

# Important Instructions for KLiC Online Learners

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## Index

Admission.....	2
Admission Modes .....	2
Exam Body Verification .....	2
Course Details .....	3
Fee Structure .....	3
Fee-Related Guidelines .....	4
Applicant should.....	5
Important Instructions for Learning in Online Mode.....	6
Academics: Learning & Evaluation .....	7
Learning .....	7
Evaluation Structure.....	7
Final Examination Guidelines.....	7
Passing Criterion.....	8
YCMOU Mark Sheet.....	8
MKCL Expert Certificate.....	9
Re-Exam Fees .....	9
Important Terms and Conditions .....	9

## Admission

Applicant should:

- 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)
- Ensure that s/he has duly filled in the pre-printed Application Form carefully and completely, signed the declaration and submitted it to the ALC along with the prescribed fees before due date. Incomplete application shall not be accepted.
- Attach a true copy of ID and Address as proof of identity including her/his name, photograph and signature and submit a signed photocopy of the same along with the application form. School or College ID card, PAN card, Voter's ID card, Driving License, Passport or Government ID card is also accepted as ID proof.
- Should provide valid Aadhaar Number while filling in the Application form. Also, Learner should fill both sides of the form and duly sign on both sides of Application form. If Applicant is minor, then Learner's Parent or Guardian should also sign on both sides of the Application form along with Applicant.
- Fingerprint data will be captured through Biometric device at the time of admission for further usage.

### Admission Modes

- Learner must choose the learning mode at the time of admission. Available learning modes – Learn at ALC or Learn at Home (Online Mode)
- In normal circumstances, once mode is selected then it will not be changed.
- In case of any emergency, Learner must use communicate with ALC for support

### Exam Body Verification

- The Exam Body will verify learner details.
- In case of rejection, learner must provide correct information to ALC.
- ALC will update and ensure correctness before final exam.

## Course Details

- **Medium of Instruction:** English (Some Courses in Marathi or Hindi)
- **Eligibility:** MS-CIT Passed preferred
- **Certification:**
  - 120-hour courses: YCMOU Statement of Marks-cum-Certificate + MKCL Expert Certificate
  - 120-hour (MKCL certification only): MKCL Expert Certificate
  - 30/60/90-hour courses: MKCL Expert Certificate
- **Batch Commencement:** One batch every month (January to December)
- **Admission and Fee Payment:** Open throughout the month for the respective batch

## Fee Structure

### KLIC Course Fee Structure (From 01 July 2025)

#### 120 Hour Courses

KLIC Course Duration	MFO (Inclusive of GST)	ALC Share (Service Charges to be collected by ALC)	MKCL Certificate	YCMOU Marksheet
120 hours (Without YCMOU Marksheet)	₹1,000/-	₹5,000/-	Available	Not Available
120 hours (With YCMOU Marksheet)	₹1,118/-	₹5,000/-	Available	Available

### 90 Hour Courses

Duration	MFO (Inclusive of GST)	ALC Share (Service Charges to be collected by ALC)
90 hrs	₹750/-	₹4,000/-

### 60 Hour Courses

Duration	MFO (Inclusive of GST)	ALC Share (Service Charges to be collected by ALC)
60 hrs	₹500/-	₹2,500/-

### 30 Hour Courses

Duration	MFO (Inclusive of GST)	ALC Share (Service Charges to be collected by ALC)
30 hrs	₹300/-	₹1,500/-

**KLiC Diploma Courses** - All the 3 KLiC Courses of 120 hours selected for KLiC Diploma should be completed within 1 year of admission date. KLiC Diploma course duration is of 6 months

Region	KLiC Course Duration of 60 Hours	KLiC Course Duration of 120 Hours	KLiC Diploma Course Duration of 360 Hours
MMRDA, PMRDA and Rest of Maharashtra	Rs. 3,000/-	Rs. 6,000/-	Rs. 18,000/-

### Fee-Related Guidelines

- Total fee is including of Course fees, Examination fees and Certification fees
- MKCL and ALC will try to provide placement assistance to eligible students who successfully complete KLiC Diploma. **No additional charges will be charged in respect of Placement Assistance.**

- 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 learner has actually paid to the ALC.
- Applicant will get separate receipts for – MKCL Share and ALC Share Receipt.
- 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 made, then the Applicant will not be considered as registered learner.
- Note that fees once paid are non-refundable and non-transferable under any circumstances.

## Important Instructions for Learning in Online Mode

- Before enrolling in the KLiC Course, learners must confirm with ALC the system requirements for the specific application software that will be used. They should also ensure that the software is compatible with their own laptop or desktop.
- MKCL strongly recommends using genuine software while learning the KLiC Course. Any damage or data loss resulting from the use of pirated software will be the sole responsibility of the learner.
- Learners may enrol using the student version of the required application software for the KLiC Course.
- Learners must use their own personal laptop or desktop for course access and are solely responsible for internet connectivity, electricity and related charges.
- MKCL will not reimburse any expenses incurred for data or equipment used during the course.
- Learners are required to visit the ALC once per week for practical sessions and data synchronization. This is mandatory for maintaining learning progress records.
- KLiC Course Online Content is accessible only through the ERA Browser and does not access, read, or store any personal data on the learner's device.
- It is the learner's responsibility to ensure the security and privacy of their personal data while using their own laptop/desktop.
- Learners are strongly advised to install and regularly update Antivirus Software. MKCL shall not be held liable for any loss, corruption, or breach of personal data on the learner's device.

By enrolling in the KLiC Online Mode, the learner acknowledges and agrees to:

- Take full responsibility for following the academic schedule, meeting course requirements, and protecting personal data and devices used during the course.
- MKCL shall not be held liable for any loss, inconvenience, or damages arising due to misuse of the platform, failure to meet deadlines, technical issues related to personal devices, or non-compliance with the above guidelines.

# Academics: Learning & Evaluation

## Learning

- Learner should refer to Academic Calendar and Day-wise Breakup of the syllabus as published on MKCL website or made available at the ALC.
- 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.
- Learner will be able to learn through ERA Login and login will expire after the completion of course duration selected while taking the admission.
  - All courses are valid for 6 months
  - 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.
  - If Learner fails to become eligible for exam even after the validity extension, learner will have to register afresh again by paying full Course Fees

## Evaluation Structure

<b>Section</b>	<b>Marks</b>	<b>Minimum Passing Marks</b>
Section 1: Learning Progression	25	10
Section 2: Internal Assessment	25	10
Section 3: Final Online Examination	50	20
<b>Total</b>	<b>100</b>	<b>40</b>
Section 4: SUPWs (Socially Useful and Productive Work in form of Assignments)	5 Assignments	2 Assignments to be Completed & Uploaded

## Final Examination Guidelines

### Examination Venue & Mode

- The final examination will be conducted only at the Authorized Learning Centre (ALC) and must be attended in person.

- However, in some cases, the exam may be scheduled at **another centre**, and the learner will need to **travel to the exam venue at their own cost**.

### **Biometric Verification**

- Biometric authentication is mandatory at the time of the final examination.
- Learners must mark their attendance through the biometric device before appearing for the exam.

### **Documents Required**

- Learners must carry a printed Hall Ticket and original valid identity proof to the examination.

### **Surveillance & Data Capture**

- The examination will be conducted under camera surveillance. Learners' photos and videos will be captured throughout the exam period.
- The system may also capture photo and video data during the learning process.
- MKCL and the Examination Body will use this data for verification and other authorized processing purposes.

### **Post-Examination Formalities**

- Learners must collect the Appearing Certificate printout from the exam centre after the final exam.
- Learners who successfully pass will be awarded the MKCL Expert Certificate, available at their ALC approximately 45 days after the exam.

### **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.

### **YCMOU Mark Sheet**

YCMOU Mark Sheet will be applicable only to 120-hour KLiC Courses with extra certification fee, as mentioned in Fee Structure

YCMOU Mark Sheet (Soft Copy) 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.

## MKCL Expert Certificate

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

- Learners who have successfully completed above mentioned 3 sections i.e. Section 1, Section 2 and Section 3
- 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 must complete and upload minimum 2 out of 5 Assignments.

Learners who successfully pass the examination will be awarded the MKCL Expert Certificate, which will be made available at their respective Authorized Learning Centre (ALC) approximately 45 days after the examination date.

It is the learner's responsibility to collect the certificate from the ALC within 3 months of its availability. MKCL and the ALC shall not be held liable for any delays, loss, or non-collection of the certificate beyond this period.

**For Duplicate Certificate, learners must visit the ALC and apply for a Duplicate Certificate**

## 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, will have to register afresh again by paying full Course Fees.

## 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.