

# Important Instructions for KLiC Learners

## For the year 2019

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### **1. Admission:** Applicant should

1. Ensure that s/he is seeking admission only to the Authorized Learning Centre (ALC) for KLiC courses, which is duly authorized by MKCL and having its details published on MKCL website: [www.mkcl.org/klic](http://www.mkcl.org/klic)
2. Ensure that s/he has duly filled in the pre-printed Application Form carefully and completely, signed the declaration and submitted to the ALC along with the prescribed fees before due date. Incomplete application shall not be accepted.
3. Aadhar Card is Compulsory while submitting the application form. The Aadhar card details are mandatorily to be filled by learners while filling up the admission form. If Aadhar card number is not available, then enrollment number should be filled which is available after application for Aadhar Card.
4. Attach a true copy of Aadhar Card or School or College ID card or PAN card or Voter's ID card or Driving License or Passport or Government's ID card as a proof of her/his identity including her/his name, photograph and signature and submit a signed photo copy of the same along with the application form.
5. Select the course duration at the time of filling the application form.
6. Exam Body will verify the details of the learners. In case of rejection by Exam Body learner will have to submit the correct information to their respective ALC and ALC will correct the same from their login.

### **Course Details:**

- 1. Medium of Instruction:** English (For some Courses it is offered in Marathi)
- 2. Eligibility:** MS-CIT Passed preferred
- 3. Certification:** Mark sheet by Yashwantrao Chavan Maharashtra Open University (YCMOU) and Expert Certificate by MKCL
- 4. Batch Commencement:** One batch in each calendar month (January to December)
- 5. Date(s) of Application and Fee Payment by Learner:** Admission is open for whole month for the respective batch.

## 2. Fees

For Mumbai Metropolitan Region Development Authority (MMRDA) Region:

Mode	Total Fee (Rupees)	1st Installment (Rupees)	2nd Installment (Rupees)
Single Installment	4300	4300	N/A
Two Installment	4500	2250	2250

\* Total fee is including of Course fees, Examination fees and Certification fees

Except Mumbai Metropolitan Region Development Authority (MMRDA) Region (**for remaining Maharashtra**):

Mode	Total Fee (Rupees)	1st Installment (Rupees)	2nd Installment (Rupees)
Single Installment	3800	3800	N/A
Two Installment	4000	2000	2000

\* Total fee is including of Course fees, Examination fees and Certification fees

### Applicant should

1. Verify the amount printed on fee receipt and ensure that it is equal to the amount s/he has actually paid to the ALC.
2. Verify her / his name printed on this fee receipt and get it corrected, if required, within 24 hours of last date of payment. This name shall appear on her / his Mark Sheet and Certificate. The request for the change of name on the Mark Sheet and Certificate shall not be entertained later.
3. Ensure that the fees are paid before the stipulated due dates.
4. Be considered as registered learner only after Admission procedure is completed by him / her and fees are fully paid by him / her.
5. If the complete payment is not done, then the Applicant will not be considered as registered learner.
6. Note that fees once paid are non-refundable and non-transferable under any circumstances.

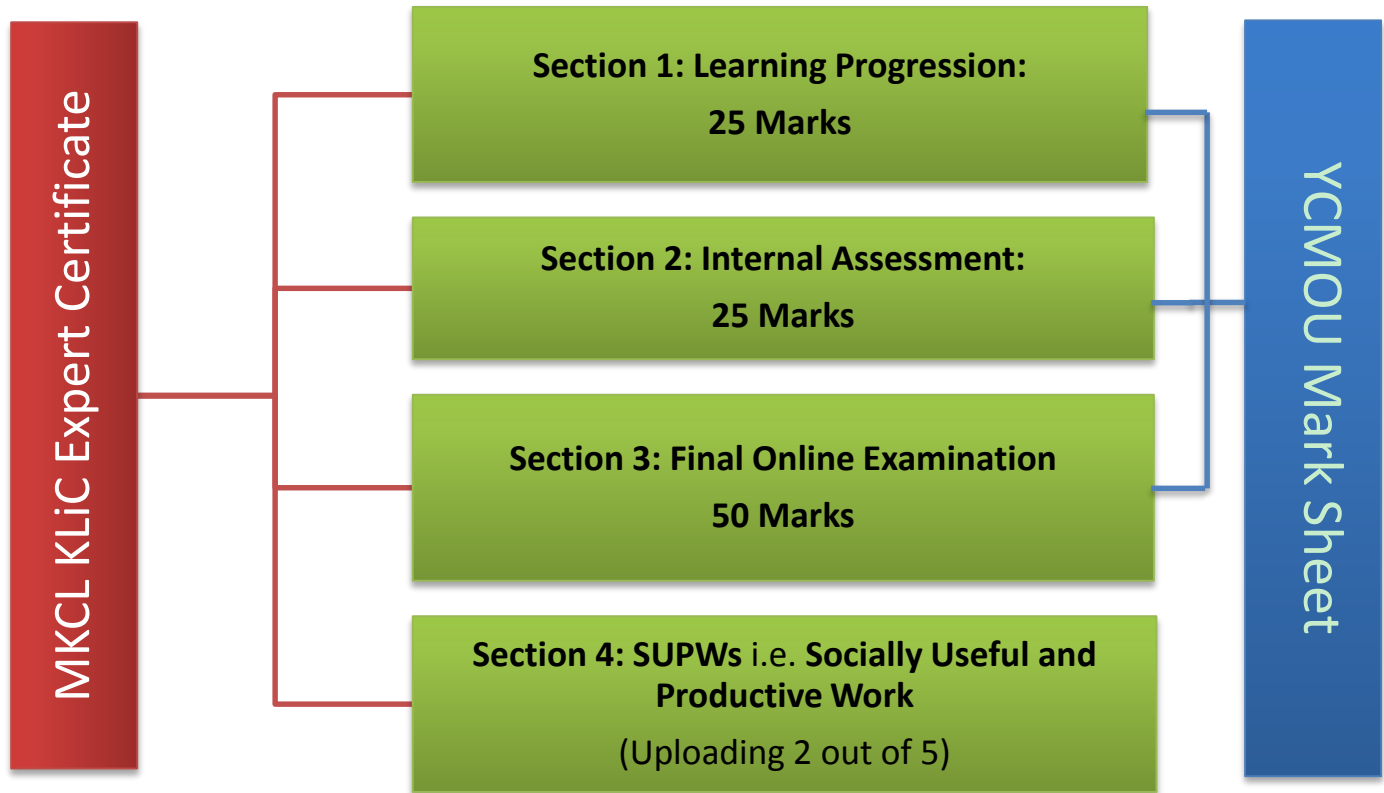
### **3. Academics: Learning & Evaluation**

#### **Learning:**

1. Learner should refer to Academic Calendar and Day-wise Breakup of the syllabus as published on MKCL website or made available at the ALC.
2. Please ensure that you have received the ERA login ID and Password for accessing the e-Content in ERA (eLearning Revolution for All) by using the headphone.
3. Learner will be able to learn through ERA Login and login will expire after the completion of course duration selected while taking the admission.
  - a. 2 Month Batch Duration: Login will be valid for 2 months from the date of admission confirmation
  - b. In case learner does not complete the learning within specified batch duration then learner will have to pay the additional fee for validity extension. This facility can be availed for the consecutive 2 months by paying requisite fees.
  - c. If Learner fails to become eligible for exam even after the validity extension, s/he will have to register afresh again by paying full Course Fees

## Evaluation:

The evaluation structure, including internal evaluation & examination, is as follows:-



A) YCMOU Mark Sheet will be provided based on below evaluation pattern:

**a. Evaluation Pattern: (Total 100 Marks)**

1. Section 1 (auto-marking): 25 marks - **Learning Progression**
2. Section 2 (auto-marking): 25 marks - **Internal Assessment**
3. Section 3 (auto-marking): 50 marks - **Final Online Examination**
  - **Final Online Examination Eligibility Criteria:**
    - ✓ Minimum 10 Marks in Section 1 as well as in Section 2
    - ✓ The learner will be able to take Final Online Examination after fulfilling the above criteria and in addition to this, it is necessary to view the Complete Sequential Content for the respective course to become eligible for Final Online Examination

**b. Passing Criterion:** Separate passing in Section 1, 2 and 3 by scoring at least 40% marks in each section i.e. minimum 10 marks in Section 1 & 2 and minimum 20 marks in Section 3. So total minimum marks required is 40.

**c. YCMOU Mark Sheet**

Printed Mark Sheet will be issued by YCMOU on successful completion of Section 1, Section 2 and Section 3 and will be delivered to Learner by MKCL

\*Successfully passed learner will receive the YCMOU Mark Sheet from ALC location within 3 months from the date of examination.

**B) MKCL Expert Certificate** will be provided to the learner who will satisfy the below criteria:

1. Learners who have successfully completed above mentioned 3 sections i.e. Section 1, Section 2 and Section 3
2. Additionally, learner should have completed Section 4 (**i.e. Section 4** will comprise of **SUPWs** i.e. **Socially Useful and Productive Work** in form of **Assignments**)
  - a. Learner has to complete and upload **minimum 2 out of 5 Assignments**.

\*Successfully passed learner will receive the MKCL Expert Certificate from ALC location within 3 months from the date of examination.

#### **4. Re-examination:**

**Re-Exam fees:**

- There will be no re-exam fees.
- Please note that in the case of failure or absenteeism in the first available final online exam attempt, Learner can appear for re-examination for next two consecutive monthly available attempts by free of cost.
- If Learner remains absent or fails in these two attempts, s/he will have to register afresh again by paying full Course Fees.

#### **5. Important Terms and Conditions:**

- MKCL reserves the right to modify the Academic Pattern, Evaluation Patter and Certification Pattern without any prior notice and MKCL shall not be liable to anyone for any such modification/s.
- MKCL may use the learners' information for marketing & communication purpose.
- MKCL reserves the right to modify the Fees of Courses during the year without any prior notice and MKCL shall not be liable to anyone for any such modification/s.