

Guidelines for filling Trainee data template

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

CSV Template Headers	Field Name	Description	Mandatory/Optional	
COURSE DETAILS				
C O U R S E	ACADEMIC_COURSE_ID	AI Course Id	Unique Course Id	M
	COURSE_NAME	Display Name of the program	Course Name to be displayed on certificate	M
	SESSION_START_DATE	Session Start Date	Course Start Date	M
	SESSION_END_DATE	Session End Date	Course End date	M
	DURATION	Duration of the course	Duration of the course (mention numeric value)	M
	DURATION_UNIT	Unit of the duration	Use value HOURS for hours, DAYS for days, WEEKS for weeks, MONTHS for months and YEARS for years	M
TRAINEE INFORMATION				
T R A I N E E	RANK	Trainee's Rank	Rank of Trainee	M
	PERSONAL	Personal of the Trainee	Identification Code of Trainee	M
	AADHAAR_NO	Trainee's AADHAAR ID	Aadhaar number of the Trainee	O
	LOCKER_ID	Trainee's DigiLocker ID	32 digit DigiLocker ID of the Trainee	O
	CNAME	Trainee's Name	Name of the Trainees to be appeared on the certificate, in English (Should be matching the name in Aadhaar Card)	M
	GENDER	Trainee's Gender	Gender of the Trainees (Should be matching the Gender in Aadhaar Card) M- Male, F- Female T- Transgender	M
	DOB	Trainee's DOB	DOB of the Trainees to be appeared on the certificate (Should be matching the DOB in Aadhaar Card) in DD/MM/YYYY format	M
	BLOOD_GROUP	Trainee's Blood Group	Trainee'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	Trainee's Caste	Caste of the Trainees 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	Trainee's Religion	Trainee's Religion. H- Hindu, I- Islam, C- Christian, S- Sikh, B- Buddhism, J- Jain, Z- Zoroastrian, O- Others, X- Religion not available	O
	NATIONALITY	Trainee's Nationality	Trainee'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	Trainee's Mobile No	Trainees' mobile number (only 10 digits)	O
	EMAIL	Trainee's Email ID	Trainees' valid email ID	O
	FNAME	Trainee's Father Name	Trainees' Father name in English	O
	MNAME	Trainee's Mother Name	Trainees' Mother's name in English	O
	GNAME	Trainee's Gaurdian Name	Trainees' 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	Trainee's Postal Address	Trainee's Postal Address	O
	DISTRICT	Trainee's Distritct	Trainee's District	O
STATE	Trainee's State	Trainee's State	O	
PIN	Trainee's PinCode	Trainee's PinCode	O	
PHOTO	Trainee's Photograph	Trainee's Photograph	M	
MARKS / RESULT				
M A R K S H E T	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 Trainee	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	M
	DIVISION	Result Description in English	Description of division to be printed on the certificate, in English For example :- 1st Division, 2nd Division etc.	O
	GRADE	Grade Obtained	Grade to be printed on the certificate. In english For example :- 1st Division, 2nd Division etc.	O
	PERCENT	Percentage Obtained	Percentage to be printed on the certificate. In numeric . Please don't suffix (%) symbol in the value to be entered.	M
	DOR	Certificate Registration Date	Date (DD/MM/YYYY) on which certificate was registered with institution	O
	DOI	Certificate Issue Date	Date (DD/MM/YYYY) on which certificate was issued to Trainee	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	M
	EXAM_TYPE	EXAM TYPE	Type of exam as need to be printed on certificate. For example - Regular, Part Time, Correspondence etc	O

TOT	GRAND TOTAL	Numeric value. Maximum marks of all the subjects combined.	0
TOT_MIN	GRAND TOTAL MINIMUM MARKS	Numeric value. Minimum passing marks of the examination held.	0
TOT_MRKS	GRAND TOTAL OBTAINED	Numeric value. Total marks obtained by a student.	0
TOT_MRKS_WRDS	GRAND TOTAL OBTAINED IN WORDS	Marks obtained as to be printed on the certificate (in English)	0
SUB1NM	SUBJECT 1 NAME	Subject Name (in English)	0
SUB1	SUBJECT 1 CODE	Subject Code as given by the AI	0
SUB1MAX	SUBJECT 1 MAX	Maximum marks in a subject (numeric Value)	0
SUB1MIN	SUBJECT 1 MIN	Minimum passing marks in a subject (numeric value)	0
SUB1_TOT	SUBJECT 1 TOTAL OBTAINED	Total Markers (Numeric Value)	0
SUB1_STATUS	SUBJECT1 STATUS	Status (Pass /Fail)	0
SUB1_GRADE	SUBJECT1_GRADE	Grade as to be printed on the certificate(in English)	0
SUB1_GRACE	SUBJECT1 GRACE MARKS	Grace Markes (if applicable)	0