

Certificate in
Computer Applications, Business Accounting
and Multilingual DTP

Approved by NSDA (level 4)

Ministry of Skill Development and Entrepreneurship, Govt. of India

Prospectus & Registration Form



Joint
Certification

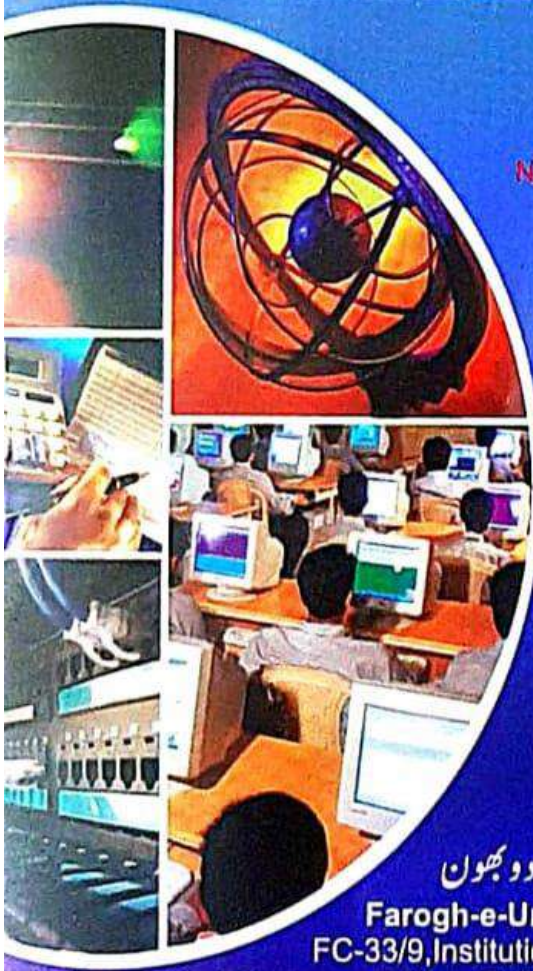
NCPUL
Ministry of Education
Govt. of India

January, 2022



रा.इ.सू.प्रौ.सं
NIELIT

& NIELIT
(An Autonomous Scientific Society of Ministry of Electronics and
Information Technology, Govt. of India) Birla Farms, Bada Phull,
Ropar, (Punjab)-140001



राष्ट्रीय उर्दू भाषा विकास परिषद्
قومی کونسل برائے فروغ اردو زبان

**NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE
(NCPUL)**

Ministry of Education
Department of Higher Education, Govt. of India

Course Details

IT Tools and Business Systems.
Internet Technology and Web Design.
Financial Accounting Using Tally & Personality Development.
Programming and Problem Solving Through 'C' Language.
Introduction to ICT Resources.
Multilingual DTP.
Practical & Project Work.



فروغ اردو بھون

Farogh-e-Urdu Bhawan
FC-33/9, Institutional Area, Jasola
New Delhi-110 025

Ph.: 011-49539000, Fax: 49539099

Website: www.urducouncil.nic.in

E-mail: ncpultech@gmail.com

Rs. 10/-

About Us

National Council for Promotion of Urdu Language (NCPUL) started functioning w.e.f. 01.04.1996 as an autonomous organization under the Ministry of Education, Govt. of India. NCPUL has been set up with the objective of promoting, developing and propagating Urdu language, to take action for making available in Urdu language the knowledge of scientific and technological development as well as knowledge of ideas evolved in the modern context, to advise the Govt. of India on issues connected with Urdu language having bearing on education and to undertake any other activity for the promotion of Urdu language as deemed fit by the Council.

Certificate in Computer Applications, Business Accounting & Multilingual DTP (CABA-MDTP)

This CABA-MDTP one-year Certificate course has been designed for transformation of Urdu speakers into productive human resources and making them part of the employable technological work force in the emerging IT scenario and penetration of computer education to grass root level. The contents of this course have been enriched with

- ☞ Programming Techniques
- ☞ Developing Database Applications
- ☞ Accounting Package
- ☞ Web-Designing Tools
- ☞ Course in Urdu And DTP Software:-
- ☞ Introductions To Multimedia And Its Applications
- ☞ Inpage
- ☞ CoreDraw
- ☞ Photoshop
- ☞ Urdu & Hindi DTP

The contents have been designed keeping in view that there will be number of career options possible for an individual after successfully completing the course.

Diploma in Urdu

Admission in One year Diploma Course in Urdu of the Council is compulsory and passing in One Year Diploma Course in Urdu will be a precondition for award of Certificate in Computer Application, Business Accounting and Multilingual DTP.

Course Contents

Module I	:	IT Tools and Business Systems.
Module II	:	Internet Technology and Web Design.
Module III	:	Financial Accounting Using Tally & Personality Development.
Module IV	:	Introduction to ICT Resources.
Module V	:	Multilingual DTP.
Module VI	:	Programming and Problem Solving Through 'C' Language.
Module VII	:	Practical & Project Work.

Eligibility

For admission to CABA-MDTP course eligibility will be Matric or recognized equivalent qualifications. Students should have attained age of 15 years for Matric & 17 years for 10+2 and must be below the age of 35 years on the date of application.

Selection Procedure

All the applications received for admission shall be scrutinized keeping in view the prescribed qualifications of the candidates and arranged in order of merit based on marks obtained in the Matric, 10+2 or Graduation. A Selection Committee of the respective CABA-MDTP Centres will conduct an interview for selection of students.

At the time of interview for selection of candidates, the original certificates together with mark sheets shall have to be produced. No. of seats:40

Schedule

The course will be organized in two batches of 40 students at each computer centre (Batch I January Session from 9.00 A.M. to 1.00 P.M. and Batch II July Session from 2.00 to 6.00 P.M.). Out of these 4 hours, 2 hours for theory class and 2 hours for practical class. Twenty students will attend the theory class and twenty students will attend practical class simultaneously.

Fee

- Students admitted will be required to pay a monthly fee of Rs. 250/- p.m. (Rs.500/- p.m. in case of students studying in A class cities).
- Fees to be submitted at the time of admission; Rs. 840/- Per Student (Prospectus & Registration Form-Rs. 10/-, fee for Diploma in Urdu Rs. 200/-, subscription to Urdu Duniya magazine-Rs. 150/- Examination fee Rs. 460/-)

Examination Scheme

1. A test will be conducted the end of each module. The faculty of the centre will check the answer sheets.
2. The weightage of module will be 10 marks each. It is necessary to obtain a minimum of 5 marks for each module.
3. A final examination will be conducted in each semester. Semester Examinations of CABA-MDTP Course will consist of part A (Objective) and Part B (Subjective). Semester Examination will be conducted in December and June. Semester wise distribution of marks is as follows:-

1st Semester

Examination	Marks	Remarks
Semester Exam	100	
Modules Exam	30	3 Modules * 10 Marks Each
Total	130	

2nd Semester

Examination	Marks	Remarks
Semester Exam	100	
Modules Exam	30	3 Modules*10 Marks Each
Practical	50	Practical-30, Viva-20
Project	40	
Total	220	

Student has to obtain minimum of 40% marks in each semester examination theory paper (IT Component), Urdu Software In Page, Practical examination & Urdu Diploma individually for qualifying the examination.

4. A test of Urdu Software In Page of 20 marks shall also be conducted at the end of the 2nd semester.
5. A test of 25 marks for Urdu Diploma shall also be conducted at the end of the course. A student shall not be awarded the Certificate unless he/she clears this test.
6. A final practical examination of 50 marks will be conducted at the end of the course.
7. Project prepared by the students shall be examined by the external examiner. This covers 40 marks.
8. Final Examination (1st and 2nd semester) consists of objective and subjective type questions. NIELIT, Chandigarh Centre will prepare the question paper for IT component. The question papers will be sent to the NCPUL Centres/Examiners in sealed envelopes and shall be opened under the supervision of centre in-charge and examiner.

Award of Certificate

All successful students will be awarded "Certificate in Computer Applications, Business Accounting and Multilingual DTP" at the end of the Academic session jointly by NCPUL and NIELIT, Chandigarh and "Diploma in Urdu Language" by NCPUL.

Rules & Regulation

1. The students will observe strict discipline and decorum at the centre and in case of any indiscipline or misconduct; student will be liable to be expelled from the centre without any notice. No fee will be refunded in such cases.
2. Every student of the centre is required to attend classes regularly and punctually, since it is a regular course. Student will be required to put in minimum of 75% attendance in classes, failing which he may not be allowed to sit in the examination.
3. All course books will be supplied to the students free of charge in accordance with the syllabus. The books will be supplied from Module to Module at the beginning of each Module.
4. Every student of the centre will be provided adequate hours on practical training on the computers in the computer labs of the centre in addition to theory classes.

5. Every student of the centre will be required to pass the examinations by securing at least 50% marks at the end of the Modules and final examination before he is awarded diploma or certificate.
6. Monthly fee is payable in advance before 10th of every month and fee paid is not refundable. Fee shall be payable even for such period for which the student is absent/on leave from the centre.
7. The name of student shall be liable to be struck off from the rolls due to non payment of monthly fee on the due date.
8. Student registered from a NCPUL Centre shall not be transferred to another NCPUL centre.

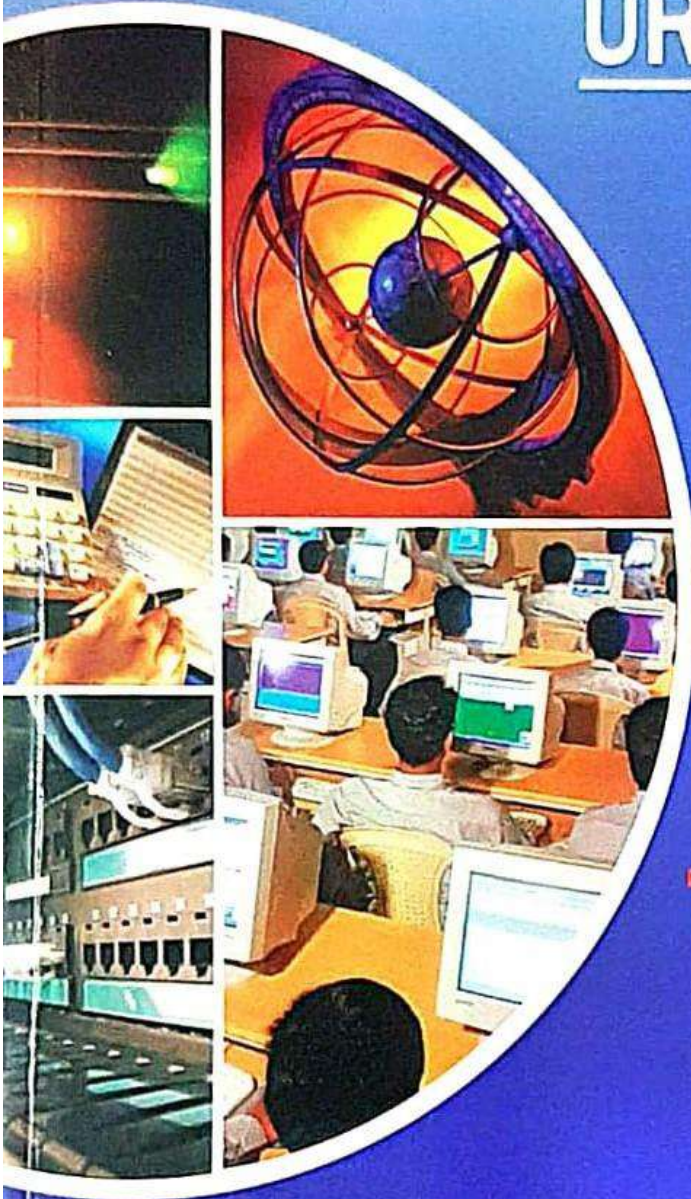
Important Dates for the session January, 2022

Submission of Registration form by the students	: 28 th November, 2021
Interview by selection committee	: 29 th & 30 th November, 2021
Display of final list of selected candidates	: 09 th December, 2021
Payment of fees by selected candidates	: 13 th December, 2021
Receipt of list of candidates with Registration fees at NCPUL	: 21 st December, 2021
Commencement of Classes	: 03 rd January, 2022

Instructions for filling the registration form of CABA-MDTP course

1. Centre Code must be filled in respective column.
2. Session Month and year (full four digits) must be mentioned in the registration form.
3. Name of candidate and Father Name must be mentioned as in Matriculation Mark sheet/ Certificate.
4. An attested copy of matriculation mark sheet/ Certificate must be attached.
5. For candidates, enclosing attested copy of certificates other than Matriculation, the center-in-charge must certify the equivalency of enclosed certificates.
6. Photograph of student must be pasted properly on the form.
7. Student must sign the registration form on Two specified places.
8. Centre Incharge must ensure that student has not already registered for CABA-MDTP course.
9. Centre Incharge must verify all the information filled in registration form by the candidate. Centre Incharge must sign and put the stamp in each form before sending the registration forms to NIELIT Chandigarh, Birla Farms, Bada Phull, Ropar (Punjab)-140001
10. Centre Incharge must ensure that all registration forms have been sent to NIELIT, Chandigarh Centre a single lot and within stipulated dates.
11. Incomplete form in any respect will not be entertained.

URDU SOFTWARE



राष्ट्रीय उर्दू भाषा विकास परिषद्

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NATIONAL COUNCIL FOR PROMOTION OF
URDU LANGUAGE (NCPUL)

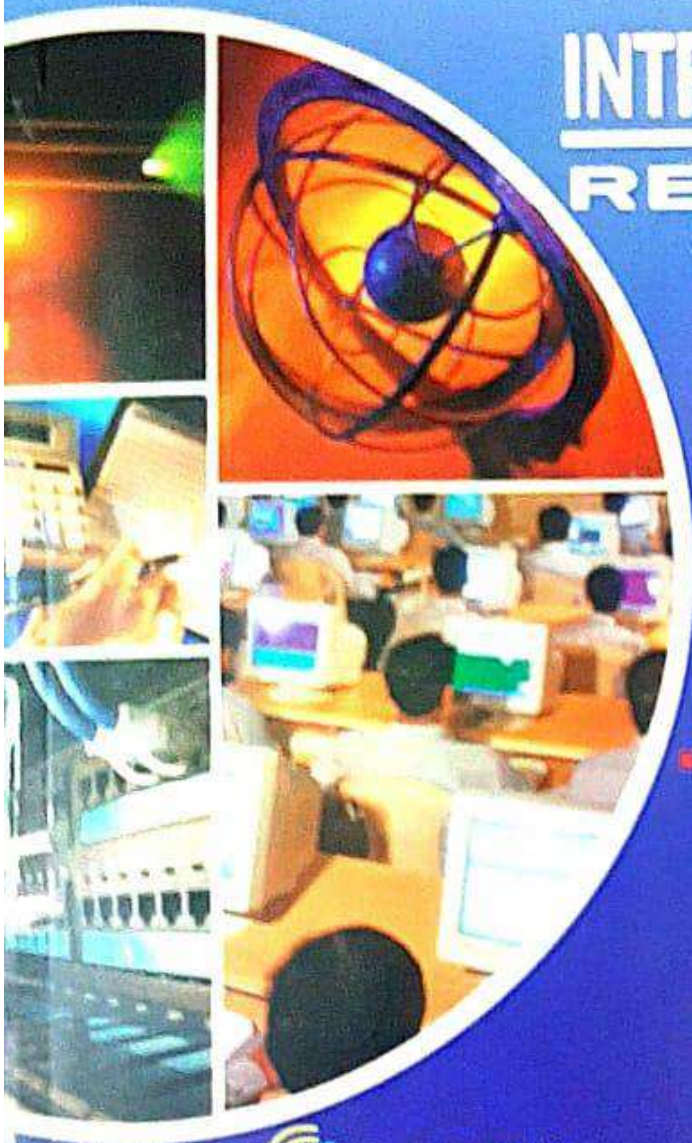
Department of Higher Education

Ministry of Human Resource Development, Govt. of India

Specially designed for NCPUL
by NIELIT, Chandigarh centre for
Diploma in "Computer Applications, Business
Accounting and Multilingual DTP"



INTRODUCTION TO ICT RESOURCES



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रा.इ.सू.प्रौ.सं
NIELIT

Specially designed for NCPUL by National Institute of Electronics and Information Technology (NIELIT, Chandigarh), Ministry of Communications & Information Technology, Govt. of India for Diploma in "Computer Applications, Business Accounting and Multilingual DTP"



ISO 9001:2008 Certified Organisation

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Cert.No. 1403657

National Council for Promotion of Urdu Language

Ministry of Human Resource Development, (Department of Higher Education),

Government of India

Farogh-e-Urdu Bhawan, FC-33/9, Institutional Area, Jasola, New Delhi-110025

DIPLOMA IN URDU LANGUAGE



This is certified that *SHAHEEN BANU KOLAR*

..... *Daughter* of Mr. *ABDUL AZEEM*

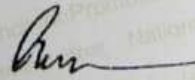
registration no. *13071904022* session *June-2014* has successfully

completed the *One Year Diploma Course in Urdu Language*

from *(1904) Anjuman Institute of Information Technology,, Hubli, Karnataka*



Date : 10th October, 2014


(Dr. Khwaja Md. Ekramuddin)
Director

Ph: 49539000, Fax : 49539099, email : ncpultech@gmail.com, website : www.urducouncil.nic.in

SHOT ON REDMI Y3

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Test No.

22441

قومی کونسل برائے فروغ اردو زبان

National Council for Promotion of Urdu Language

Ministry of Human Resource Development, (Department of Secondary & Higher Education),
Government of India

West Block-1, R. K. Puram, New Delhi - 110 066.

DIPLOMA IN COMPUTER APPLICATIONS AND MULTILINGUAL D.T.P.



This is certified that BILAL BEPARI

Son of Shri MUHAMMAD SAB BEPARI

has successfully completed **One Year Diploma in Computer Applications and Multilingual D.T.P.** who appeared in the Annual Examination

July 2002 from Computerised Calligraphy Training Centre at

COMPUTERISED CALLIGRAPHY TRAINING CENTRE

Hubli, Karnataka

and was awarded PASSED



TOPICS COVERED : Computer Fundamentals, Windows 95/98, Introduction to MS Office & MS Word, Pagemaker, Coreldraw, Photoshop, Urdu-Hindi / Regional Software, Power Point, MS Excel, MS Access, Internet & Email, Financial Accountancy Package (Tally), Visual Basic.

Date : **15 NOV 2003**

(Dr. M. Hamidullah Bhat)
Director

Ph. 26103938, 26103981, 26179657, Fax : 26108159, email : urducoun@ndf.vsnl.net.in, website : www.urducouncil.nic.in

Cert. No. 52238

DIPLOMA IN COMPUTER APPLICATIONS AND MULTILINGUAL D.T.P.



DOEACC Centre, Chandigarh

A Unit of DOEACC Society,
An Autonomous Body of Department of Information Technology,
Ministry of Communications & Information Technology,
Govt. of India
S.C.O. 114-116, Sector 17-B, Chandigarh - 160 017

National Council for Promotion of Urdu Language

Ministry of Human Resource Development,
(Department of Secondary & Higher Education),
Govt. of India
West Block - I, R.K. Puram, New Delhi - 110 066

This is certified that **ZAHEERUDDIN M BANGALORE**

Son of Shri **MAINUDDIN S BANGALORE**

who appeared in the Annual Examination **July, 2008** has

successfully completed **One Year Diploma in Computer Applications and**

Multilingual D.T.P. from Computer Applications Multilingual D.T.P. Centre at

Anjuman Institute of Information Technology, Hubli,

(Karnataka)

and was awarded **DISTINCTION**

TOPICS COVERED :

- ★ Information Technology (Computer Fundamentals, Computer Organisation, Office Automation Tools, IT Applications)
- ★ Business Systems (Business Data Processing, Principles of Programming, Accounting Fundamentals, Tally)
- ★ Web Application Development (WWW, Browsers, FTP, Telnet, HTML, Frontpage, JAVA Script, Adobe Photo Shop)
- ★ Programming through Visual Basic, Regional Software (InPage)
- ★ Multilingual DTP (Urdu and Hindi DTP, Page Maker, Corel Draw)



Dr. A.K.D Dwivedi

Dr. A.K.D Dwivedi

(Dr. A.K.D Dwivedi)

Director

DOEACC Centre, Chandigarh

Ph. : 0172-2700619

Fax : 0172-2703283

email : rec-chd@rec.chd.nic.in

Website : www.rec.nic.in

Date : 30/09/2008

Dr. Ali Javed

(Dr. Ali Javed)

Director

National Council for Promotion of Urdu Language

Ph. : 011-26103938, 26103381, 26179657

Fax : 011-26108159

email : urducoun@ndf.vsnl.net.in

Website : www.urducouncil.nic.in

Place : New Delhi