



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

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: 9873005424 , 9873087903

<https://www.xavierinstitutions.org>

Visit : www.xavierinstitutions.wordpress.com

Email: 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 | <input type="checkbox"/> LIC Policy |
| <input type="checkbox"/> Government ID card | <input type="checkbox"/> Bank Passbook | <input type="checkbox"/> Gas Connection |
| <input type="checkbox"/> Electricity Bill (Latest) | <input type="checkbox"/> Telephone / Postpaid Mobile Bill | |
- Any Government Document (Mention) _____
- Notarized registered rent agreement with latest electricity bill issued to landlord
- 4 Nos. Passport Size Photo Extra with Name at back side
- Self Address Envelope (A-4 or A3 Size) With Complete Address, Mobile No. / Pin Code to dispatch the your documents.
- Attached all the copy of educational certificate along with this application, start from basic education

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



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 Play Schools and 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** 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 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 ~ GST
- Human Resources Management ~ Personal Management ~ Compliance
- Insurance Management
- Digital Marketing
- Event 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 ~ Yoga Teaching

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 8th to 12th 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 : _____



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

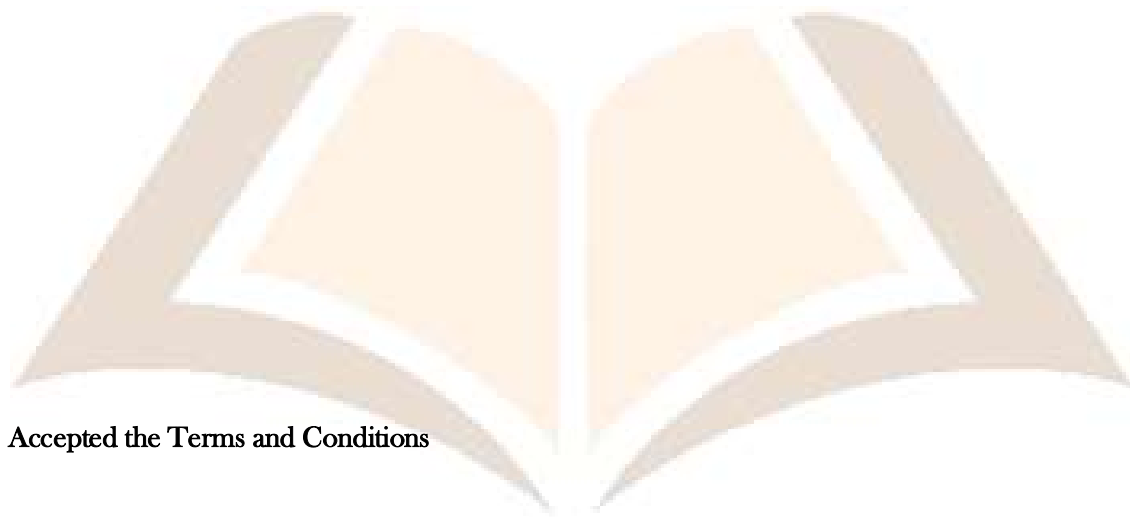
The institution is only providing help to get proper employments thru different media, conferences and jobs fair with reputed business houses in Delhi and NCR.

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 : _____



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 - (Regd.)**

Awards And prizes

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

Extracurricular 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

Admission Form

(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 : _____

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 : _____



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



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 : _____



Application for the exemption of written examination/assignments

**Photo
Self attested**

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'S 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



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