

Registration Process Guide





- Go to https://applyignou.mkcl.org/#/
- Click on Create an account.

Please Sign Up Here

Full Name	Enter full name	?
Password	Set your own password	?
Confirm Password	Confirm your password	፟፼?
Mobile Number	Enter mobile number	?
Email Id	Enter Email Id	?
	Cancel Sign Up	
	Signop	

Fill in all the Details

🚢 SignUp

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Fu	ull Name			~	?	
Pa	assword	•••••		~	?	
Co	onfirm Password			✓ ⊗	?	
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N	ote! Please verify you	ur mobile number through	OTP . Send OTP			
En	mail Id				?	
No	ote! Please verify you	ur Email Id through OTP .	Send OTP			
		Cancel	Sign Up			

After filling all the details click on Sign Up.

Registration Successful

User Added Successfully



After Successfully Sign Up.

<u>(https://applyignou.mkcl.org/#/</u>)Login with the ID and Password.



https://applyignou.mkcl.org/#/

Login with the ID and Password.

Terms and Conditions

This is an agreement between the candidate or student and MKCL which is entered into by virtue of the candidate for admission by clicking on "I AGREE" button on the online application and admission portal at the time of application and admission to a program using online admission process. In this agreement the term "candidate" is used to mean the person who proposes to take admission to a program in IGNOU and the term "student" is used to mean a person who has been admitted to a program of the IGNOU after fulfilling all the conditions thereof.

Candidate / Student Undertaking

Student Declaration for Work-based Degree Program which has to be signed by the Student at the time of Admission

To,

MKCL,

I, Mr. /Ms. Prafull, do hereby accept the Admission to the Program: BBA (SM), and undertake the following:

A. Personal information and payment of fees

- 1. I, hereby, declare that, the entries made by me in the Application Form are complete and true to the best of my knowledge and based on records.
- 2. I understand and accept that the program fees paid by me is non-refundable and non-transferable to anyone else and non-transferable to next year under any circumstances.
- 3. I hereby undertake to present the original documents immediately upon demand by the concerned authorities.

B. Application

After successful login, Read all the Terms and Conditions.

- In case the learner fails to join the Workplace offered by Industry Partner (i.e. Learning Centre) on stipulated date and time OR
- In case s/he remains absent or is absconding for a period beyond consideration as per the policies of respective Workplace provided by the Industry Partner (i.e. Learning Centre) OR
- In case her/his performance at the Workplace is not satisfactory and therefore s/he has not been able to earn the work ratings necessary for the award of degree OR
- In case of non-performance s/he gets terminated at the Workplace before completion of 3 years OR
- Not having necessary eligibility qualification.
- Any other reason as per University norms stipulated for this program from time to time
- 5. I, hereby declare that, I shall be solely responsible if I am found involved in any kind of undesirable / indisciplinary activities outside the Workplace campus. I, further understand that, MKCL shall in no way provide any support to me and shall not be held responsible for my any such action.
- 6. I, understand and accept that, my admission may be cancelled, at any stage, if I am found ineligible and/or the information provided by me is found incorrect/ false.
- 7. I, hereby undertake to inform IGNOU/ MKCL, about any changes in the information submitted by me, in the Application Form and any other documents, including change in name, marital status, address, phone no. email id, from time to time.
- 8. I, hereby declare that, I have read the rules related to admission and University rules mentioned in the prospectus of this program as well as on the University website and that the information furnished by me is true and complete to the best of my knowledge. I am aware that my admission will be finalized by the University. I further agree that the decision taken by the University and any changes made in the rules regarding admission from time to time will be binding on me.

I agree to all terms and conditions.

l agree

Click on the check button at the bottom and then click on I agree.

Choose option below



Select Pre-Service candidate and click on Proceed.

				ዲ Search
	Regist	ration		
Personal Details Contact Details		Work Experience and Documents Upload		Profile Summary
* First Name	Middle Name		* Last Name	
First Name	Enter Middle Name		Last Name	
* Name on Leaving Certificate				
Prafull				
* Father Name		* Mother Name		
Father Name		Mother Name		
* Gender		* Date of Birth (DD/MN	I/YYYY)	
Male Female Transgender		🗐 Select date of birth		
* Marital Status		* Mother Tongue		
Please select your marital status		Please select mother t	ongue	
* Category		* Languages Known		
Please select category		Please select language		
Aadhaar Number		Permanent Account Nu	umber (PAN)	
Aadhaar Number		Enter Permanent Acco	ount Number (PAN)	

Fill in all the **Personal details** and click on Next.

			ዲ Search
	Regi	stration	
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Personal Details Contact	Details Education Details	Work Experience and Course Selection Documents Upload	Profile Summary
* Mobile Number		Alternate Mobile Number	
9309870795		Enter alternate mobile number	
* Email Id		Alternate Email Id	
prafullj@mkcl.org		Alternate Email Id	
Correspondence Address			
* State	* District	* City/Village/Town	
Please select your State 🛛 🗸	Please select your District \sim	Please select your City/Village/Town	
* Address Line 1		Address Line 2	
Flat Number, Building Name		Street Number, Street Name	
* Territory/Area		* Pin Code	
Please select area		Pin Code	
Permanent Address Same as Correspondence Addres	s		
* State	* District	* City/Village/Town	
Please select your State 🛛 🗸	Please select your District 🛛 🗸	Please select your City/Village/Town	
* Address Line 1		Address Line 2	
Flat Number, Building Name		Street Number, Street Name	
* Territory/Area		* Pin Code	
Please select		Pin Code	
Previous			Next

Fill in all the **Contact details** and click on Next.

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	Registration
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	Education Details Work Experience and Course Selection Profile Summary
10+2 Passed	Education Details Work Experience and Course Selection Profile Summary Documents Upload
10+2 Appearing	
	* Stream
10+2 Passed	Please select stream V
Main Subject	* Year of Passing
Plots appearing subject	Please select year of passing
Percentage Enter Percentage	* Division
Board	
Please select Board	
Instructions :	
 You are required to upload Matriculation M 	arksheet and Certificate, 10+2 Marksheet and Certificate.
 Allowed file extensions are JPG, JPEG, PNG 	a.
 Allowed file extensions are JPG, JPEG, .PNG Marksheet and Certificate file size should b Once Marksheet and Certificate Is uploaded 	properly. Click on 'NEXT' button.
Matriculation Marksheet	
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	OR
And the second sec	Click here to select file
	(Accepted formats .jpg .jpeg .png)
Matriculation Certificate	
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The second secon	Drop file to upload
	OR OR
And the second sec	Click here to select file
	(Accepted formats .jpg .jpeg .png)
10+2 Marksheet	
	±
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	Drop file to upload OR
	Drop file to upload OR Click here to select file
	Drop file to upload OR
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	Drop file to upload OR Click here to select file (Accepted formats .jpg .jpeg .png)
10+2 Certificate	Drop file to upload OR Click here to select file
10+2 Certificate	Drop file to upload OR Click here to select file (Accepted formats .jpg .jpeg .png)
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10+2 Certificate	Drop file to upload OR Click here to select file (Accepted formats .jpg .jpeg .png)
10+2 Certificate	Drop file to upload OR Click here to select file (Accepted formats .jpg .jpeg .png)

Fill in all the Educational details and upload the documents.

- Matriculation Marksheet*
- Matriculation Certificate*
- 10+2 Marksheet*
- 10+2 Certificate*
 Click on Next.



Fill in all the Work Experience details. Upload the documents

Photo*

• Sign*

- Category Certificate if applicable
- Work Experience Certificate if applicable
 Additional Certificates and click on Next.

* Compulsory Documents



Check all the details and click on Next.



Verify all the details.

University Name : Indira Gandhi National Open University (IGNOU)	
Program Name : Bachelor of Business Administration	Branch Name : SERVICES MANAGEMENT
Center Details	
Are you applying through Authorized MS-CIT/OS-CIT/HS-CIT/KLiC center?	
* Enter Code	
Center Code	
Previous	Save & Next
	/KLiC center turn on the toggle and d click on Save & Next.

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University Name : Indira Gandhi Na	ational Open University (IGNC	DU)			
Program Name : Bachelor of Busine	helor of Business Administration Branch Name : SERVICES MANAGEMENT				
Center Details					
Are you applying through Authorized	MS-CIT/OS-CIT/HS-CIT/KLic	center?			
			_		
	Confirm	Profile Submission!			
	Are you sure yo	u want to submit your profile details?			
Previous	Cancel	Confirm	Save & Next		

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Version 1.1

Check all the details and click on to confirm.





Profile

Q Search



Personal Details

Full Name : Dhanashri Sytgyg Skygtt

Marital Status : Single

Father Name : Sghjk

670000015670

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Date of Birth: 09-Apr-2004

Mother Tongue : Marathi

Mother Name : vsdffg

BARL DIALDOGOGOLD

Category : OBC (Creamy)

Languages Known :

- English
- Marathi
- Hindi

Once the profile is the completed, this page will be shown





🖪 Profile 🛛 🖪 Edit Profile 👻 🖪 Exam



Q Search

Personal Details

Full Name : Dhanashri Sytgyg Skygtt

Marital Status : Single

Father Name : Sghjk

Date of Birth: 09-Apr-2004

Mother Tongue : Marathi

Mother Name : vsdffg

Category : OBC (Creamy)

Languages Known :

- English
- Marathi
- Hindi

Refresh the page once

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Practice and Main Online Entrance Exam



Instructions

- Click on Register
- To attempt the exam, use your registered Email ID as username and password.
- Once you end the 'Main Entrance Exam', you can visit the portal and check main entrance exam status.
- After Completing the Exam, the next step is to Upload the Essay. **Download** the instruction file and as per the instruction complete the assignment.





Click on the Register to exam.

Profile 본 Edit Profile 🔻 😐 Exam Q Search Practice and Main Online Entrance Exam Instructions Instructions Click on Register • To attempt the exam, use your registered Email ID as username and password. • Once you end the 'Main Entrance Exam', you can visit the portal and check main entrance exam status. • After Completing the Exam, the next step is to Upload the Essay. Download the instruction file and as per the instruction complete the assignment. Next

Click on the Next

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Practice and Main Online Entrance Exam



Click on the Go To Exam

Q Search



Click on Click here to start

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Fill your log-in id and password(your Registered email ID) and login



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Enter your Register email id for both log- in id and password

MKCL OES Online Evaluation System	Dhanashri Skygtt Logout						
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View Activity Calender							
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	BBA @ Workplace(IGNOU) Main Entrance Exam New 28-Feb-2023						
	BBA @ Workplace(IGNOU) Practice Exam						
	BBA @ Workplace(IGNOU) Practice Exam Attempt #1 New 28-Feb-2023						
	TEST HISTORY : Currently No Recent Test(s) History Available.						

You can give the practice test for getting use to interface

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View Activity Calender			
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	ACTIVE TESTS		
	BBA @ Workplace (IGNOU) Exam January 2023		
	BBA @ Workplace(IGNOU) Main Entrance Exam	Closes On	
	BBA @ Workplace(IGNOU) Main Entrance Exam New	28-Feb-2023	Take A Test
	BBA @ Workplace(IGNOU) Practice Exam		
	BBA @ Workplace(IGNOU) Practice Exam Attempt #1 New	28-Feb-2023	Take A Test
	TEST HISTORY : Currently No Recent Test(s) History Available.		×

Click on the Take a Test

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BBA @ Workplace(IGNOU) Main Entrance Exam

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Next >

Instructions

MKCL OES

Please read the following instructions carefully.

- The clock displayed has been set as per our server time. There is a countdown timer at the top right corner of the screen which will display the time you have to
 complete the exam.
- · Click one answer from the options (radio buttons) to select your answer.
- To change an answer selection, simply click the desired option radio button.
- Click on SAVE & NEXT to save the answer before moving to the next question. The next question will automatically be displayed.
- Make sure you click on SAVE & NEXT button every time you want to save your answer. The answer once saved cannot be changed. You can not even
 review the question which is answered.
- · To go to a question, click on the question number in the Question Palette on the right-hand side of the screen.
- · The color-coded diagram on the right side of the screen shows the status of the questions:
 - White you have not visited the question
 - Red you have not answered the question
 - Green you have answered the question
- When the stipulated time gets over (counter shows 0) then your assessment will be submitted automatically, and you will not be able to make any changes.
- Answer Once saved cannot be changed
- The candidate cannot view the next question without saving the current question i.e. if the candidate is on Q10 and want to skip and go to Q11 then the candidate have to answer the question and then only move to the next question.
- If there is a power failure or network problem while you are attempting the exam, you may log in again after the problem is resolved and continue the exam. You
 will be allocated the remaining time and the remaining un-attempted questions.
- After this scenario, once you log in again, then your visited question will get automatically changed.
- After you start the examination it will end automatically after the stipulated time elapses provided you are logged in to the exam portal during the time elapses.
- · If you close the exam window without ending the test or before time is up, your result will NOT be considered.
- · Once the examination time is up, you will not be able to attempt it again.
- You need to complete the exam in mentioned time only. Extension in time is not allowed.

Read all the instructions and click on the next

🕘 OES Exam Page - Google Chron	e	– 🗆 X
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MKCL OES Orefine Evolucitor System	BBA @ Workplace(IGNOU) Main Entrance Exam	(1)
Each question is all There is only one co There is no negative The "End Test" butto Please note that we will	tions estions and 60 minutes duration will be given to attempt these questions. bocated 2 (Two) marks for each correct response. borrect answer for each question. e marking for incorrect response. bon will get enabled after 15 minutes of the start of the test. If be continuously monitoring your screen and your movements during the exam. Any attempt to share or remote access it from other bibited and will result in disqualification of your candidature.	Product or Concernence Imaging policy Description Description </th
Choose default Language	e English Please note all questions will appear in your default language. This language can be changed for a particular question later on.	
	eyboard and Webcam used by me are in proper working condition. I have read and understood all of the above instructions. I understand that m in a fair manner else my candidature will be canceled.	
I am ready to begin	Cancel << Previous	

After reading all the instructions Click on check box and click on the I am ready to begain tab

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Question No. 1	A ⁻ A A ⁺	A ⁺ User :dhanashrisatpute504@						4@gmail.com	
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Attempt the exam



After attempting all questions Click on End Test



Click on Yes

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0 33	Y	es No															
● 39 ○ 34						44											
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Enter password(registered email id) and click on Yes

OES Exam Page - Google Chrome				– 🗆 ×
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Total questions in exam: 50 Answered: 50			Anno Annora Anno Anno Anno Anno Anno Anno Anno Ann	Time Remaining
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digits which are there only in one diagram	Confirm End Test	×	50 Answered	0 Not Answered
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4				
8 9				
 ○ 33 ◎ 39 		Yes No		
○ 34			43 44 45	
⊖ 41				
Save & Next				End Test

After entering password and click on Yes

Dhanashri Skygtt MKCL OES Logout Online Evaluation System Dear Dhanashri Sytgyg Skygtt (Username: dhanashrisatpute504@gmail.com) You have completed the exam for BBA @ Workplace(IGNOU) Main Entrance Exam on 06-Jan-2023 : 11:38 AM. Your Score \$ 28/100. Dashboard H View Activity Calender Academic Summary Report Copyright © 2018 Maharashtra Knowledge Corporation Limited. All Rights Reserved.10.0 ~

You can check your score and close the window

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Click on the next

Practice and Main Online Entrance Exam



Click on the Check status, your marks will be reflected Click on Next



Click on Click here to read instructions regarding the assignment

MFS Entrance Test: Short Essay Assignment

You are expected to write or record a short essay on the topic given below.

(Approx. 300-500 word or 2-5 minutes)

Topic: "What I like to do and What I can do"

Description: Please write or record about yourself, your likings and your abilities.

You may write the essay with paper – pen or type it using MS Word. You can also speak about this topic and create a video recording of yourself.

In case you use paper - pen, you will have to scan the document and upload it through your login.

However, if you type it using MS Word or create a video recording, you can upload it directly.

While the essay in English is preferred, feel free to write or record in the language of your choice.

Read all instruction carefully and attempt the assignment as per instructions



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Upload the assignment and click on submit

Consent Form

Fill your consent details

Instructions to candidates

- > Please fill the consent form it will help the companies to recognize interested candidates
- > Kindly upload your video resume this will increase your chances of selection
- > Kindly select 'Yes' for relocation if you are willing to relocate this will increase you are chances of getting selected in company.

I Dhanashri Satpute have read and understood the instructions above and consent to the following:

*Are you willing to relocate anywhere in	*Are you willing to relocate anywhere within	*Do you have a Two Wheeler?
India?	your Correspondence state?	○ Yes ○ No
○ Yes ○ No	○ Yes ○ No	

Click on Industry Partners – Consent Form and fill-up the consent form



After filling up a consent form Click on Industry Partners – Wishlist Industry Partners



You can view companies available also by clicking on View you can view the details of the company. If you want to apply for that company Click on Add to Wishlist.

After wish listing, you will be contacted by the company for interview

Thank You.