## Important Instructions for Learner

## MS-ACIT IT For Teachers course

## for the year 2012

**Admission:** Applicant should

1. Ensure that s/he is seeking admission only to the Authorized Learning Centre (ALC) for WAVE courses, which is duly authorized by MKCL and having its details published on MKCL website: [www.mkcl.org/WAVE](http://www.mkcl.org/WAVE)
2. Ensure that s/he has duly filled in the pre-printed WAVE 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 School or College ID card or PAN card or Voter's ID card or Driving License or Passport or Government's ID card as a proof of her/his identity including her/his name, photograph and signature and submit a signed photo copy of the same along with the application form.
4. Study material shall be issued to the learner for the selected course only.

**Fees:** Applicant should

1. Verify the amount printed on fee receipt and ensure that it equals 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 WAVE 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. If the complete payment is not done, then the Applicant will not be considered as registered learner and consequently will not be allowed to appear for the WAVE Examination.
5. Note that fees once paid are non-refundable and non-transferable under any circumstances.
6. Applicant shall be considered as registered learner only after -Admission procedure is completed by him / her and fees are fully paid by him / her.

**Academics & Evaluation:**

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 eContent in ERA (eLearning Revolution for All) by using the headphone.
3. The evaluation structure, including internal evaluation & final examination, is as follows-:

Following is the criteria for passing the MS-ACIT IT For Teachers Examination successfully:

Aggregate score of 40 Marks out of 100 with:

* Minimum 20 Marks out of 50 are required for passing in Mid-Term Examination

&

* Minimum 20 Marks out of 50 are required for passing in Final Examination

1. If the learner fails in:

* If a Learner Fail in Final examination then:
  1. S/he will re-appear for the next consecutive re-exam event with re-exam fees of Rs.250/- per attempt (2 re-exam attempt)
  2. His/her Mid Term Marks will be carried forward
* If a Learner Fail in midterm examination then:
  1. S/he will re-appear for the next consecutive mid-term re-exam event. 1 (one) mid-term re-exam attempts will be given with no fees
* After above re-exam attempts (both i.e. mid-term/final examination), if still the learner failed then learner has to enroll again as a fresh learner by paying requisite fees.

1. Passing Criteria for Re-exam Learner-: Passing criteria for re-exam learner is same as fresh learner.
2. Please note that the mid-term & final examination is conducted at the Learner’s ALC as per the prescribed schedule.
3. Learner should travel to the Examination Centre on scheduled date and time for mid-term & final examination at her/ his own cost.
4. Please obtain the details of examination pattern from MKCL website or ALC.
5. The final Certificate shall be provided to you through ALC where you have enrolled after successful completion of the course and passing the requisite examinations.