

Guidelines for filling Trainee data template for Certificate				
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 Version 1.2				
	CSV Template Headers	Field Name	Description	Mandatory/Optional
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_NAME_L	Display Name of the Course/ Program / Degree to be Awarded in Regional Language	Program Name to be displayed in regional language on the Certificate.	M
	SESSION_START_DATE	Session Start Date	Course Start Date	M
	SESSION_END_DATE	Session End Date	Course End date	M
	DURATION	Duration	Duration of Course (E.g., 3 Months, 1 Year etc)	M
	DURATION_UNIT	Unit of the duration	Use value HOUR for hours, DAYS for days, MONTH for months and YEAR for years	M
Trainee Details				
	RANK	Trainee's Rank	Rank of Trainee	M
	PERSONAL	Personal of the Trainee	Identification Code of Trainee	M
	CNAME	Trainee’s Name	Name of the Trainee to be appeared on the certificate, in English (Should be matching the name in Aadhaar Card)	M
	GENDER	Trainee’s Gender	Gender of the Trainee (Should be matching the Gender in Aadhaar Card) M- Male, F- Female T- Transgender	M
	DOB	Trainee ‘s Date of Birth	DOB of the Trainee 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	Candidate'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 candidate to be printed 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	Candidate's Religion. H- Hindu, I- Islam, C- Christian, S- Sikh, B- Buddhism, J- Jain, Z- Zorastrian, O- Others, X- Religion not available	O
	NATIONALITY	Trainee’s Nationality	Candidate’s Country . Mention IN for India. Refer to Sheet 2 for codes of other countries.	O
	PH	Disability Status	Person with disability. Y- Yes if disabled N- Not disabled X- Status not collected/available	O
	MOBILE	Trainee's Mobile No	10 digit mobile number	O
	EMAIL	Trainee's Email ID	Valid email ID	O
	FNAME	Trainee's Father Name	Father name in English. Only Alphabets	O
	MNAME	Trainee’s Mother Name	Mother name in English	O
	GNAME	Trainee’s Guardian’s Name	Guardian/Spouse name in English	O
	G_RELATION	Trainee’s 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	Postal Address in English	O
	DISTRICT	Trainee's District	Trainee's District	O
	STATE	Trainee’s State	Trainee’s State	O
	PIN	Trainee’s Pincode	Trainee's PinCode	O

	PHOTO	Trainee's Photograph	Photograph - Image file naming convention - (Registration/Roll/Enrollment No_academic year).jpg Eg. 123456_2021.jpg Format – jpeg, jpg and png Yearwise images should be uploaded	O
Exam Marks/Results Details				
	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 Ist class, Passed in distinction etc.	O
	DOE	Date of Examination	Date (DD/MM/YYYY) on which exam was taken by student	O
	YEAR	Year of the examination	Year to be entered in YYYY format in which year the exam was conducted	M
	MONTH	Month of the examination	Month to be entered in MM format in which Month the exam was conducted	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.	M
	DOI	Certificate Issue Date	Date (DD/MM/YYYY) on which certificate was issued to the candidate (Printed on certificate)	O
	DOR	Certificate Registration Date	Date (DD/MM/YYYY) on which certificate was registered to the candidate (Printed on certificate)	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	Type of the examination	Type of exam as need to be printed on certificate. For example - Regular, Part Time, Correspondence etc	O
	TOT	GRAND TOTAL	Numeric value	O
	TOT_MRKS	GRAND TOTAL OBTAINED	Numeric value	O
	TOT_MRKS_WRDS	GRAND TOTAL OBTAINED IN WORDS	Marks obtained as to be printed on the certificate (in English)	O
Kindly contact Onboarding/Support for further assistance				