



National Council for Promotion of Urdu Language

SCHEME DOCUMENT

Doc. No. : SC-10/B

Issue No. : 04

Issue Date : 5-Mar-2018

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**Title : SCHEME FOR ESTABLISHMENT OF 'ARABIC LANGUAGE STUDY CENTRE'  
TO RUN ONE YEAR CERTIFICATE COURSE IN ARABIC LANGUAGE**

National Council for Promotion of Urdu Language recognizing the importance of classical languages in preserving cultural heritage of the country, has introduced various programmes for promotion and development of Arabic language. Besides extending the financial assistance to the registered NGOs/ Madrasas /Institutions to promote Arabic language the Council has launched 'One Year Certificate Course in Arabic Language' since 2007 for those who have no prior knowledge of Arabic language. This will help students to read and write Arabic and become eligible for admission in 'Two Years Diploma Course in Functional Arabic' run by the Council.

**Eligibility for Accreditation of Arabic Language Study Centre :**

The organization applying for accreditation of Arabic Language Study Centre must fulfill the following conditions:


1. Registered under Society Registration Act and be functional for last three years.
2. Registered with the Government on NITI Aayog NGO Darpan Portal [www.ngodarpan.gov.in](http://www.ngodarpan.gov.in).
3. Actively engaged in educational activities.

**Infrastructure for Arabic Language Study Centre :**

1. Having space for running the courses approximately 37.5 sq mt.
2. An office with allied facilities e.g. light, toilets (separate for girls and boys), drinking water etc.
3. Classroom furniture i.e. a minimum of 25 tables and chairs.
4. Space and furniture for teacher.
5. White board / black board
6. A signboard of 4 x 6 ft. size displaying the NCPUL accreditation of the Arabic Language Study Centre at appropriate place indicating the contents as given below :

**ARABIC LANGUAGE STUDY CENTRE**  
**Sponsored by**  
**NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUGAGE**  
M/o HRD, Deptt. of Higher Education, New Delhi  
**Run by**  
**NAME OF MADRASA / NGO / INSTITUION**

7. For the above facilitation NCPUL will not reimburse any expenditure.

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**Eligibility for Arabic Teacher :**

Arabic as a subject at graduation level or its equivalent from recognised Institutions and sound knowledge of Arabic and Urdu languages.

The teacher(s) will perform the following duties:

1. He/She will take three classes in a week of 60 minutes each.
2. He/She will evaluate the Response Sheets and send the marks obtained by the students to the NCPUL.
3. He/She will maintain the attendance register and produce it before the inspecting official of the NCPUL whenever required.
4. He/She will be responsible for keeping the records of students and their response sheets etc.

**Course Structure :**

1. The course will start from 1<sup>st</sup> April of each year. Duration of this course is one year. Last date of Registration in the course is 28<sup>th</sup> February.
2. The course is aimed at developing the reading and writing skill in Arabic in the modern idiom.
3. The course has been divided in four units.
4. The book alongwith four units divided in two parts will be sent to study centre.
5. All the four units are progressively integrated.
6. Assessment shall be made through comprehensive units.
7. A final written exam will be held at the end of the session.
8. Certificate will be awarded only to those students who complete the four units successfully and pass the final written examination.

**Fee Structure :**

The centre will be required to pay @ Rs. 200/- per student. In case of direct individual learner the course fee is Rs. 500/-.

**Eligibility for Admission :**

1. Students who can read and write Urdu language can take admission in this course.
2. There is no age limit for this course.
3. Student's educational qualification should be 10<sup>th</sup> or equivalent (desirable).

**Extent of Financial Assistance :**

1. Honorarium to part-time Arabic teacher @ Rs. 4000/- p.m.; one teacher for 25-75 students, 2 teachers for above 75 students. Maximum limit for registration of students will be 100.
2. For chartered accountant's fee, stationary, postal and handling charges, electricity, phone, water etc. @ Rs.700/- p.m.



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The applicant organization/Society/NGO would have to run the course according to the NCPUL fixed schedule. In case of any deviation from these instructions, the NCPUL shall cancel the accreditation of the centre. The Centre will be fully responsible for all legal liabilities which may arise and flow from the registration of students with the centre.

**NOTE:** Financial assistance under the scheme shall be for one year only and is not a recurring grant. Financial assistance for the subsequent year may be considered subject to satisfactory functioning of the Arabic Study Centre and available budgetary allocation. Further, the financial support may be curtailed according to the allocations of fund in a particular financial year without prior information to Arabic Study Centre. No financial liability will be carried over to the next financial year.

**APPLICATION FORM FOR ESTABLISHMENT OF 'ARABIC LANGUAGE STUDY CENTRE' TO RUN ONE YEAR CERTIFICATE COURSE IN ARABIC LANGUAGE**

**The Director**

National Council for Promotion of Urdu Language  
Farogh-e-Urdu Bhawan  
FC-33/9, Institutional Area  
Jasola, New Delhi-110 025

Sir,

I submit herewith an application for establishment of a **One Year Certificate Course in Arabic Language** under the scheme of **'Financial Assistance for Promotional Activities Related to Arabic/Persian Languages'** for **Teaching of Arabic**. Details are as follow:

**Details of NGO/Madrasa /Society:**

1. Name of NGO/Madrasa/Society with complete address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Name of Chief Executive/ Functionary with Tel. No./Mob./Fax/Email \_\_\_\_\_  
\_\_\_\_\_
3. (a) Registration Number with Date/Year and Act in which registered (enclose a copy of Registration Certificate also) \_\_\_\_\_  
\_\_\_\_\_  
(b) Unique ID No. of NGO as generated in [www.ngodarpan.gov.in](http://www.ngodarpan.gov.in) (enclose a copy of Unique ID Number) \_\_\_\_\_  
\_\_\_\_\_  
(c) Bank Account No. indicating Name of the Bank, Branch Code No. and MICR Code of the branch \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Language(s) being taught in the Institution/Madrasa \_\_\_\_\_  
\_\_\_\_\_
5. Level of Teaching being imparted in the Institution/Madrasa \_\_\_\_\_  
\_\_\_\_\_
6. What are the total facilities available for holding the classes?
  - (i) Premises of Institution / Madrasa in Sq. mt. ....
  - (ii) No. of Classroom with Black /White Board .....
  - (iii) No. of Tables & Chairs .....
  - (iv) Facilities Available (Pl. Tick).

(a) Electricity	Yes / No
(b) Fan	Yes / No
(c) Toilet	Yes / No

(d) Water Yes / No

7. Number of engaged teachers in your Institution/Madrasa \_\_\_\_\_

8. Details of assistance received during the last 3 years from the NCPUL/Central/State/Other authorities.

S. No.	Year of Grant Received	Purpose	Name of the Sanctioning Authority
1			
2			
3			

9. Whether the NGO / Madrasa / Society is running any other course of any institution/University on distance mode. If yes, please give the detail. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. If not, how would you run our distance programme. please justify.(May enclose separate sheet) \_\_\_\_\_  
 \_\_\_\_\_

**Undertaking**

I certify that I am competent to sue and be sued in the name of the applicant voluntary organization in accordance with the registered Memorandum of Association of the Voluntary Organization.

I further certify that I have read the provisions of the afore-mentioned scheme and the Guidelines of the course and that I undertake to abide by these.

Yours Faithfully

Place.....

Date.....

**(Signature)**

Name in block letter:.....

Designation:.....

Seal of the Voluntary Organization:.....

**Note: Please read NORMS carefully before filling the form.**