



GOVERNMENT COLLEGE OF ENGINEERING, JALGAON

(An Autonomous Institute of Government of Maharashtra)

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INSTRUCTION MANUAL FOR CAPS (Group - 03)

Instructions to Fill the Application Form

1. Only once you can apply, applying more than one time may leads to reject your application.
2. All fields in the application are mandatory.
3. You need to provide correct information in the form.
4. In any case if the information found wrong during crosscheck your application will be rejected.
5. Please check you application form properly before submitting it.
6. Once applied no further changes will be entertained, changes will be considered in given grievance period only.
7. If you have any query regarding online form filling you may contact support team.
8. Before applying please read the hostel rules and regulations.

Steps to Fill Form

1. To fill form go to address : <http://gcoej.ac.in/caps/>

Central Application Processing System
(CAPS)

HOME FEATURES TEAM

“Two Things Are Infinite: The Universe And Human Stupidity; And I'm Not Sure About The Universe.”
— Albert Einstein

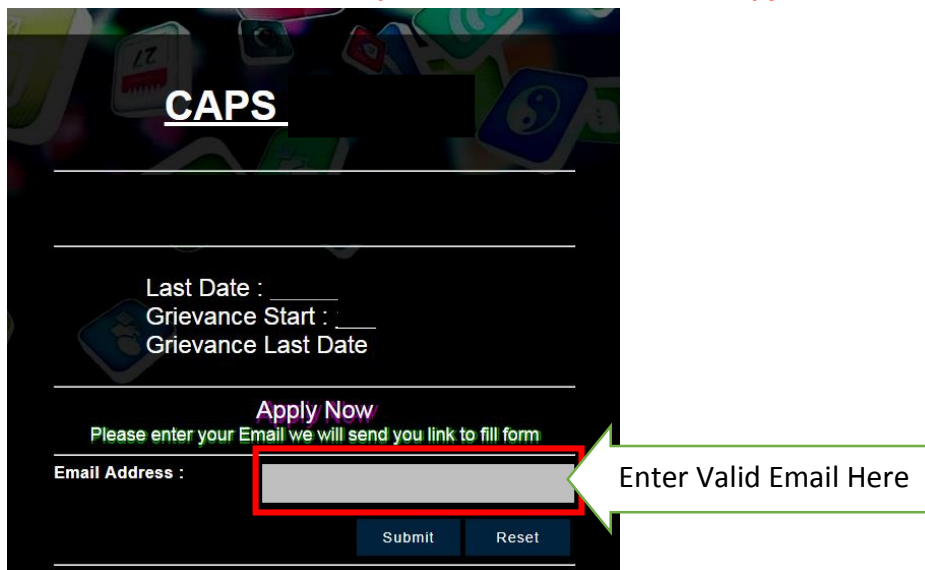
Group - 01
2nd, 3rd & 4th Year
CLICK HERE

Group - 02
1st Year
CLICK HERE

Group - 03
Direct 2nd Year
CLICK HERE

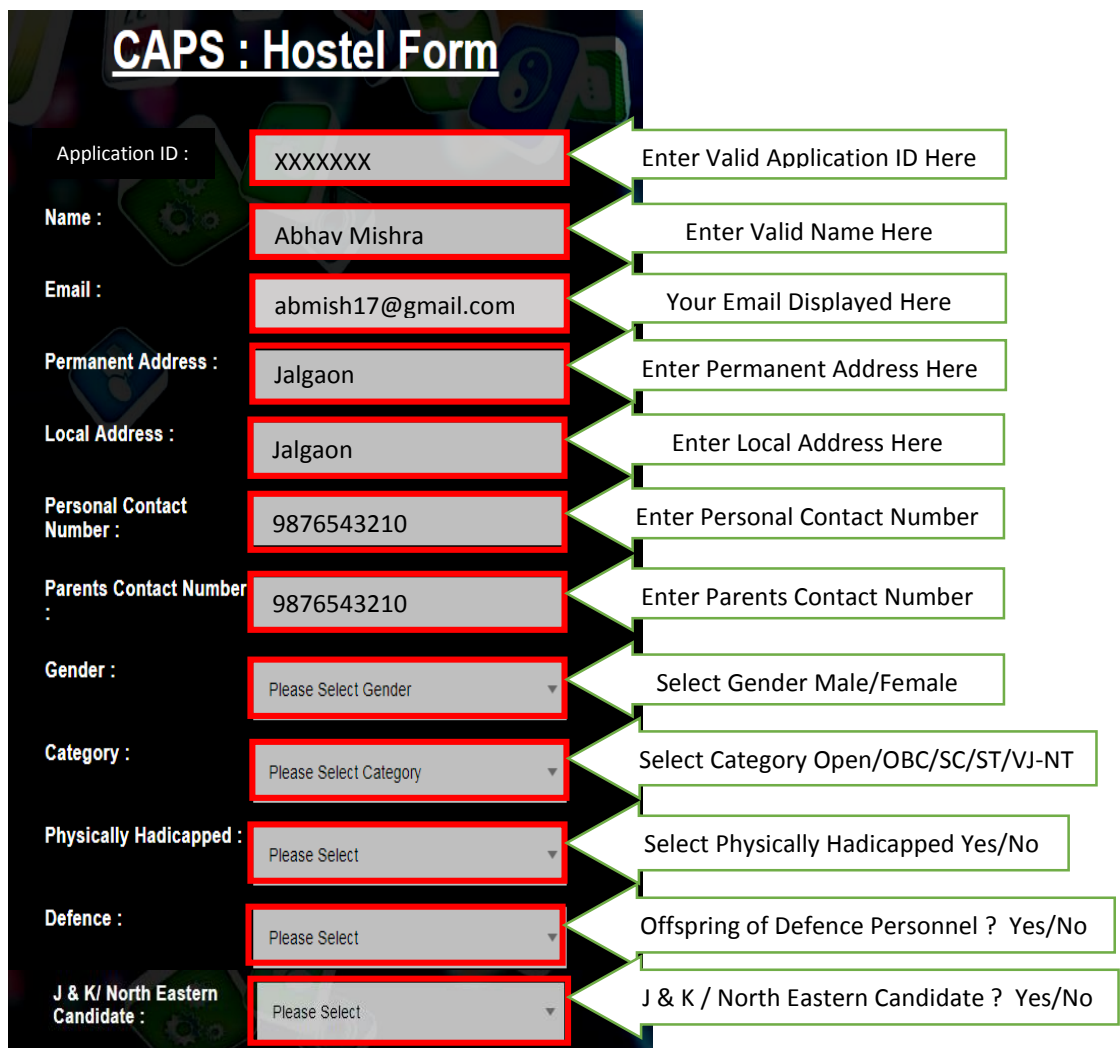
2. Click on appropriate group to apply. **(If you did not see any option to fill or edit/update form contact hostel staff to process your form.)**

3. Following page will be displayed. To apply enter your valid email in the given box and click on the submit button. You will get a link in mail to fill the form.
(This link is valid for **1 hour** only and for **one time** only)



The image shows a web form titled "CAPS" with a dark background. It includes fields for "Last Date", "Grievance Start", and "Grievance Last Date". Below these is a green "Apply Now" button and a text prompt: "Please enter your Email we will send you link to fill form". An "Email Address" field is highlighted with a red border, and a callout box points to it with the text "Enter Valid Email Here". At the bottom are "Submit" and "Reset" buttons.

4. Check your mail for the link. Click on the link and fill the form.
5. Fill the form properly with **correct & valid** details and click on **Submit** button.



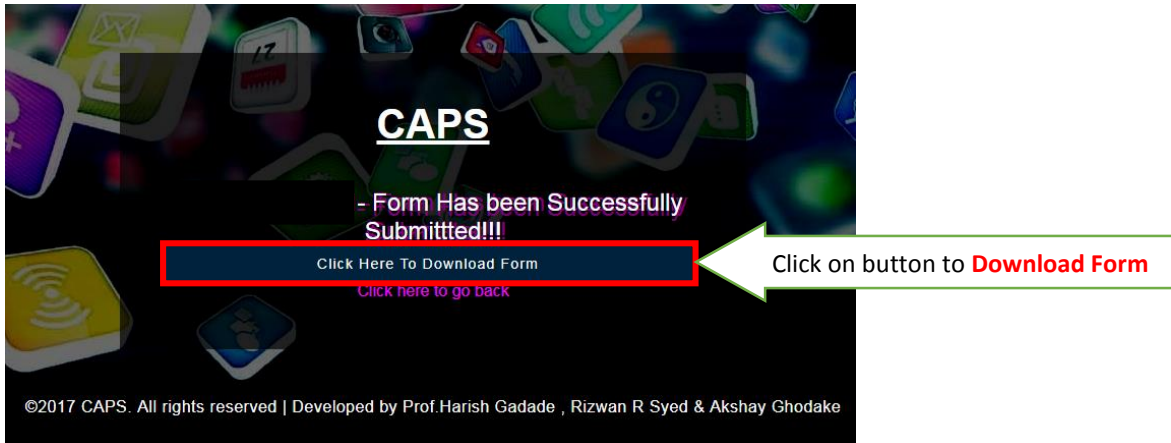
The image shows a web form titled "CAPS : Hostel Form" with a dark background. It contains several input fields, each highlighted with a red border and accompanied by a callout box:

- Application ID : XXXXXXXX (Callout: Enter Valid Application ID Here)
- Name : Abhav Mishra (Callout: Enter Valid Name Here)
- Email : abmish17@gmail.com (Callout: Your Email Displayed Here)
- Permanent Address : Jalgaon (Callout: Enter Permanent Address Here)
- Local Address : Jalgaon (Callout: Enter Local Address Here)
- Personal Contact Number : 9876543210 (Callout: Enter Personal Contact Number)
- Parents Contact Number : 9876543210 (Callout: Enter Parents Contact Number)
- Gender : Please Select Gender (Callout: Select Gender Male/Female)
- Category : Please Select Category (Callout: Select Category Open/OBC/SC/ST/VJ-NT)
- Physically Hadicapped : Please Select (Callout: Select Physically Hadicapped Yes/No)
- Defence : Please Select (Callout: Offspring of Defence Personnel ? Yes/No)
- J & K/ North Eastern Candidate : Please Select (Callout: J & K / North Eastern Candidate ? Yes/No)

The screenshot shows a form with the following fields and callouts:

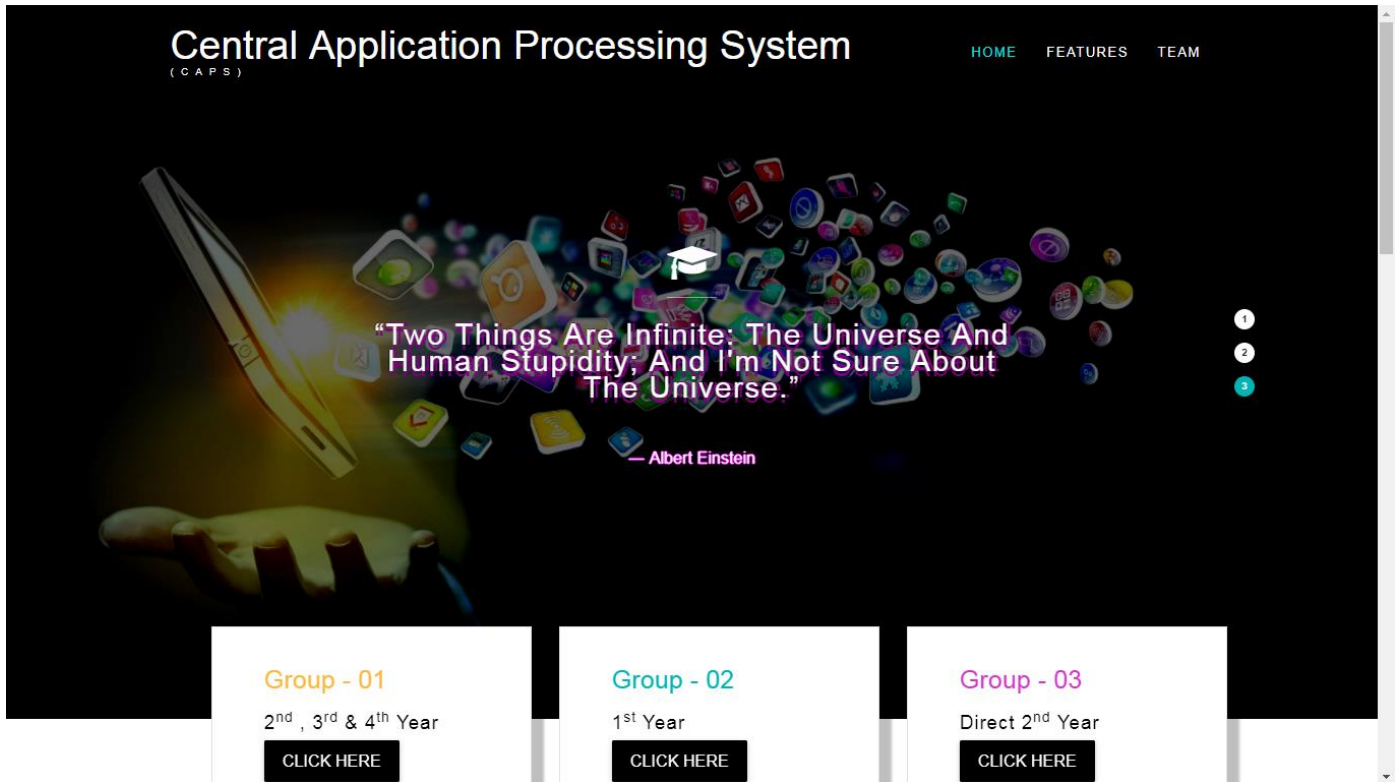
- Current Year & Branch :** A dropdown menu with the text "Please Select Class". Callout: "Enter Current Year & Branch".
- MH Merit No. :** A text input field. Callout: "Enter **MH Merit No.**".
- AI Merit No. :** A text input field. Callout: "Enter **AI Merit No.**".
- 10th Class Percentage :** A text input field. Callout: "Enter **10th Percentage**".
- Diploma Percentage :** A text input field. Callout: "Enter **Diploma Percentage**".

6. Click on **Submit** button to finally submit the form.
7. Finally download your form by clicking on given button.



Steps to Edit/Update Form (You can edit/update form in grievance period only)

1. To edit/update form go to address : <http://gcoej.ac.in/caps/>



2. Click on appropriate group to proceed. (If you did not see any option to fill or edit/update form contact hostel staff to process your form.)
3. Following page will be displayed. To edit enter your valid email (which you have used to fill form) in the given box and click on the submit button. You will get a link in mail to edit the form. (This link is valid for 1 hour only and for one time only and you can edit form three times only)

CAPS

Last Date : _____
Grievance Start : _____
Grievance Last Date : _____

Edit/Update Form

Please enter your Email we will send you link to fill form

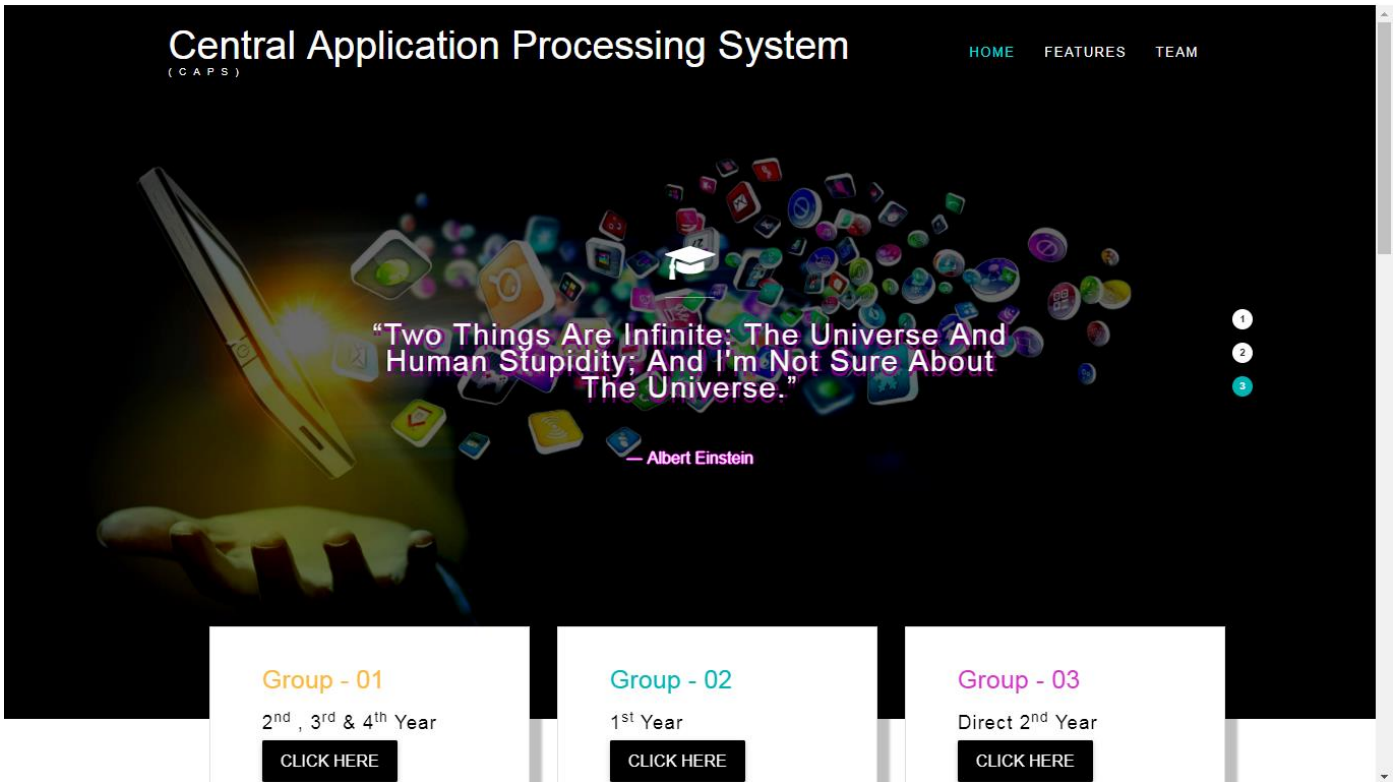
Email Address :

Submit Reset

4. Check your mail for the link. Click on the link and edit/update the form.
5. Update the form properly with correct & valid details and click on Submit button and download the updated version of your form.

Steps to Download Form

1. To download form go to address : <http://gcoej.ac.in/caps/>



2. Click on appropriate group to proceed.

3. Following page will be displayed. To download enter your valid email (**which you have used to fill form**) in the given box and click on the submit button.

The screenshot shows the CAPS download form page. The title "CAPS" is prominently displayed at the top. Below the title, there are two horizontal lines for input. Further down, there are labels for "Last Date : ___/___/___", "Grievance Start : ___/___/___", and "Grievance Last Date : ___/___/___". The main heading is "Download Form", followed by the instruction "Please enter your Email we will send you link to fill form". Below this, there is a label "Email Address : " followed by a text input field. A red box highlights the input field, and a green arrow points to it with the text "Enter Valid Email Here". At the bottom, there are "Submit" and "Reset" buttons.

4. Your form will be downloaded.