



MS-ACIT (IT for Teachers)

Learner Guidelines

MS-CIT

World-class Comprehensive Computer Course



Important Instructions for **MS-ACIT (IT for Teachers)** Learners

for the year 2026

Table of Contents

Application Process Guidelines:	2
Course Details:	4
Course Duration:	4
Applicant Should:	6
Academic Guidelines for Learners:	7
Examination Guidelines for Learners:	8
1. Eligibility to Appear for the Final Examination	8
2. Passing Criteria	8
3. Applicability of Rules	8
Examination Pattern:	8
MS-ACIT (IT for Teachers) Final Online Exam Pattern:	8
MS-ACIT (IT for Teachers) Exam Marks	9
Re-Examination Policy.....	9
MS-ACIT (IT for Teachers) Fees:	10
MMRDA & Non MMRA Region	10
PMRDA & Non-PMRDA Region.....	10
Rest of Maharashtra	10
Other Important Guidelines for Learners	11
1. Biometric Verification	11
2. Exam Postponement Facility	11
3. Exam Surveillance	11
4. Data Capture During Learning & Examination	11
5. Certificate Collection.....	11
6. Exam Venue	11
7. Mandatory Documents for Examination	12
8. Exam & Course Conduct Rights	12
9. Exam Scheduling & Responsibility	12
10. Mode of Examination	12
11. MKCL's Rights & Policies	12
12. General Guidelines	13
MS-ACIT (IT for Teachers) Syllabus with AI Tools	14

Application Process Guidelines:

- 1. Seek Admission of MS-ACIT (IT for Teachers) Only at MS-CIT and KLiC Authorized Learning Centers (ALCs)**
 - Ensure that you are applying for admission *only* at an **Authorized Learning Center (ALC)** duly approved by MKCL.
 - Verify the authenticity of the MS-CIT ALC by checking its details on the official MS-CIT website: mscit.mkcl.org and KLiC ALC by checking details on the official KLiC website klic.mkcl.org.
 - **Fingerprint data** will be captured through a biometric device at the time of admission for authentication and further usage
- 2. Duly Fill and Submit the Application Form**
 - Carefully and completely fill in the **pre-printed Application Form** available at the ALC.
 - Read and sign the declaration on the form.
 - Submit the completed form along with the **prescribed course fees** before the due date.
 - *Note: Incomplete or unsigned application forms will not be accepted.*
- 3. Attach Valid Identity & Address Proof**
 - Provide a **true and self-attested copy** of a valid ID and address proof showing your name, photograph, and signature.
 - Submit a signed photocopy of the same along with your application form.
- 4. Provide Aadhaar Number & Signatures**
 - Enter a valid **Aadhaar Number** while filling out the application form.
 - Fill **both sides** of the application form and sign on both sides.
- 5. Accepted ID Proofs**
 - The following documents are accepted as valid ID proof:
 - PAN Card
 - Voter's ID Card
 - Driving License
 - Passport
 - Any Government-issued ID Card

6. Study Material Issuance

- Online study reference material and book links will be given only after **confirmation of admission**, i.e., when the learner's fee is received by MKCL.
- Reference material is available in **English and Marathi** in PDF format

7. Course Duration & Schedule

- The default course duration is **144 Hours (approx. 2 months)**.
- However, the duration may vary depending on specific circumstances.
- Regular **classroom sessions and practical sessions** will be conducted throughout the course.

8. Admission Modes

- Learners must contact the ALC to choose the most suitable **admission mode**.
- Once selected, the admission mode cannot be changed under normal circumstances.
- In case of any issues and support, the learner must contact ALC, where admission is taken

9. Verification & Correction of Learner Details

- The **Exam Body** will verify learner details.
- In case of any **rejection or discrepancies**, the learner must submit the correct information to the respective ALC.
- The ALC will update and correct the details in the system to ensure accuracy before the final examination.

Course Details:

Medium of Instruction: English & Marathi

Mode of Learning: eLearning through MKCL ERA (eLearning Revolution for All)

Course Duration:

Course Duration: 144 Hours (Course can be covered in 2 / 3 / 4 / 6 Months)	
Theory: Inform Content - 50 Hours eLearning of Classroom Content	Daily 1 hour / Session On ALC Computer only
Practical: Perform Content - 50 Hours eLearning of Lab Content on Computer only	Daily 1 hour / Session On ALC Computer only
Homework: Reading Content - 44 Hours Recommended Book Reading, Self-Study, Revision and Practice	Daily ~1 hour / Session Reference Material on mobile/computer

Batch Calendar: For Batch and Exam event please visit below link

<https://msacit.mkcl.org/admission>

Date(s) of Application and Fee Payment by Learner: 1st - 25th day of each calendar month

Session Range	Role Upliftment	Key Activities
Session 1-4	Technology Facilitator	Operate devices, manage Wi-Fi, troubleshoot, use sticky notes and tools for classroom setup.
Session 5-10	Classroom Facilitator	Manage digital classroom, create flipped classrooms, track engagement, use various Google tools.
Session 11-14	Academic Facilitator	Manage student groups, track assignments, upload/download files, use OERs.
Session 15-25	eContent Developer	Write learning objectives, create multimedia content, gather feedback for improvements.
Session 26-27	eAssessment Developer	Plan assessments, create AI-driven questions, manage question banks.
Session 28-34	eTutor	Conduct online classes, create presentations and quizzes, manage virtual activities.
Session 35-38	Techno-Pedagogue	Use educational videos, design infographics, ensure accessibility, integrate productivity apps.
Session 39-42	Researcher	Support language learning, curate resources, track online research, apply ethical considerations.
Session 43-45	Lifelong Learner	Explore MOOCs, curate resources, plan professional development using AI tools.
Session 46	Knowing MKCL's Various Enabling Frameworks and Courses	Understand MKCL's frameworks, map learning pathways, communicate digital strategy.
Session 47-50	Final Exam Practice	Revise sessions, complete mock tests, collaborate with peers, prepare for real-world classrooms.
50 Sessions	TOTAL	50 Marks

Applicant Should:

1. Demand and Verify the Fee Receipt

- Always **collect a printed receipt** after making any payment at the Authorized Learning Center (ALC).
- Learner will receive separate Fee Receipts – Fee Receipt for MKCL Fees and Fee Receipt for ALC Service Charges
- Carefully **verify the amount** printed on the receipt to ensure it matches the amount actually paid.

2. Check Your Personal Details on the Receipt

- Verify that your **name** is printed correctly on the fee receipt.
- If there is any error, request correction **within 24 hours of the last date of payment**.
- *Please note:* The name printed on the receipt will appear **exactly the same on your MS-ACIT (IT for Teachers) Certificate**.
- As per **MSBTE guidelines**, no changes will be allowed later in **name, photo, gender, signature, or any other details**.

3. Pay Fees Within the Due Date

- Ensure that the **complete fees** are paid within the stipulated due dates.
- A learner will be considered **registered only after** the admission procedure is completed and the full payment is received.

4. Incomplete Payment

- If the **full payment** is not made, the applicant will **not be considered a registered learner** and cannot appear for the examination.

5. Non-Refundable & Non-Transferable Fees

- *Please note:* **Fees once paid are strictly non-refundable and non-transferable** under any circumstances.

Academic Guidelines for Learners:

1. Refer to the Academic Schedule

- Learners must refer to the **Academic Calendar** and **Day-wise Syllabus Breakup** available on the **MKCL website** or at the Authorized Learning Centre (ALC).

2. Mandatory Biometric Attendance

- Learners are required to **record daily attendance** through the **biometric device** at the ALC.

3. Access to eLearning Platform (ERA)

- Ensure that you have received your **ERA Login ID and Password** to access the **eLearning Revolution for All (ERA)** platform.
- Use **headphones** for a better learning experience while accessing digital content.

4. Reference Material

- Reference material links will be given in ERA. Learners are advised to go through the material.

5. Daily Attendance & Session Completion

- **Daily attendance and completion of sessions on ERA are mandatory.**
- Failure to mark attendance or complete sessions will result in **loss of marks**.
- Note: MKCL will **not be responsible** for any marks lost due to non-compliance.

6. Examination Scheduling

- The **exam schedule** will be based on the marks and progress **reported to MKCL by the ALC**.

7. Validity of ERA Login

- ERA login credentials remain active only for the **course duration selected at the time of admission**.
- For a **2-month batch duration**, the login will be valid **for 2 months from the date of admission confirmation**.
- Learner will get 1 fresh attempt and 2 consecutive re-exam attempt.
- If a learner does not complete the course within the specified duration, learner's **first attempt will be consumed**. In such case, learner will have to appear for re-exam.
- If the learner still fails to become eligible for the exam after this extension, they will be required to **register as a fresh learner and pay the full course fees again**.

Examination Guidelines for Learners:

1. Eligibility to Appear for the Final Examination

To be eligible for the **Final Examination**, a learner must:

- **Earn a minimum of 20 internal marks** before the prescribed schedule.
- **Complete 50 sessions** before the prescribed schedule.

Important:

Learners who do **not meet the above criteria** will **NOT** be allowed to appear for the Final Examination.

2. Passing Criteria

To successfully pass the MS-ACIT (IT for Teachers) course, learners must:

- **Score a minimum of 20 marks in internal assessment** to qualify for the Final Examination.
- Obtain **at least 40 marks out of 100 marks** (combined internal + final exam score).
- Achieve **individual passing** in both **Internal Assessment** and **Final Examination**.

3. Applicability of Rules

- **All rules, guidelines, and instructions** mentioned above **apply to all MS-ACIT (IT for Teachers) admission modes** without exception.

Examination Pattern:

MS-ACIT (IT for Teachers) Final Online Exam Pattern:

- Final Online Exam will be under the surveillance of Web Camera System

Objective Topics	Practical Topics
<ul style="list-style-type: none">• Technology Facilitator• Classroom Facilitator• Academic Facilitator• eContent Developer• eAssessment Developer• eTutor• Techno Pedagogue	<ul style="list-style-type: none">• MS Word 2019• MS Excel 2019• MS PowerPoint 2019

- Researcher
- Lifelong Learner

MS-ACIT (IT for Teachers) Exam Marks

- Duration of Exam: 60 minutes (1 Hour)
- Total Questions: 50, Total Marks: 50
- Marks per Question: 1

All the questions in the examination are divided into 3 levels

- Level 1 = Low difficulty level
- Level 2 = Medium difficulty level
- Level 3 = High difficulty level

* For Physically challenged learner the exam will be 2 Hours, attendant is allowed in specific cases only.

Exam Pattern: Level wise distribution of questions and Marks

No. of Questions						
Level	Difficulty	Objective	Practical	Total	Marks per Question	Maximum Marks
1	Low	11	9	20	1	20
2	Medium	10	9	19	1	19
3	High	4	7	11	1	11
	Total	25	25	50	1	50

* In Final Online examination, learner must pass separately in Objective and Practical section with minimum of 40% marks

Re-Examination Policy

- **Re-Examination Fees: ₹ 527/-**
- If a learner **fails or is absent** in the **first available final exam attempt**, they may appear for **two consecutive re-exam attempts** by paying the requisite re-exam fees at the enrolled MS-CIT or KLiC Center.
- If the learner **remains absent or fails in these two re-exam attempts**, they must **register as a new learner** and pay the full course fees again.

MS-ACIT (IT for Teachers) Fees:

MS-ACIT (IT for Teachers) Revised Fee Structure - Applicable from 1st September 2025

MMRDA & Non MMRA Region - Mumbai Metropolitan Region Development Authority (MMRDA) Region

Component	MMRDA Region	Non-MMRDA Region
Region Course Fee (₹)	For Mumbai, Mumbai Suburb, Thane, Palghar and Raigad District Area comes under MMRDA Region	For Thane, Palghar and Raigad District Area comes under Non-MMRDA Region
ALC Service Charges	₹ 4,235/-	₹ 3,735/-
MFO (MKCL Fee + GST)	₹ 1,765/-	₹ 1,765/-

PMRDA & Non-PMRDA Region - Pune Metropolitan Region Development Authority (PMRDA) Region

Component	PMRDA Region	Non-PMRDA Region
Region Course Fee (₹)	For Pune District Area comes under (PMRDA) Region	For Pune District Area comes under (Non-PMRDA) Region
ALC Service Charges	₹ 3,735/-	₹ 3,235/-
MFO (MKCL Fee + GST)	₹ 1,765/-	₹ 1,765/-

Rest of Maharashtra - For all Districts of Maharashtra (except Mumbai, Mumbai Suburb, Thane, Palghar, Raigad and Pune Districts):

Component	Course Fee (₹)
ALC Service Charges	₹ 3,235/-
MFO (MKCL Fee + GST)	₹ 1,765/-

Important Notes:

- * The above fees apply to all modes of MS-ACIT (IT for Teachers) course delivered at Authorized Learning Centers (ALC) and Satellite Centers.
- * The fees include course fees, examination fees, and certificate fees.
- * The fee receipt of MKCL Fees will be given by MKCL, include course fees, examination fees, and certificate fees.
- * MKCL reserves the right to revise the fees at any time without prior notice.

Other Important Guidelines for Learners

1. Biometric Verification

- It is **mandatory to use a biometric device** during the **Final Examination**.
- Learners must **mark their attendance through the biometric device** before appearing for the exam.

2. Exam Postponement Facility

- There is no option for Exam Postponement. Learner if not present will be marked as absent and Exam Attempt Count will be considered.

3. Exam Surveillance

- The **Final Examination will be conducted under camera surveillance**.
- **Photos and videos of learners will be captured** during the entire exam duration.
- MKCL and the Exam Body may use this **photo and video data for verification and further processing**.

4. Data Capture During Learning & Examination

- The system will capture the learner's **photo and video** during both the **learning process and the examination process**.
- MKCL will use this data for **academic, verification, and processing purposes**.

5. Certificate Collection

- Joint Certification by MKCL & MSBTE (Maharashtra State Board of Technical Education) only for MS-ACIT (IT for Teachers) Pass students
- Provisional certificate will be issued to MS-ACIT (IT for Teachers) pass learner immediately after exam result.
- It is the learner's responsibility to collect the certificate from the ALC within 3 months of its availability. MKCL and the ALC shall not be held liable for any delays, loss, or non-collection of the certificate beyond this period.
- In such cases, learners must apply for a **Duplicate Certificate** through the **MSBTE process** by paying the applicable fees directly to MSBTE.

6. Exam Venue

- Normally, the exam will be scheduled at the **same center where the learner has undergone training**.

- However, in some cases, the exam may be scheduled at **another center**, and the learner will need to **travel to the exam venue at their own cost**.

7. Mandatory Documents for Examination

- Learners must carry the **printed Hall Ticket** and **original valid Identity Proof** while appearing for the exam.

8. Exam & Course Conduct Rights

- All rights regarding the conduction of the **MS-ACIT (IT for Teachers) Course** rest with **Maharashtra Knowledge Corporation Ltd. (MKCL)**.
- **Maharashtra State Board of Technical Education (MSBTE)** is the **examining authority** for MS-ACIT (IT for Teachers).
- All **rules, regulations, norms, and policies** for the examination are decided by MSBTE.
- Therefore, **MKCL is not responsible** for matters concerning the **conduct of MS-ACIT (IT for Teachers) examinations**.

9. Exam Scheduling & Responsibility

- As MKCL is not responsible for exam scheduling, **no guarantee can be given by MKCL or any Authorized Learning Centre (ALC)** regarding exam dates, timings, or venue.
- Such details are entirely **decided by MSBTE**.

10. Mode of Examination

- MSBTE may conduct the exam in **Quasi-Online Mode** or **Fully Online Mode**, depending on the situation.
- **MSBTE reserves the right to change the mode of examination without prior notice**, and MKCL shall **not be liable for any such modifications**.

11. MKCL's Rights & Policies

- MKCL reserves the right to **modify terms, conditions, fees, academic patterns, schedule, evaluation methods, and certification patterns** without prior notice.
- MKCL shall **not be liable to anyone** for any such changes.
- Learners are advised to **visit official website or contact ALC** to understand any change
- MKCL may use learner information for **official communication and marketing purposes**.

12. General Guidelines

- In case of any **loss due to technical issues**, learner may have to learn again.
- MKCL shall **not be responsible** for any physical injury, mental stress, health issues, fatigue, or discomfort experienced during or after learning activities.
- MKCL shall **not be responsible** for any incident occurring due to **personal negligence, improper use of equipment/machines, or non-adherence to instructions**.
- MKCL shall not be responsible for **any natural calamities or other human made incidents**.
- Any loss, accident, delay, or inconvenience during travel or stay shall be **solely the learner's responsibility**.
- MKCL is not responsible for **internet connectivity issues, power failures, device malfunctions, or data loss** at the learner's end.
- MKCL is not responsible for any **cyber risks, misuse of credentials, or unauthorized access** caused due to learner negligence.
- Learners must ensure **secure handling of login credentials** as well as use of compatible devices and stable internet connectivity.
- MKCL shall **not be responsible** for **actions, commitments, or conduct of third parties** such as ALC and their staffs, satellite center, or any external organizations.
- MKCL is not liable for **any loss, damage, or consequences** resulting from the **application or misuse of learned skills**.
- MKCL shall not be responsible or liable for:
 - Fraud, misrepresentation, breach of contract, or unfair practices by ALC or any third party.
 - Any financial loss, exploitation, harassment, or dispute arising from ALC or third-party engagement.
- Learners are advised not to make any payments to third parties unless independently verified and documented.
- Learners shall not raise **any claim, compensation demand, or legal dispute** against MKCL for actions taken due to their own misconduct or third-party disputes.
- Learners must independently evaluate the **appropriateness and risks** before applying knowledge in real-world scenarios.
- MKCL shall not be responsible for consequences arising due to **misconduct, indiscipline, or violation of rules** by learners.

- By enrolling in and continuing the course, the learner:
 - Confirms that they have read, understood, and accepted all instructions and disclaimers.
 - Agrees that MKCL shall not be held responsible for any incidents, losses, or consequences arising out of learning or post-learning activities.
 - Understands MKCL's role is limited to **education facilitation only**

MS-ACIT (IT for Teachers) Syllabus with AI Tools

Maharashtra State – Certificate in Advanced Information Technology (MS-ACIT)

These skills are essential for mastering best practices and smart use of computers and smart phones as well as various popular Software Tools and Mobile Apps with their applications in real life job situations leading to enhancement of individual's productivity, efficiency, quality and creativity in personal, professional and social life.

Software Tools

The software tools to be covered in the course:

Sr. No.	Tools
Operating System and Internet	
1	Windows 10
2	Internet
3	Google Chrome
Word Processor	
4	MS Word 2019
5	Google Docs
Spreadsheet	

6	MS Excel 2019	
7	Google Sheets	
Presentation Graphics		
8	MS PowerPoint 2019	
9	Google Slides	
Personal Information Manager		
10	MS Outlook 2019	
11	Gmail Inbox	
12	Google Drive	
Essentials		
13	Ergonomics	
14	Go Green	
15	Netiquette	
16	100+ AI Tools	

Syllabus

Here is in detail course syllabus.

A. Technology Facilitator

- Operate tablets, laptops, projectors, and Bluetooth devices
- Connect devices to Wi-Fi and servers securely
- Troubleshoot browser and device errors
- Manage digital safety and power-saving settings
- Use sticky notes, snipping tools, and Otter.ai for documentation
- Prepare smart classrooms for effective digital teaching

B. Classroom Facilitator

- Manage digital classroom using Google Classroom, Docs, Forms
- Use MS Word, Google Docs for notices and collaborative writing
- Apply Google Forms and Google Chat for attendance and communication
- Create flipped classrooms using videos (YouTube, PowerPoint, Canva)
- Facilitate peer feedback using Google Forms and rubrics
- Track and enhance student engagement using Slido, Quillbot, and Diffit.me

C. Academic Facilitator

- Form and manage student groups within Google Classroom
- Use Trello and MS Excel for tracking group work and assignments
- Manage mobile-first teaching using Google Classroom App
- Upload and download files securely using Google Drive and WeTransfer
- Use OERs responsibly through NCERT/OER Commons, Mahadnyan, and NotebookLM
- Structure and curate open educational resources

D. eContent Developer

- Write learning objectives using Bloom's Taxonomy, Mager's Method, Gagné's Events
- Design and document lesson plans using ASSURE and 5E models
- Create videos using Windows ClipChamp, Lumen5, VEED.io, and Pictory AI
- Develop multimedia-rich content using Canva AI, Format Factory, Google Slides
- Prepare storyboards using PowerPoint, Google Slides, Descript
- Publish content, gather feedback, and implement iterative improvements

E. eAssessment Developer

- Plan assessments using Google Forms and Google Workspace
- Write quality questions based on Bloom's Taxonomy
- Use Quillionz and ChatGPT for AI-driven question creation
- Create online tests with proper accessibility
- Manage question banks and assessment records digitally

F. eTutor

- Conduct online classes using Google Meet, MS Teams, and Zoom
- Create and manage social media groups for learning (WhatsApp, Telegram)
- Develop and share multimedia content via Facebook, Instagram, Canva AI
- Create presentations using PowerPoint, Google Slides with ClassPoint and Pear Deck
- Implement real-time quizzes and student response tracking
- Plan and manage virtual classroom activities using Google Calendar and Padlet

G. Techno-Pedagogue

- Use educational videos effectively in teaching
- Integrate apps like NeuroNation, StayFocusd, Forest App for student productivity
- Design infographics using Canva, and Miro
- Use mobile apps for visual teaching and class engagement
- Curate and organize visual content for various learning needs
- Ensure digital content accessibility and cybersecurity

H. Researcher

- Use Google Translate, ChatGPT, Quillbot for language support
- Create custom search engines for students using Google CSE
- Use Google Alerts and Google Lens for real-time information retrieval
- Curate online educational resources using Feedly, Raindrop.io, and NewsGuard
- Track and verify online research sources using Scite and Semantic Scholar
- Apply ethical considerations when using and sharing digital content

I. Lifelong Learner

- Explore MOOCs using edX, Class Central, and TED Talks
- Curate and share digital resources via Google Sites and Docs
- Organize and manage content using Google Drive, Google Trends, and ChatGPT
- Apply AI tools for content summarization and review
- Plan and track professional development activities using Google Calendar and Google Groups
- Build and manage a personal learning network for continuous growth

J. Knowing MKCL's various enabling frameworks and Courses

- Understand MKCL's key frameworks
- Explore various MKCL courses and offerings
- Map MKCL's learning pathways with classroom needs
- Communicate MKCL's 21st Century digital education strategy
- Use MKCL platforms for personal and professional development
- Contribute to MKCL's digital learning community

K. Final Exam Practice

- Revise and consolidate learning from all sessions
- Apply tools and techniques in practice scenarios
- Complete final hands-on project using multiple tools
- Attempt mock tests and reflective activities
- Collaborate with peers for peer review and feedback
- Prepare for applying MS-ACIT skills in real-world classrooms

L. Internal Assessment:

- Assignments (hands-on, reflective, and provocative tasks)
- Knowledge Checks (short quizzes and reflections)
- Session-end Tests (concept understanding and application)
- Practical Assignments (real-world content creation and teaching tasks)

Detailed Syllabus:

For detailed syllabus please visit the link below:

<https://msacit.mkcl.org/syllabus>