

Guidelines for filling Student Data Template for Board Certificates				
This Sheet will serve as a guideline to fill the student data for Degree/Diploma certificate. Please conform the formatting 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 2.7				
	CSV Template Headers	Field Name	Description	Mandatory/Optional
AI Details				
	ORG_CODE	Board ID as Allotted by AI	Code of the Board as provided by AI	O
	ORG_NAME	Board Name in English	Name of the Board in English as to be displayed on the Certificate	O
	ORG_NAME_L	Board Name in Regional Language	Name of the Board in regional language as to be displayed on the Certificate.	O
	ORG_ADDRESS	AI Address	Complete address in English	O
	ORG_CITY	AI City	City in English	O
	ORG_STATE	AI State	State in English	O
	ORG_PIN	AI Pin Code	PIN (6-digit numeric value)	O
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 Course/ Program / Degree to be Awarded	Program Name to be displayed on the Certificate.	M
	COURSE_SUBTITLE	Subtitle for the Course/ Program / Degree to be Awarded in English	Subtitle to be displayed on the Certificate. <i>Allows letters (both uppercase and lowercase), numbers, hyphens, periods, ampersands, parentheses, and slashes.</i>	O
	TERM_TYPE	Subtitle for the Course/ Program / Degree to be Awarded in English	Subtitle to be displayed on the Certificate. <i>Allows letters (both uppercase and lowercase), numbers, hyphens, periods, ampersands, parentheses, and slashes.</i>	O
	STREAM	Discipline / Stream	Discipline/ Trade/ Stream Name in English	O
	SESSION	Session	Period of Course (Academic Year to be mentioned)	O
Student Details				
	REGN_NO	Student's Program Level Unique Number	Unique Identification no given by AI. Example - Registration No. or Enrollment Number etc. <i>Allows letters (both uppercase and lowercase), numbers, hyphens, periods, and single quotes.</i>	M
	RROLL	Student's Exam Level Unique Number	Identification Code of Student in Exams. Example - Roll No. or Admit Card No. etc. <i>Allows letters (both uppercase and lowercase), numbers, hyphens, periods, slashes, underscores, colons, and commas.</i>	M
	CNAME	Student's Name	Name of the Student to be appeared on the Certificate, in English as per the AI Database	M
	AADHAAR_NAME	Student's Name as per Aadhaar Card	Name of the Student to be appeared on the Aadhaar Card, in English (For Award uploading/ fetching)	M
	DOB	Student's Date of Birth	Date (DD/MM/YYYY) on student was born as per birth certificate	M
	GENDER	Student's Gender	Gender of the Student (Should be matching the Gender in Aadhaar Card) M - Male, F - Female T - Transgender, X – Not Available	M
	CASTE	Student's Caste	GEN - General, OBC - Other backward class, OBCNC - Other backward class Non creamy, SC - Scheduled caste, ST - Scheduled Tribe	O
	RELIGION	Student's Religion	H - Hindu, I - Islam, C - Christian, S - Sikh, B - Buddhism, J - Jain, Z - Zoroastrian, O - Others	O
	NATIONALITY	Student Nationality	Mention IN for India. Refer to Short Code document for codes of other countries.	O
	PH	Disability Status	Y - Yes if disabled N - Not disabled	O
	MOBILE	Student's Mobile No	Only 10 digits	O
	EMAIL	Student's Email ID	Students' valid email ID	O
	FNAME	Student's Father Name	Father Name. Only Alphabets	O
	MNAME	Student's Mother Name	Mother Name. Only Alphabets	O

	GNAME	Student's Guardian/Spouse Name	Guardian/Spouse name Only Alphabets	O
	STUDENT_ADDRESS	Student's Postal Address	Student's Postal Address	O
	PHOTO	Student's Photograph	Image file naming convention - (registration/roll/enrollment no_academic year).jpg/jpeg/png. Year wise photographs should be uploaded in NAD	O
	STUDENT_TYPE	Student's TYPE	Possible Values - FRESHER, REPEATER, PRIVATE	O
Exam Marks/Results Details				
	MRKS_REC_STATUS	Operation to be performed on records	O-Original, M-Modification, C-Cancellation	M
	RESULT	Result Description	Description of result to be printed on marksheet. For example - PASS, FAIL, QUALIFIED, COMPULSORY REPEAT, ABSENT	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 Name to be entered in the format – January, April, October etc	M
	DIVISION	Division of the student result	Description of division to be printed on the certificate, in English. For example - FIRST, SECOND etc.	O
	GRADE	Grade Obtained	Grade to be printed on the certificate.	O
	PERCENT	Percentage Obtained	Decimal Value. Please don't suffix (%) symbol in the value to be entered.	O
	DOR	Certificate Registration Date/ Result Issue Date	Date (DD/MM/YYYY) on which certificate was registered with institution or results were issued	O
	DOI	Certificate Issue Date/ Convocation Date	Date (DD/MM/YYYY) on which certificate was issued to Student. It can also be considered as convocation date	O
	DOV	Certificate Validity Date	Date (DD/MM/YYYY) till which certificate issued is valid	O
	CERT_NO	Certificate Sl. No	Unique Certificate No given by AI & Printed on certificate	O
	MEDIUM	Subject Language used for teaching	Language used for the course	O
	EXAM_TYPE	Type of Exam	Type of exam as need to be printed on certificate. For example - Regular, Part Time, Correspondence etc	O
	CGPA	Cumulative Grade Point Average	Value on scale of 10. Allow letters (both uppercase and lowercase), numbers, periods, and forward slashes.	O
	REMARKS	Remarks for a Certificate	Remarks to be appeared on Board Certificate	O
	TOT_MAX	TOTAL MAX MARKS	Total Maximum marks of the exam	M
	TOT_MIN	TOTAL MIN MARKS	Total Minimum marks of the exam in numeric value	M
	TOT_MRKS	TOTAL MARKS OBTAINED	Total Marks Obtained in the exam in numeric value	O
	TOT_MRKS_WRDS	TOTAL MARKS OBTAINED IN WORDS	Total Marks Obtained in the exam in words in numeric value	O
	GRACE	GRACE MARKS OBTAINED	Grace marks obtained in the exam in numeric value	M
	SUB1NM	SUBJECT 1 NAME	Subject 1 Name (in English)	M
	SUB2NM	SUBJECT 2 NAME	Subject 2 Name (in English)	M
	SUB1_TYPE	SUBJECT 1 TYPE	(M - Main, E - Elective, A - Additional, B - Bridge)	O
	SUB2_TYPE	SUBJECT 2 TYPE	(M - Main, E - Elective, A - Additional, B - Bridge)	O
Kindly note: Similar Fields can be added for other subjects by referring to the above CSV column headers (for example. SUB2NM, SUB2 and so on)				
Kindly contact Onboarding/Support for further assistance				