Diploma in
Computer Applications, Business Accounting and Multilingual DTP

Prospectus & Registration Form

January 2013
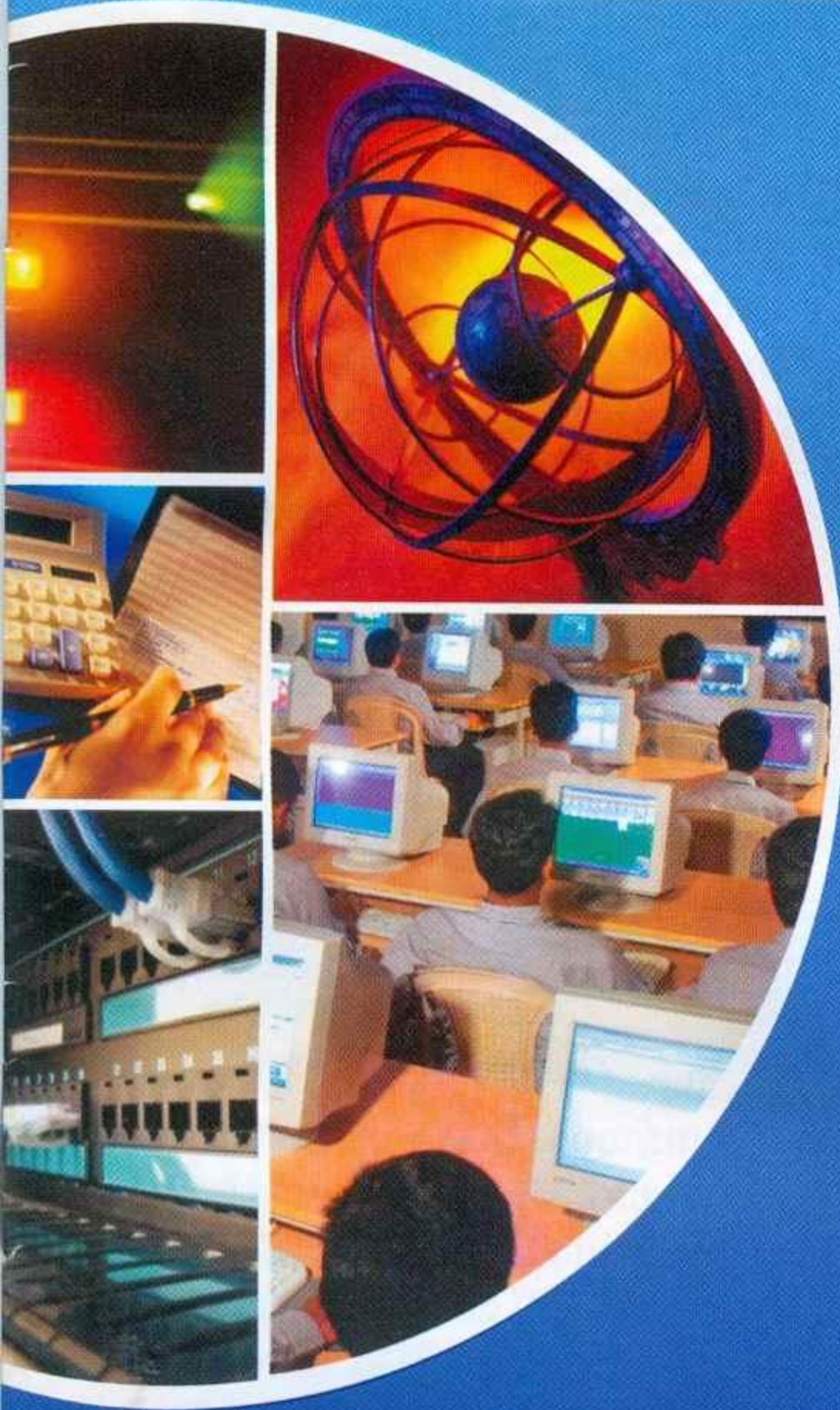
Joint Certification

NCPUL
M/o Human Resource Development
Govt. of India

&

NIELIT, CHANDIGARH CENTRE
(An autonomous scientific society of Dept. of IT, Ministry of Communications & IT) SCO 114-116, Sector 17 B, Chandigarh 160017

राष्ट्रीय उर्दू भाषा विकास परिषद्

قومی کونسل برائے فروغِ اردو زبان

NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE (NCPUL)
Department of Higher Education,
Ministry of Human Resource Development, 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.

فروغِ اردو بھون

Farogh-e-Urdu Bhawan
FC-33/9, Institutional Area, Jasola
New Delhi-110025
Ph.:011-49539000, Fax:49539099
Website http://urducouncil.nic.in
E-mail:ncpultech@gmail.com

Rs.10/-

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Darya Ganj
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ITO

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Malerkotla

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Faridabad
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Tonk
Ajmer
Makrana
Jaipur
Sikar
Kota
Nagaur
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Amroha
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Allahabad
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Bijbehara
Rafiabad
Sonawan

Assam
Guwahati
Barpeta
Dhubri
Nangaon
Darrang
Kokrajhar
Bongaigaon

Meghalaya
Iwest Garo Hills

Manipur
Imphal
Imphal East
Imphal West
Thoubal

Tripura
Agartala
Udaipur
Dhalai

Jharkhand
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Chatra
Dhanbad
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Sattari

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Chennai
Tiruchirapalli

Andaman & Nicobar
Port Blair

Kerala
Kasaragod
Calicut
Thiruvananthapuram
Ernakulam
Waynad
Malappuram
Palakkad

● 276- Main CABA-MDTP Centres

▲ 124- Accredited CAM-DTP Centres

✸ 45 - Calligraphy & Graphic Design Training Centres Centres

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 Human Resource Development, 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 may deemed fit by the Council.

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

This CABA-MDTP one-year diploma 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. Taking base as the NIELIT (Formerly DOEACC) 'O' Level course contents, the contents have been enriched with

- o Programming Techniques
- o Developing Database Applications
- o Accounting Package
- o Web-Designing Tools
- o Course in Urdu And DTP Software:-
    - ▪ Introduction To Multimedia And Its Applications
    - ▪ Inpage
    - ▪ Coredraw
    - ▪ Photoshop
    - ▪ Urdu & Hindi DTP

The Course in Accounting Package (Tally), Urdu and DTP software is taught in addition to NIELIT 'O' Level Course. CABA-MDTP course is a modular course. The course contents of CABA-MDTP include those of 'O' Level and CCC of NIELIT in addition to Tally and Multilingual 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. In addition to CABA-MDTP diploma the students must appear in the CCC examination after having gone training in M1 and M2 modules. However after 1st semester of CABA-MDTP diploma examination, the student can appear for the modules for which he/she has undergone training at the NCPUL Centre. Thereby the student who has undergone training in CABA-MDTP diploma can get certificates of three courses viz CABA-MDTP, CCC and 'O' level after successfully passing the respective examinations. For 'O' level Certificate, the centres should have accreditation by NIELIT, New Delhi.

Diploma in Urdu

The Council has launched One year Diploma Course in Urdu through English and Hindi medium. Admission in this course is compulsory and passing in One Year Diploma Course in Urdu will be a precondition for award of Diploma in Computer Application, Business Accounting and Multilingual DTP.

Certificate Course on Computer Concept (CCC)

It is compulsory for all students who are admitted to Diploma course to write examination for Certificate Course on Computer Concept (CCC). The examination fee of Rs. 360/- (Rs. 340/- examination fee Rs. 20/- from processing charge) will be paid by the students. The examination will be conducted by NIELIT, New Delhi.

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 who have passed 10+2 or equivalent examination from a recognized Board are eligible for 'O' level course 'O' level through accredited centres by NIELIT, New Delhi.

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 July Session form 9.00 A.M. to 1.00 P.M. and Batch II Jan. Session form 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. 690/- Per Student (Prospectus & Registration Form-Rs. 10/-, fee for Diploma in Urdu Rs. 330/-, subscription to Urdu Duniya magazine-Rs. 150/- Examination fee Rs. 300/-)

Examination

1. A test will be conducted the end of each module. The faculty of the centre will check the answer sheets.
2. The weight-age of theory papers 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). The students must pass in both parts. 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 25 marks shall also be conducted at the end of the 2nd semester in paper 2.
5. A test of 20 marks for Urdu Diploma shall also be conducted at the end of the course. A student shall not be awarded the Diploma 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. Examination forms of only those students will be forwarded who have secured 40% marks or more in Project and 50% in aggregate of modules test.

9   Final Examination (1st and 2nd semester) consists of objective and subjective type questions.NIELIT,Chandigarh Centre will prepare the question paper for IT component under the guidance of controller of examination. The question papers will be sent to the NCPUL Centre/Examiner in sealed envelopes and shall be opened under the supervision of centre in-charge and examiner.

Award of Diploma

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

Important Dates for the session January 2013

Submission of Registration from by the students	:	30th Nov 2012
Interview by selection committee	:	3th to 4th Dec 2013
Display of final list of selected candidates	:	6th Dec 2012
Payment of fees by selected candidates	:	7th Dec 2012
Receipt of list of candidates with Registration fees at NCPUL	:	17th Dec 2012
Commencement of Classes	:	2nd January 2013

National Council For Promotion of Urdu Language,
Ministry of Human Resource Development
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Web site http://urducouncil.nic.in

NIELIT, CHANDIGARH CENTRE
(An autonomous scientific society of Dept. of IT,
Ministry of Communications & IT)
SCO 114-116, Sector 17 B, Chandigarh 160017.
Web site www.doeaccchd.edu.in

Registration Form for Diploma in Computer Applications, Business Accounting and Multilingual DTP
(Please tick ' ✓ 'whever is applicable, write in capital letters only and leave one blank between words)
Version 2.0

To be filled by NCPUL Centre After Verification of Eligibility Documents	Centre Code	Signature of Centre Head With Seal	Registration For Session		For NIELIT use only
			Month 01-Jan 07-July	Year	Registration Number

1.Name of Student (As in Matriculation Certificate) (in Block Letters)

Space for Photograph. Do not Pin/Staple the Photo. Paste Photo properly.

2. Father Name (In Block Letters)

Not to be attested

Signature of Applicant

3. Gender	MALE	FEMALE				
4. Category	SC	ST	OBC	GEN		
5. Religion	MUSLIM	CHRISTIAN	SIKH	BUDDHIST	PARSI	HINDU OTHER
6. Marital Status	SINGLE	MARRIED	WIDOW	WIDOWER	DIVORCE	
7. Educational Qualification	10 PASS	10+2 PASS	Please attach attested copy of certificate			
8. Handicapped	YES	NO				
9.Ex.Serviceman	YES	NO				

10.Date of Birth (In Christian Era, DD/MM/YYYY format)

11. Address of Applicant (In Block Letters) _____

12. Email Address (if any) _____

13. Contact Number (if any) _____

I hereby certify that, the information furnished above is true. I also undertake that I shall abide by the rules & regulations of NCPUL regarding this examination. I have not undergone this course from any other NCPUL centre.

Date: _____

Place: _____

Signature of Applicant

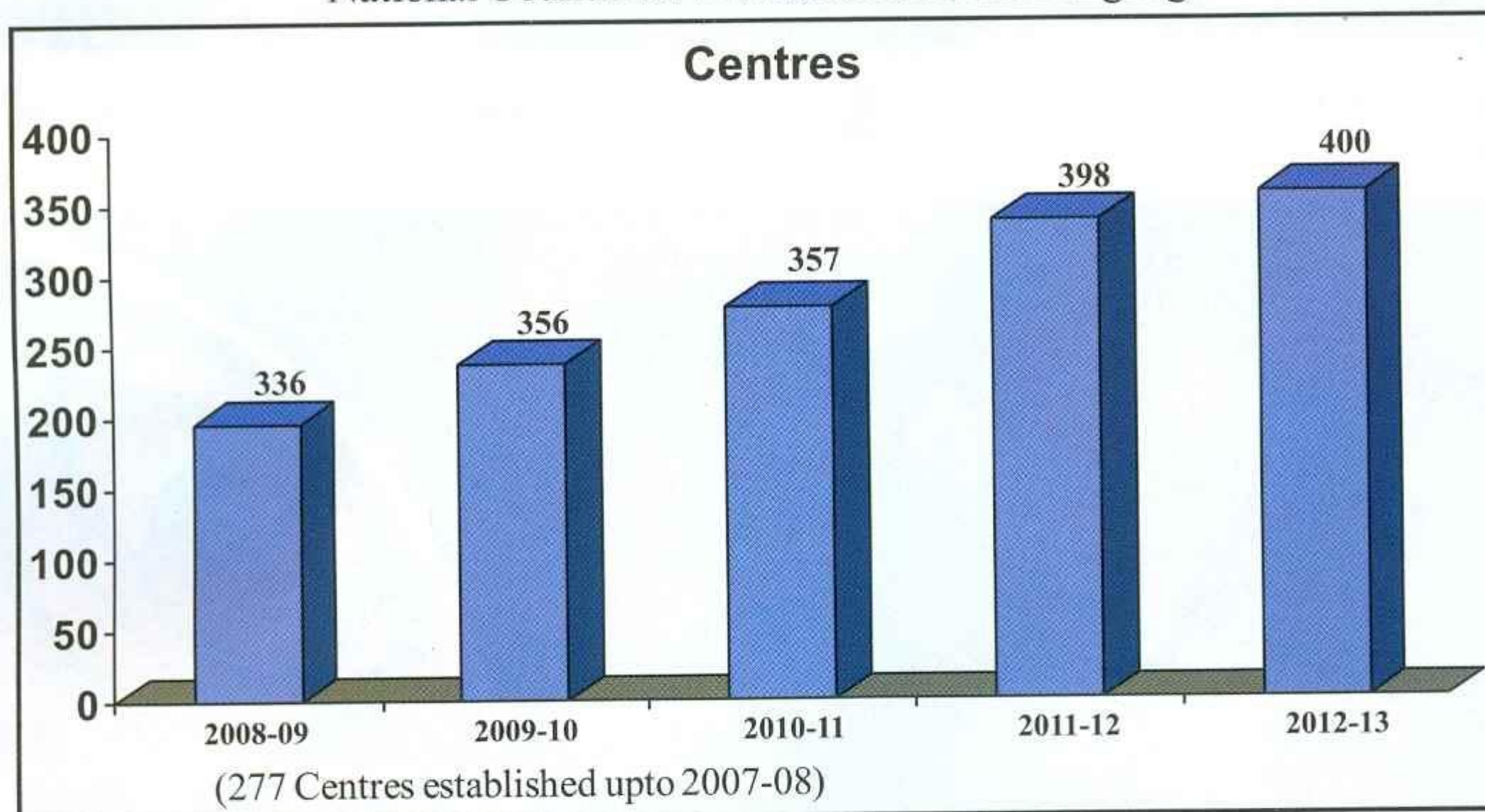**Please see and follow the instructions strictly given on next page before filling the registration form.**

Instructions for filling the registration form of CABA-MDTP course
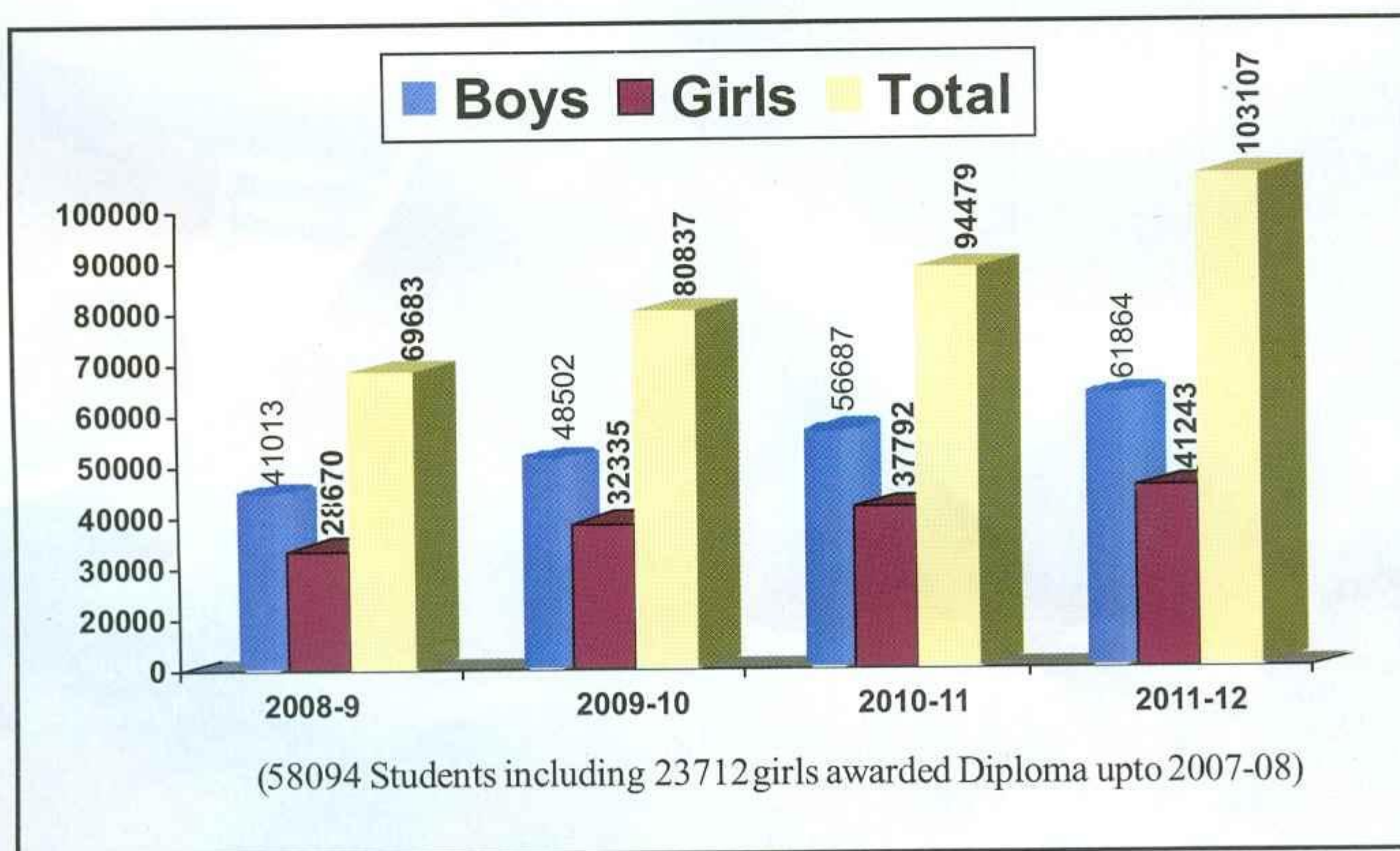
1. Centre Code must be filled in respective column.
2. Session Month and year (full four digits) must be mentioned in the registration form.
3. Name of candidate and Father Name must be mentioned as in Matriculation Mark sheet/ Certificate.
4. An attested copy of matriculation mark sheet/ Certificate 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.
   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 Centre, SCO 114-116, sector 17B, Chandigarh 160017.
10. Centre Incharge must ensure that all registration forms has been sent to NIELIT, Chandigarh Centre a single lot and within stipulated dates.
11. Incomplete form in any respect will not be entertained.

Computer Applications, Business Accounting and Multilingual DTP centres established from 2008-2009 to 2012-2013 by the National Council for Promotion of Urdu Language.

Centres

Year	Centres
2008-09	336
2009-10	356
2010-11	357
2011-12	398
2012-13	400

(277 Centres established upto 2007-08)

Students awarded **"One Year Diploma in Computer Applications, Business Accounting and Multilingual DTP"** from 2008-2009 to 2011-2012

Year	Boys	Girls	Total
2008-9	41013	28670	69683
2009-10	48502	32335	80837
2010-11	56687	37792	94479
2011-12	61864	41243	103107

(58094 Students including 23712 girls awarded Diploma upto 2007-08)

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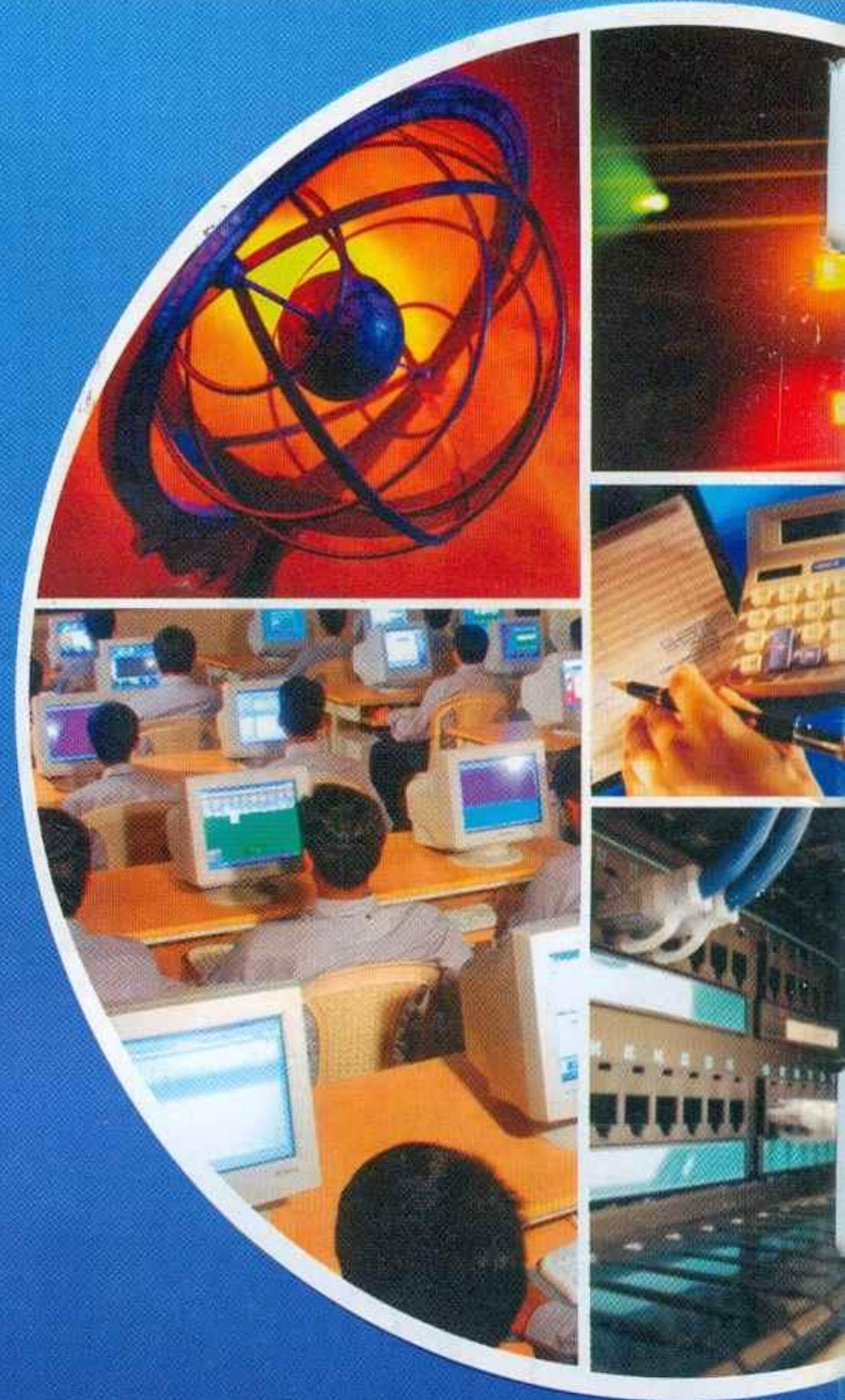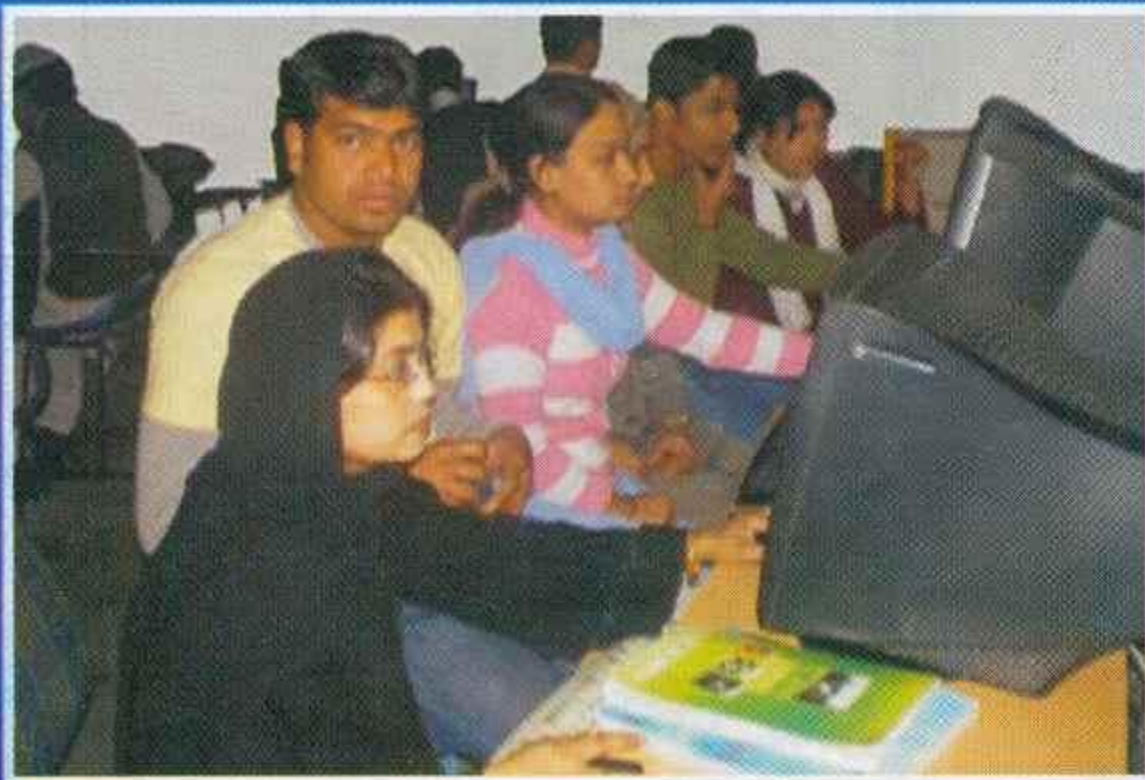| Joint Certification	NCPUL M/o Human Resource Development Govt. of India	&	NIELIT, CHANDIGARH CENTRE (An autonomous scientific society of Dept. of IT, Ministry of Communications & IT) SCO 114-116, Sector 17 B, Chandigarh 160017

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قیمت -/10 روپئے