

# Important Instructions For KLiC Learners

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## **A. 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. Aadhaar Card is preferable while submitting the application form. The Aadhaar card details are correctly to be filled by learners while filling up the admission form. If Aadhaar card number is not available, then enrollment number can be filled which is available after application for Aadhaar Card.
4. Attach a true copy of Aadhaar 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. Study material shall be issued to the confirmed learner (Fee is paid by learner and is received by MKCL) for the selected course only (If applicable).
6. Select the course duration (i.e. 2 /3 Months) at the time of filling the application form.
7. 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.
8. Admission Modes:
  - Learner has a choice to select any one of the following admission mode.
    - KLiC@ALC
    - KLiC Online
  - Learner has to contact ALC to select the appropriate admission mode. In normal circumstances, once mode is selected then it will not be changed. In case of any emergency situation, Learner has to use the appropriate mode communicated from time to time.

## 9. Admission Process:

- Learner can take the admission for KLiC courses either by visiting to ALC or by visiting [www.mkcl.org/join](http://www.mkcl.org/join)
- If Learner will select the [www.mkcl.org/join](http://www.mkcl.org/join) then
  - Learner has to select the correct (nearest) ALC
  - Once ALC is selected, it cannot be changed.
  - Learner is expected to call the ALC before transferring the online fees from [www.mkcl.org/join](http://www.mkcl.org/join)
  - Once fee is transferred then it will not be refunded.
  - Learner has to contact ALC and complete the admission process within time.

## 10. For KLiC Online:

- Learner has to ensure the proper internet and bandwidth connectivity at their level.
- Learner has to ensure the availability laptop / desktop computer / smartphone of recommended configuration as per the learning mode selected.
- Learner has to ensure the availability of required essentials software's / antivirus on laptop / desktop computer / smartphone.
- Learner has to bear the internet / bandwidth connectivity / electricity charges at their level.
- MKCL will not be responsible for any damage / problem occurred to Learners laptop / desktop computer / smartphone / software's.
- Learner has to ensure the regular maintenance of Learners laptop / desktop computer / smartphone / software's.
- 'KLiC Final Online Examination' will be held at selected ALC only irrespective of the admissions mode selected by the Learners. Learner has to appear for the 'KLiC Final Online Examination' at ALC location only. In normal circumstances, 'KLiC Final Online Examination' will not be held at home / online.

11. 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 and ensure that the data has been corrected before appearing the Final exam.

## 12. Course Details:

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

## B. Fees

<b>Fee Structure</b>			
<b>Region</b>	<b>Course Duration 60 Hours</b>	<b>Course Duration 120 Hours</b>	<b>KLiC Diploma</b>
For Mumbai Metro Politian Region Development Authority (MMRDA) Region	Rs. 2,500/-	Rs. 5,000/-	Rs. 15,000/-

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

**KLiC course fee is same for all the admission modes (i.e. for KLiC@ALC and KLiC Online)**

**\* 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.**

### Applicant should

- Verify the amount printed on fee receipt and ensure that it is equal to the amount s/he has actually paid to the ALC.
- 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.
- Ensure that the fees are paid before the stipulated due dates.
- Be considered as registered learner only after Admission procedure is completed by him / her and fees are fully paid by him / her.
- If the complete payment is not done, then the Applicant will not be considered as registered learner.
- Note that fees once paid are non-refundable and non-transferable under any circumstances.

## C. Academics: Learning & Evaluation

### Learning:

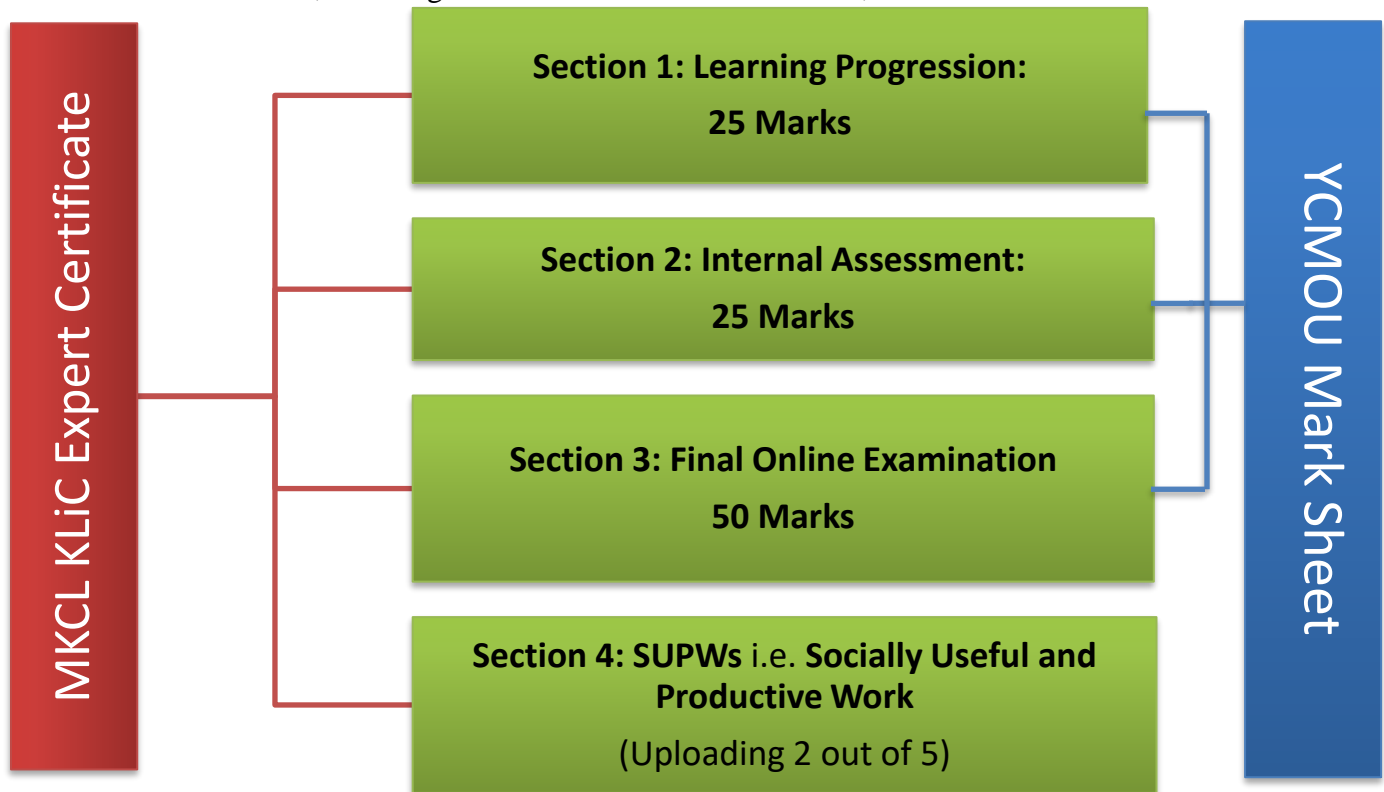
1. Learner should refer to Academic Calendar and Day-wise Breakup of the syllabus as published on MKCL website or made available at the ALC.
2. Please ensure that you have received the ERA login ID and Password for accessing the e-Content in ERA (eLearning Revolution for All) by using the headphone.
3. Please ensure that you have received the printed study material in English/Marathi (If applicable). In case if the ALC enrolls the learner for “Without Book” option) for the courses which are having Book, then such learners will not be entitled for any book from MKCL. Hence it is necessary to verify the option selected by ALC during data entry.
4. 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. 3 Month Batch Duration: Login will be valid for 3 months from the date of admission confirmation
  - c. 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.
  - d. 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

### Learning Mode:

Details	KLiC Regular Mode	KLiC Online Mode
<b>KLiC course Learning</b>	Learning at ALC using ALCs computer / laptop via Quasi-Online	Online Learning at learners computer at Home
<b>KLiC course Content available</b>	Classroom, Lab and Mobile App Content will be available at ALC	Classroom, Lab and Mobile App Content will be available online
<b>Internet</b>	To sync the data internet is required once and later internet is not required to access ERA content	Continuous internet is required to access the content in Online Mode

## 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.

#### **D. 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.

#### **E. 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.

*All the rules, guidelines and instructions mentioned as above are applicable for all the KLiC course admission modes (i.e. KLiC@ALC and KLiC Online)*