



National Council for Promotion of Urdu Language

SCHEME DOCUMENT

Doc. No. : SC-07/B

Issue No. : 04

Issue Date : 5-Mar-2018

Page 1 of 4

Title: SCHEME (NORMS) FOR ACCREDITATION TO RUN ONE YEAR COURSE “DIPLOMA IN COMPUTER APPLICATIONS, BUSINESS ACCOUNTING AND MULTILINGUAL DTP”

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

I. Eligibility:

1. The NGO Should be registered under Society Registration act.
2. The applicant NGO has to register on the website <https://ngodarpan.gov.in> before applying under the scheme.
3. NGO should be engaged in educational activities for at least three years.
4. NGO should have bonafide track record competence and ability.
5. NGO should be free from any corrupt practices and have capabilities to enforce conditions attached to the Scheme.
6. The accounts of the NGO will be opened to the audit of the NCPUL.

Following infrastructure facilities and other associated facilities will be provided by applicant Centre/ NGO :

II. Inspection fee @Rs.10,000/- one time (non-refundable) to be submitted to NCPUL in the shape of Demand Draft in favour of Director, NCPUL payable at New Delhi.

III. Computer Lab :

1. Eight to ten computer tables for eight computers and two printers.
2. At least 20 to 25 computer chairs.
3. Venyle flooring and false ceiling.
4. Complete electrical fittings with 3 UPS of 1 KVA.
5. One generator of 2.5 KVA.
6. Atleast one A.C. of two tones.
- 7.

IV. Class Room:

1. Tables and chairs or writing chairs for at least 25 to 30 students.
2. Table for instructor.
3. White Board.

V. Two Telephone Connection:

1. One for Internet and second for Official use.



National Council for Promotion of Urdu Language

SCHEME DOCUMENT

Doc. No. : SC-07/B

Issue No. : 04

Issue Date : 5-Mar-2018

Page 2 of 4

Title: SCHEME (NORMS) FOR ACCREDITATION TO RUN ONE YEAR COURSE “DIPLOMA IN COMPUTER APPLICATIONS, BUSINESS ACCOUNTING AND MULTILINGUAL DTP”

VI. 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 describing following:

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

Accredited by

NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE

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

Run by

NAME OF VOLUNTARY ORGANISATION

VII. Hardware :

Sl.No.	Description	Qty. per Centre																																
1.	Desktop: <table border="1"><thead><tr><th>Parameter</th><th>Specifications</th></tr></thead><tbody><tr><td>Form Factor</td><td>Tower</td></tr><tr><td>Processor</td><td>Intel Core i5-4440 (3.1 GHz, 6 MB cache, 4 cores)</td></tr><tr><td>Chipset</td><td>Intel H87 chipset</td></tr><tr><td>Memory</td><td>4GB DDR3-1600Mhz (1x4GB) SDRAM</td></tr><tr><td>Hard Disk Drive & controller</td><td>500GB 7200 RPM SATA III Hard Drive</td></tr><tr><td>Optical Drive</td><td>16X Multi DVD writer</td></tr><tr><td>Graphics</td><td>Integrated Intel HD Graphics 4600</td></tr><tr><td>Audio</td><td>Integrated HD audio</td></tr><tr><td>Communication</td><td>Integrated 10/100/1000 Gigabit Ethernet Controller Wireless: 802.11 b/g/n, Bluetooth 4.0</td></tr><tr><td>Ports</td><td>4 - USB 3.0, 2 - USB 2.0, 1 - VGA, 1 - DVI-D 1 - Microphone-in, Line-in, Line-out, 1 - RJ-45</td></tr><tr><td>Slots</td><td>3 PCI Express x1 slots</td></tr><tr><td>Card reader</td><td>SD, SDHC, SDXC, MS, MS Pro digital media reader</td></tr><tr><td>Keyboard</td><td>OEM USB Keyboard Multimedia with Rupee Symbol</td></tr><tr><td>Mouse</td><td>OEM USB Optical Scroll Mouse</td></tr><tr><td>Monitor</td><td>18.5” OEM LED Monitor</td></tr></tbody></table>	Parameter	Specifications	Form Factor	Tower	Processor	Intel Core i5-4440 (3.1 GHz, 6 MB cache, 4 cores)	Chipset	Intel H87 chipset	Memory	4GB DDR3-1600Mhz (1x4GB) SDRAM	Hard Disk Drive & controller	500GB 7200 RPM SATA III Hard Drive	Optical Drive	16X Multi DVD writer	Graphics	Integrated Intel HD Graphics 4600	Audio	Integrated HD audio	Communication	Integrated 10/100/1000 Gigabit Ethernet Controller Wireless: 802.11 b/g/n, Bluetooth 4.0	Ports	4 - USB 3.0, 2 - USB 2.0, 1 - VGA, 1 - DVI-D 1 - Microphone-in, Line-in, Line-out, 1 - RJ-45	Slots	3 PCI Express x1 slots	Card reader	SD, SDHC, SDXC, MS, MS Pro digital media reader	Keyboard	OEM USB Keyboard Multimedia with Rupee Symbol	Mouse	OEM USB Optical Scroll Mouse	Monitor	18.5” OEM LED Monitor	08
Parameter	Specifications																																	
Form Factor	Tower																																	
Processor	Intel Core i5-4440 (3.1 GHz, 6 MB cache, 4 cores)																																	
Chipset	Intel H87 chipset																																	
Memory	4GB DDR3-1600Mhz (1x4GB) SDRAM																																	
Hard Disk Drive & controller	500GB 7200 RPM SATA III Hard Drive																																	
Optical Drive	16X Multi DVD writer																																	
Graphics	Integrated Intel HD Graphics 4600																																	
Audio	Integrated HD audio																																	
Communication	Integrated 10/100/1000 Gigabit Ethernet Controller Wireless: 802.11 b/g/n, Bluetooth 4.0																																	
Ports	4 - USB 3.0, 2 - USB 2.0, 1 - VGA, 1 - DVI-D 1 - Microphone-in, Line-in, Line-out, 1 - RJ-45																																	
Slots	3 PCI Express x1 slots																																	
Card reader	SD, SDHC, SDXC, MS, MS Pro digital media reader																																	
Keyboard	OEM USB Keyboard Multimedia with Rupee Symbol																																	
Mouse	OEM USB Optical Scroll Mouse																																	
Monitor	18.5” OEM LED Monitor																																	



National Council for Promotion of Urdu Language

SCHEME DOCUMENT

Doc. No. : SC-07/B

Issue No. : 04

Issue Date : 5-Mar-2018

Page 3 of 4

Title: SCHEME (NORMS) FOR ACCREDITATION TO RUN ONE YEAR COURSE “DIPLOMA IN COMPUTER APPLICATIONS, BUSINESS ACCOUNTING AND MULTILINGUAL DTP”

	Operating System	Preloaded MS Win 8 Professional Operating System along with Window 8 recovery media with all necessary Plug-ins/utilities and driver software with Certificate of Authenticity sticker. Stickers to mention OEM’s name, Serial numbers of all Certification of authenticity along with the corresponding list of PC system serial numbers for Operating System licenses which are preloaded.	
	Compliance	RoHS, Energy Star	
	Warranty	Standard OEM warranty	
	Green Rating	OEM/Product should have green peace rating of 5+ as per the latest report.	
2.	UPS: 3 KVA		01
3.	Color LaserJet Printer:		01
4.	LaserJet Multifunction Printer:		01
5.	16 Port Networking Switch 10/100/1000 mbps with Patch Cords		01

VIII. Software:

Sl.No.	Description	Qty. per Centre
1.	MS Office Professional 2010	08
2.	Multilingual DTP Software	01
3.	CorelDraw	01
4.	Photoshop CS5	01
5.	PageMaker 11	01
6.	In Page Professional (Latest version)	08
7.	Tally 9	01
8.	Visual Studio (.NET) Enterprise Edition	01
9.	Flash	01
10.	Antivirus - NORTON/ McAfee	08
11.	Compiler (C Compiler)	01



National Council for Promotion of Urdu Language

SCHEME DOCUMENT

Doc. No. : SC-07/B

Issue No. : 04

Issue Date : 5-Mar-2018

Page 4 of 4

Title: SCHEME (NORMS) FOR ACCREDITATION TO RUN ONE YEAR COURSE “DIPLOMA IN COMPUTER APPLICATIONS, BUSINESS ACCOUNTING AND MULTILINGUAL DTP”

IX. Two Senior Faculties, one Junior Faculty and one Peon with the following qualification:

(i) Eligibility for senior faculty:

(a) Master of Computer Application (MCA)

Or

B. Tech. in Computer Science.

Or

PGDCA from recognized University or DOEACC “A” Level

Or

Graduate and Diploma in Computer Application with at least one year experience or DOEACC “O” Level

X. Fee structure:

The centre will be required to pay the following fees per student (one time) to NCPUL :

1. Fee for Admission form / prospectus – Rs.10/-
2. Fee for Diploma in Urdu Language – Rs.200/-
3. Examination fee – Rs.400/-
4. Contribution to Urdu Duniya – Rs.150/-

As such one time fee of Rs.690/- per student will be payable to NCPUL at the commencement of the session and this amount must reach the Council alongwith the list of students in the shape of DD in favour of Director, NCPUL payable at New Delhi.

Kindly note that existing fee structure for the students i.e. Rs. 500/- per student per month (in case of state capital Rs.1000/-) could be charged by the centres.

XI. The accredited Centre will necessarily function as a Urdu Study Centre and all computer learning students shall have to seek admission in ‘One Year Diploma in Urdu Language’ as run by NCPUL.

Note : In case of any deviation from these instructions, the Council shall cancel the accreditation of the Centre.

How to Apply:

The applicant NGO fulfilling the above criteria has to register on the NCPUL’s website www.urducouncil.nic.in after registration on Government NGO Darpan portal, and should not send any hard copy (document) till further demand.

APPLICATION FORM FOR ACCREDITATION OF COMPUTER CENTRES

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 accreditation of a **One Year Diploma in Computer Applications, Business Accounting & Multilingual DTC Centre** under the scheme for accreditation of “Computer Centre”. Details are as follows:

A. Details of the Society :

1. Name & Address of the Society :
2. Registration Number :
(Please attach copies of the registration documents.)
3. Unique ID No. of NGO (as assigned :
in <https://ngodarpan.gov.in>)
4. Bank Account No. indicating :
Name of the Bank, Branch Code No.
and MICR Code of the branch
5. Name of the Centre Incharge :
6. Present activities of the Society :
(Please attach copies of the annual reports)
7. Financial Status of the society :
(Please attach balance sheets of the last three financial years)

B. Details of the Infrastructure :

1. At least 1 A.C. & Generator of 2 :
tones & 2.5 KVA respectively
2. Space available :
(class rooms/computer labs/office in square fts.)
3. Furniture :
(student chairs/computer tables)

4. Hardware
(provide copies of procurement)

- 8 computers Intel Pentium IV
1.8 GHz or Higher
- Latest CD-ROM Drive
- 14 inch colour monitor
- 256 MB DDR/SD RAM
- 40 GB HDD
- 1.44 MB Floppy Disk Drive
- Integrated Intel Extreme
Graphics
- Integrated Audio with Sound
Blaster
- UPS-3KVA (for 8
computers)
- One laser Jet HP 1000 L and
one Desk Jet HP 980 colour
printers

5. Software
(provide license copies) :

- Windows XP Professional
- MS Office XP
- Corel Draw
- PhotoShop
- Latest Version of 8 CDs of
Urdu Inpage
- PageMaker
- Antivirus (Norton)
- Visual Basic
- Microsoft Leap Office
- Financial Accounting
Package-Tally

➤ Hindi font Kruti

C. Details of Manpower :

1. Senior Faculty (2 Nos.)

i. Name :

ii. Qualification :

iii. Age :

i. Name :

ii. Qualification :

iii. Age :

2. Junior Faculty (1 No.) :

i. Name :

ii. Qualification :

iii. Age :

(Signature of the Applicant with Seal)

E-mail:

Ph.:

Mob.:

Undertaking :

It is certified that the above information is true to the best of my knowledge, and belief. If any information furnished by me is found false at any time, I will be responsible for the same and any decision taken by NCPUL will be acceptable to me.

Date :

Place :

(Signature of the Applicant with full name and Seal)

Note :

1. Inspection Fee to be enclosed with this application in the form of a Demand Draft of Rs.10,000/- only, payable to **Director NCPUL**, New Delhi.