



CIRCULAR

EXIT / DEPOSIT REFUND PROCEDURE

The following Steps are compulsory in order to complete your exit process successfully –

1. **Library Dues:** Students can clear library dues during working days from 11:00 a.m. to 4:00 p.m.. Students with pending return of university library books should return the book to the University library before proceeding to next steps.
2. **Personal Detail Updates:** Check, Confirm and Update all your personal details in MIS – upload your latest photograph in jpeg file (**this photograph will be used in your ALUMNI card**).
MIS Link – <https://svt.vancotech.com>
3. **Feedback Form:** Select specialisation wise feedback link and submit your feedback, As your inputs are valuable to us.

Specialisation	Feedback links
Developmental Counselling	https://svt.vancotech.com/feedback?cc=102&type=AlumniPODC&crn=&year=2019
Early Childhood Care and Education	https://svt.vancotech.com/feedback?cc=102&type=AlumniPOECCE&crn=&year=2019
Food, Nutrition and Dietetics	https://svt.vancotech.com/feedback?cc=102&type=AlumniPOFND&crn=&year=2019
Hospitality and Tourism Management	https://svt.vancotech.com/feedback?cc=102&type=AlumniPOHTM&crn=&year=2019
Interior Design and Resource Management	https://svt.vancotech.com/feedback?cc=102&type=AlumniPOIDRM&crn=&year=2019
Mass Communication and Extension	https://svt.vancotech.com/feedback?cc=102&type=AlumniPOMCE&crn=&year=2019
Textile and Apparel Designing	https://svt.vancotech.com/feedback?cc=102&type=AlumniPOTAD&crn=&year=2019



4. **EXIT form:** Submit an exit form which includes
 - Bank details (**these details are required to facilitate the deposit refund**)
 - Upload a scanned copy of original **First Year** fee receipt(**pdf file**) / affidavit for lost fee receipt (**pdf file**).
 - a. In case you don't have original fee receipt of first year then submit affidavit of lost fee receipt on Rs. 100 stamp paper.
 - b. Rs. 100 will be **deducted from your deposited amount** for lost fee receipt fine.
 Sample Affidavit -
<https://drive.google.com/file/d/1zY8WOD6YeHv3aLAhsjZ-bl7RrahZp9kg/view?usp=sharing>
 Link for an exit form: <https://svt.vancotech.com/exit/>
5. **Leaving Certificate form:** Students are required to fill and submit the form as a final step to receive their Leaving Certificate and other documents.
 Link for Leaving Certificate form <https://forms.gle/Dr2Wx2vf5cZiVFmh9>
6. Students to strictly adhere to the following time slots given for collection of documents

Specialisation	Batch	Date/Day	Time	Room No.
Developmental Counselling	All	4/01/2021, Monday	11:00 am to 1:00pm	106
Early Childhood Care and Education	All	4/01/2021 Monday	2:00 am to 4:00 pm	108
Mass Communication and Extension	All	4/01/2021 Monday	2:00 am to 4:00 pm	110
Hospitality and Tourism Management	All	6/01/2021 Wednesday	11:00 am to 1:00pm	106
Interior Design and Resource Management	All	6/01/2021 Wednesday	2:00 am to 4:00 pm	108
Textile and Apparel Designing	I II	11/01/2021 Monday	11:00 am to 1:00pm	106
	III	11/01/2021 Monday	2:00 am to 4:00 pm	108
Food, Nutrition and Dietetics	I II	14/01/2021 Wednesday	11:00 am to 1:00pm	106(I) 108(II)
	III IV V	14/01/2021 Wednesday	2:00 am to 4:00 pm	109(III) 110(IV) 106(V)



NOTE:

1. Deposited amount will be refunded to your bank account 3 weeks after you receive the hard copy of original documents.
2. Only students can submit the documents and collect the refunds.
3. As per minutes of the 61st Governing body meeting, 3rd March 2020, Agenda item no. 61.3.5 : The duration of 3 years as a timeframe after completion of the degree by the students of Sir Vithaldas Thackersey College of Home Science(Autonomous) can be considered to claim deposit w.e.f. June 2020-21.
4. Students will not be allowed to enter in Institutional premise without a mask and must enter through the central foyer.
5. It is advised to complete filling the feedback forms, uploading photographs and receipts before coming to the college.
6. In case of any technical difficulties please contact support@svt.edu.in through your domain account.

Dr. Jagmeet Madan
Principal

Dr. Armaiti Shukla
IQAC Coordinator

Dr. Rajeshree Shinde
IQAC Co-Coordinator