

MKR-CTLC ADMISSION POLICY & PROCEDURE

Important! Read This Section carefully and Follow all Rules and Procedures

A. Admission Policy

B. Admission Procedure

- a. Admission Form**
- b. Submission of Form**
- c. Select Class Timing**
- d. Fee Payment Method**
- e. Terms & Conditions**

C. Code of Conduct

- a. Actions to Avoid**
- b. Actions to Exercise**

A. ADMISSION POLICY:

MKR-CTLC reserves the right to add, alter or delete any of the proposed conditions without any assigned reason or prior notification

- First preference will be given to media workers, journalists and their families
- Underserved members of the society, especially those residing nearest to center location will also be entertained
- The criteria for admission is "first come first served" basis.
- Immediate blood relatives of media workers including spouses/dependents/siblings/next of kin are also eligible to apply
- CTLC is an educational institute that does not discriminate on the basis of color, gender, creed, disability or religious beliefs.

B. ADMISSION PROCEDURE

Admission Procedure at CTLC is fairly straight forward.

a. Admission Form

- Obtain or Download Admission Form from Centre or CTLC's website www.mkrf.org/ctlc/download.

b. Submission of Form

- Fill Admission Form correctly. Use BLOCK Letters.
- Attach the following
 - Two Recent Photographs
 - Copy of National ID Card (For Age 18 & Above)
 - Copy one of any Parent's National ID Card (for Age 17 & Below)
 - Copy of Recent Academic Certificate / Mark sheet (any one if available)
 - Fee Pay-Order or Bank Deposit Slip

c. Select Class Timings

- - 5-days/week (Monday to Friday)
- - 1-hour & 30-mins each
- - 6-time slots (Select anyone from the following)

- Class #1 10:00 AM (All Class starting times)
- Class #2 11:45 AM
- Class #3 01:30 PM
- Class #4 03:15 PM
- Class #5 05:00 PM
- Class #6 06:45 PM

d. Fee Payment Method

- There are three ways an applicant can pay his/her Fee.
 - **Option 1:** Pay-Order in favor of following Account Title, PO issued from any scheduled Bank.
 - **Option 2:** Cash Deposit in below mentioned Account at UBL- Al Rehman Branch Karachi.
 - **Option 3:** Cash Deposit in below mentioned Account at any UBL "Online Branch**"
- Fee Account Information
 - Account Title : **Mir Khalil ur Rahman Foundation – CTLC** (*Ensure correct title spelling*)
 - Account No. : 01027891
 - Bank Name : United Bank Ltd
 - Branch Name : Al-Rehman Branch
 - Branch Code : 1234
 - Branch Add : Al-Rehman Building, (Near Jang Building) I.I. Chundrigar Road, Karachi.
- Fee Amount
 - Full Fee **Rs.2800/-** (Rs.350 x 8 Courses) (non-refundable, Non-transferable)

e. Terms & Conditions

- MKR-CTLC only accepts Fee payment through **Pay-Orders or Bank Direct Deposit Slip.**
- **No Cash or Cheque will be accepted at the Center.** (*see Fee payment methods above*).
- **Admission is given in all 8 courses.** No individual course offered
- Fee will have to be paid in Full. **No Installments.**
- Form and Fee (Pay-order or Direct Deposit Slip) must be submitted together.
- Admissions will be given on a first come first serve basis.
- Fulfill terms and conditions provided in the admission form.
- **Fee is Non-Refundable or Non-transferable.**
- Selection of Class timing must be made once at the time of admission. No time-changes will be adjusted later.
- Due to very high Public interest it is important that seat be confirmed earliest as possible. PLEASE DO NOT WAIT FOR LAST DATES.
- CTLC has the right to refuse admission in case seats are filled in any time slot.
- For Information regarding UBL-Online Branches near you, call UBL Help Line: 0800-11825 or visit Website: www.ubl.com.pk/locations
- Bank Charges may apply
- For Further Information call CTLC in working hours

C. CODE OF CONDUCT FOR STUDENTS

MKR – Community Technology Learning Center (CTLC), in pursuance of the principles of its parent organizations Mir Khalil-ur-Rehman Foundation and Microsoft Corporation, seeks to achieve its objectives within an agreed Code of Conduct.

In relation to the core activity of teaching and learning, students are expected to:

- adopt a diligent and co-operative approach to all aspects of academic life and
- accept responsibility in creating a supportive educational community in which everyone can self manage their learning.

Throughout their period of involvement with the Institute, students are expected to abide by the code of conduct which is based upon respect for individuals, property and the environment. The Institute fully supports all existing and emerging legislation and by-laws bearing on these principles. MKR-CTLC also recognizes that it is situated within National IT Park commercial area and pursues a policy of integration and collaboration with the local community.

Everyone is also encouraged to avoid engaging in behavior likely to cause annoyance or distress to members of the local community, the result of which is likely to prejudice the reputation of the Institute. All members of the Institute are expected to be considerate to the needs of fellow students, visitors and staff and to strive to integrate purposefully with neighbors and residents in the wider general community.

a. Actions to avoid:

- Conduct which constitutes a criminal offence e.g. assault, theft, fraud, deceit, deception or dishonesty.
- Violent, indecent, disorderly, threatening, intimidating or offensive behavior or language.
- Sexual, racial or any other form of harassment.
- Misuse, misappropriation, theft or damage of property.
- Action, likely to cause injury or to impair health and safety procedures.
- Failure to respect the rights of others to freedom of belief and freedom of speech.
- Behavior which brings the Institute into disrepute. E.g. such conduct as abusive, anti-social or discourteous behavior, inconsiderate noise or parking, disregard of the social code, causing litter and especially criminal damage to private property, or vehicles.
- Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the Institute.
- Obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff, or visitor of the Institute.
- Misuse or unauthorized use of Institute premises including hacking, spreading viruses/worms, spam emailing etc.
- Failure to comply with rules and regulations which are or can be announced occasionally without prior notification.
- Carry of any firearms, mêlée weapons, explosives, drugs or any prohibited/banned substances.

b. Actions to Exercise:

- All students will carry their CTLC Issued ID cards and show on demand by Security Staff.
- Students will strictly cooperate when entering or exiting (including inspections, bag search) at all times with security at both Ground/Reception and 15th Floor in the residing building.
- Students will not venture (go, stay, or roam) in any part or floor of the building without proper authorization or reason.
- In case of any complaints between security staff, students will remain patient and allow security to contact CTLC management.

