

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