

Institute of Skill & Management Technology (ISMT)

Run by: Rapid Action For Human Advancement Tradition(RAHAT)

Rahat Colony,Kajlamani Road, Kishanganj,Bihar.

Email Id. ismtechnology.rahat130077@gmail.com

Contact no. 9931901786, 7004561140, 8860577677

Guided by : National Council For promotion of Urdu Language,Ministry of Human Resource Development ,Department of Higher education,Govt.of India.New Delhi

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 objection 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 the undertake any other activity for the promotion of Urdu language as deemed fit by the Council.

Institute of Skill & Management Technology a unit of Rapid Action For Human Advancement Tradition (RAHAT) has been running a centre at Kishanganj of Bihar since 2018 for one year diploma in "COMPUTER APPLICATION, BUSINESS ACCOUNTING AND MULTILNGUAL - DTP".





Certificate in Computer Application, 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**
- **Development Database Applications**
- **Accounting Package**
- **Web-Designing Tools**
- **Course in Urdu And DTP Software**
- **Introduction to Multimedia and Its Applications**
- **Inpage**
- **CorelDraw**
- **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 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 Technological 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. |



Lab.

Eligibility

For admission to CABA-MDTP course eligibility will be Matrix 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.

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. 1000/- 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 consists of part A (Objective) and Part B (Subjective). Semester Examination will be conducted in December and June. Semester wise distributions of marks is as follows:-

1th Semester

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

2th Semester

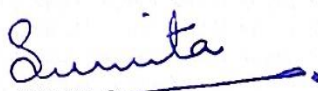
Examination	Marks	Remarks
Semester Exam	100	
Module Exam	30	3 Modules* 10 Marks Each
Practical	50	Practical -30, Viva20
Project	40	
Total	220	

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

4. Test of Urdu software Inpage 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 & 2nd Semester) Consists of objectives & subjective type questions. NIELIT, Chandigarh Centre will prepare the questions paper for IT components. The question paper will be sent to the NCPUL Centre/ Examiners in sealed envelopes and shall be opened under the supervision of Centre in-charge and examiner.

Awarded 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.

2001130077010 Registration No.	305089 Certificate No.												
DIPLOMA IN COMPUTER APPLICATIONS, BUSINESS ACCOUNTING AND MULTILINGUAL D.T.P.													
 राष्ट्रीय उर्दू भाषा विकास परिषद् قومی کونسل برائے فروغ اردو زبان	 रा.इ.सू.प्रौ.सं NIELIT												
National Council for Promotion of Urdu Language Ministry of Human Resource Development, (Department of Higher Education), Govt. of India. Farogh-e-Urdu Bhawan FC - 33/9, Institutional Area, Jasola, New Delhi - 110025 Website : www.urducouncil.nic.in	National Institute of Electronics and Information Technology (An Autonomous Scientific Society of Ministry of Electronics & Information Technology, Govt. of India.) Permanent Campus : Birla Farms, Bada Phull, Rupnagar-140001 Facility at : Plot No. M-925, IETE Building, Sector 30, Chandigarh-160030 Website : www.nielit.gov.in/chandigarh												
This is certified that Mr./Ms. AMMAR ZAHIDI Son/Daughter/Wife of ABDUR ROUF has successfully completed One Year Diploma in Computer Applications, Business Accounting and Multilingual D.T.P. from CABA - MDTP Centre at INSTITUTE OF SKILL & MANAGEMENT TECHNOLOGY(ISMT) KISHANGANJ with grade A in DEC-2020 Examination													
	TOPICS COVERED : ★ IT Tools & Business System ★ Internet Technology and Web Designing ★ Financial Accounting using Tally & Personality Development ★ Introduction to ICT Resources ★ Multilingual DTP ★ Programming & Problem Solving through 'C' Language												
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 (Dr. Aquil Ahmad) Director National Council for Promotion of Urdu Language New Delhi	 (Sunita Goyle) Director National Institute of Electronics and Information Technology Chandigarh												
Date : 22-JUNE-2021													

And

ISO 9001:2015 Certified Organisation Cert.No. 21130

राष्ट्रीय उर्दू भाषा विकास परिषद्
قومی کونسل برائے فروغ اردو زبان

National Council for Promotion of Urdu Language
Ministry of Education, 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 HIDI

..... Son of Mr. ABDUR ROUF

registration no. 200113 10 session Dec-2020 has successfully

completed the One Year Diploma Course in Urdu Language

from (130077) INSTITUTE OF SKILL & MANAGEMENT TECHNOLOGY (ISMT),

KISHANGANJ, BIHAR



Date : 20th August, 2021


(Aquil Ahmad)
Director

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