FREQUENTLY ASKED QUESTIONS

Student Services & Academic Records

Noida Institute of Engineering and Technology —An Autonomous Institution

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Q1. How to get Migration Certificate from Dr. A P J Abdul Kalam Technical University, Lucknow?

for Autonomous Batch

- ✓ First receive "No Objection Certificate" from the Institute
- ✓ Visit AKTU, Lucknow along with NOC to obtain Migration Certificate

for AKTU Batch

Go to https://aktu.ac.in and follow the steps below:

Step 1: Click on "Student Section"

Step 2: Click on "More"

Step 3: Click on "Student Services (Web)"

Step 4: Click on "Generate Token" and complete the process as per guidelines

Step 5: Fill the form, pay the fee, and get the Tracking ID to track your application status.

Average time for receiving the Migration Certificate at your mailing address is 15 days. If not received, contact the Student Cell (Registrar's Office) for assistance.

Q2. How to get Provisional Degree Certificate (PDC)?

for Autonomous Batch

- ✓ PDC can be obtained from NIET, Plot No. 19, Block A, Examination Cell, 3rd Floor

for AKTU Batch

"Provisional Degree Certificate" is made available at https://aktu.ac.in for a limited time window:

- • After declaration of result & award of division.
- • It remains on the site until the Degree Convocation.

Step 1: Go to https://aktu.ac.in

Step 2: Click on "Student Section"

Step 3: Click on "More"

Step 4: Click on "PDC (Provisional Degree Certificate)"

Step 5: Complete the process as per guidelines, take a printout, and visit the Student Cell for the Director's counter signature on any working day during working hours.

For any assistance, contact the Student's Cell at the Institute.

Q3. How to get Course Completion Certificate?

To obtain a "Course Completion Certificate", both the following conditions must be fulfilled:

- Condition 1: The candidate must have passed the course with division awarded.
- Condition 2: It can be issued by the Institute only if the Provisional Degree or Original Degree Certificate has NOT been issued by the Institute / University.

Process:

- Submit a written application at the Student's Cell window (Registrar's Office) along with a copy of the final year mark sheet and any photo identity card.
- The Course Completion Certificate will be issued on the same day the application is received.

Q4. How to get Degree Certificate?

for AKTU Batch

- The University dispatches the original "Degree Certificate" directly to the student's mailing address.
- If not received, students may contact the Institute.
- Submit a written application along with a copy of the final year mark sheet at the Registrar's Office.

for Autonomous Batch

- Degree Certificate can be received from the Institute after completion of course and producing "No Dues Certificate" at Counter No. 12 (Student's Cell), NIET, Plot No. 19, KP-II, Greater Noida

Q5. How to get Correction in Result?

for AKTU Batch

Step 1: Submit an application to the Registrar (NIET) to obtain the "Attendance Sheet" from AKTU's Examination Center.

Step 2: Submit the Attendance Sheet along with an application at the Student's Cell (Registrar's Office) for result correction.

Check the result at "One View Result": https://erp.aktu.ac.in/WebPages/OneView/OneView.aspx

If the necessary correction is not done within 15 days, contact the Student Cell (Registrar's Office) on any working day during working hours.

for Autonomous Batch

For any kind of correction in result one must visit Examination Cell, 3rd Floor, Block A, NIET, Plot No. 19, KP-II, Institutional Area, Greater Noida

Q6. How to get Bonafide / Character Certificate for Higher Education?

- Bonafide and Character Certificates can only be obtained from the Institute on any working day during working hours.
- Submit a written application at the Counter No. 02 (Registrar's Office) along with a copy of any photo identity card and recent semester verified result.
- The certificate will be issued on the same day the application is received.

Q7. How to get Holiday Certificate?

- "Holiday Certificate" can only be obtained from the Institute on any working day during working hours.
- Submit a written application at the Student's Cell window (Registrar's Office) along with a copy of any photo identity card.
- It will be issued on the same day the application is received.

Q8. How to get Correction in Name / Father's Name?

- Submit an application along with the 10th Pass Certificate and an Affidavit at the Student Cell (Registrar's Office) in the notified timeframe.
- The student must also submit the original AKTU mark sheet bearing the incorrect name/father's name.
- Contact the Registrar office at +91 95600 42469
- Before visiting the Institute to collect original mark sheets, write a mail at originaldocuments@niet.co.in to confirm availability.

Q9. How and who will get Chatra Kalyan Nidhi (CKN)?

Who can apply:

- A student who loses one parent (mother or father) during study, and the surviving parent has no income, is eligible to apply.
- The affected student must contact the Student Cell (Registrar's Office) within one month of the incident to apply online.

Process to apply:

Step 1: Go through "Chatra Kalyan Nidhi Guidelines" for required documents and procedure.

Step 2: Visit https://aktu.ac.in → Student Section → More → Student Services (Web) → Chatra Kalyan Nidhi

For any assistance, contact the Counter No. 2 (Registrar's Office).

Q10. How to get NBA and NAAC Certificate for Loan or Scholarship Purpose?

NBA (National Board of Accreditation) and NAAC certificates can be downloaded directly from:

- http://niet.co.in

Q11. How to get Backlog Certificate?

- Submit an application along with mark sheets and any photo ID card at the Student's Cell window.
- The Backlog Certificate will be issued on the same day the application is received, on any working day during working hours.

Q12. How to get AKTU's Original Mark Sheet available at the Institute?

Step 1: Download the application form from https://niet.co.in (see "Request for AKTU's Original Mark Sheets and Degree by Post") or use the direct link: https://www.niet.co.in/pdf/Original-Marksheets-and-Degree-by-post.pdf

Step 2: Fill in the application form.

Step 3: Attach a copy of your Aadhaar Card.

Step 4: Make a payment of Rs. 100/- through the Feepal link: https://feepal.org (search for Noida Institute of Engineering and Technology).

Step 5: Send a scanned copy of the application along with Aadhaar to: originaldocuments@niet.co.in

Step 6: Your documents will be dispatched via Indian Speed Post.

Wait for 15 days. If not delivered, write a mail to documents@niet.co.in with a copy to registrar@niet.co.in.

Q13. How to get Refund of Caution Money from Institute?

Step 1: First get the No Dues Certificate from the Institute after completion of the course

Step 2: Visit https://niet.co.in (Avoid usage of iPhone for this purpose only)

Step 3: Go to the "Quick Links" section at the bottom of the website.

Step 4: Click on "Refund of Caution Money".

Step 5: Enter your mobile number and proceed as instructed.

Q14. How to get Medium of Instruction Certificate?

- "Medium of Instruction Certificate" can only be obtained from the Institute on any working day during working hours.
- Submit a written application at the Student's Cell window (Registrar's Office) along with a copy of any photo identity card.
- It will be issued on the same day the application is received.

Q15. How to get Transcript from University / Institute?

for Autonomous Batch

- ✓ Transcript can be received from the Institute after completion of course from Examination Cell, Block - A, NIET, Plot No. 19, KP-II, Greater Noida

for AKTU Batch

Go to https://aktu.ac.in and follow the steps below:

Step 1: Click on "Student Section"

Step 2: Click on "More"

Step 3: Click on "Student Services (Web)"

Step 4: Click on "Generate Token" and complete the process as per guidelines

Step 5: Fill the form, pay the fee, and get the Tracking ID to track your application status.

Average time for receiving the Transcript at your mailing address is 15 days. If not received, contact the Student Cell (Registrar's Office) for assistance.

Q14. Educational Verification

- For any kind of educational verification, kindly mail at: educationalverification.niet@niet.co.in

Note : For any query related to students (except admissions), apart from above, call at Student Cell : +91 95600 42469

NIET, 19 Knowledge Park-II, Greater Noida, Uttar Pradesh – 201306