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Work-based Degree by IGNOU & MKCL

## Registration Process Guide



**BBA@**  
**Workplace**  
Work-based Degree by IGNOU & MKCL

 Email ID

 Password

Login

Forgot Password?

Are you a new User? [Create an account](#)

- 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



?

Mobile Number

Enter mobile number

?

Email Id

Enter Email Id

?

Cancel

Sign Up

Fill in all the Details

SignUp

applyignou.mkcl.org/#/signup

## Please Sign Up Here

Full Name  ✓ ?

Password  ..... ✓ ?

Confirm Password  ..... ✓ ?

Mobile Number  ✓ ?

**Note!** Please verify your mobile number through OTP . [Send OTP](#)

Email Id  ?

**Note!** Please verify your Email Id through OTP . [Send OTP](#)

[Cancel](#) [Sign Up](#)

After filling all the details click on Sign Up.

Registration Successful



User Added Successfully



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 Password

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After Successfully Sign Up.

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



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**Workplace**  
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Login

Forgot Password?

Are you a new User? **Create an account**

<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.**

I agree

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



### Choose option below



#### Pre-service Candidate

The candidate who is yet to join the workplace i.e. a fresher.



#### In-service Candidate

The candidate who is already working with a company or organization at the time of admission and is willing to continue working with the same company or organization for three continuous years.

Proceed

Select Pre-Service candidate and click on Proceed.



## Registration



Personal Details



Contact Details



Education Details



Work Experience and  
Documents Upload



Course Selection



Profile Summary

\* First Name

First Name

Middle Name

Enter Middle Name

\* Last Name

Last Name

\* Name on Leaving Certificate

Prafull

\* Father Name

Father Name

\* Mother Name

Mother Name

\* Gender

☐ Male ☐ Female ☐ Transgender

\* Date of Birth (DD/MM/YYYY)

Select date of birth

\* Marital Status

Please select your marital status

\* Mother Tongue

Please select mother tongue

\* Category

Please select category

\* Languages Known

Please select languages

Aadhaar Number

Aadhaar Number

Permanent Account Number (PAN)

Enter Permanent Account Number (PAN)

Next

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



## Registration



**\* Mobile Number**

9309870795

**\* Email Id**

prafullj@mkcl.org

**Alternate Mobile Number**

Enter alternate mobile number

**Alternate Email Id**

Alternate Email Id

### Correspondence Address

**\* State**

Please select your State

**\* District**

Please select your District

**\* City/Village/Town**

Please select your City/Village/Town

**\* Address Line 1**

Flat Number, Building Name

**Address Line 2**

Street Number, Street Name

**\* Territory/Area**

Please select area

**\* Pin Code**

Pin Code

### Permanent Address

☐ Same as Correspondence Address

**\* State**

Please select your State

**\* District**

Please select your District

**\* City/Village/Town**

Please select your City/Village/Town

**\* Address Line 1**

Flat Number, Building Name

**Address Line 2**

Street Number, Street Name

**\* Territory/Area**

Please select

**\* Pin Code**

Pin Code

Previous

Next

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

## Registration

Personal Details

10+2 Passed

10+2 Appearing

10+2 Passed

\* Main Subject

10+2 Appearing

\* Percentage

Enter Percentage

\* Board

Please select Board

Contact Details

Education Details

Work Experience and Documents Upload

Course Selection

Profile Summary

\* Stream

Please select stream

\* Year of Passing

Please select year of passing

\* Division

### Instructions :

- You are required to upload Matriculation Marksheet and Certificate, 10+2 Marksheet and Certificate.
- Allowed file extensions are .jpg, .jpeg, .png.
- Marksheet and Certificate file size should be greater than 10KB and less than 200 KB.
- Once Marksheet and Certificate is uploaded properly, Click on 'NEXT' button.

#### \* Matriculation Marksheet



Drop file to upload  
OR  
Click here to select file  
(Accepted formats :jpg .jpeg .png)

#### \* Matriculation Certificate



Drop file to upload  
OR  
Click here to select file  
(Accepted formats :jpg .jpeg .png)

#### \* 10+2 Marksheet



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)

Previous

Next

Fill in all the **Educational details** and **upload the documents**.

- Matriculation Marksheet\*
- Matriculation Certificate\*
- 10+2 Marksheet\*
- 10+2 Certificate\*

Click on Next.

\* Compulsory Documents

## Registration



### Instructions :

- You are required to upload a recent Photograph and signature.
- Allowed file extensions of Photograph and Signature are JPG, JPEG, PNG.
- Photograph and Signature file size should be greater than 10KB and less than 100 KB.
- If you have any work experience then provide the previous company details accordingly.
- Allowed file extensions of Work experience certificate and Additional certificate are .png, .jpg, .jpeg
- Work Experience certificate and Additional certificate should be greater than 10KB and less than 200KB.
- Once all the required details are filled properly, click on 'Next' button to proceed.

### \* Profile Photo



Drop file to upload

OR

[Click here to select Photograph](#)

(Accepted formats .jpg .jpeg .png)

### \* Signature

Signature

Drop file to upload

OR

[Click here to select Signature](#)

(Accepted formats .jpg .jpeg .png)

### Work Experience Details

Do you have any work experience?

☐ Yes ☒ No

### Upload additional certificates (if any)

Name of Certificate

Enter Name of Certificate

Upload Certificate

(Accepted formats .jpg .jpeg)

Previous

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.

## Registration



**University :** Indira Gandhi National Open University (IGNOU)

**Program :** Bachelor of Business Administration

**Branch :** SERVICES MANAGEMENT

Previous

Next

Check all the details and click on Next.



## Registration



**AA AAA**

Mobile Number :

Email ID :

I am applying as Pre-service candidate

### Personal Details

Full Name : AA AA AAA

Marital Status : Divorced

Father Name : AAA

Date of Birth : 04-Jun-1991

Mother Tongue : Hindi

Mother Name : AAA

Category : OPEN

Languages Known :

- Hindi
- Gujarati
- Marathi

Name on Leaving Certificate : Prafull

Gender : Male

### Contact Details

#### Correspondence Address

State : Andhra Pradesh

Address Line 1 : SXAXSA

District : CHITTOOR

Address Line 2 : SXASX

City/Village/town : XAXA

Pincode : 451241

#### Permanent Address

State : Andhra Pradesh

Address Line 1 : SXAXSA

District : CHITTOOR

Address Line 2 : SXASX

City/Village/town : XAXA

Pincode : 451241

### Educational Details

Qualification Status : 10+2 Passed

Stream : Commerce

Main Subjects

- MATHEMATICS
- ARTS

Year of Passing: 2020

Division : Second

Percentage: 45

Board: COUNCIL FOR THE INDIAN SCHOOL  
(CERTIFICATE EXAM), NEW DELHI

### Course 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? ☐

Previous

Save & Next

Verify all the details.

**University Name :** Indira Gandhi National Open University (IGNOU)

**Program Name :** Bachelor of Business Administration

**Branch Name :** SERVICES MANAGEMENT

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### Center Details

Are you applying through Authorized MS-CIT/OS-CIT/HS-CIT/KLiC center? ☒

\* Enter Center Code

Center Code

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Previous

Save & Next

If you are applying through MS-CIT/KLiC center turn on the toggle and enter the ALC code and click on Save & Next.



**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? ☐

### Confirm Profile Submission!

Are you sure you want to submit your profile details?

Previous

Cancel

Confirm

Save & Next

Check all the details and click on to confirm.



**Thank you for submitting your profile.**

**Schedule For next steps regarding selection by Industry Partner/Internship providing partner shall be communicated to you soon.**

**Please, keep checking the website, [ignou.mkcl.org](https://ignou.mkcl.org).**

**Schedule link - <https://ignou.mkcl.org/admission-process/important-dates>**

After completing your profile, the next step is Interview with Industry partners or Internship providing partner.

Further communication will be done shortly.

Thank You.