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|  <p>National Council for Promotion of Urdu Language</p> <p>SCHEME DOCUMENT</p> | Doc. No. : SC-07/A      |
|                                                                                                                                                                 | Issue No. : 03          |
|                                                                                                                                                                 | Issue Date : 5-Mar-2018 |
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| <b>Title: SCHEME (NORMS) FOR ESTABLISHMENT OF COMPUTER APPLICATIONS, BUSINESS ACCOUNTING AND MULTILINGUAL DTP CENTRE</b>                                        |                         |

**(Joint Certification by NIELIT, Chandigarh, M/o IT, Govt. of India, NCPUL)**

**Subject: One-Year course of "Diploma in Computer Applications, Business Accounting and Multilingual DTP (CABA-MDTP)"**

- I.1. Minimum three years old Registered / Reputed NGO / Institution engaged in educational activities and promotion of Urdu language may apply for establishment of CABA-MDTP centre.
2. Proposals from NGOs satisfactorily running NCPUL Urdu Diploma Course, Arabic Courses or Calligraphy & Graphic Design Training Course (CGDC) may also apply.
3. NGO/Institution should be engaged in educational activities for at least three years.
4. NGO/Institution should have bonafide track record competence and ability.
5. NGO/Institution should be free from any corrupt practices and have capabilities to enforce conditions attached to the Scheme.
6. The accounts of the NGO/Institution will be opened to the audit of the NCPUL.
7. NGO/ Institution must not be situated in the radius of 3 K.M. of other existing Computer Centre of NCPUL. More than one centre may be considered within a radius of 3 km in exceptional cases, keeping in view the demand of the densely populated area/ Urdu speaking population.
8. The applicant NGO has to register on the Government NGO Darpan portal <https://ngodarpan.gov.in> before applying under the scheme.
9. The applicant NGO has to register on the NCPUL's website [www.urducouncil.nic.in](http://www.urducouncil.nic.in) after registration on Government NGO Darpan portal.

**II. Information required with application form (To be applied online only) :**

1. Is NGO registered on Planning Commission Govt. of India website <https://ngodarpan.gov.in>? If yes, give registration number.
2. Is NGO registered online on NCPUL website [www.urducouncil.nic.in](http://www.urducouncil.nic.in)? If yes, give ID number.
3. Whether the centre is located in the Minority Concentrated District?
4. What is the literacy rate in the Area and is it educationally backward?
5. Will the centre be establish in Border Area i.e. J&K or North East?
6. Will the centre be establish in the Rural or Urban area? Please specify.
7. Is the NGO working for upliftment of girls/women/differently able? Please specify.
8. Is the NGO getting grant-in-Aid from any other Govt./Non-Govt. Organization for similar scheme?



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9. Please note that mere fulfillment of the eligibility conditions/ short listing for the inspection/ payment of inspection fee do not assure/ guarantee the approval of the establishment of CABA-MDTP centre

**III. Inspection fee:**

An Inspection fee of Rs.10,000/- (Rupees ten thousand only) Shall be charged only from the applicants the organizations which are short listed for Inspection.

**IV. Infrastructure facilities to be provided by educational institutions:**

Should meet the criteria for accreditation of 'O' level course. At least 100 Sqr. Meters space for computer centre comprising of one room size atleast 15"x12" (computer lab) another room of same size for Class room and third room of size atleast 10"x12" for Supervisor's office and Library. In addition need proper and adequate washroom facilities for girls and boys.

**V. Computer Lab:**

1. Ten computer tables for eight computers and two printers.
2. At least 20 to 25 computer chairs.
3. Generator of 2.5 KVA as stand by power service.
4. Air-Conditioner (A.C.) is desirable.

**VI. Internet :**

Educational Institutions/NGOs must have **Internet** facility at the place of establishment of Computer Centre.

**VII. Class Room:**

1. Tables and chairs or writing chairs for at least 40 students.
2. Table for instructor.
3. White Board.

**VIII. Reception, Supervisor's Office and Library:**

1. Table with at least four or five chairs.
2. Two steel almirahs - one for keeping office record and second for library books.
3. Proper light arrangement in computer lab, class room and office.
4. Sign board of 4 x 6 ft size to be placed at proper visible place indicating contents as given below :



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BUSINESS ACCOUNTING AND MULTILINGUAL DTP CENTRE**

**COMPUTER APPLICATIONS, BUSINESS ACCOUNTING  
& MULTILINGUAL DTP CENTRE**

**Sponsored by**

**NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE**

M/o HRD, Deptt. of Higher Education, New Delhi

**Run by**

NAME OF VOLUNTARY ORGANISATION &

Name of the centre


5. Telephone connections (for Internet and official use).

**IX. Intact and fee**

- a) **No. of Seats** - 40 in each session (i.e. January and July). In case more students, additional infrastructure, HW/SW will have to be provided by the NGO from their own funds.
- b) **Fee** - Monthly fee charged @ Rs.250/- p.m. per student (Rs. 500/- p.m. in State Capital / A class cities).
- c) **Corpus Fund** - The fee will be deposited in the bank account and will constitute the corpus fund, which will be utilized for the upgradation of the facilities and for such expenditure as approved by the Council. **The amount must be deposited in separate savings Bank Account opened for the "Computer Applications, Business Accounting and Multilingual DTP" Centre.**

**X. Registration for Diploma in Urdu Language:**

1. Every Computer Centre will necessarily be an Urdu Study Centre for "One Year Diploma in Urdu Language". Passing in Urdu Diploma is compulsory.
2. **Registration Fee** : The centre will be required to pay the following registration fee per student at the time of admission.
- |                                                |   |          |
|------------------------------------------------|---|----------|
| 1. Admission form & prospectus                 | - | Rs.10/-  |
| 2. Fee for one year Diploma in Urdu Language   | - | Rs.200/- |
| 3. Examination fee                             | - | Rs.400/- |
| 4. One year subscription charge to Urdu Duniya | - | Rs.150/- |

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**Registration fee @ Rs.760/- per student should be sent to NCPUL at the commencement of the session in the shape of DD in favour of Director, NCPUL payable at New Delhi.**

**How to Apply:**

The applicant NGO fulfilling the above criteria has to register on the NCPUL's website [www.urducouncil.nic.in](http://www.urducouncil.nic.in) after registration on Government NGO Darpan portal <https://ngodarpan.gov.in> and should not send any hard copy (document) till further demand.

**NOTE:** Support under this scheme will ordinarily be for 10 years subject to annual review of performance.

