

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.**

The screenshot shows the 'EXAMINATION MANAGEMENT SYSTEM' interface. The header includes the university logo and name. The main content area is titled 'Upload Student Aadhaar Photos for Validation'. It contains a sidebar menu on the left with 'Upload Aadhaar Photos(Bulk)' highlighted. The main content area has a section 'Instructions To Upload' with the following steps:

1. Upload Aadhaar card in which Student Photo is clearly visible.
2. Upload only relevant zip file which contain images with file name as Hall Ticket Number.
3. Dont Keep the Zip File Opened while uploading.
4. Max File Size Limit of zip file is 15MB and each Image should not be more than 200KB.
5. Only .jpg format images are allowed to upload.
6. [Click Here](#) for Sample Aadhaar Image.

Below the instructions, there is a file upload field with a 'Browse...' button and an 'Upload' button. At the bottom, there is a section for 'Status Messages After Upload'.

- 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:

Name	Type	Compressed size	Password p
203A1A0502.jpg	JPG File	66 KB	No
203A1A0503.jpg	JPG File	66 KB	No

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

Welcome Home Sign out

Upload Student Aadhaar Photos for Validation

Student Photos Upload Process Complete. Please see the Status.

Instructions To Upload

1. Upload Aadhaar card in which Student Photo is clearly visible.
2. Upload only relevant zip file which contain images with file name as Hall Ticket Number.
3. Dont Keep the Zip File Opened while uploading.
4. Max File Size Limit of zip file is 15MB and each Image should not be more than 200KB.
5. Only .jpg format images are allowed to upload.
6. [Click Here](#) for Sample Aadhaar Image.

Status Messages After Upload

Hall Ticket Number	Message
203A1A0503.jpg	Upload Success & Pending for Validation.
203A1A0502.jpg	Upload Success & Pending for Validation.

- The students' Aadhaar details uploaded by the College in EMS will be validated by the University Examination Branch.
- If any errors identified during the validation of students' Aadhaar 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.

The screenshot shows the EMS interface for Jawaharlal Nehru Technological University Anantapur. The main heading is "EXAMINATION MANAGEMENT SYSTEM". The user is logged in as "Welcom [redacted]". The left sidebar contains a menu with "Aadhaar Upload Errors" highlighted. The main content area displays a table of errors:

Hall Ticket Number	Upload Date	Status
2020A0503	09/Jan/2022	
2020A0504	09/Jan/2022	Name Mismatch

- 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.

The screenshot shows the "View Students in College" interface. The filters are set to: Course: B Tech R20, Branch: COMPUTER SCIENCE & ENGINEERING, Batch Year: 2020. The table below shows student details with Aadhaar upload status highlighted in yellow:

Course Name	Branch Name	Hall Ticket Number	Student Name	Photo	Gender	Father Name	Mother Name	Date Of Birth	Caste	PH	Batch Year	Email ID	Mobile Number	Aadhaar Number	Aadhaar Upload Status
B Tech R20	COMPUTER SCIENCE & ENGINEERING	[redacted]	[redacted]	[redacted]	Female	[redacted]	[redacted]	05/06/2003	SC	No	2020	[redacted]	[redacted]	741427903561	Validated
B Tech R20	COMPUTER SCIENCE & ENGINEERING	[redacted]	[redacted]	[redacted]	Male	[redacted]	[redacted]	04/01/2001	ST	No	2020	[redacted]	[redacted]	790222842583	Pending for validation
B Tech R20	COMPUTER SCIENCE & ENGINEERING	[redacted]	[redacted]	[redacted]	Female	[redacted]	[redacted]	13/02/2003	SC	No	2020	[redacted]	[redacted]	659650737032	Upload Pending

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