	National Council for Promotion of Urdu Language  SCHEME DOCUMENT	Doc. No. : SC-01
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Title: SCHEME FOR ESTABLISHMENT OF ‘URDU STUDY CENTRE’ TO RUN ONE YEAR DIPLOMA COURSE IN URDU LANGUAGE		

National Council for Promotion of Urdu Language (NCPUL) is running one year Diploma Course in Urdu Language on distance education mode. Accredited Urdu centres are being established under this scheme across the country in order to provide instructions in Urdu learning for those who are keen to learn this language. These centres are set up under the aegis of the NGO/Madrasa/Society.

#### **Eligibility for Accreditation of Urdu Study Centre :**

The organization applying for accreditation of Urdu 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 Urdu Study Centre :**

1. Having space for running the courses approximately 37.5sq 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 Urdu Study Centre at appropriate place indicating the contents as given below :

**URDU STUDY CENTRE**

**Sponsored by**

**NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE**

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

**Run by**

**NAME OF MADRASA/NGO/INSTITUTION**

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

#### **Eligibility for Urdu Teacher :**

Urdu as a subject at graduation level or its equivalent from recognized Institutions and sound knowledge of Hindi and English languages.

The teacher(s) will perform the following duties:

1. He/She will take three classes in a week of 60 minutes each.



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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 Diploma Course has been divided into three parts.
3. In the first part Urdu script will be taught through Hindi and English medium to the learners. In this part there are three assignments based on 20 lessons.
4. In the second part the lessons of easy Urdu grammar and comprehension are given to the learners. In this part four assignments are to be completed based on 27 lessons.
5. In the third part the students will be introduced to easy Urdu Literature (Prose & Poetry). In Prose Section three assignments are to be completed based on 28 lessons and in Poetry Section two assignments are to be completed based on 15 lessons.
6. Evaluation will be done on the basis of 12 assignments.
7. A final written examination will be held at the end of session.
8. Diploma will be awarded only to those students who complete the 12 assignments successfully and pass the final written examination. Direct individual learners have been exempted from the 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. 350/-.

**Eligibility for Admission :**

1. Students who can read and write Hindi or English 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 Urdu 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 Urdu 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 Urdu Study Centre. No financial liability will be carried over to the next financial year.

Form No. : F-19/02

**APPLICATION FORM FOR ESTABLISHMENT OF 'URDU STUDY CENTRE' TO RUN  
ONE YEAR DIPLOMA COURSE IN URDU 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 Diploma Course in Urdu Language Study Centre** under the scheme of '**Financial Assistance for Teaching of Urdu**'. Details are as follow:

**Details of NGO/Madrassa /Society :**

1. Name of NGO/Madrassa/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/Madrassa \_\_\_\_\_  
\_\_\_\_\_
5. Level of Teaching being imparted in the  
Institution/Madrassa \_\_\_\_\_  
\_\_\_\_\_
6. What are the total facilities available for holding the classes?
  - (i) Premises of Institution / Madrassa 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.**