

Guidelines for filling Student Data Template for Degree Certificates				
This Sheet will serve as a guideline to fill the student data for Degree/Diploma certificate. Please conform the formatting 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 2.3				
	CSV Template Headers	Field Name	Description	Mandatory/Optional
AI Details				
	ORG_CODE	College ID as Allotted by AI	Code of the School as provided by AI	O
	ORG_NAME	College Name in English	Name of the School in English as to be displayed on the Certificate	O
	ORG_NAME_L	College Name in Regional Language	Name of the School in regional language as to be displayed on the Certificate.	O
	ORG_ADDRESS	College Address	Complete address in English	O
	ORG_CITY	College City	City in English	O
	ORG_STATE	College State	State in English	O
	ORG_PIN	College 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_SUBTITLE	Subtitle for the Course/ Program / Degree to be Awarded in English	Subtitle to be displayed on the Certificate. <i>Allows letters (both uppercase and lowercase), numbers, hyphens, periods, ampersands, parentheses, and slashes.</i>	O
	FROM	From Date	Date (DD/MM/YYYY) on which course was started	O
	TO	To Date	Date (DD/MM/YYYY) on which course was ended	O
	SUB_COURSE_NAME_SECOND	Second sub course name	Sub course name second to be displayed on the Certificate. <i>Allows letters (both uppercase and lowercase), numbers, hyphens, periods, ampersands, parentheses, and slashes.</i>	O
	STREAM	Discipline / Stream	Discipline/ Trade/ Stream Name in English	O
	STREAM_SECOND	Second Discipline / Stream	Second Discipline/ Trade/ Stream Name	O
	STREAM_THIRD	Third Discipline / Stream	Third Discipline/ Trade/ Stream Name	O
	SESSION	Session	Period of Course (Academic Year to be mentioned)	O
	SPECIALIZATION_MAJOR	Major Specialization	Major Specialization Subject	O
	SPECIALIZATION_MINOR	Minor Specialization	Minor Specialization Subject	O
	DURATION	Duration	Duration of Course (E.g., 3 Months, 1 Year etc)	O
	INTERNSHIP_DURATION	Internship Duration	Duration of the internship (Numeric Value 1, 2 ,3)	O
	INTERNSHIP_DURATION_UNIT	Internship Duration Unit	Duration of the internship (E.g., Month, Year) O	O
Student Details				
	REGN_NO	Student's Program Level Unique Number	Unique Identification no given by AI. Example - Registration No. or Enrollment Number etc. <i>Allows letters (both uppercase and lowercase), numbers, hyphens, periods, and single quotes.</i>	M
	RROLL	Student's Exam Level Unique Number	Identification Code of Student in Exams. Example - Roll No. or Admit Card No. etc. <i>Allows letters (both uppercase and lowercase), numbers, hyphens, periods, slashes, underscores, colons, and commas.</i>	M
	ABC_ACCOUNT_ID	Student's Academic Bank of Credit ID	12-digit ABC ID without spaces or hyphen	O
	CNAME	Student's Name	Name of the Student to be appeared on the Certificate, in English as per the AI Database	M
	SALUTATION	Salutations used in the certificate to address the person	Addressing the person in the certificate (E.g., Miss, Mrs, etc)	O
	DOB	Student's Date of Birth	Date (DD/MM/YYYY) on student was born as per birth certificate	M
	GENDER	Student's Gender	Gender of the Student (Should be matching the Gender in Aadhaar Card) M - Male, F - Female T - Transgender, X – Not Available	M
	CASTE	Student's Caste	GEN - General, OBC - Other backward class, OBCNC - Other backward class Non creamy,	O

			SC - Scheduled caste, ST - Scheduled Tribe	
	RELIGION	Student's Religion	H- Hindu, I- Islam, C- Christian, S- Sikh, B- Buddhism, J- Jain, Z- Zoroastrian, O- Others	O
	NATIONALITY	Student Nationality	Mention IN for India. Refer to Short Code document for codes of other countries.	O
	PH	Disability Status	Y- Yes if disabled N- Not disabled	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	Father Name. Only Alphabets	O
	MNAME	Student's Mother Name	Mother Name. Only Alphabets	O
	GNAME	Student's Guardian/Spouse Name	Guardian/Spouse name Only Alphabets	O
	STUDENT_ADDRESS	Student's Postal Address	Student's Postal Address	O
	PHOTO	Student's Photograph	Image file naming convention - (registration/roll/enrollment no_academic year).jpg/jpeg/png. Year wise photographs should be uploaded in NAD	O
	STUDENT_TYPE	Student's TYPE	Possible Values - FRESHER, REPEATER, PRIVATE	O
Exam Marks/Results Details				
	MRKS_REC_STATUS	Operation to be performed on records	O-Original, M-Modification, C-Cancellation	M
	RESULT	Result Description	Description of result to be printed on marksheet. For example - PASS, FAIL, QUALIFIED, COMPULSORY REPEAT, ABSENT	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 Name to be entered in the format – January, April, October etc	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/ Result Issue Date	Date (DD/MM/YYYY) on which certificate was registered with institution or results were issued	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
	REMARKS	For Further information/clarification	Can be used for added data display like student performance	O
	CERT_NO	Certificate Sl. No	Unique Certificate No given by AI & Printed on certificate	O
	CONVOCATION_NUMBER	Convocation Number	Date (DD/MM/YYYY) on which certificate was issued to Student. It can also be considered as convocation date	O
	MEDIUM	Subject Language used for teaching	Language used for the course	O
	EXAM_TYPE	Type of Exam	Type of exam as need to be printed on certificate. For example - Regular, Part Time, Correspondence etc	O
	CGPA	Cumulative Grade Point Average	Value on scale of 10. Allow letters (both uppercase and lowercase), numbers, periods, and forward slashes.	O
	OGPA	Overall Grade Point Average	Value on scale of 10. Allow letters (both uppercase and lowercase), numbers, periods, and forward slashes.	O
	THESIS	Title of the Thesis	Title of the thesis for PhD certificates in string format	O
	GRADUATION_LEVEL	Indicator for PG or UG courses	PG or UG for Degree/Diploma Certificates	O
	REMARKS	Remarks for a Degree	Remarks to be appeared on Degree/Diploma Certificate	O
	SUB1NM	SUBJECT 1 NAME	Subject 1 Name (in English)	O
	SUB2NM	SUBJECT 2 NAME	Subject 2 Name (in English)	O
	SUB1_TYPE	SUBJECT 1 TYPE	(M - Main, E- Elective, A - Additional, B - Bridge)	O

	SUB2_TYPE	SUBJECT 2 TYPE	(M - Main, E - Elective, A - Additional, B - Bridge)	O
Kindly note: Similar Fields can be added for other subjects by referring to the above CSV column headers (for example. SUB2NM, SUB2 and so on)				
Kindly contact Onboarding/Support for further assistance				