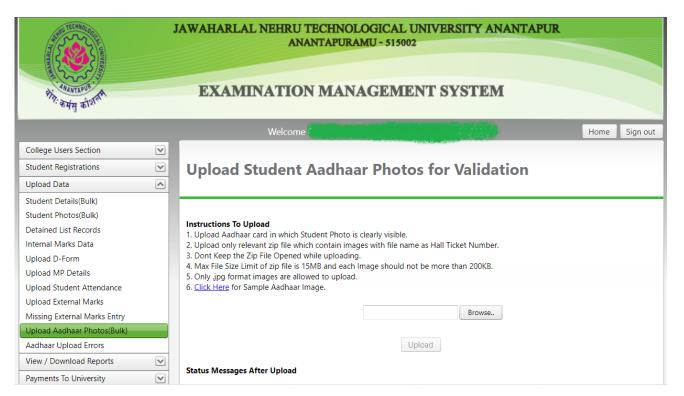
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR Ananthapuramu – 515002

Instructions Manual for Colleges

to Upload Students' Aadhaar Details by the Colleges in EMS

The Examination branch has introduced a New Module to upload the students' Aadhaar details in connection with Digilocker. The following is the procedure to update the Students' Aadhaar details in College EMS portal and the same will be validated by the University Examination branch.

1. In College EMS login, use "Upload Data→Upload Aadhaar Photos" to upload the students' Aadhaar details using '.csv' file. The sample copy of the '.csv' file is also provided. The visible screen is provided below for your reference.



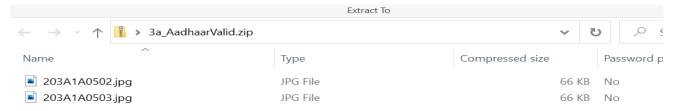
2. While uploading the details, please follow the instructions provided below:

- a. Read the instructions before upload.
 - i. Upload Aadhaar card in which Student Photo is clearly visible.
 - ii. Upload only relevant zip file which contain images with file name as Hall Ticket Number.
 - iii. Don't Keep the Zip File Opened while uploading.

- iv. Max File Size Limit of zip file is 15MB and each Image should not be more than 200KB.
- v. Only .jpg format images are allowed to upload.
- vi. Click Here for Sample Aadhaar Image.



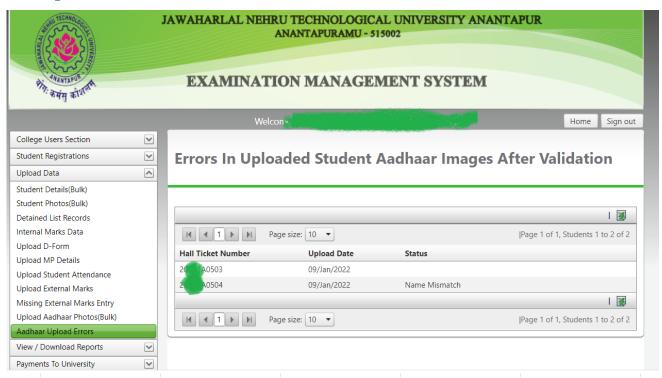
- b. Click on Browse button to upload.
- c. Sample Zip file is as shown below:



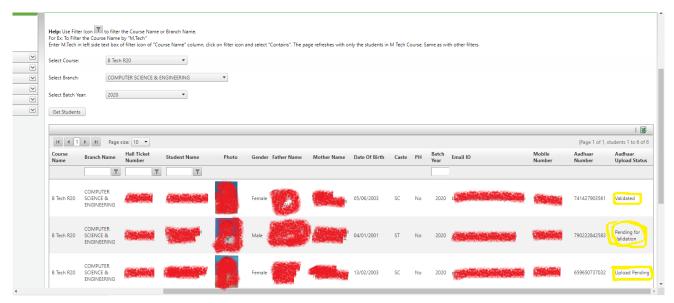
3. After uploading the zip file, the status of the uploaded files in College EMS will be visible as shown below:



- 4. The students' Aadhaar details uploaded by the College in EMS will be validated by the University Examination Branch.
- 5. If any errors identified during the validation of students' Adhaar details at university EMS will be displayed in College EMS in the tab: "Upload Data-Aadhaar Upload Errors". The screen visible in the College EMS is provided below.



6. The errors after validation by the University will also be available in the tab: "College User Section→View Students in College". The screen is provided below for reference. The Aadhaar upload status is highlighted in Yellow Colour.



7. Based on the status in <u>Aadhaar Upload Errors</u> tab, the colleges have to upload the Aadhaar details for the students listed in the <u>Aadhaar Upload Errors</u> and the same will be validated by the University Examination branch.