



قومی کونسل برائے فروغ اردو زبان

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NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE  
(NCPUL)

Department of Higher Education,  
Ministry of Human Resource Development, Govt. of India

“Computer Applications, Business Accounting  
and Multilingual DTP”

**Diploma**

Joint Certification

**NCPUL**  
M/o Human Resource Development  
Govt. of India

**DOEACC Society, Chandigarh**  
M/o Communications and Information Technology  
Govt. of India

# Prospectus & Registration Form

## 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.

### **Farogh-e-Urdu Bhawan**

FC-33/9, Institutional Area, Jasola, New Delhi-110 025

Ph.: 011-49539000, Fax:49539099

Website: [www.urducouncil.nic.in](http://www.urducouncil.nic.in)

E-mail: [ncpultech@yahoo.co.in](mailto:ncpultech@yahoo.co.in), [ncpultech@gmail.com](mailto: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 organisation 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

The one year course "Diploma in Computer Applications, Business Accounting and Multilingual DTP" has been designed for transformation of Urdu speakers into productive human resource and making them part of the employable technical work force in the emerging Information Technology scenario and penetration of computer education to grass root level. Taking base as the DOEACC 'O' level course contents, the contents have been enriched with programming techniques, developing database applications, accounting package, web designing tools, Urdu, and English DTP.

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

- Junior programmer
- EDP assistant
- Web Designer
- DTP Operator
- Lab Demonstrator
- Accountancy Operator

## Eligibility

Students who have passed Intermediate (10+ 2) level of examination from a recognized Board or an equivalent examination are eligible for admission to 'O' level course. Madarsa Qualification which have been granted equivalence to Matric or 10+2 level will also be eligible for the CCC and CABA-MDTP course. Students should have attained age of 18 years and must be below the age of 35 years on the date of application. An interview for selection/admission of students will be conducted by a selection committee.

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 Applications, Business Accounting and Multilingual DTP.

## 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 10+ 2 or Graduation. A Selection Committee 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.

## The Course

The course will be organized in two batches of 40 students at each computer centre (Batch I from 9.00 A.M.to1.00 P.M. and Batch II 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.

## Course Structure

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

## Fee Structure

- 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.660/- Per Student (Prospectus & Registration Form- Rs.10/-, fee for Diploma in Urdu -Rs. 200/-, Subscription to Urdu Duniya magazine-Rs.150/- Examination fee Rs.300/-)

## 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/- form processing charge) will be paid by the student. The examination will be conducted by DOEACC, New Delhi.

## Examination Scheme

1. A test will be conducted at the end of each module.
2. The weightage of the module test will be 10 marks each. Student will be expected to obtain a minimum of 6 marks for each module.
3. Final examination of 70 marks will be conducted at the end of the course. It will consist of both objective and subjective type questions. Examination pattern and Courseware will be as per DOEACC "O" level course.
4. A final practical examination of 25 marks will be conducted at the end of the course.
5. An Urdu Inpage test of 25 marks shall also be conducted at the end of the course.
6. The project prepared by the students shall be examined by the External examiner.
7. Question papers shall be bilingual(Urdu/English).Students are allowed to write the answers either in Urdu or English.

### Breakup of Marks (To be revised)

Module Test at the end of each module	50 marks(10 marks each)(Five modules)
Urdu Inpage Test	25 marks
Practical exam	25 marks
Project	30 marks
Final examination	70 marks
Total	200 marks

Student has to obtain minimum of 50%marks in final examination, Urdu Inpage Test and Practical Exam individually for qualifying the examination.

### 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 DOEACC Society, 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 July/ January- 2010-2011

Particulars	July Session	January Session
Last date for submission of Admission form by the students	: 28 <sup>th</sup> May 2010	: 15 <sup>th</sup> Nov. 2010
Interview by selection committee	: 1 <sup>st</sup> & 2 <sup>nd</sup> June 2010	: 19 <sup>th</sup> to 21 <sup>st</sup> Nov.2010
Display of final list of selected candidates	: 3 <sup>rd</sup> June 2010	: 23 <sup>rd</sup> Nov. 2010
Payment of fees by selected candidates	: 4 <sup>th</sup> & 5 <sup>th</sup> June 2010	: 24 <sup>th</sup> & 25 <sup>th</sup> Nov. 2010
Commencement of Class	: 1 <sup>st</sup> July 2010	: 1 <sup>st</sup> January 2011

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 Ph.: 011-49539000, Fax:49539099  
 E-mail: ncpultech@yahoo.co.in, ncpultech@gmail.com

Form No.00001

**Registration Form**  
**One Year Diploma in "Computer Applications, Business**  
**Accounting and Multilingual DTP"**

Paste here a signed copy of recent passport photograph (approx. 5 cm x 7 cm)  
 Attested by Gazetted Officer

Ref. No :

(To be filled by Centre)

1. Roll No

2. Batch Applying (A) 9 AM-1PM

[✓] (B) 2PM-6PM

3. Name (In Block Letters): (Surname first)

4. Father's / Husband's Name:

5. Permanent Address (In capital letters)

PIN

Phone No.

6. Mailing Address (In capital letters)

PIN

Phone No.

7. Date of Birth:

8. Sex: (M/F)

9. Category [✓]

SC	ST	OBC	General
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

10. Marital Status: (Married>1, Unmarried>2)

11. Religion. \_\_\_\_\_

12. Educational (Last Qualification)

Qualification	Institute /University	Year of Passing	%age of Marks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**DECLARATION**

I hereby declare that all statements in the application are true, complete and correct to the best of my knowledge and belief. In the event of information being found false or incorrect, I shall be responsible for all consequences arising out of making wrong statements.

Place : \_\_\_\_\_ Date : \_\_\_\_\_ Signature of candidate \_\_\_\_\_

Admission Granted /Refused  
 If granted Batch  
 Testimonials Received

To be Filled by Centre

Signature of Centre  
 Incharge with Seal

Note: **Please fill the form with ball pen.**

فارم نمبر.....  
حوالہ نمبر.....

قومی کونسل برائے فروغ اردو زمان  
محکمہ اعلیٰ تعلیم، وزارت ترقی انسانی وسائل (حکومت ہند)  
فروغ اردو بھون، ایف سی، 33/9 انسٹی ٹیوشنل ایریا، جسولہ، نئی دہلی۔ 110 025

یہاں اپنا پاسپورٹ سائز  
(5cm×7cm)  
حالیہ فوٹو جس کی تصدیق  
گزیٹڈ آفیسر کے ذریعے  
کرائی گئی ہو، چسپا کریں۔

رجسٹریشن فارم

1۔ رول نمبر..... ایک سالہ ڈپلومہ ان "کمپیوٹر ایپلی کیشن، بزنس اکاؤنٹنگ اینڈ ملٹی لنگول ڈی ٹی پی"

2۔ نام.....

3۔ ولدیت.....

4۔ مستقل پتہ.....

..... فون نمبر.....

5۔ خط و کتابت کا پتہ.....

..... فون (آفس)..... (رہائش).....

6۔ تاریخ پیدائش..... 7۔ جنس (لڑکا/لڑکی)..... 8۔ شادی شدہ/غیر شادی شدہ.....

9۔ تعلیم (آخری کامیاب امتحان کی تفصیلات).....

یونیورسٹی/بورڈ..... ڈگری/سرٹیفکیٹ..... کلاس/ڈویژن/ریک اور فی صد..... امتحان دینے کی جگہ اور سال.....

10۔ زمرہ (Category) [✓]..... 11۔ مذہب:.....

General	OBC	ST	SC
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12۔ کس شق (batch) میں داخلہ چاہتے ہیں/چاہتی ہیں: (i) نوبے صبح تا ایک بجے دوپہر  (ii) دو بجے دوپہر تا چھ بجے شام

تصدیق نامہ

میں نے آپ کے ادارے کی ہدایات کو پڑھا اور سمجھ لیا ہے اور میں ان کی پابندی کرنے کا حلف لیتا/لیتی ہوں۔ میں نے اس فارم میں جو اطلاعات بہم پہنچائی ہیں وہ صحیح و درست ہیں اور کوئی غلط بیانی کرنے کی صورت میں نتیجے کے لیے ذمہ دار ہوں۔

..... تاریخ..... دستخط امیدوار

..... جگہ.....

آفس کے استعمال کے لیے

..... داخلہ دیا گیا/مسترد کیا گیا.....

..... اسناد وصول پائیں.....

..... شق (batch).....

دستخط  
سینئر انچارج

نوٹ: برائے مہربانی فارم پُر کرنے کے لیے صرف بال پین کا استعمال کریں۔