

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
N I V E R S I T		AI DETAILS		
	ORG_CODE	College ID as Allotted by AI	Code of the Colleges as provided by AI	O
	ORG_NAME	College Name	Name of the Colleges in English as to be entered on the certificate	O
	ORG_NAME_L	College Name in regional	Name of the College in Regional Language as to be entered on the certificate	O
	ORG_ADDRESS	College Address	College's Complete address in English	O
	ORG_CITY	College City	College's City in English	O
	ORG_STATE	College State	College's State in English	O
	ORG_PIN	College Pin Code	College's PIN (6 digit numeric value)	O
C O U R S E		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 program / Degree to be awarded	Programme Name to be displayed on certificate	M
	COURSE_NAME_L	Programme Name_Regional	Programme Name to be displayed on certificate (Regional Language)	O
	STREAM	Discipline / Stream	Discipline/ Trade/ Stream Name in English	O
	STREAM_L	Discipline / Stream Regional	Discipline Name in Regional Language	O
	STREAM_SECOND	Discipline / Stream	Discipline/ Trade/ Stream Name in English	O
	STREAM_SECOND_L	Discipline / Stream Regional	Discipline Name in Regional Language	O
	SESSION	Session	Period of Course (academic year to be mentioned)	O
S T U D E N T		STUDENT INFORMATION		
	REGN_NO	Student's Program Level Unique Number	Unique Identification no given by AI. Eg Registration No. or Enrollment Number etc.	M
	RROLL	Student's Exam Level Unique Number	Identification Code of Student in Exams. Eg Roll no. or admit card no. etc.	M
	AADHAAR_NO	Student's AADHAAR ID	Aadhaar number of the student	O
	LOCKER_ID	Student's DigiLocker ID	32 digit DigiLocker ID of the student	O
	CNAME	Student's Name	Name of the students to be appeared on the certificate, in English (Should be matching the name in Aadhaar Card)	M
	GENDER	Student's Gender	Gender of the students (Should be matching the Gender in Aadhaar Card) M- Male, F- Female T- Transgender	M
	DOB	Student's Date of Birth	Should be matching the date of birth in Aadhaar Card in DD/MM/YYYY format	M
	BLOOD_GROUP	Student's Blood Group	The possible values can be: A +ve, A -ve, AB +ve, AB -ve, O +ve etc	O
	CASTE	Student's Caste	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	H- Hindu, I- Islam, C- Christian, S- Sikh, B- Buddhism, J- Jain, Z- Zoroastrian, O- Others, X- Religion not available	O
	NATIONALITY	student Nationality	Mention IN for India. Refer to Sheet 2 for codes of other countries.	O
	PH	Disability Status	Y- Yes ie if disabled N- Not disabled X- Status not collected/available	O
	MOBILE	Student's Mobile No	Only 10 digits	O
	EMAIL	Student's Email ID	Students' valid email ID	O
	FNAME	Student's Father Name	Only alphabets	O
	MNAME	Student's Mother Name	Only alphabets	O
	GNAME	Student's Gaurdian Name	Only alphabets	O
	STUDENT_ADDRESS	Student's Postal Address	Student's Postal Address	O
	PHOTO	Student's Photograph Path	Image file naming convention -(AI Code_registration number_academic year). Yearwise photographs should be uploaded in NAD	O
	M A R K S		MARKS / RESULT	
MRKS_REC_STATUS		Operation to be performed on records	(O-Original, M-modification, C-cancellation, R-Revocation)	M
RESULT		Result Description	Description of result to be printed on certificate/marksheet For eg:- PASS, FAIL, QUALIFIED, COMPULSORY REPEAT	O
YEAR		Year of Exam	Year to be entered in YYYY format in which year the exam was conducted	M
MONTH		Month of Exam	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
DOR		Certificate Registration Date	Date (DD/MM/YYYY) on which certificate was registered with institution	O
DOI		Certificate Issue Date/ Convocation Date	Date (DD/MM/YYYY) on which certificate was issued to Student. It can also be considered as convocation date	O
DOV		Certificate Validity Date	Date (DD/MM/YYYY) till which certificate issued is valid	O
CERT_NO		Certificate SI. No	Unique Certificate No given by AI & Printed on certificate	O
SEM		SEMESTER	I for first semester and II for second semester. It should be in roman letter.	O
EXAM_TYPE		EXAM TYPE	Type of exam as need to be printed on certificate. For example - Regular, Part Time, Correspondence etc	O
TOT		GRAND TOTAL	Numeric value	O

H E E T	TOT_MAX	TOTAL MAX MARKS	Total maximum marks of the exam	0
	TOT_MIN	TOTAL MIN MARKS	Total minimum marks required for passing	0
	TOT_MRKS	GRAND TOTAL OBTAINED	Numeric value	0
	TOT_MRKS_WRDS	GRAND TOTAL OBTAINED IN WORDS	Marks obtained as to be printed on the certificate (in English)	0
	TOT_CREDIT	TOTAL OF CREDIT	Total Credits accrued	0
	TOT_CREDIT_POINTS	GRAND TOTAL OF CREDIT POINTS	Total Credit Points accrued	0
	CGPA	CGPA	Value on scale of 10	0
	SGPA	SGPA	Value on scale of 10	
	SUB1NM	SUBJECT 1 NAME	Subject Name (in English)	
	SUB1	SUBJECT 1 CODE	Subject Code as given by the AI	
	SUB1MAX	SUBJECT 1 MAX	Maximum marks in a subject (numeric Value)	
	SUB1MIN	SUBJECT 1 MIN	Minimum passing marks in a subject (numeric value)	
	SUB1_TH_MAX	SUBJECT 1 THEORY MAX	Maximum Marks in theory (Numeric Value)	
	SUB1_TH_MIN	SUBJECT 1 THEORY MIN	Minimum Passing Marks in theory (Numeric Value)	
	SUB1_PR_MAX	SUBJECT 1 PRACTICAL MAX	Maximum Marks in Practical (Numeric Value)	
	SUB1_PR_MIN	SUBJECT 1 PRACTICAL MIN	Minimum Passing Marks in Practical (Numeric Value)	
	SUB1_CE_MAX	SUBJECT 1 INTERNAL MAX	Maximum Marks in Internal (Numeric Value)	
	SUB1_CE_MIN	SUBJECT 1 INTERNAL MIN	Minimum Passing Marks in Internal (Numeric Value)	
	SUB1_TH_MRKS	SUBJECT 1 THEORY OBTAINED	Marks Obtained in Theory (Numeric Value)	
	SUB1_PR_MRKS	SUBJECT 1 PRACTICAL OBTAINED	Marks obtained in Practicals (Numeric Value)	
	SUB1_CE_MRKS	SUBJECT 1 INTERNAL OBTAINED	Marks obtained in Internal (Numeric Value)	
	SUB1_TOT	SUBJECT 1 TOTAL OBTAINED	Total Markers (Numeric Value)	
	SUB1_STATUS	SUBJECT1 STATUS	Status (Pass /Fail)	
	SUB1_GRADE	SUBJECT1 GRADE	Grade as to be printed on the certificate	
	SUB1_GRADE_POINTS	SUBJECT1 GRADE POINTS	Grade points as to be printed on the certificate	
	SUB1_CREDIT	SUBJECT1 CREDIT	Credits accrued in this subject	
	SUB1_CREDIT_POINTS	SUBJECT1 CREDIT POINTS	Credit points accrued in this subject	
	SUB1_GRACE	SUBJECT1 GRACE MARKS	Grace Markes (if applicable)	
	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_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 Markes (if applicable)		
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_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 Markes (if applicable)		
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_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 Markes (if applicable)		
M A R K S H E E T				