Guidelines for filling Student Skills Certificate data template V 2.0			
This sheet will serve as a guideline to fill Student's 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 1.0			
CSV Template Headers	**Field Name**	**Description**	**Mandatory/Optional**
AI Details			
ORG_CODE	**Student's Training Institute ID - As Allotted by AI**	Unique ID allotted to the institute	**O**
ORG_NAME	**Student's Training Institute Name**	Name of the Institute in English as to be entered on the certificate	**O**
ORG_NAME_L	**Student's Training Institute Name in regional language**	Name of the Institute in regional language as to be entered on the certificate	**O**
ORG_ADDRESS	**Training Institute Address**	Complete address in English	**O**
ORG_CITY	**Training Institute City**	City in English	**O**
ORG_DISTRICT	**Training Institute District**	District in English	
ORG_STATE	**Training Institute State**	State in English	**O**
ORG_PIN	**Training Institute 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_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.	**O**
STREAM	**Discipline / Stream**	Discipline/ Trade/ Stream Name in English	**O**
STREAM_L	**Discipline / Stream in Regional Language**	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**	Duration of Course (E.g., 3 Months, 1 Year etc)	**O**
DURATION_UNIT	**Unit of the duration**	Use value HOUR for hours, DAYS for days, MONTH for months and YEAR for years	**O**
Student Details			
REGN_NO	**Student's Program Level Unique Number - Name of Identifier**	Type of Unique Identification no given by AI. Eg Registration No., Enrolment No., Student ID etc.	**M**
RROLL	**Student's Exam Level Unique Number - Name of Identifier**	Identification Code of C in Exams EG Roll no. or admit card no. etc.	**M**
CNAME	**Student's Name**	Name of the Student to be appeared on the certificate, in English (Should be matching the name in Aadhaar Card)	**M**
GENDER	**Student's Gender**	Gender of the Student (Should be matching the Gender in Aadhaar Card) **M- Male, F- Female T- Transgender**	**M**
DOB	**Student 's Date of Birth**	DOB of the Student 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 Student 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	**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's Nationality**	Student's Country . Mention IN for India. Refer to Sheet 2 for codes of other countries.	**O**

PH	**PWD STATUS**	Person with disability. **Y**- Yes if disabled **N**- Not disabled **X**-Status not collected/available	**O**
MOBILE	**Student's Mobile No**	10 digit mobile number	**O**
EMAIL	**Student's Email ID**	Valid email ID	**O**
FNAME	**Student's Father Name**	Father name in English. Only Alphabets	**O**
MNAME	**Student's Mother Name**	Mother name in English	**O**
GNAME	**Student's Guardian's Name**	Guardian/Spouse name in English	**O**
G_RELATION	**Student'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	**Student's Postal Address**	Postal Address in English	**O**
PHOTO	**Student'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**
SIGN	**Student's Signature**	Signature - Image file naming convention - **(Registration/Roll/Enrollment No_academic year_sig).jpg** **Eg. 123456_2021_sig.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	**O**
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**
DOI	**Certificate Issue Date**	Date (DD/MM/YYYY) on which certificate was issued to the Student (Printed on certificate)	**O**
DOR	**Certificate Registration Date**	Date (DD/MM/YYYY) on which certificate was registered to the Student (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	**O**
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			