

**Diploma in**  
**Computer Applications, Business Accounting**  
**and Multilingual DTP**

**Prospectus & Registration Form**

July, 2025



Joint  
Certification

**NCPUL**  
Ministry of Education  
Govt. of India



**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 کنسل برائے فروغِ اردو زبان**

**NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE**  
Ministry of Education, Department of Higher Education,  
Govt. of India

**Course Details**

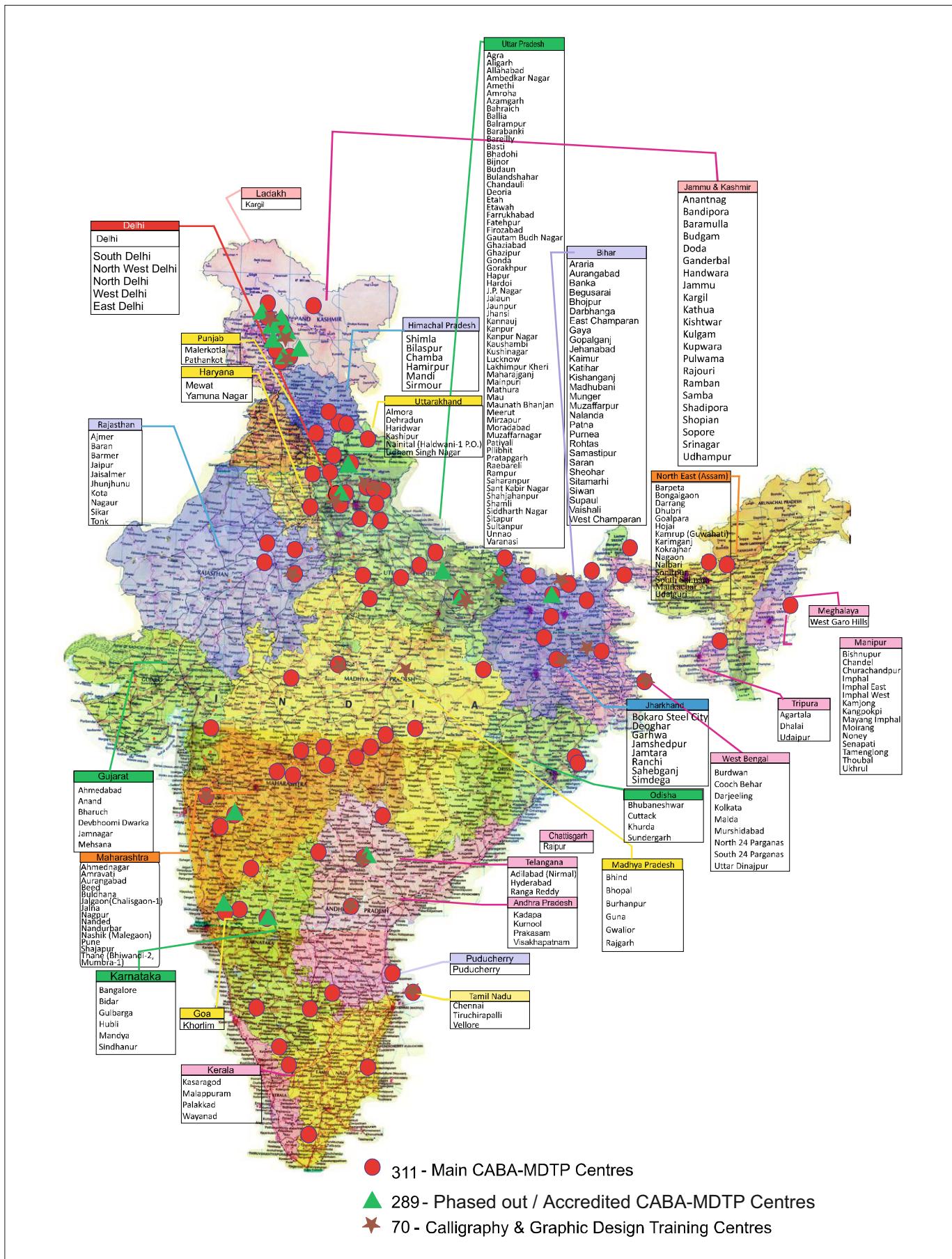
Fundamentals of Information Technology  
Internet Technology and Web Designing.  
Financial Accounting Using Tally & Personality Development.  
Emerging trends in IT  
Multilingual DTP.  
Artificial Intelligence and Machine Learning Python  
Practical & Project Work



**فردوغ اردو بھوان**

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/-



## **About NCPUL**

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 was 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.

## **Introduction to Course: CABA- MDTP**

The Computer Applications, Business Accounting and Multilingual Desktop Publishing (CABA-MDTP) is a one-year Diploma course that has been designed for transforming the Urdu speakers into productive human resources in the field of Information Technology. Further the course would empower the participants to become part of the enriched technological work force that is in demand in the Information Technology Industry these days.

The Urdu Council has made every possible effort to devise the course as per the need of the “Tech Savvy Industry” that is in constant look out for skilled manpower which could be directly utilized into operations without any formal training. This venture is a sincere effort by the Council to bridge the gap between “The Academia” and “The Industry” on the whole.

The contents of this course have been enriched with plethora of technologies comprising of the following broad categories:

- a.** Information Technology Basics
- b.** Python Language with emphasis on Machine Learning and Artificial Intelligence
- c.** Financial Accounting using Tally
- d.** Emerging Information Technology Trends
- e.** Web-Designing with HTML, DHTML and Java Script
- f.** Web Development using PHP
- g.** Database concepts with MS-Access
- h.** Coverage of Urdu and DTP Software: Inpage
- I.** Multimedia Applications with varied tools like Corel Draw, Photoshop, Dreamweaver and Illustrator
- j.** Exposure to Personality Development

The contents have been designed keeping in view the career perspective of an individual who completes the course and wants to excel in the field of Information Technology. The modules covered are:

1. Module I: Fundamentals of Information Technology
2. Module II: Internet Technology and Web Designing.
3. Module III: Financial Accounting Using Tally & Personality Development.
4. Module IV: Emerging trends in IT
5. Module V: Multilingual DTP (Part I) and Multilingual DTP Part 2 (Urdu DTP)
6. Module VI: Artificial Intelligence and Machine Learning Python
7. Module VII: Practical & Project Work

### **Eligibility Criteria for Admission**

Admission in One-year Diploma Course in CABA-MDTP of the Council may be taken by a candidate who has completed his matriculation. Candidates should have attained age of 15 years for Matric & 17 years for 10+2 and must be strictly below the age of 35 years on the date of application.

### **Diploma in Urdu- A precondition for award of CABA-MDTP Certificate**

It is compulsory for the candidate to take admission in one-year Diploma course in Urdu run by Urdu Council. Further the candidate must also pass in this course for the award of Diploma in Computer Applications, Business Accounting and Multilingual DTP (CABA-MDTP).

### **Processing of Candidate's Application and Selection**

The applications received from the candidates who want to seek admission into the course shall be scrutinized by the respective Selection Committee of the Centre. Keeping in view the prescribed qualifications of the candidate, these will be arranged in order of merit based on marks obtained in the Matric, 10+2 or Graduation.

The Selection Committee of the respective CABA- MDTP Centre will conduct an interview for the selection of students in the said course.

**Note:** In the interview the candidate must bring, the original certificates together with the required mark sheets as specified by him / her in the admission form.

### **Seat Availability, Batch Allocation and Class Schedule of the Course**

There are a total of 40 seats available in the course per batch. Two batches comprising of 40 students each will run at one respective Computer Centre.

The batch allocation with timings will be as per the details mentioned below:

1. Batch I will commence in January Session from 9.00 A.M. to 1.00 P.M.
2. Batch II will commence in July Session from 2.00 to 6.00 P.M.

Daily Class duration will be of 4 hours per batch, 2 hours will be allocated for theory class and 2 hours are allocated for practical class respectively for each batch.

Based on the above criteria the division of the number of students per batch will be:

1. Twenty students will attend the theory class and
2. Twenty students will attend practical class simultaneously.

### **Fee Details and Other Expenditures**

The Detailed breakup of the fees to be paid by the student who is seeking admission to the course is as follows:

1. Students admitted in the course will be required to pay a monthly fee of ₹250/- p.m. (It will be ₹500/-p.m. in case of students studying in A class cities).
2. Admission fees of ₹910/- will have to be paid by every student seeking admission into the course bifurcation of which is given below:
  - (i) The Prospectus & Registration Form fees ₹10/-
  - (ii) Fee for Diploma in Urdu ₹200/-
  - (iii) The subscription cost of NCPUL magazine is ₹150/-
  - (iv) The examination fee of ₹550/-

### **Examination Instructions**

1. A test will be conducted at the end of each module. The faculty of the respective Centres 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) questions. Semester Examination will be conducted in December and June. Semester wise distribution of marks is as follows:

| S. No. | Examination                            | Marks | Remarks                                               |
|--------|----------------------------------------|-------|-------------------------------------------------------|
| 1      | Semester Exam                          | 100   | Semester 1 & 2                                        |
| 2      | Modules Exam                           | 30    | There are 3 modules of 10 marks each in each semester |
| 3      | Total marks per semester               | 130   |                                                       |
| 4      | Total Marks for complete 1 year course | 260   | For two semesters (130*2)                             |

|    |                                                                                                                                                                                          |                                            |                                                                                                                                    |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| 4. | Every student of the Centre should pass the examination by securing at least 40% marks at the end of First Semester and final Semester examination before he is awarded the certificate. | Project marks for complete 1 year course   | These are to be given based on the complete 1 year course                                                                          |
| 5. | Monthly fee is payable in advance before 10 <sup>th</sup> of every month and fee paid is not refundable.                                                                                 | Practical marks for Complete 1 year course | Note: Fee shall be payable by the student even if he/she is absent or on leave from the Centre based on the complete 1 year course |
| 6. | The name of student will be struck off from the rolls due to non payment of monthly fee on the due date.                                                                                 | 50                                         | These are to be given based on the complete 1 year course                                                                          |
| 7. | Student once registered at a specific NCPUL Centre cannot seek transfer from the current centre to another NCPUL Centre.                                                                 | Total Marks for complete 1 year course     | 350                                                                                                                                |

1. On the exam day, every Centre-Incharge must make a video of the ongoing exam of around 5-10 minutes duration recording all the students writing the examination.
2. It must be ensured while making the video that the faces of the students writing the exam are clearly visible.
3. This process must be carried out for every session of the exam.
4. The video should be mailed on the communication e-mail specified in the exam letter.

### Award of Certificate

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 and “Diploma in Urdu Language” by NCPUL.

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 10<sup>th</sup> 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 July, 2025**

|                                    |   |                                             |
|------------------------------------|---|---------------------------------------------|
| Last date for Submission of form   | : | 4 <sup>th</sup> June,2025                   |
| Interview of candidate             | : | 5 <sup>th</sup> & 6 <sup>th</sup> June,2025 |
| Display of selected candidate list | : | 09 <sup>th</sup> June,2025                  |
| Last date for Submission of fee    | : | 13 <sup>th</sup> June,2025                  |
| Commencement of Classes            | : | 1 <sup>st</sup> July, 2025                  |

#### **Instructions for filling the Registration Form for CABA-MDTP course**

1. The respective Centre-Incharges are requested to send the hardcopy bundle of the registration forms within 10 days of the closing date of Registration on the NCPUL Online Portal for registering the candidates, to NIELIT, Chandigarh.
2. The respective Centre-Incharges are requested to deposit the fees of the registered candidates with NCPUL within 10 days of the closing date of the Online Portal for registering the candidates.
3. While filling the registration form by the students Centre Code must be filled in respective column.

4. The session, month and year (full four digits) must be mentioned in the registration form.
5. Verified name of the candidate and Father Name must be mentioned in the registration form same as in Matriculation Marksheets/Certificates.
6. A self-attested copy of valid matriculation Marksheets/Certificates must be attached. Further the same must be counter signed and stamped by the respective Centre-Incharge.
7. For candidates, enclosing attested copy of certificates other than Matriculation, the Centre-Incharge must certify the equivalency of enclosed certificates.
8. **Do not send web copies of the qualification certificates.**
9. Photograph of student must be pasted properly on the form (Do not staple).
10. Student must sign the registration form at two specified places as indicated in the registration form.
11. Centre-Incharge must ensure that student has not already registered for CABA-MDTP course.
12. Centre-Incharge must verify all the information filled in registration form by the candidate.
13. Centre-Incharge must sign and put his Centre's stamp on each registration form before sending the same to **NIELIT Chandigarh, Birla Farms, Bada Phull, Ropar (Punjab) - 140001**.
14. Centre-Incharge must ensure that all registration forms have been sent to NIELIT, Chandigarh Centre in a single lot and within stipulated dates.
15. Incomplete and offline forms in any respect will not be entertained.
16. Any incorrect information mentioned in the form will be the sole responsibility of the student filling the form. Students are advised to fill their registration forms carefully.
17. While attesting the form the Centre-Incharge must also check the form carefully so that there are no mistakes in the form.





ایں۔ آئی۔ ای۔ ایل، آئی۔ ٹی  
اک خود مختار ادارہ جو منشی آف نیٹ ورکس اور انفارمیشن پیکنیکالوجی کا شعبہ ہے۔  
برلا فارمز، بڑا پکو، روپڑ (پنجاب) 1400001

بیہاں پانچا پیورٹ سائز  
(5cmx7cm)  
حالیہ فوتو جپا کریں۔

قوی کوسل برائے فروغِ اردو زبان  
وزارت تعلیم، جمکنہ اعلیٰ تعلیم (حکومت ہند)

فروفغِ اردو بھومن، اینج سی، 9/33 انسٹی ٹیوٹ ایریا، جسول، ننی دہلی۔ 2511002



### رجسٹریشن فارم

اک سالہ ڈپلوما ان ”کمپیوٹر اپلی کیشن، برنس کاؤنٹنگ اینڈ مائیکرنسنگ ڈیٹی پی“




استعمال برائے NIELIT صرف رجسٹریشن نمبر:

1- نام

..... 2- ولدیت ..... 3- مستقل پڑھ ..... 4- جنس (اڑکا/اڑکی/ادیگر) .....

6- نژاد: مسلم عیسائی بدھ صفت سکھ پاری ہندو دیگر

| General | OBC | ST  | SC  |
|---------|-----|-----|-----|
| [ ]     | [ ] | [ ] | [ ] |

7- شادی شدہ/غیر شادی شدہ 8- تعلیم (آخری کامیاب امتحان کی تفصیلات)

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

9- معدود [✓] 10- ایک سروں میں [✓] 11- تم [✓]

12- تاریخ پیدائش [ ] [ ] [ ] [ ] [ ]

13- خط و کتابت کا پڑھ ..... 14- ای- میل ایڈریس ..... 15- فون نمبر .....

### تصدیق نامہ

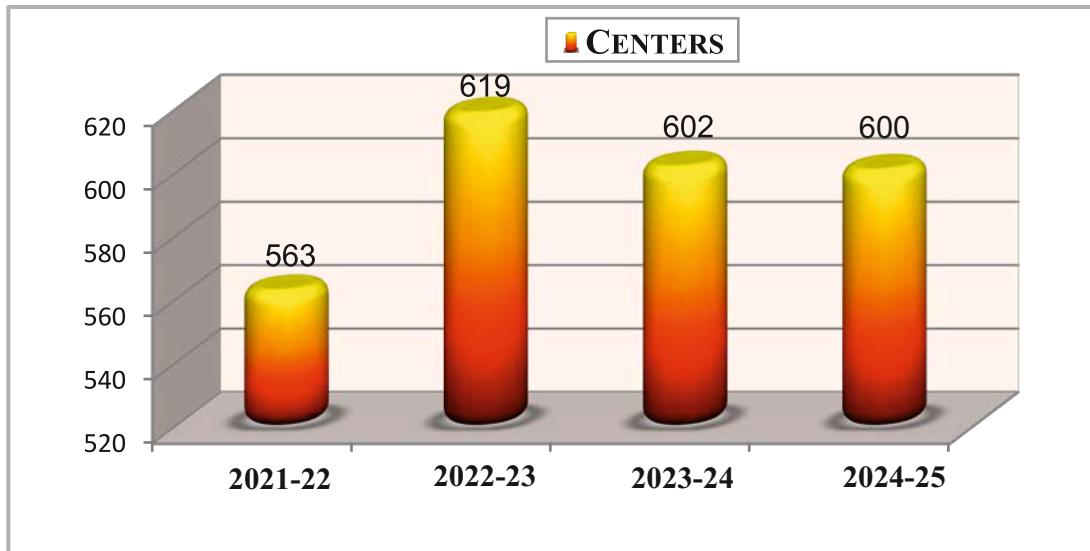
میں نے آپ کے ادارے کی ہدایات کو پڑھا اور سمجھ لیا ہے اور میں ان کی پابندی کرنے کا حلف لیتا / لیتی ہوں۔ میں نے اس فارم میں جواطلاءات بھی پہنچائی ہیں وہ صحیح درست ہیں۔ میں نے اس کو کسی دوسرے این۔ سی۔ پی۔ یو۔ ایل سینٹر سے نہیں کیا ہے۔

..... تاریخ .....

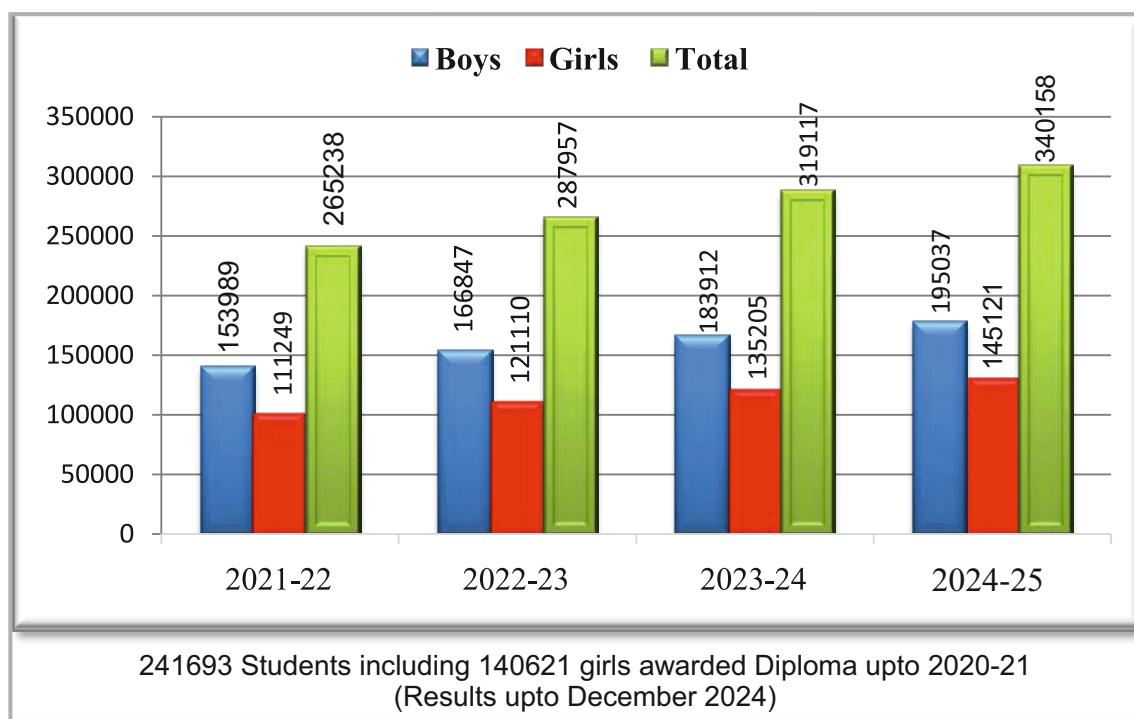
..... دخخدا میدوار .....

..... جگہ .....

**Computer Applications, Business Accounting and Multilingual DTPcentres**  
established from 2021-2022 to 2024-2025 by the  
National Council for Promotion of Urdu Language



Students awarded “**One Year Diploma in Computer Applications, Business Accounting and Multilingual DTP**” from 2021-2022 to 2024-2025



# Diploma in Computer Applications, Business Accounting and Multilingual DTP

## Prospectus & Registration Form

July, 2025



Joint  
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E-mail: [nupultech@gmail.com](mailto:nupultech@gmail.com)

Rs.10/-