Thakur Educational Trust's (Regd.)
**THAKUR RAMNARAYAN
COLLEGE OF ARTS & COMMERCE**
ISO 21001:2018 Certified

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trcac

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.
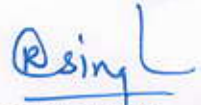
The fees structure will be as under:

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.**
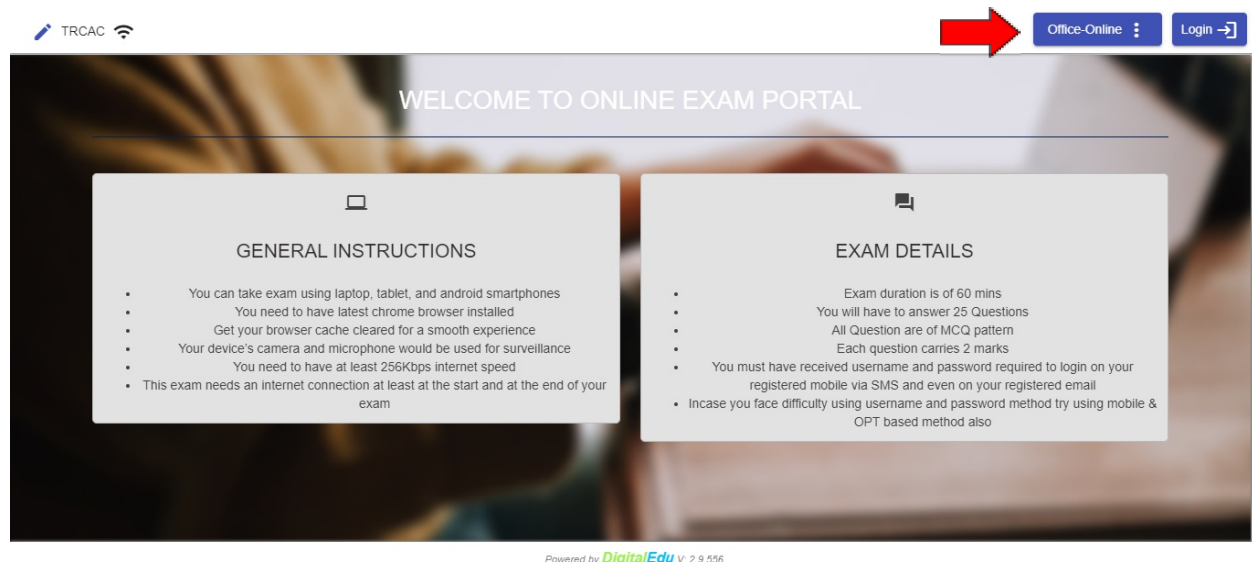
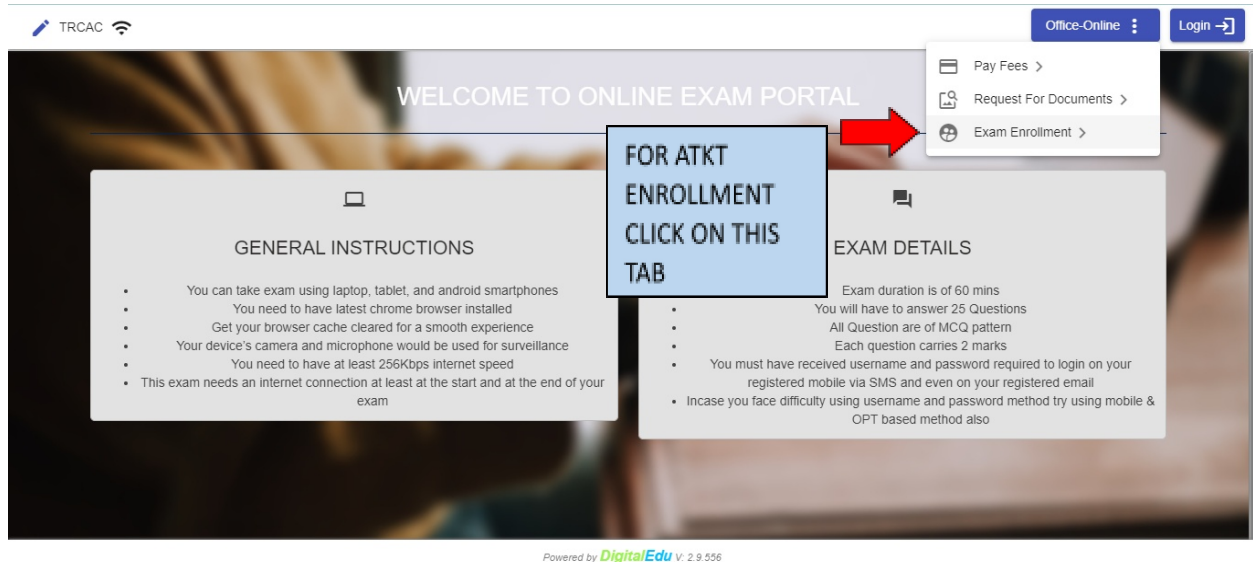# ATKT Form filling process for OUTSIDERS/DROP students

## 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.**



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

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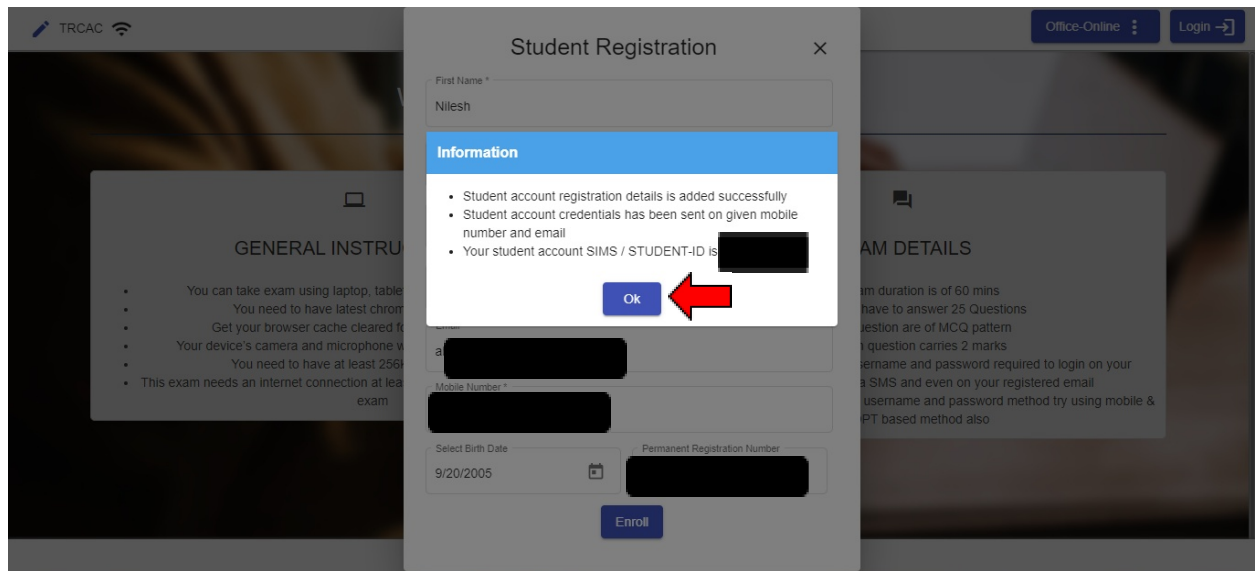
**AFTER CLICKING ON 'OK' BUTTON YOU WILL SEE THE BELOW WINDOW**

**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 WIDOW  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 Exam Type : Seme... / 80 2022-TERM 1-Regular

☐ Click To Apply

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

Subject : 2022-TE... in English -Paper I Exam Type : Intern... / 20 2022-TERM 1-Regular

☐ Click To Apply

Subject : 2022-TERM 1-Economics Paper I- Microeconomics-I- Exam Type : Seme... / 100 2022-TERM 1-Regular

☑ Click To Apply

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

Subject : 2022-TE... Theory (Compulso... Exam Type : Seme... / 75 2022-TERM 1-Regular

☑ Click To Apply

Subject : 2022-TE... Theory (Compulso... Exam Type : Intern... / 25 2022-TERM 1-Regular

☐ Click To Apply

## 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.**



Subject : 2022-TERM 1-Hindi Compulsory- Theory (Compulsory) Exam Type : Semester End Examination 50 / 100 2022-TERM 1-Regular

☐ Click To Apply For Exam

Subject : 2022-TERM 1-History Paper... History of Modern India (1857-1947)... (Compulsory) Exam Type : Semester End Examinati...

☐ Click To Apply For Exam

**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.

Subject : 2022-TERM 1-Psychology P... Fundamentals of Psychology-Part I-T... (Compulsory)

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

**Let Me Add Missing**    **Proceed Ahead**

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

...for which you want to apply for exam
... is : 2024-05-31

Save & Proceed to Payment
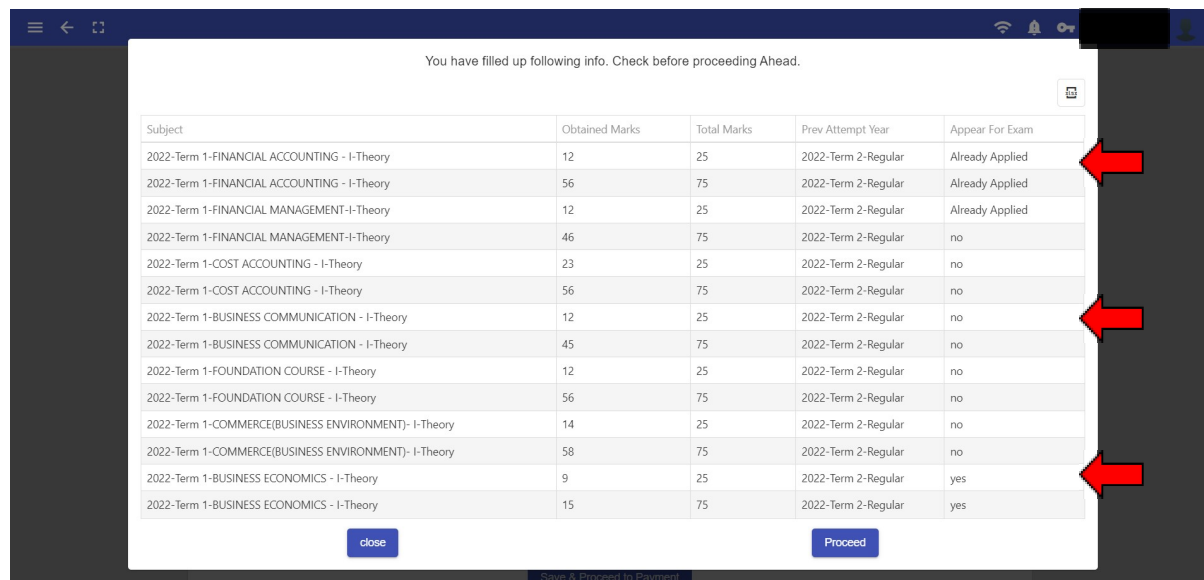
## STEP 6

**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

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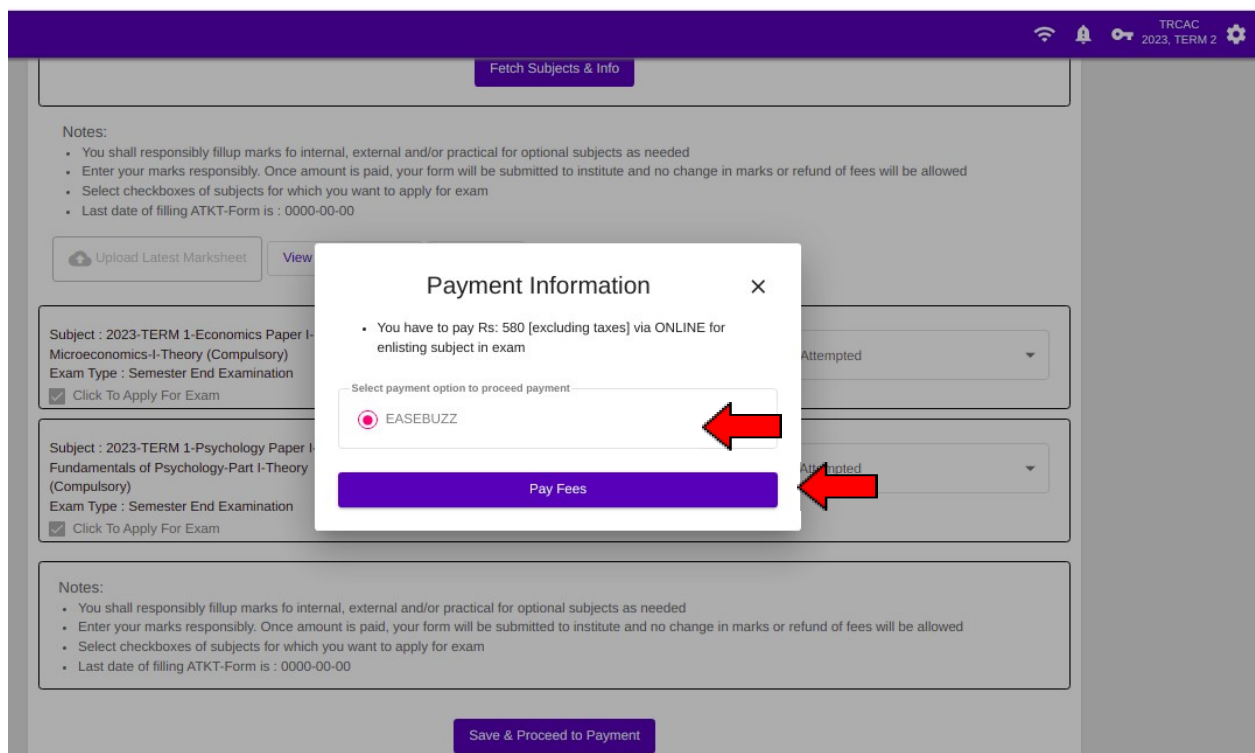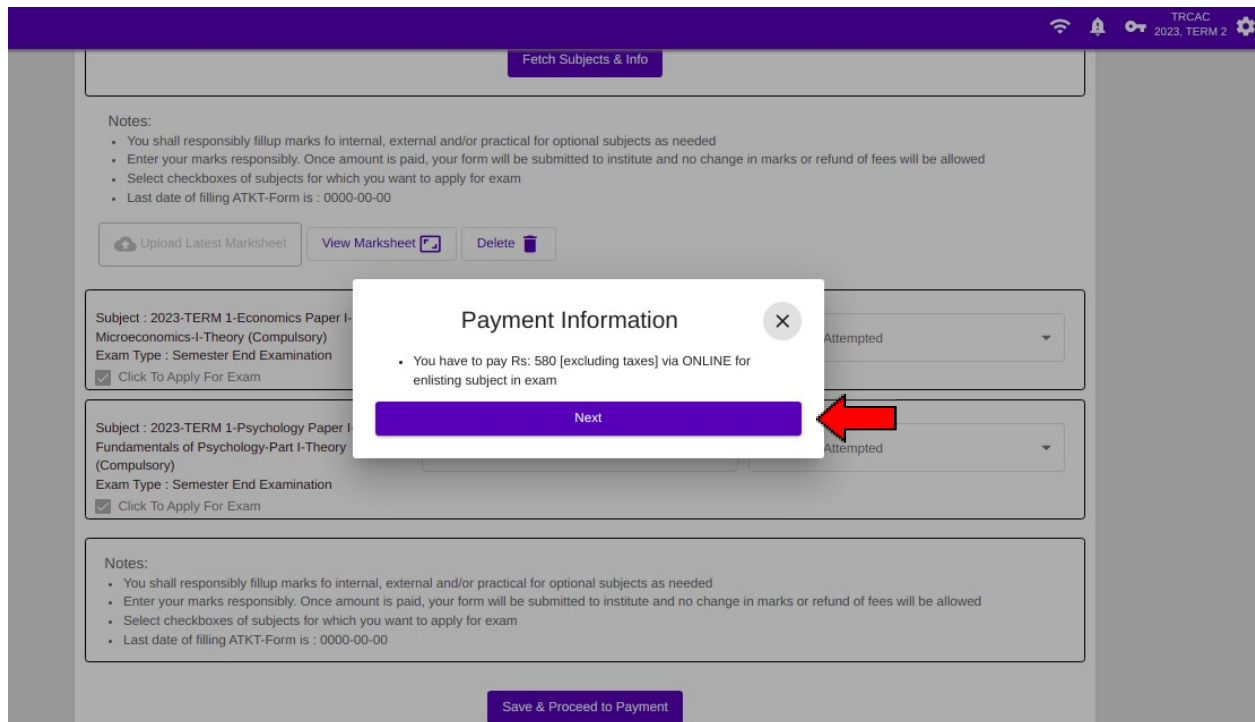
After completing the successful payment, a pop-up will appear allowing you to download the fee receipt of the given payment.