

**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

CSV Template Headers	Field Name	Description	Maondatory/Optional
<b>AI DETAILS</b>			
<b>B O A R D</b>	SCH_CODE_AI	<b>Student's College/School ID - As Allotted by AI</b> Unique ID allotted to institutues	O
	SCH_NAME	<b>Student's Collge/School Name</b> Name of the departments/ Schools/Faculty in English as to be entered on the certificate	O
	SCH_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>COURSE DETAILS</b>			
<b>C O U R S E</b>	STD	<b>Standard</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>STUDENT INFORMATION</b>			
<b>S T U D E N T</b>	REGN_NO	<b>Student's Program Level Unique Number - Name of Identifier</b> Type of Unique Identification no given by AI. Eg Registration 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> <b>M- Male, F- Female T- Transgender</b> Gender of the students (Should be matching the Gender in Aadhaar Card)	M
	DOB	<b>Student's DOB</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_regisrtation number_academic year)	O	
SIGN	<b>Student's Signature</b> Student's Signature - Image file naming convention -(AI Code_registration number_academic year)	O	
<b>MARKS / RESULT</b>			
<b>M A R K S H E E T</b>	MRKS_REC_STATUS	<b>Reocrd Status</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 Sl. 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_MAX	<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		
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)	
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_MRKS	<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>	Grade as to be printed on the certificate	
SUB1_GRADE_POINTS	<b>SUBJECT1 GRADE POINTS</b>	Grade 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 Marks (if applicable)	
SUB1_ADDL_FIELD1		Future Fields for additional data	
SUB1_ADDL_FIELD2		Future Fields for additional data	
SUB2NM		Subject Name (in English)	
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_MRKS		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		Grade as to be printed on the certificate	
SUB2_GRADE_POINTS		Grade 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 Marks (if applicable)	
SUB2_ADDL_FIELD1		Future Fields for additional data	
SUB2_ADDL_FIELD2		Future Fields for additional data	
SUB3NM		Subject Name (in English)	
SUB3		Subject Code as given by the AI	
SUB3MAX		Maximum marks in a subject (numeric Value)	
SUB3MIN		Minimum passing marks in a subject (numeric value)	
SUB3_TH_MAX		Maximum Marks in theory (Numeric Value)	
SUB3_TH_MIN		Minimum Passing Marks in theory (Numeric Value)	
SUB3_PR_MAX		Maximum Marks in Practical (Numeric Value)	
SUB3_PR_MIN		Minimum Passing Marks in Practical (Numeric Value)	
SUB3_CE_MAX		Maximum Marks in Internal (Numeric Value)	
SUB3_CE_MIN		Minimum Passing Marks in Internal (Numeric Value)	
SUB3_TH_MRKS		Marks Obtained in Theory (Numeric Value)	
SUB3_PR_MRKS		Marks obtained in Practicals (Numeric Value)	
SUB3_CE_MRKS		Marks obtained in Internal (Numeric Value)	
SUB3_TOT		Total Markers (Numeric Value)	
SUB3_TOT_WORDS		Total Markers (String Value)	
SUB3_STATUS		Status (Pass /Fail)	
SUB3_GRADE		Grade as to be printed on the certificate	
SUB3_GRADE_POINTS		Grade points as to be printed on the certificate	
SUB3_CREDIT		Credits accrued in this subject	
SUB3_CREDIT_POINTS		Credit points accrued in this subject	
SUB3_GRACE		Grace Marks (if applicable)	
SUB3_ADDL_FIELD1		Future Fields for additional data	
SUB3_ADDL_FIELD2		Future Fields for additional data	
SUB4NM		Subject Name (in English)	
SUB4		Subject Code as given by the AI	
SUB4MAX		Maximum marks in a subject (numeric Value)	
SUB4MIN		Minimum passing marks in a subject (numeric value)	
SUB4_TH_MAX		Maximum Marks in theory (Numeric Value)	
SUB4_TH_MIN		Minimum Passing Marks in theory (Numeric Value)	
SUB4_PR_MAX		Maximum Marks in Practical (Numeric Value)	
SUB4_PR_MIN		Minimum Passing Marks in Practical (Numeric Value)	
SUB4_CE_MAX		Maximum Marks in Internal (Numeric Value)	
SUB4_CE_MIN		Minimum Passing Marks in Internal (Numeric Value)	
SUB4_TH_MRKS		Marks Obtained in Theory (Numeric Value)	
SUB4_PR_MRKS		Marks obtained in Practicals (Numeric Value)	
SUB4_CE_MRKS		Marks obtained in Internal (Numeric Value)	
SUB4_TOT		Total Markers (Numeric Value)	
SUB4_TOT_WORDS		Total Markers (String Value)	
SUB4_STATUS		Status (Pass /Fail)	
SUB4_GRADE		Grade as to be printed on the certificate	
SUB4_GRADE_POINTS		Grade points as to be printed on the certificate	
SUB4_CREDIT		Credits accrued in this subject	
SUB4_CREDIT_POINTS		Credit points accrued in this subject	
SUB4_GRACE		Grace Marks (if applicable)	
SUB4_ADDL_FIELD1		Future Fields for additional data	
SUB4_ADDL_FIELD2		Future Fields for additional data	
SUB5NM		Subject Name (in English)	