

# 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. Attach a true copy of ID and Address as proof of identity including her/his name, photograph and signature and submit a signed photo copy of the same along with the application form. School or College ID card or PAN card or Voter's ID card or Driving License or Passport or Government's ID card is also accepted as ID proof.
4. Should provide valid Aadhaar Number while filling the Application form. Also, Learner should fill the both sides of the form and duly signed 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.
5. Select the course duration (i.e. 2 /3 Months) at the time of filling the application form.
6. Fingerprint data will be captured through Biometric device at the time of admission for further usage.
7. Admission Modes:
  - Learner has a choice to select any one of the following admission modes:
    - KLiC@ALC
    - KLiC Online
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- 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.

#### 8. 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 has to contact ALC and complete the admission process within time.

#### 9. 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/ data loss at personal computer
- 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.

10. 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.

## 11. Course Details:

- Medium of Instruction: English (For some Courses it is offered in Marathi or Hindi)
- Eligibility: MS-CIT Passed preferred
- Certification: Statement of Marks-cum-Certificate' by Yashwantrao Chavan Maharashtra Open University (YCMOU) and Expert Certificate by MKCL for 120-hour courses only.
- Certification: Expert Certificate by MKCL for 60-hour courses only.
- 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

**For Mumbai, Mumbai Suburb, Thane, Palghar and Raigad District Area under Mumbai Metropolitan Region Development Authority (MMRDA) Region and Revised Fee applicable from February 2024 Batch onwards as mentioned below:**

**KLiC Courses of 120 Hours:**

Mode	Total Fee (Rupees)	Single Instalment (Rupees)	Two Instalments (Rupees)
Single Installment	6000/-	6000/-	NA
Two Installments	6200/-	3100/-	3100/-

**For Thane, Palghar and Raigad District Area comes under (Non-MMRDA): Region: Fee applicable from January 2024 Batch onwards as mentioned below:**

**KLiC Courses of 120 Hours:**

Mode	Total Fee (Rupees)	Single Instalment (Rupees)	Two Instalments (Rupees)
Single Installment	5000/-	5000/-	NA
Two Installments	5200/-	2600/-	2600/-

**For all Districts of Maharashtra (except Mumbai, Mumbai Suburb, Thane, Palghar and Raigad Districts): Fee applicable from January 2024 Batch onwards as mentioned below:**

**KLiC Courses of 120 Hours:**

Mode	Total Fee (Rupees)	Single Instalment (Rupees)	Two Instalments (Rupees)
Single Installment	5000/-	5000/-	NA
Two Installments	5200/-	2600/-	2600/-

## For KLiC Diploma Courses

Region	KLiC Course Duration of 60 Hours	KLiC Course Duration of 120 Hours	KLiC Diploma Course Duration of 360 Hours
For MMRDA Region	Rs. 2,500/-	Rs. 6,000/-	Rs. 18,000/-
For Rest of Maharashtra	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:

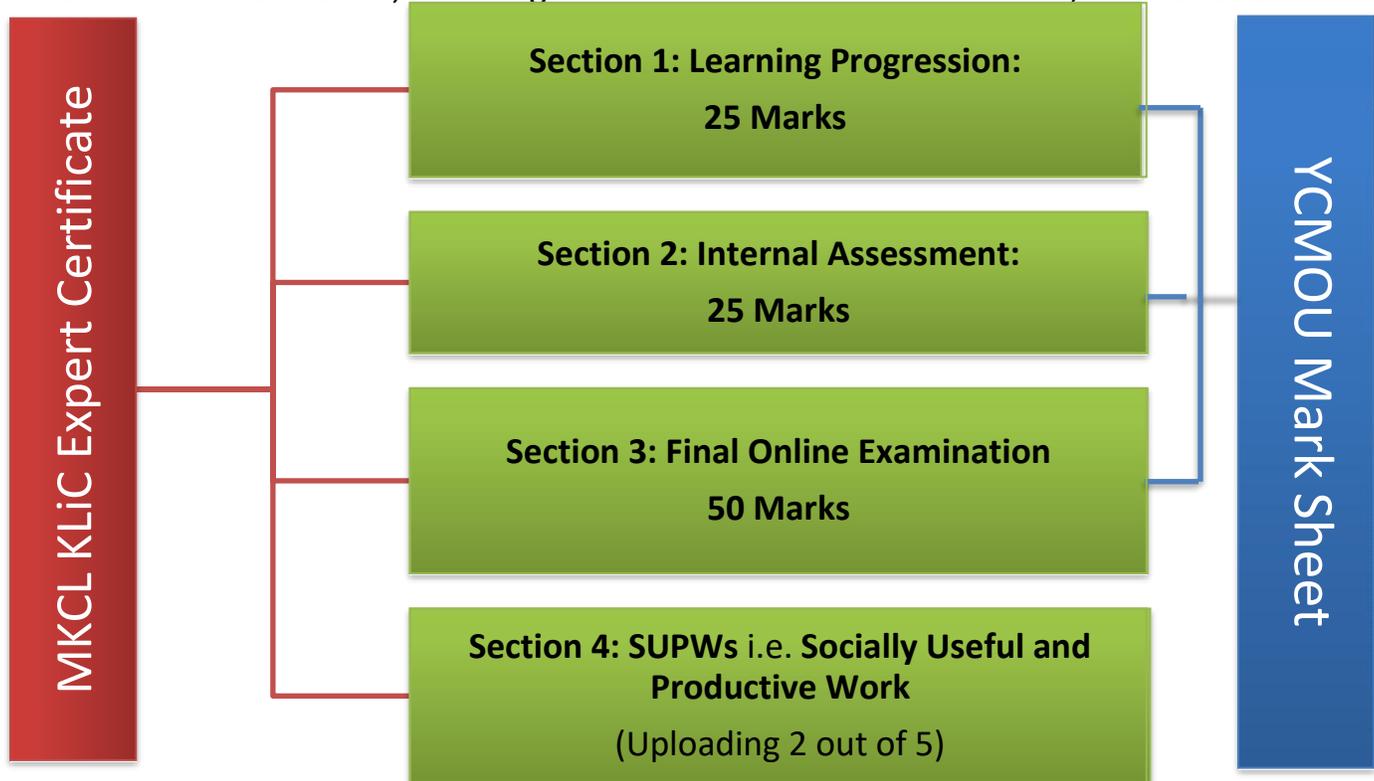
1. Learner should refer to Academic Calendar and Day-wise Breakup of the syllabus as published on MKCL website or made available at the ALC.
2. Please ensure that you have received the ERA login ID and Password for accessing the e-Content in ERA (eLearning Revolution for All) by using the headphone.
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 / Laptop at Home
<b>KLiC course Content available</b>	Classroom and Lab Content will be available at ALC	Classroom and Lab Content will be available in Online mode
<b>Internet</b>	Continuous internet is required to access the ERA Framework	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.

#### **F. Guidelines:**

- It is mandatory to use a biometric device at the time of Final Examination.
- Learner has to mark his/her attendance through biometric device to appear for Final Examination.
- The final examination will be conducted under surveillance of camera. Hence learners Photo and Video will be captured by the camera throughout the exam period.

- MKCL and Exam Body will use the Photo and Video data for further processing.
- System will capture Learner's photo and video during Learning process and Examination process. MKCL will use the same for further processing.
- Collect appearing certificate printout after the final exam from the exam center.
- Learner should collect final Printed Certificate within 3 months from date of received Certificate at ALC end.
- If Learner will not collect final printed Certificate within stipulated time, then MKCL or ALC will not responsible for any kind of loss. In such cases, Learner may have to apply for Duplicate Certificate by following process and paying amount to MKCL at his/her end.
- While appearing for the examination, the learner has to carry the printout of Hall Ticket and original Identity proof.
- MKCL reserves the right to modify the terms and conditions without any prior notice and MKCL shall not be liable to anyone for any such modifications.
- 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 purposes.
- 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.

***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)***