

**Guidelines for filling Student Data Template for Certificates**

This Sheet will serve as guideline to fill the 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  
Version 2.1

	CSV Template Headers	Field Name	Description	Mandatory/Optional
U N I V E R S I T	<b>AI DETAILS</b>			
	ORG_CODE	<b>College ID as Allotted by AI</b>	Code of the College as provided by AI	O
	ORG_NAME	<b>College Name</b>	Name of the College in English as to be entered on the Certificate	O
	ORG_NAME_L	<b>College Name in Regional</b>	Name of the College in Regional Language as to be entered on the Certificate	O
	ORG_ADDRESS	<b>College Address</b>	College's Complete Address in English	O
	ORG_CITY	<b>College City</b>	College's City in English	O
	ORG_STATE	<b>College State</b>	College's State in English	O
ORG_PIN	<b>College Pin Code</b>	College's PIN (6 digit numeric value)	O	
C O U R S E	<b>COURSE DETAILS</b>			
	ACADEMIC_COURSE_ID	<b>AI Course ID</b>	Unique Program ID given by AI. The Program Code used by AI in its System	M
	COURSE_NAME	<b>Display Name of the Program / Degree to be Awarded</b>	Programme Name to be displayed on Certificate	M
	COURSE_NAME_L	<b>Programme Name_Regional</b>	Programme Name to be displayed on Certificate (Regional Language)	O
	COURSE_SUBTITLE	<b>Course Sub Title</b>	Subtitle of the Course to be appeared on Certificate	O
	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
	STREAM_SECOND	<b>Discipline / Stream</b>	Discipline/Trade/Stream Name in English	O
STREAM_SECOND_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	
S T U D E N T	<b>STUDENT INFORMATION</b>			
	REGN_NO	<b>Student's Program Level Unique Number</b>	Unique Identification no given by AI. Eg Regsitration No. or Enrollment Number etc.	M
	RROLL	<b>Student's Exam Level Unique Number</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 Student to be appeared on the Certificate, in English (Should match the name in Aadhaar Card)	M
	GENDER	<b>Student's Gender</b>	Gender of the Student (Should match the Gender in Aadhaar Card) <b>M - Male; F - Female; T - Transgender, X - Not Available</b>	M
	DOB	<b>Student's Date of Birth</b>	Should match the Date of Birth in Aadhaar Card in <b>DD/MM/YYYY</b> format	M
	BLOOD_GROUP	<b>Student's Blood Group</b>	The possible values can be: A +ve, A -ve, AB +ve, AB -ve, O +ve etc	O
	CASTE	<b>Student's Caste</b>	GEN - General, OBC - Other backward class, OBCNC - Other backward class Non creamy, SC - Scheduled caste, ST - Scheduled Tribe	O
	RELIGION	<b>Student's Religion</b>	H - Hindu, I - Islam, C - Christian, S - Sikh, B - Buddhism, J - Jain, Z - Zorastrian, O - Others	O
	NATIONALITY	<b>Student Nationality</b>	Mention "IN" for India. Refer Short Code Document for codes of other countries.	O
	PH	<b>Disability Status</b>	Y - Yes, if disabled; N - Not disabled	O
	MOBILE	<b>Student's Mobile No</b>	Only 10 digits	O
	EMAIL	<b>Student's Email ID</b>	Students' valid Email ID	O
	FNAME	<b>Student's Father Name</b>	Only alphabets	O
	MNAME	<b>Student's Mother Name</b>	Only alphabets	O
	GNAME	<b>Student's Gaurdian Name</b>	Only alphabets	O
	STUDENT_ADDRESS	<b>Student's Postal Address</b>	Student's Postal Address	O
	PHOTO	<b>Student's Photograph Path</b>	Image file naming convention - (AI Code_regisrtation number_academic year). Yearwise photographs should be uploaded in NAD	O
C E R T I F I C A T E	<b>CERTIFICATE</b>			
	MRKS_REC_STATUS	<b>Operation to be performed on records</b>	(O-Original, M-Modification, C-Cancellation)	M
	RESULT	<b>Result Description</b>	Description of result to be printed on certificate/marksheet For eg: - PASS, FAIL, QUALIFIED, COMPULSORY REPEAT, ABSENT	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>Division of the Student Result</b>	Description of division to be printed on the certificate, in English For example :- FIRST, SECOND etc.	O
	GRADE	<b>Grade Obtained</b>	Grade to be printed on the Certificate.	O
	PERCENT	<b>Percentage Obtained</b>	Decimal Value. 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/ Convocation Date</b>	Date (DD/MM/YYYY) on which certificate was issued to Student. It can also be considered as convocation date	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>Type of Exam</b>	Type of exam as need to be printed on certificate. For example - Regular, Part Time, Correspondence etc	O
	CGPA	<b>Cumulative Grade Point Average</b>	Value on scale of 10	O
OGPA	<b>Overall Grade Point Average</b>	Value on scale of 10	O	
THESIS	<b>Title of the Thesis</b>	Title of the thesis for PhD certificates in string format	O	
GRADUATION_LEVEL	<b>Indicator for PG or UG courses</b>	PG or UG for Degree/Diploma Certificates	O	
REMARKS	<b>Remarks for a Degree</b>	Remarks to be appeared on Degree/Diploma Certificate	O	