

**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  
 Version 2.1

	CSV Template Headers	Field Name	Description	Maondatory/Optional
<b>B O A R D</b>	ORG_CODE	<b>Student's College/School ID - As Allotted by AI</b>	<b>AI DETAILS</b> Unique ID allotted to institutues	O
	ORG_NAME	<b>Student's College/School Name</b>	Name of the departments/ Schools/Faculty in English as to be entered on the certificate	O
	ORG_NAME_L	<b>Student's Collge/School Name in regional</b>	Name of the departments/ Schools/Faculty in Regional Language as to be entered on the certificate	O
	ORG_ADDRESS	<b>AI Complete Address</b>	Academic Institution's Complete address in English	O
	ORG_CITY	<b>City</b>	Academic Institution's City in English	O
	ORG_STATE	<b>State</b>	Academic Institution's State in English	O
	ORG_PIN	<b>Pin Code</b>	Academic Institution's PIN (6 digit numeric value)	O
<b>C O U R S E</b>	STD	<b>Standard</b>	<b>COURSE DETAILS</b> Class X or XII	M
	STREAM	<b>Discipline / Stream</b>	Discipline/ Trade/ Stream Name in English	O
	STREAM_L	<b>Discipline / Stream_Regional</b>	Discipline Name in Regional Language	O
	SESSION	<b>Session</b>	Period of Course (academic year to be mentioned)	O
<b>S T U D E N T</b>	REGN_NO	<b>Student's Program Level Unique Number - Name of Identifier</b>	<b>STUDENT INFORMATION</b> Type of Unique Identification no given by AI. Eg Registration No., Enrolment No., Student ID etc.	M
	RROLL	<b>Student's Exam Level Unique Number - Name of Identifier</b>	Identification Code of Student in Exams EG Roll no. or admit card no. etc.	M
	AADHAAR_NO	<b>Student's AADHAAR ID</b>	Aadhaar number of the student	O
	LOCKER_ID	<b>Student's DigiLocker ID</b>	32 digit DigiLocker ID of the student	O
	CNAME	<b>Student's Name</b>	Name of the students to be appeared on the certificate, in English (Should be matching the name in Aadhaar Card)	M
	GENDER	<b>Student's Gender</b>	Gender of the students (Should be matching the Gender in Aadhaar Card) <b>M- Male, F- Female T- Transgender</b>	M
	DOB	<b>Student's Date of Birth</b>	DOB of the students to be appeared on the certificate (Should be matching the DOB in Aadhaar Card) in <b>DD/MM/YYYY</b> format	O
	BLOOD_GROUP	<b>Student's Blood Group</b>	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	<b>Student's Caste</b>	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	<b>Student's Religion</b>	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	<b>student nationality</b>	Student's Nationality Country . Mention IN for India. Refer to Sheet 2 for codes of other countries.	O
	PH	<b>PWD STATUS</b>	Person's with disability. Y- Yes ie if disabled N- Not disabled X- Status not collected/available	O
	MOBILE	<b>Student's Mobile No</b>	Students' mobile number (only 10 digits)	O
	EMAIL	<b>Student's Email ID</b>	Students' valid email ID	O
	FNAME	<b>Student's Father Name</b>	Students' Father name in English	O
	MNAME	<b>Student's Mother Name</b>	Students' Mother's name in English	O
	GNAME	<b>Student's Gaurdian Name</b>	Students' Guardian's name in English	O
	STUDENT_ADDRESS	<b>Student's Postal Address</b>	Student's Postal Address	O
	PHOTO	<b>Student's Photograph</b>	Student's Photograph - Image file naming convention - (AI Code_registration number_academic year)	O
	STUDENT_TYPE	<b>Student Type</b>	Possible Values - FRESHER, REPEATER, PRIVATE	O
<b>M A R K S H E E T</b>	MRKS_REC_STATUS	<b>Reocrd Status</b>	<b>MARKS / RESULT</b> (O-Original, M-modification, C-cancellation, R- Revocation)	M
	RESULT	<b>Result Description</b>	Description of result to be printed on certificate/marksheet For eg:- Passed in 1st class, Passed in distinction etc.	O
	YEAR	<b>Year of Exam</b>	Year to be entered in YYYY format in which year the exam was conducted	M
	MONTH	<b>Month of Exam</b>	Month to be entered in MM format in which Month the exam was conducted	O
	DIVISION	<b>Result Description in English</b>	Description of division to be printed on the certificate, in English For example :- 1st Division, 2nd Division etc.	O
	GRADE	<b>Grade Obtained</b>	Grade to be printed on the certificate. For ex. - A, B+ etc	O
	PERCENT	<b>Percentage Obtained</b>	Percentage to be printed on the certificate. In numeric . Please don't suffix (%) symbol in the value to be entered.	O
	DOR	<b>Certificate Registration Date</b>	Date (DD/MM/YYYY) on which certificate was registered with institution.	O
	DOI	<b>Certificate Issue Date</b>	Date (DD/MM/YYYY) on which certificate was issued to Student (Printed on certificate)	O
	DOV	<b>Certificate Validity Date</b>	Date (DD/MM/YYYY) till which certificate issued is valid	O
	CERT_NO	<b>Certificate SI. No</b>	Unique Certificate No given by AI & Printed on certificate	O
	EXAM_TYPE	<b>EXAM TYPE</b>	Type of exam as need to be printed on certificate	O
	TOT	<b>TOTAL MAX MARKS</b>	Total maximum marks of the exam	
	TOT_MIN	<b>TOTAL MIN MARKS</b>	Total minimum marks required for passing	
	TOT_MRKS	<b>GRAND TOTAL OBTAINED</b>	Numeric value	

<b>T</b>	TOT_MRKS_WRDS	<b>GRAND TOTAL OBTAINED IN WORDS</b>	Marks obtained as to be printed on the certificate (in English)	
	GRACE	<b>GRACE MARKS OBTAINED</b>	Tota Grace marks obtained	
	TOT_MARKS_AFTER_GRACE	<b>TOTAL MARKS AFTER GRACE</b>	Total marks after grace	
	TOT_MARKS_AFTER_GRACE_WRDS	<b>GRAND TOTAL OBTAINED IN WORDS AFTER GRACE MARKS</b>	Marks obtained as to be printed on the certificate (in English)	
	CGPA	<b>CGPA</b>	Value on scale of 10	
	SUB1NM	<b>SUBJECT 1 NAME</b>	Subject Name (in English)	M
	SUB1	<b>SUBJECT 1 CODE</b>	Subject Code as given by the AI	
	SUB1MAX	<b>SUBJECT 1 MAX</b>	Maximum marks in a subject (numeric Value)	
	SUB1MIN	<b>SUBJECT 1 MIN</b>	Minimum passing marks in a subject (numeric value)	
	SUB1_TH_MAX	<b>SUBJECT 1 THEORY MAX</b>	Maximum Marks in theory (Numeric Value)	
	SUB1_TH_MIN	<b>SUBJECT 1 THEORY MIN</b>	Minimum Passing Marks in theory (Numeric Value)	
	SUB1_PR_MAX	<b>SUBJECT 1 PRACTICAL MAX</b>	Maximum Marks in Practical (Numeric Value)	
	SUB1_PR_MIN	<b>SUBJECT 1 PRACTICAL MIN</b>	Minimum Passing Marks in Practical (Numeric Value)	
	SUB1_CE_MAX	<b>SUBJECT 1 INTERNAL MAX</b>	Maximum Marks in Internal (Numeric Value)	
	SUB1_CE_MIN	<b>SUBJECT 1 INTERNAL MIN</b>	Minimum Passing Marks in Internal (Numeric Value)	
	SUB1_TH_MRKS	<b>SUBJECT 1 THEORY OBTAINED</b>	Marks Obtained in Theory (Numeric Value)	
	SUB1_PR_MRKS	<b>SUBJECT 1 PRACTICAL OBTAINED</b>	Marks obtained in Practicals (Numeric Value)	
	SUB1_CE_MARKS	<b>SUBJECT 1 INTERNAL OBTAINED</b>	Marks obtained in Internal (Numeric Value)	
	SUB1_TOT	<b>SUBJECT 1 TOTAL OBTAINED</b>	Total Markers (Numeric Value)	
	SUB1_TOT_WORDS	<b>SUBJECT 1 TOTAL OBTAINED IN WORDS</b>	Total Markers (String Value)	
	SUB1_STATUS	<b>SUBJECT1 STATUS</b>	Status (Pass /Fail)	
	SUB1_GRADE	<b>SUBJECT1 GRADE</b>	Garde as to be printed on the certificate	
	SUB1_GRADE_POINTS	<b>SUBJECT1 GRADE POINTS</b>	Garde points as to be printed on the certificate	
	SUB1_CREDIT	<b>SUBJECT1 CREDIT</b>	Credits accrued in this subject	
	SUB1_CREDIT_POINTS	<b>SUBJECT1 CREDIT POINTS</b>	Credit points accrued in this subject	
	SUB1_GRACE	<b>SUBJECT1 GRACE MARKS</b>	Grace Markes (if applicable)	
	SUB1_TYPE	<b>Indicator whether this subject is additional/elective</b>	Possible Values - ADDITIONAL, ELECTIVE, GRADED	
	SUB2NM		Subject Name (in English)	M
	SUB2		Subject Code as given by the AI	
SUB2MAX		Maximum marks in a subject (numeric Value)		
SUB2MIN		Minimum passing marks in a subject (numeric value)		
SUB2_TH_MAX		Maximum Marks in theory (Numeric Value)		
SUB2_TH_MIN		Minimum Passing Marks in theory (Numeric Value)		
SUB2_PR_MAX		Maximum Marks in Practical (Numeric Value)		
SUB2_PR_MIN		Minimum Passing Marks in Practical (Numeric Value)		
SUB2_CE_MAX		Maximum Marks in Internal (Numeric Value)		
SUB2_CE_MIN		Minimum Passing Marks in Internal (Numeric Value)		
SUB2_TH_MRKS		Marks Obtained in Theory (Numeric Value)		
SUB2_PR_MRKS		Marks obtained in Practicals (Numeric Value)		
SUB2_CE_MARKS		Marks obtained in Internal (Numeric Value)		
SUB2_TOT		Total Markers (Numeric Value)		
SUB2_TOT_WORDS		Total Markers (String Value)		
SUB2_STATUS		Status (Pass /Fail)		
SUB2_GRADE		Garde as to be printed on the certificate		
SUB2_GRADE_POINTS		Garde points as to be printed on the certificate		
SUB2_CREDIT		Credits accrued in this subject		
SUB2_CREDIT_POINTS		Credit points accrued in this subject		
SUB2_GRACE		Grace Markes (if applicable)		
SUB2_TYPE		Possible Values - ADDITIONAL, ELECTIVE, GRADED		

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