



National Institute of Fashion Technology, Chennai

NIFT "SARTHAK" Financial Assistance Scheme for the year 2023-24

SARTHAK Timeline, Checklist and Important Instructions

SARTHAK 2023-24 - Timeline:

S. No.	Activity	Timeline
1	Opening of online SARTHAK Applications	01st Feb 2024
2	Last date for submission of SARTHAK application online form	28th Feb 2024
3	Announcement of list of eligible and ineligible students after scrutiny. (Ineligible students to be notified through CMS with justification of non-selection.)	12th March 2024
4	Last date of appeals to Campus SDAC and submission of completed forms from student who were not found eligible in the initial scrutiny (Appeals to be given at the Campus only)	19th March 2024
5	Last date for notifying final list of eligible students at the Campus on the CMS	28 th March 2024
6	Interviews by the Screening Committee	To be completed On or Before 19 th April 2024
7	Approval by the Campus Director	On or Before 23 rd April 2024
8	Last Date of Notifying the final Names of Students to be Awarded scholarship for the academic year by the Campus on CMS.	26 th April 2024

Instructions

1. Application has to be filled completely & no column must be left blank
2. Please ensure all the documents are uploaded
3. Each document should be scanned properly and uploaded
4. Documents in other languages must have an attested translation.

5. Copies of documents uploaded must be duly attested by parent
6. Ensure the signatures of the student & parents wherever applicable
- 7. Applications & all supporting documents should be uploaded in the CMS portal only. No hardcopy submission or Emailing will be entertained.**
- 8. Students are informed to complete the process well before 28.02.2024 and do not wait till the last date to avoid any technical issues. Do not send any mail at the last moment informing login issue and etc**
9. Contact SDACs or Academic Department, if any assistance is needed

List of Documents to be uploaded

1. Income Certificate from Tahsildar / Revenue Authority for 2023-24
2. IT Returns / Form 16 for 3 years (if applicable) (FY 2020-21, 2021-22, 2022-23)
3. Latest Income Affidavit in Rs.10/- stamp paper duly signed by student & parents and notarized
4. Latest pay slip of your parents from the employer (if applicable)
5. Copy of Permanent Resident Proof (Nativity Certificate from the Tahsildar / Revenue Authority)
6. Copy of Aadhaar card
7. Copy of Community Certificate (OBC/SC/ST/PWD) if applicable
8. Bank statements of all the accounts for 12 months (previous 1 year from the date of application)
 - Mother
 - Father
 - Student
 - Siblings
9. Copy of Pan card of student and both parents (if not, submit the affidavit for not having the Pancard of student and both parents in Rs.10/- stamp paper)
10. Copy of passport of student and both parents (if not, submit the affidavit for not having the passport of student and both parents in Rs.10/- stamp paper)
11. Copy of 12th Mark sheet and Transfer Certificate
12. Copy of Property details (Revenue document / khasra) if any
13. Copies of Tuition Fee Receipts paid to NIFT Chennai for the academic year 2022 – 2023.
- 14. All the Original documents (except S No: 06, 09 & 10) should be submitted for verification. Date of verification will be informed later.**