

NO. Admin/DC/61/2023-24

07/03/2024

**NOTICE  
(DC)****FIRST HALF 2024 (SUMMER 2024 ATKT EXAMINATION)  
EXAMINATION FORMS**

The students who have failed in Sem – I, II, III & IV Examinations, will be required to fill up and submit the A.T.K.T. Examination form and Exam fees online through the below application <https://m-trcac.digitaledu.in/#/landingpage>.

Schedule:

Date 11/03/2024 to 12/03/2024.

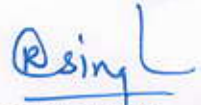
The fees structure will be as under:

Examination Fees:

NO. OF PAPER TO APPEAR	FEES TO BE PAID (Rs.)
01	360/-
02	580/-
03 and above	1160/-



(CHAIRPERSON EXAM COMMITTEE)



PRINCIPAL

Copy:

1. Administrative Officer

**NOTE- 1. No extension will be given after the above dates.**

2. Students who have not received the Login ID and Password should contact the Admin Office, Counter number 5 and 6 between 10.00 am to 11.30. am. Kindly follow the steps mentioned bellow.

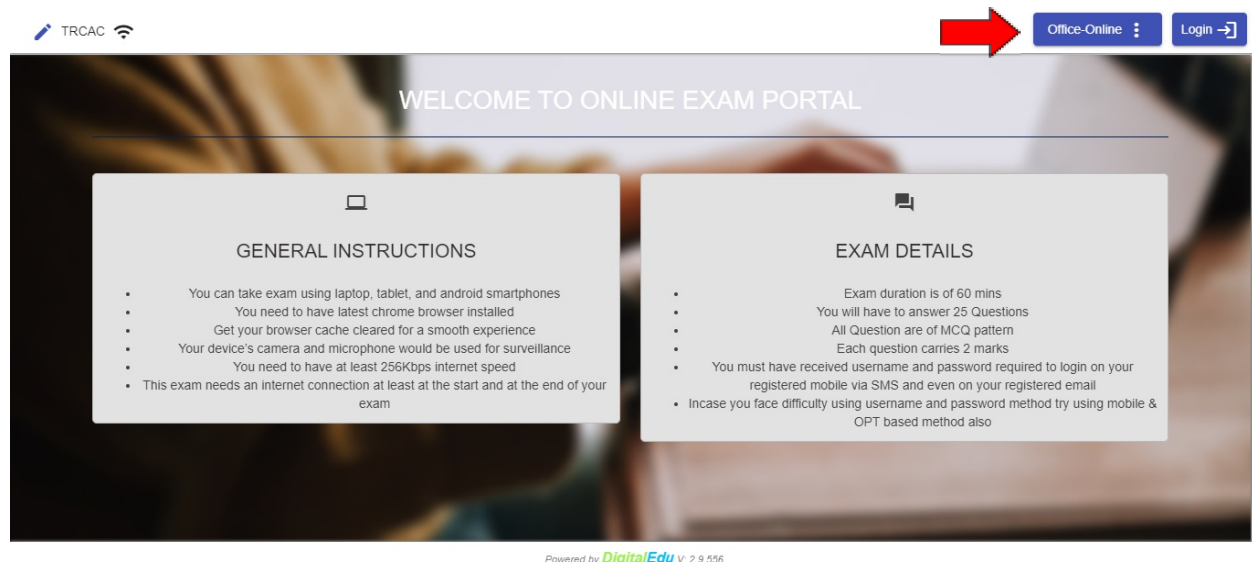
# ATKT Form filling process for OUTSIDERS/DROP students

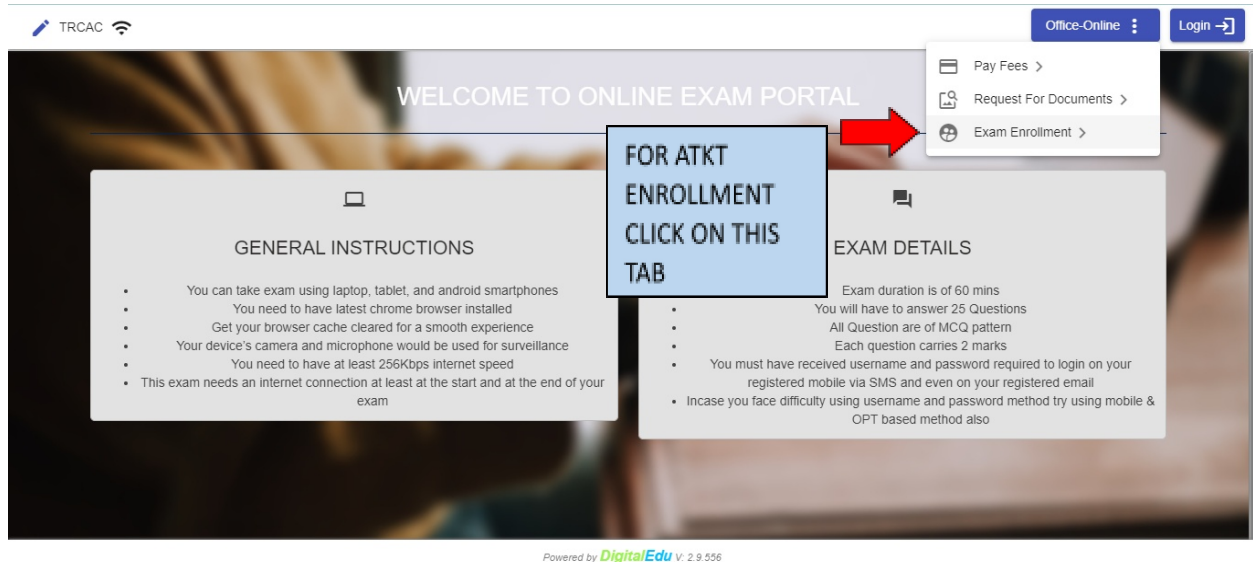
## STEP-1

Open your INSYNC APP (If you don't have insync app in your mobile phone then click on below link) Click on this link=> <https://m-trcac.digitaledu.in/>

**After clicking on above link you will see the below screen on your mobile phone**

**Click on to Office online Button**





## STEP-2

**AFTER CLICKING ON EXAM ENROLLMENT YOU WILL SEE THE BELOW WINDOW FOR REGISTRATION.**

TRCAC

Office-Online

Login

Student Registration

First Name \*

Middle Name

Last Name

Mother Name \*

Email \*

Mobile Number \*

Select Birth Date

Permanent Registration Nu...

Enroll

GENERAL INSTRU

- You can take exam using laptop, table
- You need to have latest chrom
- Get your browser cache cleared f
- Your device's camera and microphone w
- You need to have at least 256
- This exam needs an internet connection at lea
- exam

AM DETAILS

- am duration is of 60 mins
- have to answer 25 Questions
- estion are of MCQ pattern
- question carries 2 marks
- ername and password required to login on your
- a SMS and even on your registered email
- username and password method try using mobile &
- PT based method also

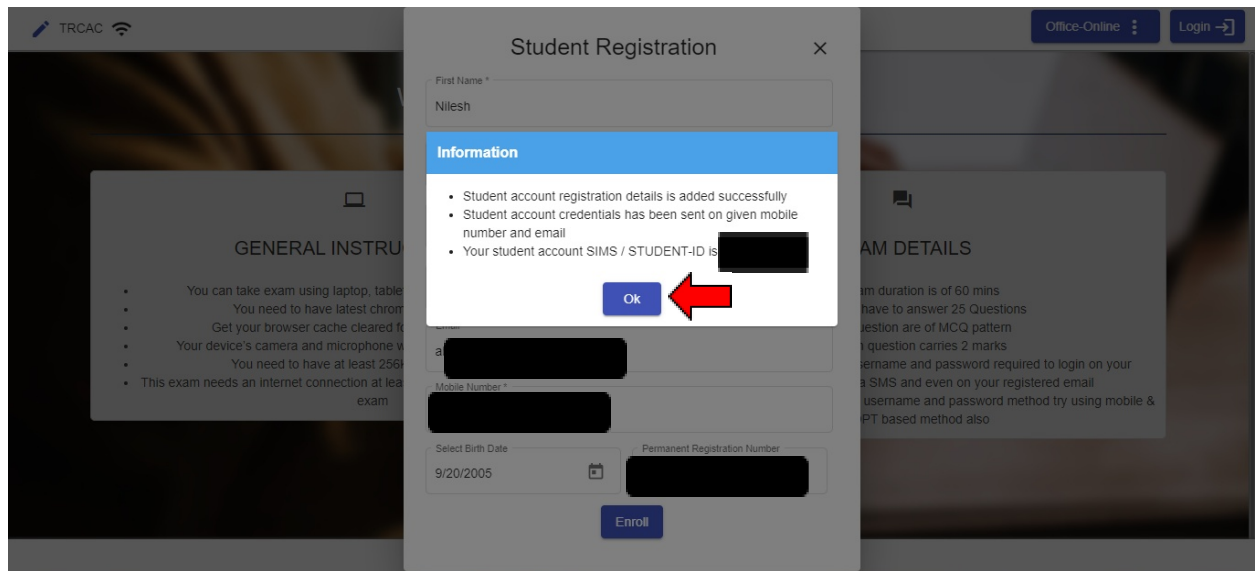
**Enter your details and click on Enroll.**

The image shows a 'Student Registration' form with the following fields: First Name (Sample), Middle Name, Last Name (Sample), Mother Name (Sample), Email (redacted), Mobile Number (redacted), Select Birth Date (9/2/2005), and Permanent Registration Number (redacted). A blue 'Enroll' button is at the bottom right, with a red arrow pointing to it. In the background, there is a 'GENERAL INSTRUCTIONS' box on the left and an 'EXAM DETAILS' box on the right. The 'EXAM DETAILS' box contains the text: 'Exam duration is of 60 mins', 'You have to answer 25 Questions', 'Questions are of MCQ pattern', 'Each question carries 2 marks', 'Username and password required to login on your system', 'You can receive a SMS and even on your registered email', 'If you use username and password method try using mobile & OTP based method also'.

**AFTER REGISTRATION YOU WILL RECEIVE OTP ON GIVEN REGISTERED MOBILE NO. AFTER OTP VERIFICATION YOU WILL SEE THIS POP ON SCREEN MENTIONING WITH YOUR STUDENT ID. ALSO MENTIONED THAT YOU WILL RECEIVE YOUR USERNAME & PASSWORD ON YOUR REGISTERED MOBILE NO. & EMAIL.**

**AFTER REGISTRATION YOU WILL RECEIVE OTP ON GIVEN REGISTERED MOBILE NO.**

The image shows the 'Student Registration' form with an information pop-up. The pop-up has a blue header 'Information' and a message: 'OTP details is sent successfully'. There is a blue 'Ok' button on the pop-up, with a red arrow pointing to it. The form fields are partially visible behind the pop-up: First Name, Mother Name, Email, Mobile Number, Select Birth Date (9/13/2005), and Permanent Registration Number. A blue 'Enroll' button is at the bottom of the form.



**AFTER CLICKING ON 'OK' BUTTON YOU WILL SEE THE BELOW WINDOW**

A screenshot of the 'Exam Self-Enlisting' form. The form is titled 'Exam Self-Enlisting' and contains several instructions: 'Last date of filling ATKT-Form is :', 'You shall responsibly fillup marks fo internal, external and/or practical for optional subjects as needed', 'Enter your marks responsibly. Once amount is paid, your form will be submitted to institute and no change in marks or refund of fees will be allowed', and 'Select checkboxes of subjects for which you want to apply for exam'. Below the instructions are five dropdown menus arranged in two rows. The first row contains 'Select Institute \*' and 'Select Year of Admission to Exam-Class \*'. The second row contains 'Select Academic Term \*' and 'Select Class of Exam \*'. The third row contains 'Select Year When Appearing the Exam \*' and 'Select Term of Appearing the Exam \*'. The fourth row contains a single dropdown menu 'Select the Appearing Exam-Run \*'. At the bottom of the form is a purple button labeled 'Fetch Subjects & Info'.

**Exam Self-Enlisting**

- Last date of filling ATKT-Form is :
- You shall responsibly fillup marks to internal, external and/or practical for optional subjects as needed
- Enter your marks responsibly. Once amount is paid, your form will be submitted to institute and no change in marks or refund of fees will be allowed
- Select checkboxes of subjects for which you want to apply for exam

1 → Select Institute \* TRCAC

2 → Select Year of Admission to Exam-Class \* AY 2022-23

3 → Select Academic Term \* TERM 1

4 → Select Class of Exam \* FYBA

5 → Select Year When Appearing the Exam \* AY 2023-24

6 → Select Term of Appearing the Exam \* TERM 2

7 → Select the Appearing Exam-Run \* ATKT

8 → Fetch Subjects & Info

**POINT WISE DETAILS MENTIONED BELOW THAT SHALL BE SELECT WHILE FILLING THE FORM**

**1.=> SELECT INSTITUTE (TRCAC) .**

**2=> SELECT ACADEMIC YEAR – ( 2021-22, 2022-23,2023-24) (EXAMPLE- YOU HAD ATKT ON LAST YEAR THEN YOU SELECT AY-2022-23 FROM THE DROPDOWN)**

**3=> IN WHICH SEMESTER YOU HAD ATKT (TERM1- SEM1, SEM3) & (TERM2- SEM2, SEM4)**

**4=> SELECT CLASS => IF YOU HAD ATKT IN 2022- TERM 1- THEN AT THAT TIME IN WHICH CLASS YOU HAD (SELECT THAT CLASS FROM THE DROPDOWN)**

**5=> THIS SELECTION REFLECT AUTOMATICALLY (NO NEED TO SELECT)**

**6=> THIS SELECTION REFLECT AUTOMATICALLY (NO NEED TO SELECT) 7=> CHOOSE 'ATKT' FROM THE DROPDOWN 8=> AFTER FILLING ABOVE DETAILS CLICK ON THIS BUTTON**

### **STEP-3**

**AFTER CLICKING ON FETCH SUBJECT & INFO BUTTON YOU WILL SEE THE BELOW WINDOW FIRST YOU NEED TO UPLOAD MARKSHEET OF THAT SEMESTER IN WHICH YOU HAD ATKT READ THE INSTRUCTIONS THAT MENTIONED ON BELOW IMAGE**



Subject : 2022-TERM 1-Communication Skills in English -Paper I-Theory (Compulsory)	Obtained Marks In Last Attempted	/ 80	Last Exam Attempted	2022-TERM 1-Regular
Subject : 2022-TERM 1-Communication Skills in English -Paper I-Theory (Compulsory)	Obtained Marks In Last Attempted	/ 20	Last Exam Attempted	2022-TERM 1-Regular
Subject : 2022-TERM 1-Economics Paper I- Microeconomics-4-Theory (Compulsory)	Obtained Marks In Last Attempted	/ 100	Last Exam Attempted	2022-TERM 1-Regular
Subject : 2022-TERM 1-Theory (Compulsory)	Obtained Marks In Last Attempted	/ 75	Last Exam Attempted	2022-TERM 1-Regular
Subject : 2022-TERM 1-Theory (Compulsory)	Obtained Marks In Last Attempted	/ 25	Last Exam Attempted	2022-TERM 1-Regular

**UNTICK THAT BOXES IN WHICH YOU DON'T HAD ATKT**

**I HAD ATKT IN THIS SUBJECT/ ASSESMENT, SO I'M JUST TICKING THAT BOX AND GOING FURTHER FOR PAYMENT**

#### STEP 4

After filling in all the marks, you will see the "Save & Payment" button at the end of the page. Before clicking on it, make sure to remove all boxes ticks and only select the ticks for the subjects/assessments in which you had ATKT.

**Information**

You might want to appear exams for subject.

- 2022-TERM 1-Communication Skills in English -Paper I-Theory
- 2022-TERM 1-Communication Skills in English -Paper I-Theory
- 2022-TERM 1-Foundation Course:I-Theory
- 2022-TERM 1-Hindi Compulsory-Theory
- 2022-TERM 1-History Paper I- History of Modern India (1857-1947)-Theory
- 2022-TERM 1-Psychology Paper I- Fundamentals of Psychology-Part I-Theory

Close this pop-up and tick them, otherwise proceed ahead with your selection.

**IF YOU WANT TO ADD MORE ATKT SUBJECTS/ ASSESMENTS THEN CLICK ON THIS BUTTON**

**CLICK ON THIS BUTTON FOR GOING FURTHER FOR PAYMENT**

Save & Proceed to Payment

#### STEP 6

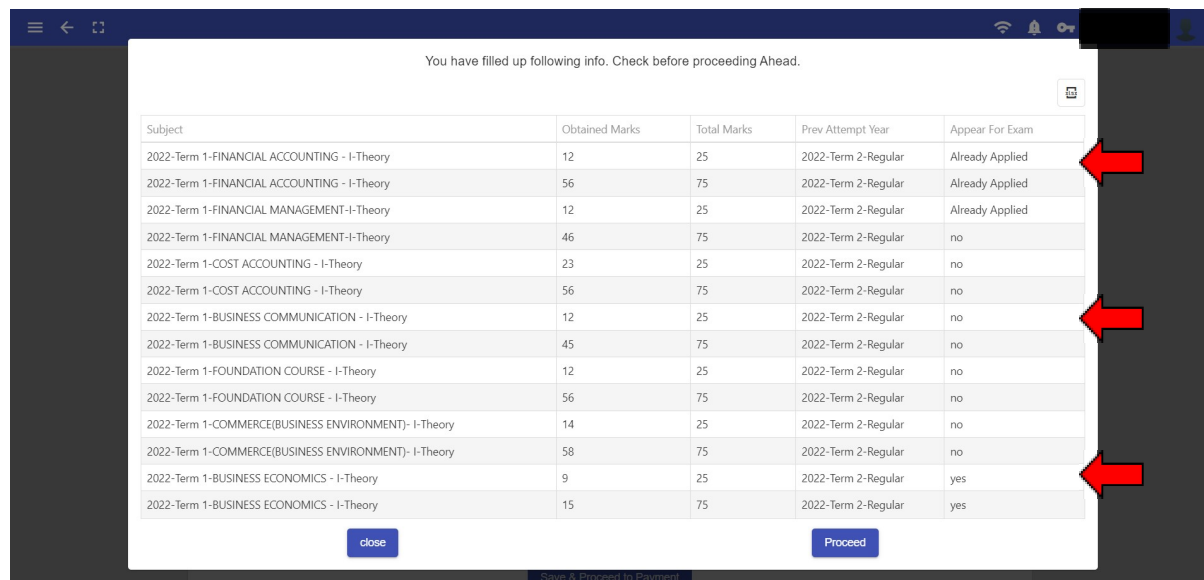
ON NEXT PAGE YOU WILL SEE THIS WINDOW.

In the last column Appear For Exam), you'll find three statuses:

1."Already Applied" - Indicates that you have already applied for those subjects and have paid the fees.

2."Yes" - Implies that you are currently applying for that subject. After clicking 3.on the "Proceed" button, you will be directed to the fee payment option.

"No" - Denotes that you are not applying for that subject.



You have filled up following info. Check before proceeding Ahead.

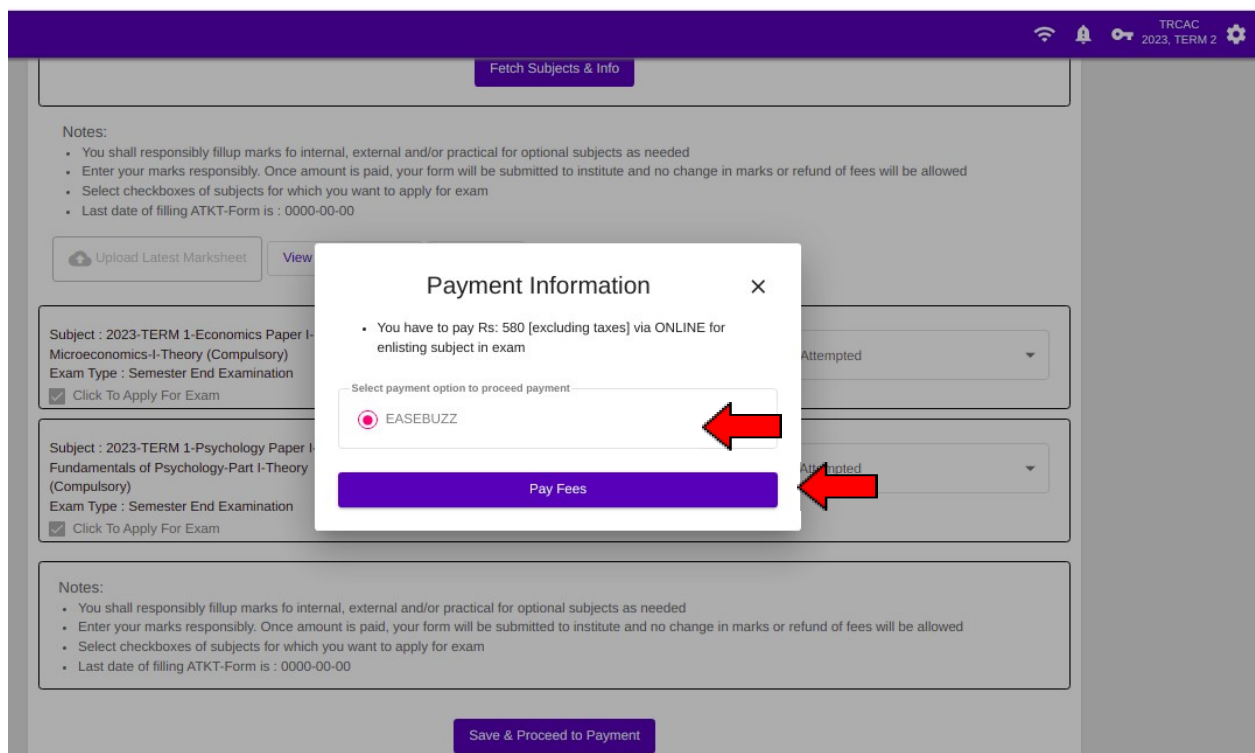
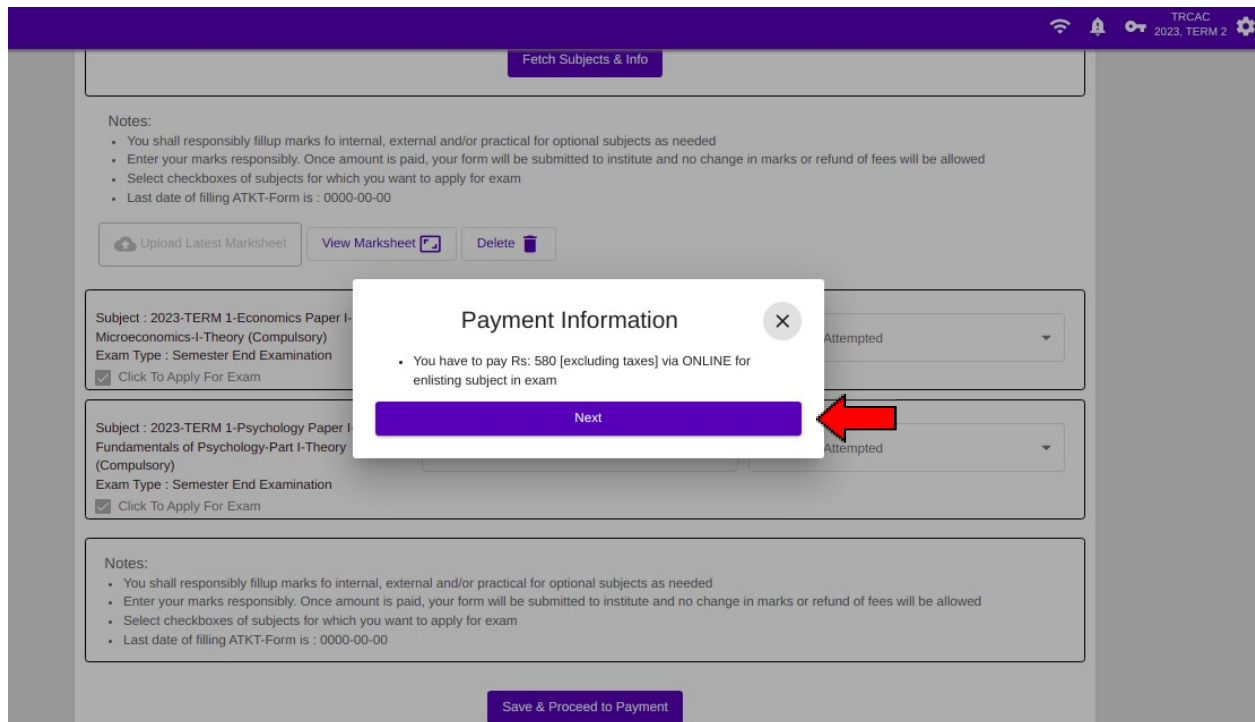
Subject	Obtained Marks	Total Marks	Prev Attempt Year	Appear For Exam
2022-Term 1-FINANCIAL ACCOUNTING - I-Theory	12	25	2022-Term 2-Regular	Already Applied
2022-Term 1-FINANCIAL ACCOUNTING - I-Theory	56	75	2022-Term 2-Regular	Already Applied
2022-Term 1-FINANCIAL MANAGEMENT-I-Theory	12	25	2022-Term 2-Regular	Already Applied
2022-Term 1-FINANCIAL MANAGEMENT-I-Theory	46	75	2022-Term 2-Regular	no
2022-Term 1-COST ACCOUNTING - I-Theory	23	25	2022-Term 2-Regular	no
2022-Term 1-COST ACCOUNTING - I-Theory	56	75	2022-Term 2-Regular	no
2022-Term 1-BUSINESS COMMUNICATION - I-Theory	12	25	2022-Term 2-Regular	no
2022-Term 1-BUSINESS COMMUNICATION - I-Theory	45	75	2022-Term 2-Regular	no
2022-Term 1-FOUNDATION COURSE - I-Theory	12	25	2022-Term 2-Regular	no
2022-Term 1-FOUNDATION COURSE - I-Theory	56	75	2022-Term 2-Regular	no
2022-Term 1-COMMERCE(BUSINESS ENVIRONMENT)- I-Theory	14	25	2022-Term 2-Regular	no
2022-Term 1-COMMERCE(BUSINESS ENVIRONMENT)- I-Theory	58	75	2022-Term 2-Regular	no
2022-Term 1-BUSINESS ECONOMICS - I-Theory	9	25	2022-Term 2-Regular	yes
2022-Term 1-BUSINESS ECONOMICS - I-Theory	15	75	2022-Term 2-Regular	yes

[close](#) [Proceed](#)

[Go to Proceed To Payment](#)

After clicking on the 'PROCEED' button, a payment information pop-up will appear. This pop-up will display the payment amount that you need to pay, based on your ATKT subjects.





After completing the successful payment, a pop-up will appear allowing you to download the fee receipt of the given payment.