

# Important Instructions for **MS-CIT** Learners for the year 2019

## 1. Admission: Applicant should

1. Ensure that s/he is seeking admission only at the Authorized Learning Centre (ALC) for MS-CIT, which is duly authorized by MKCL and having its details published on MKCL **website:** [www.mkcl.org/mscit](http://www.mkcl.org/mscit) [Click here](#)
2. Ensure that s/he has duly filled in the pre-printed Application Form available at ALC 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.
4. 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.
5. Study material shall be issued to the confirmed learner (Fee is paid by learner and is received by MKCL) for MS-CIT Course. Study material is available in three language i.e. English, Marathi and Hindi.
6. Course Duration will be 2 Months by default for the MS-CIT Course with one-hour lecture and one-hour practical.
7. Finger print data will be captured through Biometric device at the time of admission for further usage.
8. 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.

## Course Details:

1. **Medium of Instruction:** English, Marathi & Hindi
2. **Certification:** Joint Certification by MKCL & MSBTE (Maharashtra State Board of Technical Education)
3. **Batch Calendar:** Batches will be available as under

Admission Period	Final Online Examination Month (Tentative) Last week of	Admission Period	Final Online Examination Month (Tentative) Last week of
January	March	July	September
February	May	August	November
March		September	
April	June	October	January
May	July	November	
June	September	December	March

4. **Date(s) of Application and Fee Payment by Learner:** 1st - 15th day of each calendar month
5. **Batch Start Date:** Every above mentioned batch will start on 20th of the respective month.

## 2. MS-CIT Fees

### Revised Fees Structure: Applicable from August 01, 2019 onwards

#### For Mumbai Metropolitan Region Development Authority (MMRDA) Region:

Mode	Total Fee (Rupees)	1 <sup>st</sup> Installment (Rupees)	2 <sup>nd</sup> Installment (Rupees)
Single Installment	4500/-	4500/-	N/A
Two Installments	4700/-	2350/-	2350/-

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

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#### Except Mumbai Metropolitan Region Development Authority (MMRDA) Region (for Rest of Maharashtra):

Mode	Total Fee (Rupees)	1 <sup>st</sup> Installment (Rupees)	2 <sup>nd</sup> Installment (Rupees)
Single Installment	4000/-	4000/-	N/A
Two Installments	4200/-	2100/-	2100/-

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

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\* 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

1. Demand system printed receipt and 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 MS-CIT Certificate. The request for the change of name on the Certificate shall not be entertained later.
3. Ensure that the fees are paid before the stipulated due dates.
4. We consider the learner as registered learner, only after admission, procedure is completed and fees are fully paid by him / her.
5. In case of learners who have opted for Installment Mode, such learners should pay the 2nd installment in prescribed schedule. If 2nd installment is not paid by such learners, then they will not be considered eligible for Final Online Examination.
6. If the complete payment is not done, then the Applicant will not be considered as registered learner.
7. Note that fees once paid are non-refundable and non-transferable under any circumstances.

## 3. Academics

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. Learner should record his/her attendance through Biometric device on daily basis.
3. 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.
4. Please ensure that you have received the printed study material in English/Marathi/Hindi (If applicable).
5. Daily attendance and completion of session through ERA is mandatory. If not done learner will lose the marks. MKCL will not be responsible for loss of marks.
6. Exam will be scheduled on basis of marks received to MKCL by the ALC.
7. 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. As the course is of 2 Months 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's course validity will be extended till next 2 months.
  - 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.

## 4. Examination:

- **Eligibility to Appear for Final Online Examination:**

- Completion of minimum 20 marks before prescribed schedule
- Completion of minimum 40 Sessions before prescribed schedule

Those learners who will not satisfy all the above-mentioned eligibility criteria, they will not be able to appear for Final Online Examination.

- **Passing Criteria:**

- Minimum 20 marks are mandatory in Internal to become eligible to appear for Final Online Examination.
- Minimum 40 marks out of 100 marks.
- Individual Passing in Internal Score and Final Online Examination .

## Guidelines:













- It is mandatory to use biometric device at the time of Final Online Examination.
- Learner has to mark his/her attendance through biometric device to appear for Final Online Examination.
- Final Online 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.
- Collect appearing certificate printout after the final exam from the exam center.
- Normally exam will be schedule in same center where learner is learning the course. But in some case exam will be scheduled in another center. In this case learner has to travel to the exam center at his/her own cost.
- While appearing for the examination, 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 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.

## 5. Re-Examination:

Re-Exam fees: Rs.355/-

- 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 available exam events by paying requisite fees at enrolled MS-CIT Center. If Learner remains absent or fails in these two attempts, s/he will have to register afresh again by paying full Course Fees.

# Application Form:

 <div style="text-align: center;"> <h2 style="background-color: #e67e22; color: white; border-radius: 10px; padding: 5px; display: inline-block;">Application Form</h2> </div> <div style="text-align: right;">  <p>J 000011</p> </div>																	
<p>Please fill in the form in English and CAPITAL letters only. All fields marked with * are MANDATORY. Tick the appropriate bracket. <input checked="" type="checkbox"/> Date: _____</p>																	
<p><b>To be filled in by the Applicant only</b></p>																	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">  </div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">  </div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">  </div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">  </div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">  </div> </div>																	
<div style="margin-bottom: 10px;">  </div> <p>*First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>*Last Name/ Surname: <input type="text"/></p> <p>*Name of the applicant as it should appear on the Fee Receipt, Hall Ticket and Final Certificate. <input type="text"/></p>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <p>3.5 cm</p> <p>Please affix the applicant's passport size photograph. This photograph will appear on Hall Ticket and Certificate</p> <p>चित्रण अर्जसहित पासपोर्ट आकारको फोटो जोडा. सबै फोटो सुलभता हुन थियोई अनिवार्य रूपले जोडा गर्नुपर्ने हुनेछ।</p> <p>(Photo with front facing. Face and preferably both ears should be clearly visible.)</p> </div>																
<div style="margin-bottom: 10px;">  </div> <p><b>Date of Birth*:</b></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	D	D	M	M	Y	Y	Y	Y	<div style="margin-bottom: 10px;">  </div> <p><b>Marital Status*:</b></p> <p>Single <input type="checkbox"/> Married <input type="checkbox"/></p>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>										
D	D	M	M	Y	Y	Y	Y										
<div style="margin-bottom: 10px;">  </div> <p>*Mobile No. (Own): +91 <input type="text"/></p> <p>*Mobile No. (Other): +91 <input type="text"/></p>	<p>Distance from Home to Center (in k.m.): <input type="text"/></p> <p>Gender*: Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/></p>																
<div style="margin-bottom: 10px;">  </div> <p><b>*Address for Correspondence:</b></p> <p>*House No/ Building No: <input type="text"/></p> <p>*City/Village/Suburb: <input type="text"/></p> <p>*District: <input type="text"/></p>	<p>*Street/Colony: <input type="text"/></p> <p>*Tehsil/Block: <input type="text"/></p> <p>*Pin Code: <input type="text"/></p>																
<p><b>*Educational Qualification:</b> (What do you do?)</p> <p>Student of 1<sup>st</sup>- 4<sup>th</sup> Std. <input type="checkbox"/> 5<sup>th</sup> Std. <input type="checkbox"/> 6<sup>th</sup> Std. <input type="checkbox"/> 7<sup>th</sup> Std. <input type="checkbox"/> 8<sup>th</sup> Std. <input type="checkbox"/> 9<sup>th</sup> Std. <input type="checkbox"/> 10<sup>th</sup> Std. <input type="checkbox"/></p> <p>11<sup>th</sup> Std. <input type="checkbox"/> 12<sup>th</sup> Std. <input type="checkbox"/> FY to TY <input type="checkbox"/> Post Graduate <input type="checkbox"/> Diploma <input type="checkbox"/> Engineers <input type="checkbox"/> Medical <input type="checkbox"/> Other <input type="checkbox"/></p>																	
<p><b>Board:</b> State Board <input type="checkbox"/> CBSE <input type="checkbox"/> ICSE <input type="checkbox"/> Other <input type="checkbox"/></p>																	
<p><b>*Current Profile of Applicant:</b> (You may tick multiple options)</p> <p>School Student <input type="checkbox"/> Collegians <input type="checkbox"/> Teacher <input type="checkbox"/> Employee <input type="checkbox"/> Self-Employed <input type="checkbox"/> Housewife <input type="checkbox"/></p> <p>Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Farmer <input type="checkbox"/> Govt. / Semi Govt. Employee <input type="checkbox"/> Industrial Worker <input type="checkbox"/></p> <p>Building Construction Worker <input type="checkbox"/> Applicant of Competitive Exams (such as MPSC/ UPSC...) <input type="checkbox"/></p> <p>Senior Citizen <input type="checkbox"/> Trader <input type="checkbox"/> Other <input type="checkbox"/></p>																	
<p><b>How did you get information about this Course:</b> <input type="text"/></p>																	
<p>*Are you Physically Challenged?: No <input type="checkbox"/> Yes <input type="checkbox"/> Nature of Disability: <input type="text"/></p>																	
<p>*Proof of Identity (Photocopy): School/College ID <input type="checkbox"/> Voter ID <input type="checkbox"/> Passport <input type="checkbox"/> License <input type="checkbox"/> Aadhaar Card <input type="checkbox"/></p>																	
<p><b>Declaration by Applicant:</b> I hereby solemnly affirm that my name, photograph and signature on this application form matches with the copy of 'proof of identity' attached herewith by me. I undertake to carry this proof in person at the time of appearing for final online examination. I have read and understood the information about course and instructions given on www.mkcl.org and I will abide by them.</p>																	
<p>*Signature of Applicant <input type="text"/></p>																	
<p><b>To be filled by the Authorized Learning Center (ALC) only</b></p>																	
<p>*Selected Course: <input type="text"/></p> <p>*Medium for Book: <input type="text"/></p> <p>*Batch: <input type="text"/></p>	<p>*ALC Code: <input type="text"/></p> <p>ALC Signature and Seal <input type="text"/></p>																
<p>*Number of Fee Installments:</p> <p>Single <input type="checkbox"/></p> <p>Two Installments <input type="checkbox"/></p>																	