



XAVIER UNIVERSITY

PATNA

Digha-Aashiyana Road, Digha Ghat,
Patna- 800011, Bihar, India

Estd. 2025

Mob.: 7033873373, 9691919173, 8877617734 E-mail: info@xup.ac.in Website: www.xup.ac.in

NOTICE

DOCUMENT VERIFICATION AND COUNSELLING OF PART-I

[Those who have taken admission]

(SESSION: 2026-2030)

Part-I students (session 2026-2030) are hereby informed that they will have to come along with their parents to the University Campus for submission of their original documents, collecting university uniforms, submission of undertakings and for counselling session.

Sl. No.	Stream	Board	Date
1.	BBA / BMS	ALL	29th June 2026
2.	BCA / B.Sc.	ALL	30th June 2026
3.	B.Com / BA	ALL	1st July 2026

Please make sure to bring the following original documents for submission.

Note: Documents needed to be arranged in the same order as given below.

1. Copy of the Application form for Admission to Xavier University, Patna
2. 10th mark-sheet
3. 12th mark-sheet or equivalent
4. 12th migration certificate
5. 12th School/ College leaving certificate
6. 12th Character Certificate
7. Letter from Parish Priest/ Pastor (For those who belong to Christian Community)
8. Caste Certificate (For SC/ST students)
9. Aadhaar Card (Photocopy)
10. Academic Bank of Credits ID (ABC Account/ APAAR ID) After logging in to Digilocker.
11. Anti-Ragging undertaking to be filled and submitted Online by the Candidate on the following link; (Keep the screen shot of the submission as proof to be shown to the official) https://antiragging.in/affidavit_university_form.php
12. Photographs (2 identical passport size)

Note: Kindly bring two sets of photocopies of the above documents No. 2 to 10 arranged in the same order as given above.

Kindly keep at home enough copies of all the original certificates to be submitted to the University as the University will return the original 10th and 12th mark-sheets only after completion of the first semester. Also, please note that the original 12th migration certificate, SLC/ TC and Character certificate will not be returned. *The university will accept only original certificates. Scanned colour copies of documents will be rejected.*

Following amount (in cash only) has to be brought at the time of document verification.

1. Rs. 2800/- for two sets of uniform material and a stitched blazer along with University T-shirt.
2. Rs. 1200/- for ERP and SMS service for daily attendance for three/ four years
3. Rs. 200/- for Alumni Association Fund
4. Rs. 100/- for Parent-Professor Meet and Sadbhawana Samagam
5. Rs. 1000/- for two wheeler and Rs. 4000/- for four wheeler parking fee for one year (if required)

Parent/ guardian must accompany their wards.

Due to any valid reason, those who are unable to come on the given date, please inform the University office through e-mail at info@xup.ac.in Kindly do not make phone calls.

Students are instructed to gather in De Nobili Hall (Room No. 95) when they reach the University.

Classes for Part-I (Session 2026-2030) will start from 13th July 2026 at 9.00 am.

Note: Undertaking forms are attached herewith. Students are required to make sure to take print outs of all the forms, fill up after carefully reading and bring them during document verification.

They are to be arranged according to their page numbers.

Fr Dr Martin Poras, S.J.
Vice Chancellor





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DECLARATION & UNDERTAKING BY STUDENT (2026- 2030)

I, _____, Son/Daughter/Ward of _____,
a student enrolled in the _____ Department, under the School of _____, at
Xavier University, Patna, and a permanent resident of _____ with Contact No _____,
do solemnly declare and undertake the following on this ____ day of ____ (month) ____ (year).

1. I affirm that all the information provided by me in the application form is complete, correct and true to the best of my knowledge and belief.
2. I undertake to produce original documents for verification as and when demanded by the competent authorities of the University.
3. I agree to fully abide by all the rules, regulations and policies of Xavier University, Patna, including those pertaining to admission, attendance, discipline, academic integrity and the Student Code of Conduct, as currently in force or as may be amended from time to time. I understand that non-compliance may result in disciplinary action as deemed appropriate by the University.
4. I understand that a minimum of **75% attendance** in classes is mandatory and I hereby commit to fulfilling this requirement. I am assuring that failure to meet this criterion, will result in denial of examination and I will have to repeat the semester. I promise that I will not try to influence the university management through outside, local leaders etc.
5. I pledge not to participate in or promote any form of strike, protest, or activity that disrupts the academic environment or administrative functioning of the University or its hostels.
6. I declare that I shall neither engage in nor tolerate any form of ragging. I willingly agree to submit a separate anti-ragging affidavit in the prescribed format, as per University and UGC guidelines.
7. I accept full personal responsibility for any involvement in unlawful activities, both on and off campus, and understand that I will be subject to legal consequences as per the law of the land. I also recognize that Xavier University, Patna, shall not be held accountable for any such actions on my part.
8. I acknowledge that involvement in any activity in violation of the Narcotic Drugs and Psychotropic Substances Act, 1985 shall lead to immediate expulsion from the University, without exception.
9. I hereby declare that I am not suffering from any serious, contagious illness or any psychological or psychiatric disorder that may interfere with my academic responsibilities or pose a risk to others.
10. I understand that my admission may be cancelled at any stage if it is found that I do not meet the eligibility criteria or if any information provided by me is found to be false or misleading.
11. I undertake to promptly inform the University of any changes in the personal or academic information provided in my application or related documents, including changes in address or contact details.
12. I hereby pledge to strictly follow the University's Code of Conduct given in the handbook of Xavier University, Patna and not to engage in any act of indiscipline within or outside the campus.

Place: _____

Date: _____



Signature of the Student: _____



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DECLARATION BY PARENT / GUARDIAN

I, Mr./Mrs./Ms. _____, (Mother/ Father/ Guardian of the above-named student), hereby fully endorse the above declaration/undertaking made by my ward. I shall make every effort to ensure that my ward complies with all the rules, regulations and norms laid down by Xavier University, Patna, in both letter and spirit.

I understand and accept that in the event of my ward's involvement in any offence under the Narcotic Drugs and Psychotropic Substances Act, 1985, s/he shall be subject to immediate expulsion from the University, without exception.

Place: _____

Date: _____ Signature of the Parent/Guardian: _____

WITNESSES:

1. Name: _____

Address: _____

Signature: _____

2. Name: _____

Address: _____

Signature: _____





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ERP & SMS SERVICE, PARENT-PROFESSOR MEET & ALUMNI ASSOCIATION MEMBERSHIP

I, _____, Son/Daughter/ of _____,
a student enrolled in the _____ Department, under the School of _____
_____, at Xavier University, Patna, undertake the following:

1. I wish to subscribe to the Daily Attendance ERP & SMS Service by paying Rs. 1200/- (valid for 3 or 4 years). My Parent/ Guardian Mobile No. for SMS is _____. If I do not receive the SMS updates or if the number changes, I will inform the University Office promptly.
2. I will contribute Rs. 100/- towards the expenses of the Parent-Professor Meeting and the Sadbhawana Samagam on **10th January 2027** or any other day announced by the University.
3. I wish to become a member of the Xavier University Alumni Association and hereby submit a one-time membership fee of Rs. 200/-.

ERP & SMS Service	1200/-
PPM	100/-
Alumni Fund	200/-
TOTAL	1500/-

Place: _____ Signature of the Student: _____

Date: _____ Signature of the Parent/Guardian: _____





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ANTI-RAGGING UNDERTAKING BY STUDENT

I _____, Son/Daughter/Ward of _____, student enrolled in the _____ Department, under the School of _____, at Xavier University, Patna, and a permanent resident of _____ with contact No. _____, am aware of and am in agreement with the Undertaking signed this day as required by Xavier University, Regulation for Prevention and Control of Ragging (Revised) 2019 made in pursuance of the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions.

In this regard I hereby swear and undertake that:

- I solemnly pledge not to engage in any form of ragging, whether actively participating, supporting, or encouraging it. I will not indulge in any violent behaviour or any activity that could be perceived as ragging.
- I commit to reporting any instances of ragging that I witness or become aware of to the appropriate authorities within Xavier University Patna. I understand the importance of maintaining a safe and respectful environment for all students.
- I am fully aware of the serious consequences of ragging, including potential disciplinary actions, expulsion from the university, and legal repercussions. I understand that engaging in ragging or failing to report it can have severe implications for my academic and personal life.
- I pledge to treat all students with respect and to foster a welcoming and positive environment within Xavier University Patna. I will contribute to creating a campus culture that is free from ragging and where all students can thrive.

My parents or guardians have been informed about this undertaking and are aware of the anti-ragging measures in place at Xavier University Patna.

I understand that the university conducts awareness programs to educate students about the dangers of ragging and the importance of a safe campus.

Student's Full Name: _____

Student's Signature: _____

Date: _____





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ANIT-RAGGING UNDERTAKING BY PARENT/GUARDIAN

**(Under Section 3 (e) of the UGC Regulation for Prevention and Control of Ragging
(Revised) 2019)**

I, _____ Parent/ Guardian of _____
admitted to _____ Programme of Xavier University, Patna, with Application No. _____
_____ am aware of and am in agreement with the Undertaking signed this day by my
ward as required by Xavier University, Regulation for Prevention and Control of Ragging (Revised)
2019 made in pursuance of the UGC Regulation on Curbing the Menace of Ragging in Higher
Educational Institutions 2009 as amended up to date.

I have read and understood the above-referred Regulations as provided in the Student Handbook
given to my ward by the University and have been fully explained to me and to my ward of what
constitutes Ragging and the Punishment thereto in case found guilty as detailed in the annexure
hereto.

In this regard I hereby solemnly swear and undertake that:

- My ward will not indulge in any behaviour or act that may be constituted as Ragging under the above-mentioned Regulations.
- My ward will not directly or indirectly participate in or abet or propagate through any act of commission or omission that may be considered as Ragging under the above-mentioned Regulations.
- I affirm that if my ward is found guilty of Ragging, he/she is liable for punishment according to the above-mentioned Regulations, without prejudice to any other criminal action that may be initiated against him/her under any penal law or any law for the time being in force.
- My ward will not hurt anyone physically or mentally or cause any other harm.
- I will abide by the decision of the Anti-Ragging Committee of the University in respect of my ward in case he/she is found guilty of Ragging.
- I hereby declare that my ward has not been expelled or debarred from any institution in the country on account of being declared guilty of abetting Ragging actively or passively, or being a part of a conspiracy to promote Ragging and further declare that if this declaration is found to be untrue, I am aware that my ward's admission is liable to be cancelled.

Name of the Parent/ Guardian: _____

Signature of the Parent/Guardian: _____

Address: _____

Mobile No.: _____

Date: _____





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Sadbhawana Samagam

(Parents-Professors Meet)

We seek your gracious presence in celebrating the Xavier family get-together, ‘Sadbhawana Samagam and Parents-Professors Meet to be held on **10th January 2027** or any other day announced by the University. We take this opportunity to discuss and exchange views about some pressing contemporary issues concerning our society and nation in general and our students and their families in particular. Your presence will encourage us in our efforts. Kindly put your signature below as mark of your consent to attend the ‘Sadbhawana Samagam’ and Parents-Professors Meet to be held on **10th January 2027** or any other day announced by the University.

I/We affirm that I/We will attend the Sadbhawna Samagam and Parents-Professors Meet to be held on **10th January 2027** or any other day announced by the University.

(Name of the Parent/Guardian)

(Signature of the Parent/Guardian)

(Name of the Student)

_____|_____|_____|_____
(Course) (Semester) (Roll No.)

