



National Council for Promotion of Urdu Language

SCHEME DOCUMENT

Doc. No. : SC-10/A

Issue No. : 04

Issue Date : 05-March-2018

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**Title : SCHEME FOR ESTABLISHMENT OF 'FUNCTIONAL ARABIC STUDY CENTRE'
TO RUN TWO YEARS DIPLOMA COURSE IN FUNCTIONAL ARABIC**

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 'Two Years Diploma Course in Functional Arabic' since 2002 so as modern Arabic teaching in content and methodology be made accessible to Madrasas's students who lack ability to speak and write and communication skill on colloquial level. The basic aim of the course is to enrich the instruction in Arabic and give an experience to the students to modern and colloquial spoken level as well as on writing level. The 7 & 8 modules have been prepared on the basis of business and day to day user letters so as the students get expertise in drafting letters and communicating with business world. In exercises of these two modules, the rich translated version of English articles has been provided. This course will help students to achieve a level of excellence and bring them at par with the students of other foreign languages. Also, this will open the door of employment to the students of Arabic language.

Eligibility for Accreditation of Functional Arabic Study Centre :

The organization applying for accreditation of Functional Arabic 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 <https://ngodarpan.gov.in/>.
3. Actively engaged in educational activities.

Infrastructure for Functional Arabic 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 Functional Arabic Study Centre at appropriate place indicating the contents as given below :

FUNCTIONAL ARABIC 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

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

Eligibility for Arabic Teacher :

Arabic as a subject at graduation level or its equivalent from recognized 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 1st April of each year. Duration of this course is two years. Last date of Registration in the course is 28th February.
2. The course has been divided in eight modules in two years, 4 modules for each year. Two modules are in shape of a text book with separate guide book.
3. Two text books as well as two guide books comprising of four modules from 1 - 4 and two assignments (Ikhtibarat) divided each in two parts in the first year and the course material of the second year of modules from 5 - 8 in the latter form will be dispatched to the Functional Arabic Study Centre.
4. All the eight modules are progressively integrated.
5. The evaluation of each module will be done through the comprehensive assignment (Ikhtibar) four in a year.
6. A final written exam will be held at the end of the session.
7. Diploma will be awarded only to those who will complete the 8 modules successfully and pass the final written examination.

Fee Structure :

The centre will be required to pay @ Rs. 200/- per student.

Eligibility for Admission :

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



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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.

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 two years only and is not a recurring grant. Financial assistance for the subsequent year may be considered subject to satisfactory functioning of the Functional 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 Functional Arabic Study Centre. No financial liability will be carried over to the next financial year.

APPLICATION FORM FOR ESTABLISHMENT OF 'FUNCTIONAL ARABIC STUDY CENTRE' TO RUN TWO YEARS DIPLOMA COURSE IN FUNCTIONAL ARABIC

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 **Two Years Diploma Course in Functional Arabic** 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 <https://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/Madrassa _____

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:.

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Note: Please read NORMS carefully before filling the form.