

**Guidelines for filling student data template for Certificates**

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>U N I V E R S I T Y</b>			<b>AI DETAILS</b>		
		ORG_CODE	<b>College ID as Allotted by AI</b> Code of the Colleges as provided by AI	O	
		ORG_NAME	<b>College Name</b> Name of the Colleges 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	
				<b>COURSE DETAILS</b>	
	<b>C O U R S E</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	
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	
			<b>STUDENT INFORMATION</b>		
<b>S T U D E N T</b>	REGN_NO	<b>Student's Program Level Unique Number</b>	Unique Identification no given by AI. Eg Registratio 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 students to be appeared on the certificate, in English (Should be matching the name in Aadhaar Card)	M	
	GENDER	<b>Student's Gender</b>	Gender of the students (Should be matching the Gender in Aadhaar Card) <b>M- Male, F- Female T- Transgender</b>	M	
	DOB	<b>Student's Date of Birth</b>	Should be matching 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, X- If caste not available	O	
	RELIGION	<b>Student's Religion</b>	H- Hindu, I- Islam, C- Christian, S- Sikh, B- Buddhism, J- Jain, Z- Zoroastrian, O- Others, X- Religion not available	O	
	NATIONALITY	<b>student Nationality</b>	Mention IN for India. Refer to Sheet 2 for codes of other countries.	O	
	PH	<b>Disability Status</b>	Y- Yes ie if disabled N- Not disabled X- Status not collected/available	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_regisrtration number_academic year). Yearwise photographs should be uploaded in NAD	O	
				<b>CERTIFICATE</b>	
<b>C E R T I F I C A T E</b>	MRKS_REC_STATUS	<b>Operation to be performed on records</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:- PASS, FAIL, QUALIFIED, COMPULSORY REPEAT	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 SI. 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. For example - Regular, Part Time, Correspondence etc	O	