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

(Joint Certification by NIELIT, Chandigarh, M/o Electronics and IT, Govt. of India, and 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 within the radius of 05 K.M. of other existing CABA-MDTP Centre of NCPUL. Relaxation in distance may be given to the NGOs/Institutions which are running Degree/Intermediate level college or school and affiliated with approved Board/ University, and in Urdu population concentrated area.
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 after registration on Government NGO Darpan portal.
10. One NGO will be given only one CABA-MDTP Centre, anywhere in the country, if they have national jurisdiction. However, preference will be given to such centres which are run and managed by the NGOs registered locally.
11. The NGO, who have already run the CABA-MDTP Centre and closed after phasing out, and their performance is not as per norms will not be considered again for establishment of CABA-MDTP Centre in future.

Phased out Centres

Centres which have already been phased out or will be phased out in the coming years after completion of tenure may be considered for re-establishment of CABA-MDTP Centres at the same location, giving relaxation in existing norms subject to fulfillment of following criteria:

- i. Strength of students should be at least 35, consistently, in each of the past sessions, since last five years. Or at-least 60 students should be passed out in a year, since last five years.
- ii. The Centre must have completed its tenure complaint free.

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- iii. The Centre must have submitted registration fees on time and not be listed in defaulter Centres at-least in the last five years.
- iv. Phased out Centres which will be approved on the basis of their past performance shall provide the HW/SW as per requirement of new Centres. Remaining facilities will be provided by NCPUL as per main CABA-MDTP Centres.

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? 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?
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:

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.

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4. Air-Conditioner (A.C.) is desirable.

5. White Board.

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 :

**COMPUTER APPLICATIONS, BUSINESS ACCOUNTING
& MULTILINGUAL DTP CENTRE**
Sponsored by
NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE
Ministry of Education, Department. of Higher Education, Govt. of India, 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.**

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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 **in the shape of DD in favour of Director, NCPUL payable at New Delhi**. The yearwise fee payable is as under :-

		Jan 2018	Jan 2019	Jan 2020	Jan 2021	Jan 2022
1.	Admission form & prospectus	Rs. 10/-	Rs. 10/-	Rs. 10/-	Rs. 10/-	Rs. 10/-
2.	Fee for One Year Diploma in Urdu Language	Rs. 200/-	Rs. 200/-	Rs. 200/-	Rs. 200/-	Rs. 200/-
3.	Examination fee	Rs. 400/-	Rs.420/-	Rs. 440/-	Rs. 460/-	Rs. 485/-
4.	One Year subscription charge to Urdu Duniya	Rs. 150/-	Rs. 150/-	Rs. 150/-	Rs. 150/-	Rs. 150/-
	Total Registration Fee	Rs. 760/-	Rs. 780/-	Rs. 800/-	Rs. 820/-	Rs. 845/-

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 <https://ngodarpan.gov.in> and should not send any hard copy (document) till further demand.

NOTE: Support under this scheme will be maximum for 10 years (15 years for North East and J&K) subject to annual review of performance.