

Sl. No.	Instructions for Importing PG and PGDM Students data in bulk.
1	USE ONLY THE BLANK TEMPLATE NAMED 'PG STUDENT EXCEL.XLSM' PROVIDED ON AICTE WEBSITE TO ENTER DATA FOR STUDENT IN BULK.
2	PG AND PGDM STUDENT DATA IMPORT SHOULD BE DONE SEPARATELY BY SELECTING APPROPRIATE LEVEL.
3	DO NOT MERGE PG AND PGDM STUDENT RECORDS IN A SINGLE FILE, SEPARATE BLANK TEMPLATE NAMED 'PG STUDENT EXCEL.XLSM' SHOULD BE USED.
4	PLEASE ADD COURSE ID OF VALID AND APPROVED PG AND PGDM COURSE OF 2018-19 APPLICATION ONLY.
5	PREFERABLY DO NOT KEEP THE COURSE ID BLANK .
6	DO NOT DELETE ANY OF THE ROWS / COLUMNS OF THE XLSM FILE.
7	MAKE SURE 'MACRO' IS ENABLED FOR EXCEL.
8	AFTER OPENING 'PG STUDENT EXCEL.XLSM', PLEASE CLICK ON 'ENABLE CONTENT' BUTTON BEFORE YOU ADD DATA TO EXCEL.
9	AFTER FILLING ENTIRE DATA CLICK ON 'VALIDATE' BUTTON TO CREATE 'PG STUDENT EXCEL.CSV' FILE WHICH WILL BE AUTOMATICALLY SAVED IN YOUR SYSTEM'S D DRIVE.
10	MAKE SURE YOU HAVE 'D' DRIVE IN YOUR SYSTEM ELSE CSV FILE WILL NOT BE GENERATED.
11	DO NOT MAKE ANY CHANGES IN THE CSV FILE. ANY MODIFICATION IN CSV WILL LEAD TO FAILURE OF IMPORT.
12	DO NOT DELETE ANY OF THE ROWS / COLUMNS OF THE CSV FILE. THIS WILL LEAD TO FAILURE OF IMPORT.
13	USE ONLY 'PG STUDENT EXCEL.CSV' FILE FOR STUDENT IMPORT.
14	ONCE CSV FILE IS GENERATED IN D DRIVE, OPEN THE CSV FILE AND PERFOEM 'SAVE AS' AND SAVE THE FILE WITH NEW NAME AND USE THIS FILE FOR IMPORT.
15	COPY AND PASTE FUNCATIONALITY WILL NOT WORK IN PG STUDENT EXCEL.XLSM.
16	ONCE CREATED RECORD, CAN'T BE DELETED IN PG STUDENT EXCEL.XLSM, IT WILL LEAD TO FAILURE OF IMPORT.
17	CREATED FILE NAMED AS PG STUDENT EXCEL.CSV CAN BE RENAMED BEFORE IMPORTING.
18	USE FILE WITH NEW NAME EACH TIME YOU UPLOAD THE FILE FOR DATA IMPORT.
19	WAIT TILL YOU GET 'STUDENT IMPORT COMPLETED' MESSAGE AFTER CLICKING ON 'IMPORT DATA' BUTTON.
20	ONCE IMPORT IS COMPLETED, DOWNLOAD THE SAME CSV FILE FROM THE RECORD YOU HAD CREATED AND CHECK FOR ERROR SECTION AT THE END.
21	ERROR COLUMN WILL PROVIDE YOU THE STATUS OF EACH RECORD IMPORTED IN THE SYSTEM.
22	MODIFY THE DATA AS PER ERROR FOR UNSUCCESSFUL IMPORT AND IMPORT ONLY THOSE RECORDS SEPARATELY(USE SEPARATE PG STUDENT EXCEL.XLSM).
23	DO NOT ADD ALREADY INSERTED RECORD(SUCCESSFULLY IMPORTED RECORDS) DETAILS IN NEXT IMPORT, THIS WILL LEAD TO DUPLICATE RECORD CREATION.
24	REFER TO 'SAMPLE PG STUDENT IMPORT.XLSX' FILE UPLOADED ON AICTE WEBSITE FOR UNDERSTANDING MEANING OF MESSAGES IN 'ERROR' COLUMN. 'COMMENT' COLUMN EXPLAINS THE MEANING OF ERRORS