

# St Xavier's Institute Of Higher Education

## Prospectus

Submit the complete form with the following documents and send to us on the below address for selection

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**CONTACT / POSTAL ADDRESS**

### **SECRETARY GENERAL**

### **St. Xavier's Institute of Higher Education**

**(ST Xavier's Society For Education, Research & Development - Regd.)**

Administrative Office: C-1088/1 , Ward No : 1 , 1st Floor ,Above Suresh Electronics , Near Gurudwara

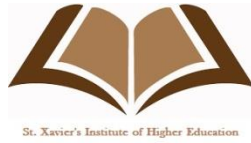
Mehrauli , New Delhi - 110 030

phone: 011 65152233, 9873005424

<https://www.xavierinstitutions.org>

Visit : [www.xavierinstitutions.wordpress.com](http://www.xavierinstitutions.wordpress.com)

Email: [xavier.institutions@gmail.com](mailto:xavier.institutions@gmail.com)



## Check Sheet

Enrolment No. : \_\_\_\_\_ (To be filled by office)

Course Enrolled for : \_\_\_\_\_ (To be filled by office)

Duration of Course : \_\_\_\_\_ (To be filled by office)

### Course Fee Details

Amount paid Rs. \_\_\_\_\_ In Words \_\_\_\_\_

DD no. \_\_\_\_\_ Dated \_\_\_\_\_ Drawn Bank Name : \_\_\_\_\_

Net banking / Cash deposit ( Bank Name ) \_\_\_\_\_ Dated \_\_\_\_\_

Applicant Name (BLOCK LETTER) : \_\_\_\_\_

Father's / Spouse's Name : \_\_\_\_\_

Mobile No : \_\_\_\_\_ Landline with STD Code : \_\_\_\_\_

Complete Address (CAPITAL LETTER): H.No: \_\_\_\_\_ Street : \_\_\_\_\_

District : \_\_\_\_\_ State: \_\_\_\_\_ Pin Code : \_\_\_\_\_

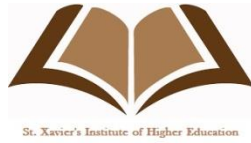
Photo ID proof and Residence Proof ( Address should be the same as mention in the documents)

**(Any Two) ,(Attach only self attested copy), Please Tick**

- |                                                                                                                                              |                                                           |                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Aadhar Card                                                                                                         | <input type="checkbox"/> Pan Card                         | <input type="checkbox"/> Valid Indian Passport |
| <input type="checkbox"/> Election Card                                                                                                       | <input type="checkbox"/> Driving License                  | LIC <input type="checkbox"/> LIC               |
| <input type="checkbox"/> Government ID card                                                                                                  | <input type="checkbox"/> Bank Passbook                    | Gas <input type="checkbox"/> Connection        |
| <input type="checkbox"/> Electricity Bill (Latest)                                                                                           | <input type="checkbox"/> Telephone / Postpaid Mobile Bill |                                                |
| <input type="checkbox"/> Any Government Document ( Mention ) _____                                                                           |                                                           |                                                |
| <input type="checkbox"/> Notarized registered rent agreement with latest electricity bill issued to landlord                                 |                                                           |                                                |
| <input type="checkbox"/> 4 Nos. Passport Size Photo Extra with Name at back side                                                             |                                                           |                                                |
| <input type="checkbox"/> Self Address Envelope (A-4 or A3 Size) With Complete Address, Mobile No. / Pin Code to dispatch the your documents. |                                                           |                                                |

### Instruction :

1. Please Check the List as given above.
2. Residence address should be matched with the above residence proof.
3. Name should be matched with the above Photo ID proof.
4. Paste your decent passport photograph with front face in all Forms.
5. Send all the documents thru SPEED OR REGISTERED POST only on the below address.
6. We don't take responsibility of the documents send by COURIER or any another mode.)
7. Must check status of your application on whatsapp 9873005424
8. All queries must be sent thru email : [humanrightscouncil.org@gmail.com](mailto:humanrightscouncil.org@gmail.com)



## INTRODUCTION

A word about us....

**St. Xavier's Institute of Higher Education** has been set up by the **ST Xavier's Society For Education, Research & Development**, which is a Registered under the society registration act (xxi) of 1860 ,promoted by Likeminded professionals from the Industry.

### **Other Institutes and committees formed by the society**

- St. Xavier's Institute for Higher Education
- St. Xavier's Academy ( Rural Area) To Educate ,Nutrition, Medical For Poor Children
- St. Xavier's Institute of fashion Technology
- All India Committee for Higher Education
- St. Xavier's Institute of Mass Communication
- Mother's Choice - Play Schools & Day Care
- St. Xavier's Rural Development and Research Centre
- St. Xavier's Social & Human Development Centre

Our objective is to train professionals with a comprehensive range of cognitive and intellectual. **ST Xavier's Society For Education, Research & Development** is fully committed to uplift the under privilege society to give them a right direction for their career in the world with very nominal fees structure.

We are inspired by Our Father of Nation Mahatma Gandhi "Education is a very important part of any developing country and bring down the poverty"

**We are fully supporting the "National Movement of Right to Education"**

**ST Xavier's Society For Education, Research & Development** is fully supported by the trained and matured faculty, professionally qualified and well known in their field of specializations time to time. The Education is imparted to compact groups of students liberally utilizing the developed educational technology, resources and the modules.

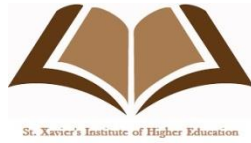
**St. Xavier's Institute of Higher Education** awards its own Post Graduate, graduate, Diplomas, membership, fellowship and certificates for courses, which are not affiliated to any certified body of Central or State governments, but will be given preference by the employers.

Down load Admission from : <https://www.xavierinstitutions.org/prospectus.php>

Accepted the Terms and Conditions

*Signature Candidate*

Name : \_\_\_\_\_ Date : \_\_\_\_\_ Place : \_\_\_\_\_



### **The Basic Approach**

The basic approach of the **St. Xavier's Institute of Higher Education** for imparting training in the professional's courses is that of inculcating skill and competency in the student to be of service and help to the community and provide a finish to be a good and useful citizen of the country.

**St. Xavier's institute of higher education** provides training and distance learning vocational courses.

### **Course as follows:**

#### **Management Courses**

- Business Administration ~ Sales Management ~ International Business Management ~ Marketing Management
- Finance Management ~ Excise & Customs ~ Sales tax ~ Income tax ~ Taxation
- Human Resources Management ~ Personal Management
- Insurance Management

#### **Law / Operations / BPO Courses**

- Corporate Law ~ Cyber Law
- BPO Operations ~ Operation Management ~ Customer Services

#### **Industrial Courses**

- Maintenance Management ~ Quality Management ~ Production Management
- Supply Chain Management ~ Stores Management ~ Exports Management ~ Import Management ~ Materials Management ~ Facility Management ~ Industrial Relation ~ Security Operation ~ Fire & Fighting Management ~ Utility Management

#### **Hospital / Health Courses**

- Hospital Management ~ Health & Nutrition management ~ Hospital Administration ~ Patient Care Management ~ Billing & Account Management

#### **Fashion / Retails Courses**

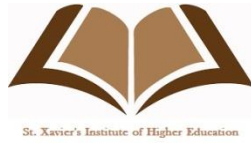
- Fashion Technology ~ Merchandising Management ~ Retail Management

#### **Hotel Management Courses**

- Hotel Management ~ Guest Relation ~ F&B Management

#### **Office Management Courses**

- Office Management ~ Front Office Management ~ Guest Relations



**Education / School Courses**

- Education ~ School Administration ~ Counseling

**Journalism / Mass Media Courses**

- Public Relation ~ Journalism & Reporting ~ Public Speaking ~ Corporate communication

**Social Work / Community Courses**

- Social Work ~ Human Rights ~ Corporate Social Responsibility Management
- NGO Management ~ Fund Raising Management

**Career Counseling / Guidance only**

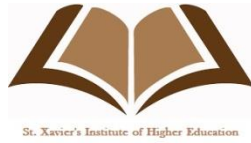
- Basic Preparatory Courses for failed students from 8<sup>th</sup> to 12<sup>th</sup> under open school and IGNOU
- LLB - 3 / 5 Years , LLM , LLD ,PHD
- Degrees From Various University (Technical / Medical / Management etc.)

**Accepted the Terms and Conditions**

*Signature Candidate*

Name : \_\_\_\_\_ Date : \_\_\_\_\_ Place : \_\_\_\_\_

**St. Xavier's Institute of Higher Education**



### **How to Apply**

Candidate seeking admission may simply get an admission Forms

Call : 9873005424 or download from below link

Down load Admission from : <https://www.xavierinstitutions.org/prospectus.php>

### **Query Admission/Counseling**

Call 9873005424 or 9873087903

### **Admission**

The admission shall be provided on the first come first serve basis, the candidate to meet admission office with full testimonial for preliminary interview.

**RIGHTS OF ADMISSION ARE RESERVED WITH THE INSTITUTION**

### **Change/Closure of Courses**

Once a student takes admission in a particular course, she/he will not be allowed to change the course under any circumstances, or He / She may do the second course simultaneously.

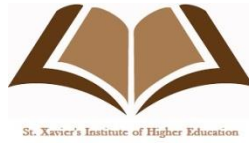
The executive committee of the institution can use its discretion for discontinuing the particular course if the number of students in that course does not exceed 15.

The student affected will be given option to change to another course or withdraw

### **Accepted the Terms and Conditions**

*Signature Candidate*

Name : \_\_\_\_\_ Date : \_\_\_\_\_ Place : \_\_\_\_\_



### **Examinations and Test**

The courses duration starts as follow

- January to December
- April to March
- August to July

### **Exemption of written examination/Courses**

*Exemption of written examination or assignment will be given to all those candidates having vast experience from the Industry in required field/ Course and seeking for associate membership / fellow membership with our society / Institutions after paying the requisite admission fees etc. in time.*

*The executive committee of the institution can use its discretion for the exemption granted or not for the Membership/written examination/assignment/Honors and committee decision will be final.*

*The candidate is required to fill the application for the same (attached)*

### **Attendance (For Regular Courses only)**

The student to be very punctual to the class and must maintain at least 75% attendance at any cost to appear for the examination or the executive committee decision will be final to allow or not allow the student to attend the examinations.

### **Results**

Results will be declare within 6 weeks from the date of finishing the examination

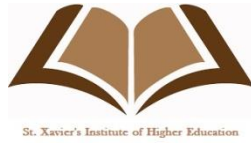
### **Provisional Diplomas and Certificates**

Provisional Diplomas and Certificates will be issued to the successful student within a month after declaration of the results.

Accepted the Terms and Conditions

*Signature Candidate*

Name : \_\_\_\_\_ Date : \_\_\_\_\_ Place : \_\_\_\_\_



**Employment Assistance**

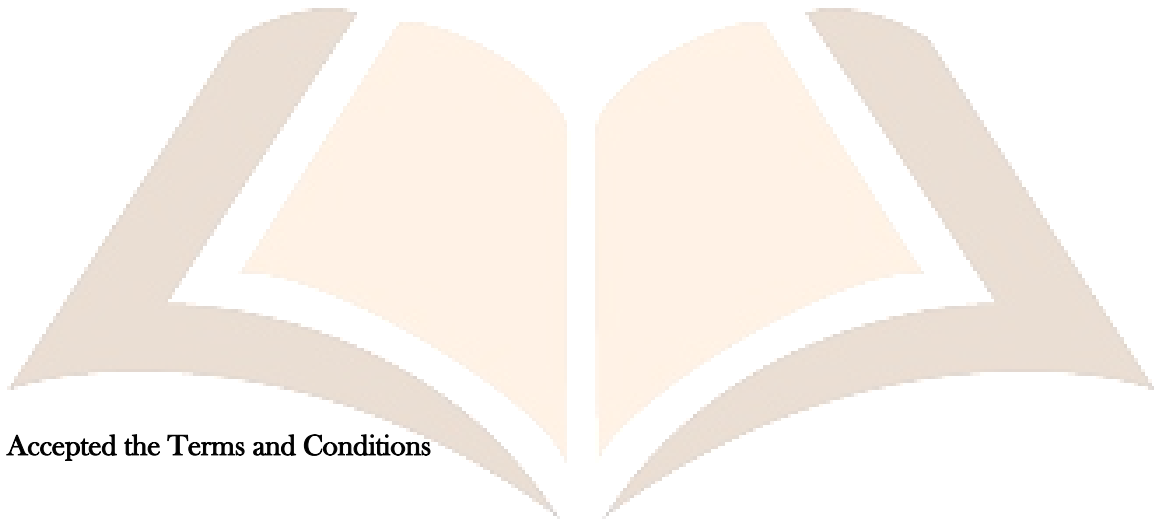
The institution is only providing help to get proper employments thru different media, conferences and jobs fair with reputed business houses in Delhi and NCR.

**Discipline**

The student is advised to maintain full dignity to the institution and maintain regular attendance in class and respect the teachers.

**Meetings with parents and students**

Meetings with the parents can be arranges if required thru prior appointment.



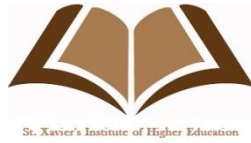
**Accepted the Terms and Conditions**

*Signature Candidate*

Name : \_\_\_\_\_ Date : \_\_\_\_\_ Place : \_\_\_\_\_

St. Xavier's Institute of Higher Education





### **Leave and absence**

A proper attendance to be maintained in the class, any kind of leave to be granted after getting the proper application for the parents or guardians

### **Fees structures/ Examinations Fees**

All fees to be paid Cash or DD/Pay order in favor of the **St Xavier Institute, Payable in New Delhi.**

### **Age**

No Bar

### **Refund**

No refund will be made whether student joins the course or not after securing admission

### **Identity Card**

Identity card will be provided by the institution to all candidates whether they are regular or **correspondence**, the students are required to wear and display their ID card all the time in class or visiting the office or any event organized by **ST Xavier's Society For Education, Research & Development**

### **Awards And prizes**

All Award and prizes will be given to student at the end of the every semester.

### **Extra curricular Activities**

All students are requested to take part in all institution activities it may be social or any gathering etc.

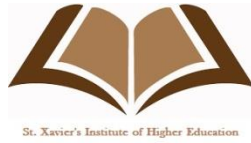
### **Jurisdictions**

**All disputes subject to Delhi Jurisdictions only**

Accepted the Terms and Conditions

*Signature Candidate*

Name : \_\_\_\_\_ Date : \_\_\_\_\_ Place : \_\_\_\_\_



St. Xavier's Institute of Higher Education

Courses	Eligibility - Minimum	Durations
Post Graduate Diploma	Graduate from any stream	1 or 2 years
Graduate Diploma	10+2 from any board	1 or 2 years
Diploma	10th of 10+2 systems from any board	6 Months

**Fees Structures:**

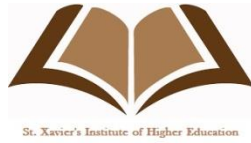
Courses	Fees (Male) Per Year	Fees (Female) Per Year
Diploma (Except fashion)	Rs.10000/-	Rs 5000/-
Graduate Diploma(except fashion)	Rs.15000/-	Rs.8000/-
Post Graduate Diploma(except fashion)	Rs.24000/-	Rs.12000/-

I understood and Accepted the Terms and Conditions of St. Xavier's Institute of Higher Education and abide with them

Accepted the Terms and Conditions

*Signature Candidate*

Name : \_\_\_\_\_ Date : \_\_\_\_\_ Place : \_\_\_\_\_



St. Xavier's Institute of Higher Education

Photo  
Self attested

**Admission Form**

(Academic Year \_\_\_\_\_)

Admission sought for : Post Graduate Diploma \_\_\_\_\_  
(Must mark tick) Graduate Diploma \_\_\_\_\_  
Diploma \_\_\_\_\_

Opted For : Written Examination \_\_\_\_\_  
(Must mark tick) Assignment basis Exam \_\_\_\_\_

Stream sought for : \_\_\_\_\_  
(Must Write like finance, sales etc.)

Name of Candidate : \_\_\_\_\_  
Fathers' Name : \_\_\_\_\_  
Date of Birth : \_\_\_\_\_  
Address : \_\_\_\_\_

**Academic Qualification ( attached all the documents duly attested by notary)**

Institute Name	Examination passed	%

**Professional Qualification**

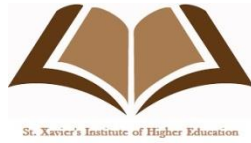
Institute Name	Examination passed	%

Res. Phone : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
Email ID : \_\_\_\_\_

Accepted the Terms and Conditions

***Signature Candidate***

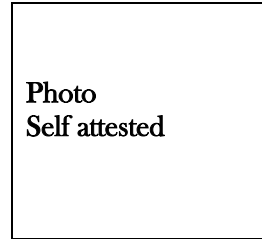
Name : \_\_\_\_\_ Date : \_\_\_\_\_ Place : \_\_\_\_\_



St. Xavier's Institute of Higher Education

**Certificate of Membership/Identification**

(Academic Year \_\_\_\_\_)



**Photo  
Self attested**

Admission sought for : Post Graduate Diploma \_\_\_\_\_  
(Must mark tick) Graduate Diploma \_\_\_\_\_  
Diploma \_\_\_\_\_

Opted For : Written Examination \_\_\_\_\_  
(Must mark tick) Assignment basis Exam \_\_\_\_\_

Stream sought for : \_\_\_\_\_  
(Must Write like finance, sales etc.)

Name of Candidate : \_\_\_\_\_  
Fathers' Name : \_\_\_\_\_  
Date of Birth : \_\_\_\_\_  
Address : \_\_\_\_\_  
Res. Phone : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
Email ID : \_\_\_\_\_

**Office use only**

This is to certify that you have been enrolled for an associate membership with for the courses as given above with our institutions on the basis of testimonial submitted to the institute.

Remarks \_\_\_\_\_  
\_\_\_\_\_

President

General Secretary

Director

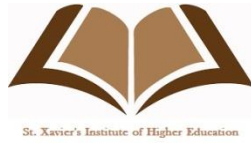


Photo  
Self attested

**Examination Form**

(Academic Year \_\_\_\_\_)

Admission sought for : Post Graduate Diploma \_\_\_\_\_  
(Must mark tick) Graduate Diploma \_\_\_\_\_  
Diploma \_\_\_\_\_

Opted For : Written Examination \_\_\_\_\_  
(Must mark tick) Assignment basis Exam \_\_\_\_\_

Stream sought for : \_\_\_\_\_  
(Must Write like finance, sales etc.)

Name of Candidate : \_\_\_\_\_

Fathers' Name : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Address : \_\_\_\_\_

Res. Phone : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

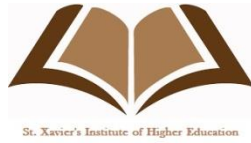
Email ID : \_\_\_\_\_

St. Xavier's Institute of Higher Education

Accepted the Terms and Conditions

*Signature Candidate*

Name : \_\_\_\_\_ Date : \_\_\_\_\_ Place : \_\_\_\_\_



St. Xavier's Institute of Higher Education



Photo  
Self attested

**Application for the exemption of written examination/assignments**

To,  
**Examination Controller**  
St. Xavier's Institute of Higher Education

**Sub: Application for the exemption of written examination/assignments**

**Dear Sir/Madam**

I have vast experience on basis of, I would like to apply and request you to grant me an exemption from the written examination/ assignment for the same courses as my brief is given below:

Name : \_\_\_\_\_  
Current Company : \_\_\_\_\_  
Current Designation : \_\_\_\_\_  
Total Experience : \_\_\_\_\_  
Age : \_\_\_\_\_  
Current Functional area : \_\_\_\_\_  
Course applied for : \_\_\_\_\_

**I will assure you to keep my self update with all new updates and exposures.**

**Office use only**

Exemption Granted for: Written examination \_\_\_\_\_ assignments \_\_\_\_\_ or  
Both \_\_\_\_\_

Exemption Not Granted  
(Reason) \_\_\_\_\_

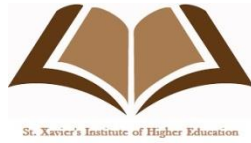
Exemption granted on (Date)

Remarks \_\_\_\_\_  
\_\_\_\_\_

**President**

**General Secretary**

**Director**



Please make sure that All the DD should have complete and proper name as **ST XAVIER INSTITUTE** ,  
**payable in New Delhi** to avoid dishonor by the Bank.

Make NEFT or RTGS instead of making DD

## **ST XAVIER INSTITUTE**

### **INDIAN BANK:**

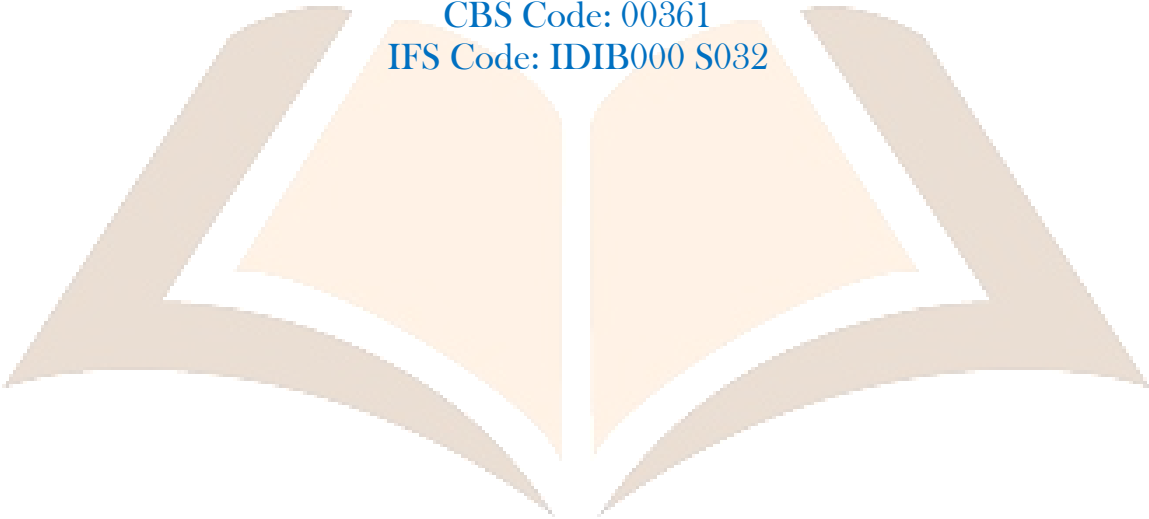
CA A/c No. : 769450751

payable New Delhi

Branch Address: South Extension -I, New Delhi

CBS Code: 00361

IFS Code: IDIB000 S032



St. Xavier's Institute of Higher Education