	FNAME	Student's Father Name	Students' Father name in English	O
	MNAME	Student's Mother Name	Students' Mother's name in English	O
	GNAME	Student's Gaurdian Name	Students' Guardian's name in English	O
	G_RELATION	Relation with the guardian	Relationship to be printed on the certificate. For Ex. - S/O, D/O, H/O, W/O, Son of, Daughter of, Widow of, Wife of, Husband of etc.	O
	STUDENT_ADDRESS	Student's Postal Address	Student's Postal Address	O
	DISTRICT	Student's Distritct	Student's District	O
	STATE	Student's State	Student's State	O
	PIN	Student's PinCode	Student's PinCode	O
	PHOTO	Student's Photograph	Student's Photograph - Image file naming convention -(AI Code_regisrtration number_academic year)	O
	SIGN	Student's Signature	Student's Signature - Image file naming convention -(AI Code_regisrtration number_academic year)	O
				MARKS / RESULT
MRKS_REC_STATUS	Record Status	(O-Original, M-modification, C-cancellation, R- Revocation)	M	
RESULT	Result Description	Description of result to be printed on certificate/marksheet For eg:- Passed in 1st class, Passed in distinction etc.	O	
DOE	Date of exam	Date (DD/MM/YYYY) on which exam was taken by student	O	
YEAR	Year of Exam	Year to be entered in YYYY format in which year the exam was conducted	M	
MONTH	Month of Exam	Month to be entered in MM format in which Month the exam was conducted	O	

M A R K S H E E T	DIVISION	Result Description in English	Description of division to be printed on the certificate, in English For example :- 1st Division, 2nd Division etc.	0
	GRADE	Grade Obtained	Grade to be printed on the certificate. In english For example :- 1st Division, 2nd Division etc.	0
	PERCENT	Percentage Obtained	Percentage to be printed on the certificate. In numeric . Please don't suffix (%) symbol in the value to be entered.	0
	DOR	Certificate Registration Date	Date (DD/MM/YYYY) on which certificate was registered with institution	0
	DOI	Certificate Issue Date	Date (DD/MM/YYYY) on which certificate was issued to Student	0
	DOV	Certificate Validity Date	Date (DD/MM/YYYY) till which certificate issued is valid	0
	CERT_NO	Certificate Sl. No	Unique Certificate No given by AI & Printed on certificate	0
	EXAM_TYPE	EXAM TYPE	Type of exam as need to be printed on certificate. For example - Regular, Part Time, Correspondence etc	
	TOT	GRAND TOTAL	Numeric value	
	TOT_MRKS	GRAND TOTAL OBTAINED	Numeric value	
	TOT_MRKS_WRDS	GRAND TOTAL OBTAINED IN WORDS	Marks obtained as to be printed on the certificate (in English)	