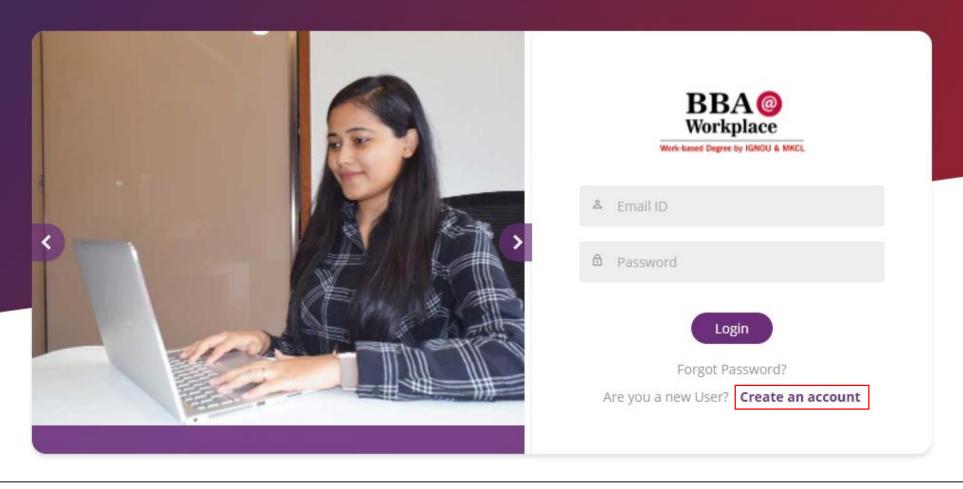
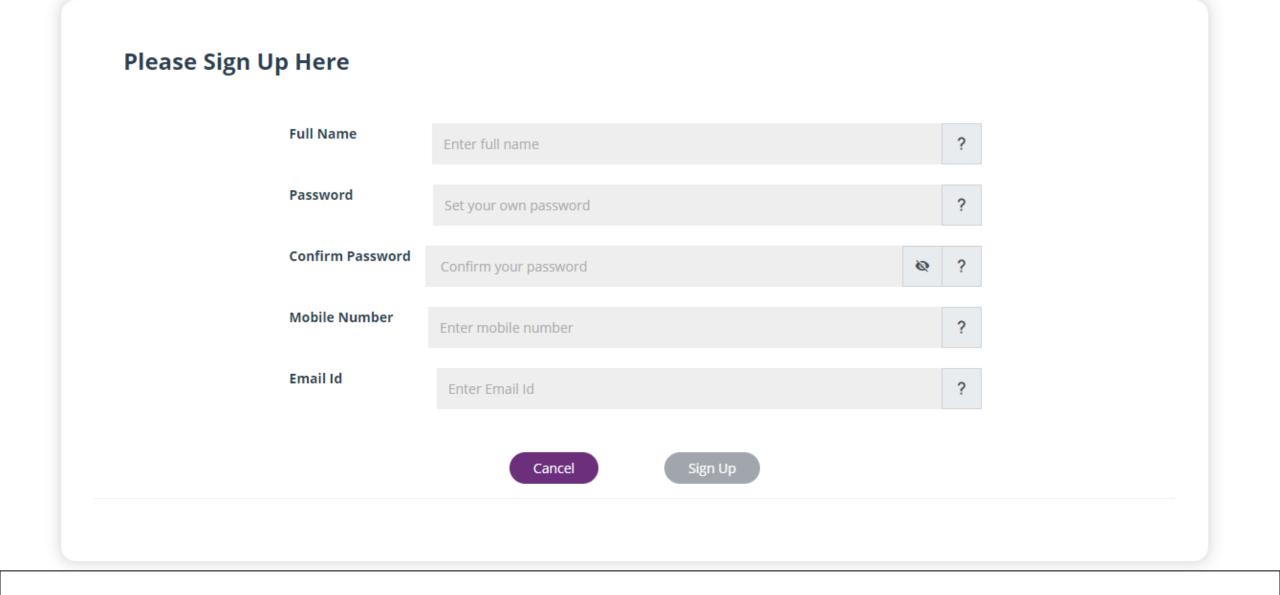


Work-based Degree by IGNOU & MKCL

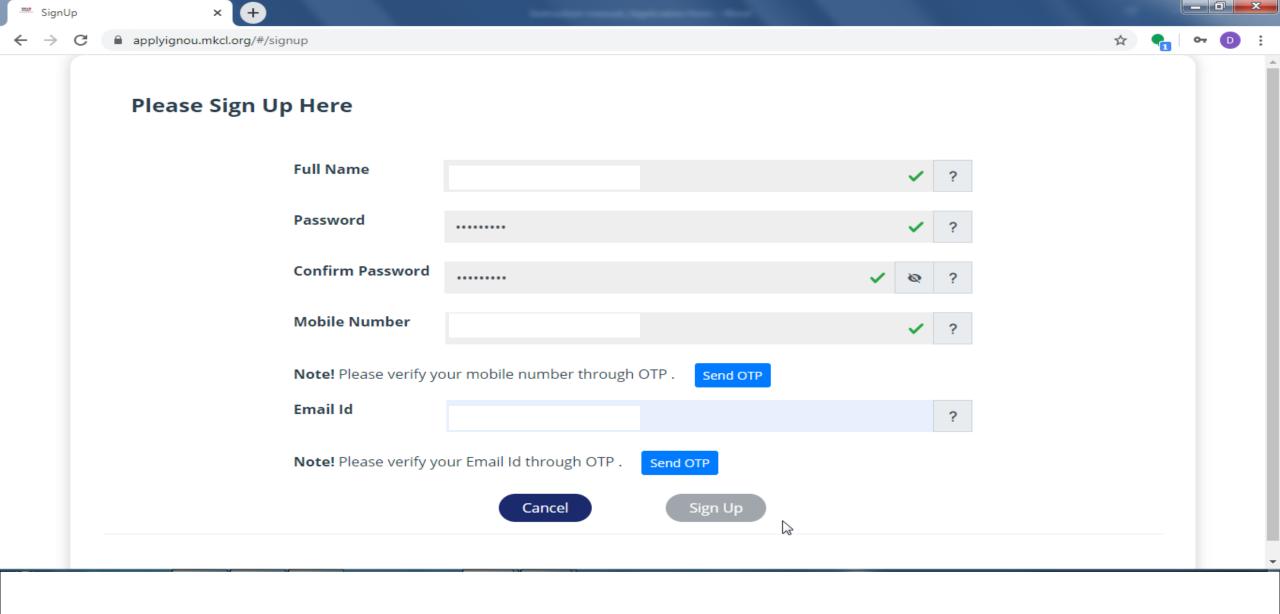
Registration Process Guide



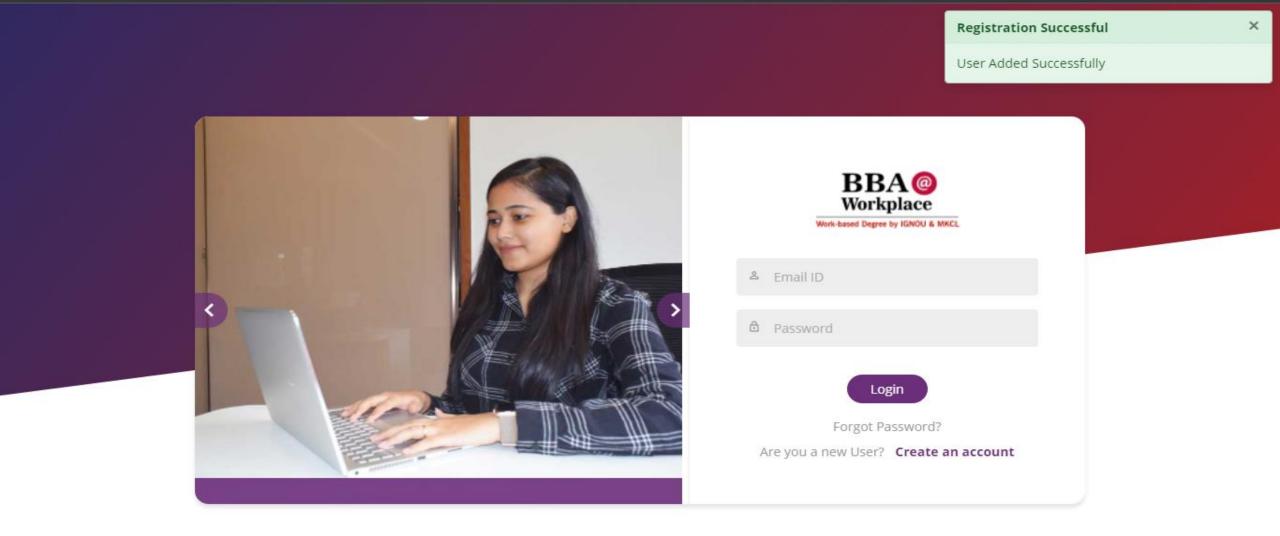
- Go to <a href="https://applyignou.mkcl.org/#/">https://applyignou.mkcl.org/#/</a>
- Click on Create an account.



Fill in all the Details

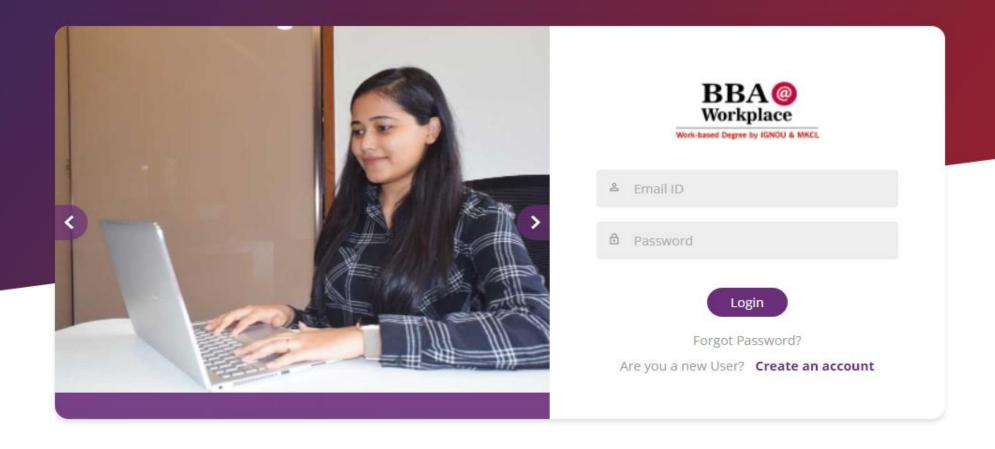


After filling all the details click on Sign Up.



After Successfully Sign Up.

(https://applyignou.mkcl.org/#/)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**

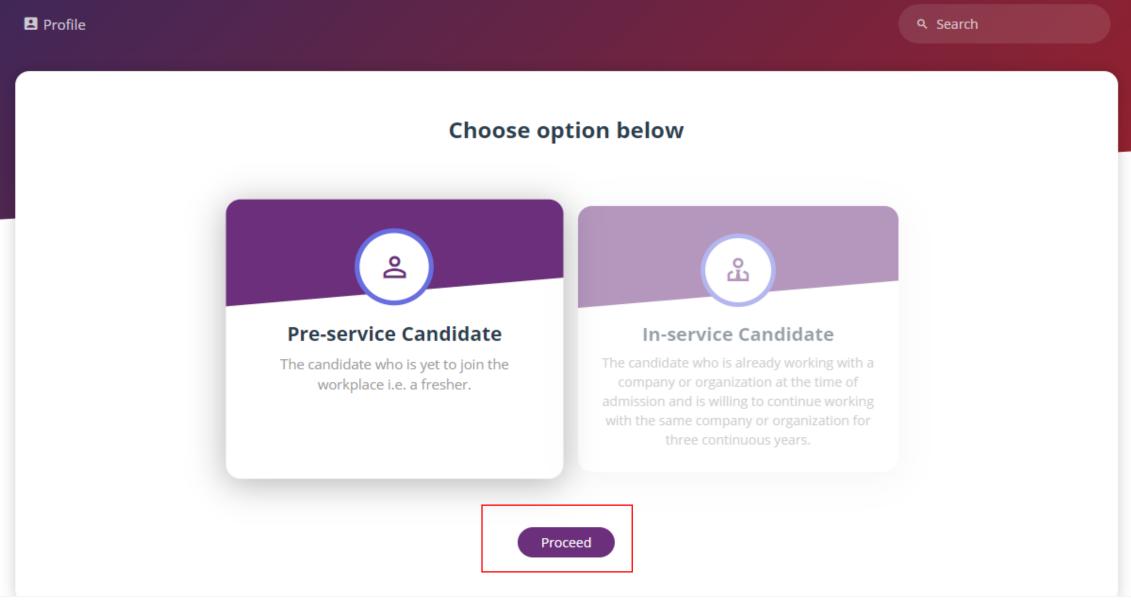
After successful login, Read all the Terms and Conditions.

- 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.





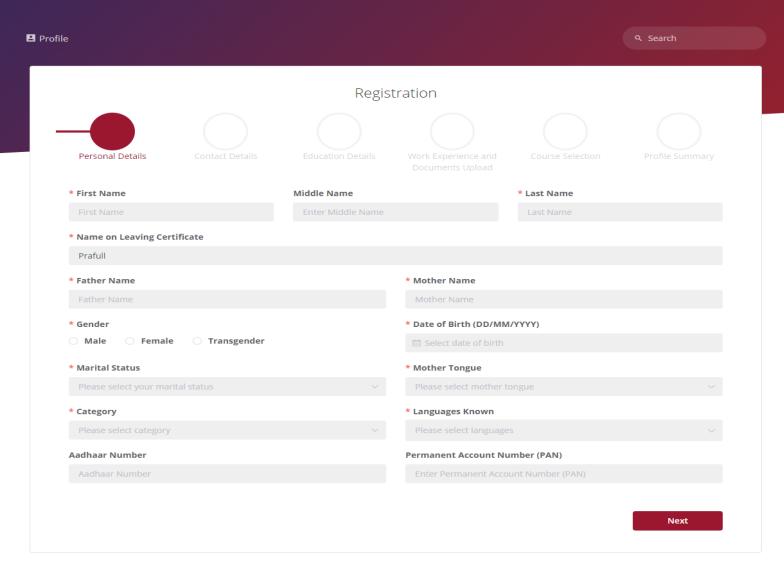
Click on the check button at the bottom and then click on I agree.



Select Pre-Service candidate and click on Proceed.



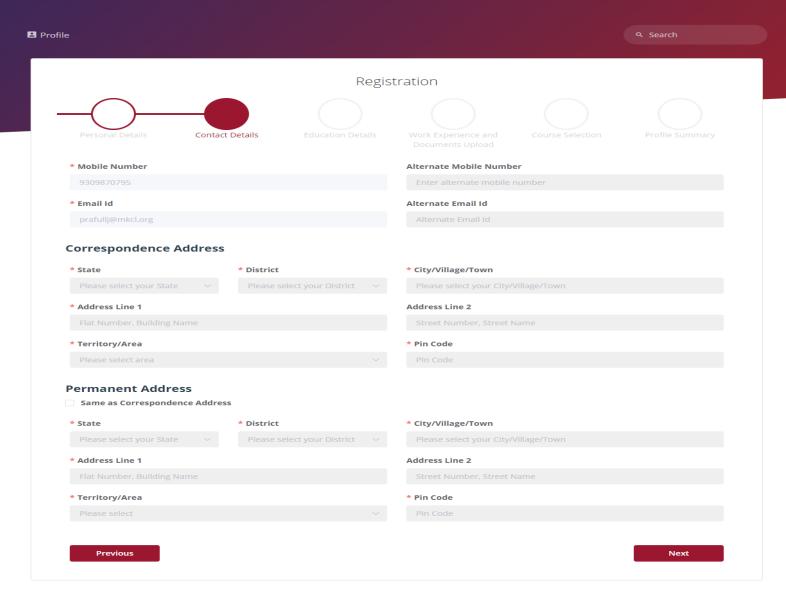




Fill in all the **Personal details** and click on Next.







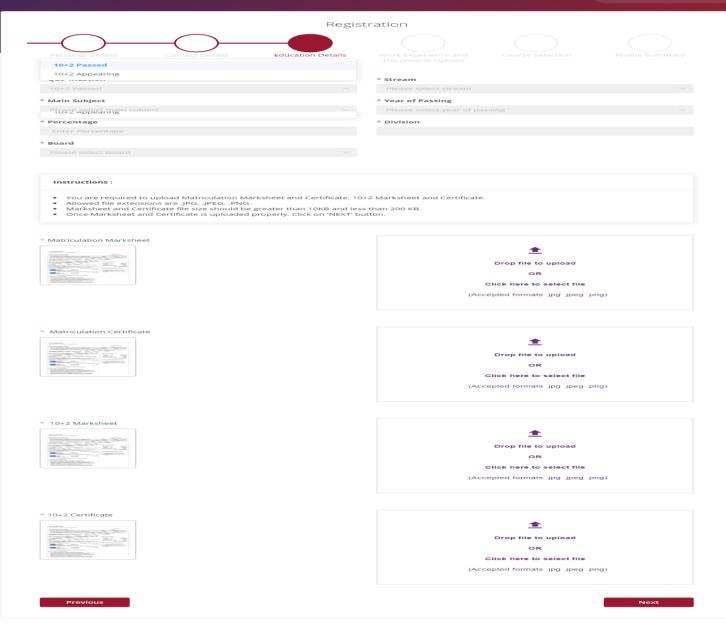
Fill in all the **Contact details** and click on Next.







Q.			



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

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

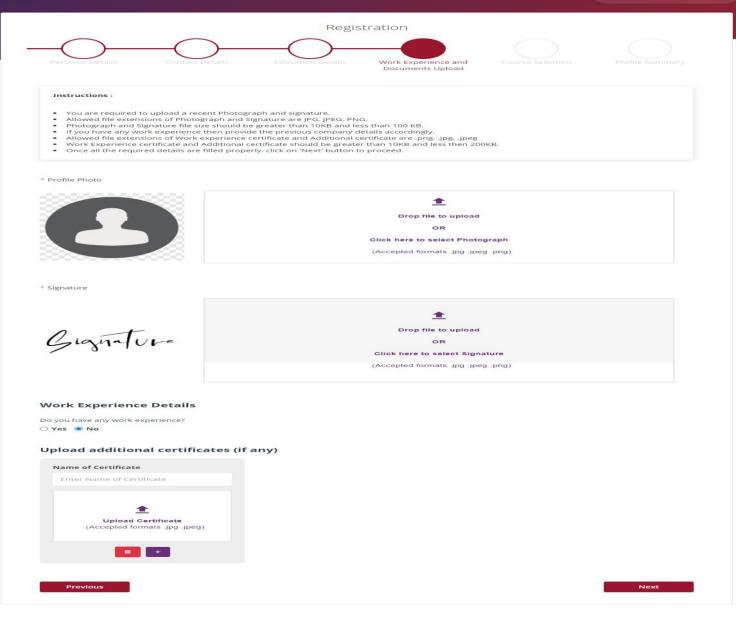
<sup>\*</sup> Compulsory Documents





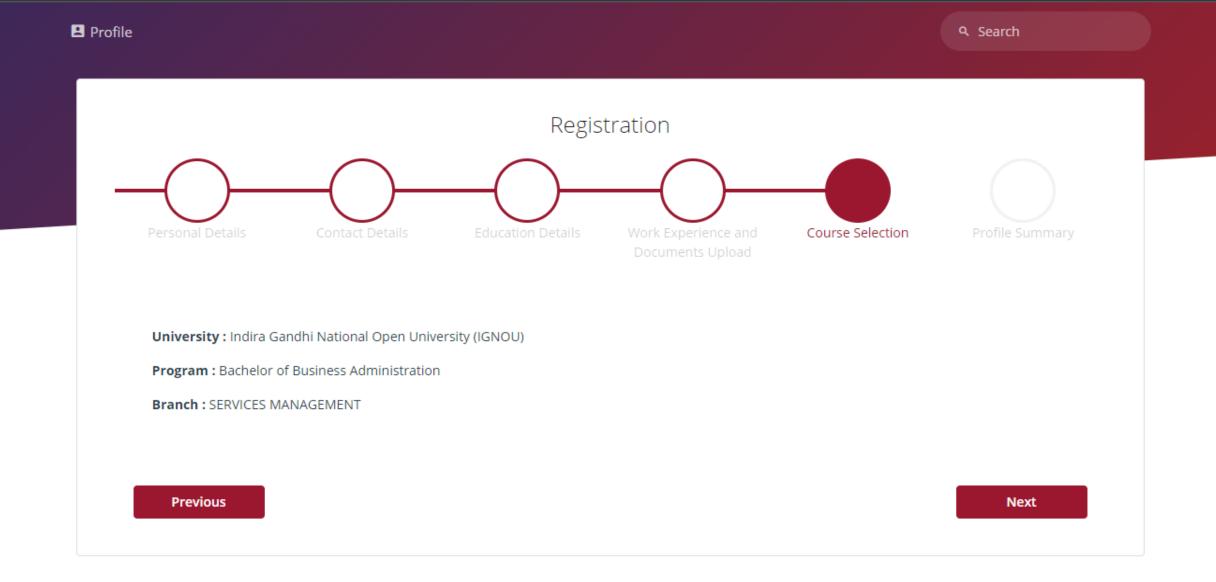






# Fill in all the Work Experience details. Upload the documents

- Photo\*
- Sign\*
- Category Certificate if applicable
- Work Experience Certificate if applicable
   Additional Certificates and click on Next.



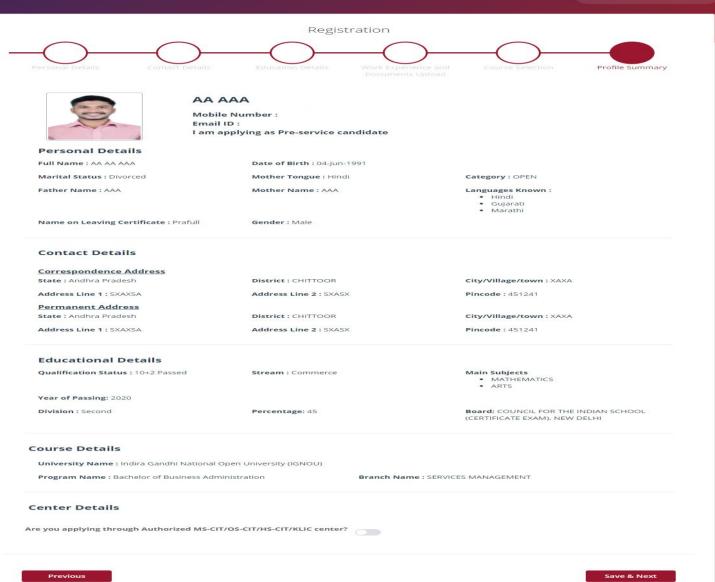
Check all the details and click on Next.



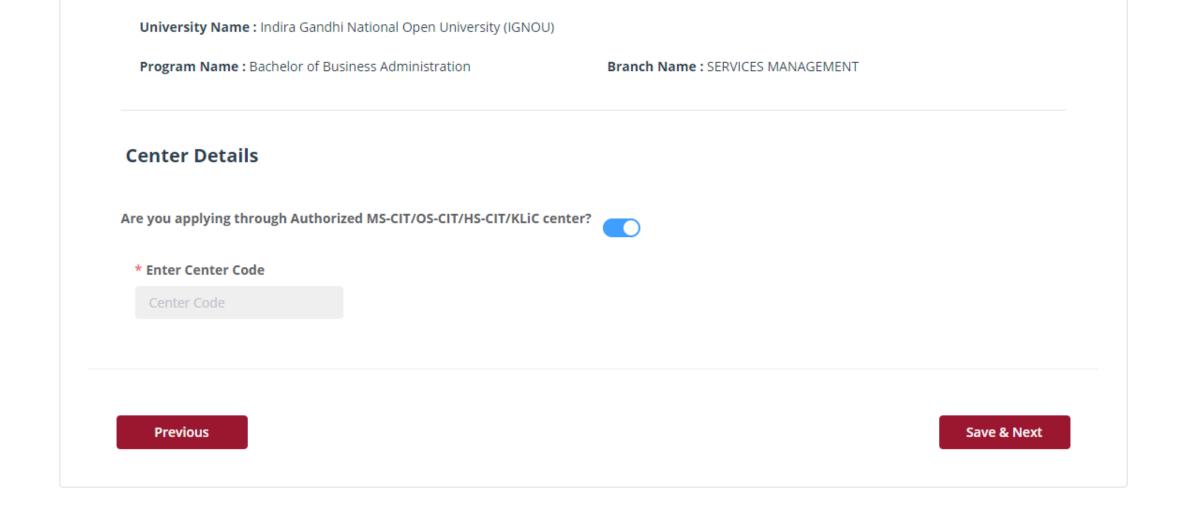




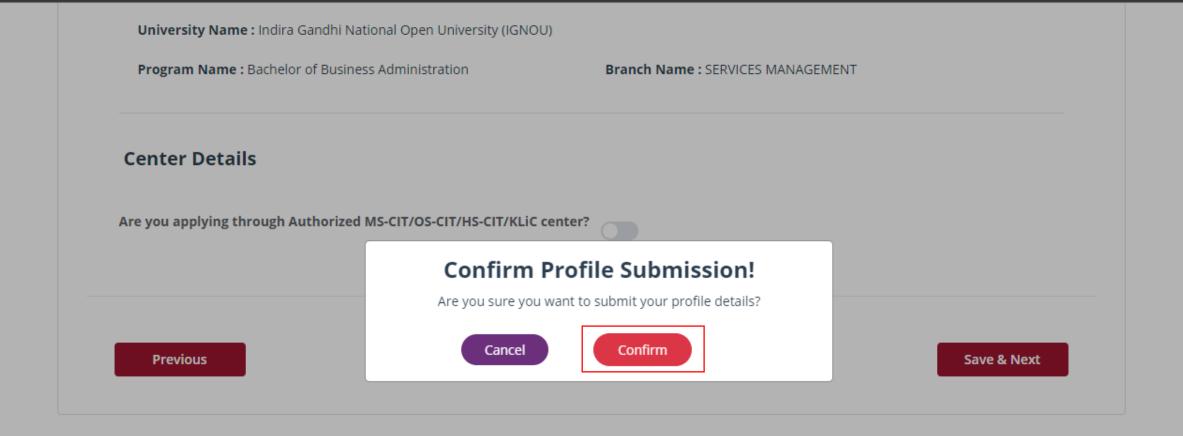




Verify all the details.



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



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Version 1.1

Check all the details and click on to confirm.





Profile

Q Search

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.

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.