



GOVERNMENT COLLEGE OF ENGINEERING, JALGAON

(An Autonomous Institute of Government of Maharashtra)

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INSTRUCTION MANUAL FOR CAPS (Group - 02)

Instructions to Fill the Application Form

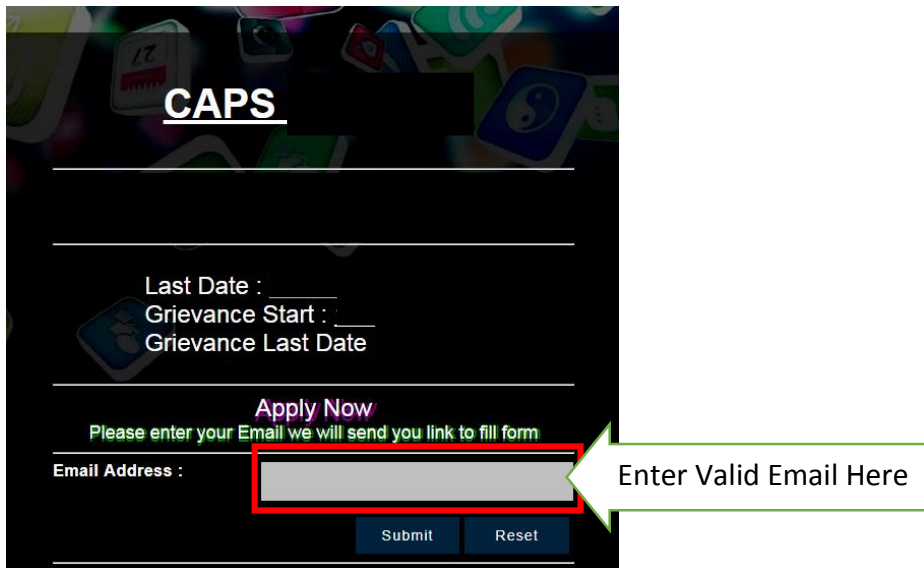
1. Only once you can apply, applying more than one time may leads to reject your application.
2. All fields in the application are mandatory.
3. You need to provide correct information in the form.
4. In any case if the information found wrong during crosscheck your application will be rejected.
5. Please 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/>

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.)**

- 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)



CAPS

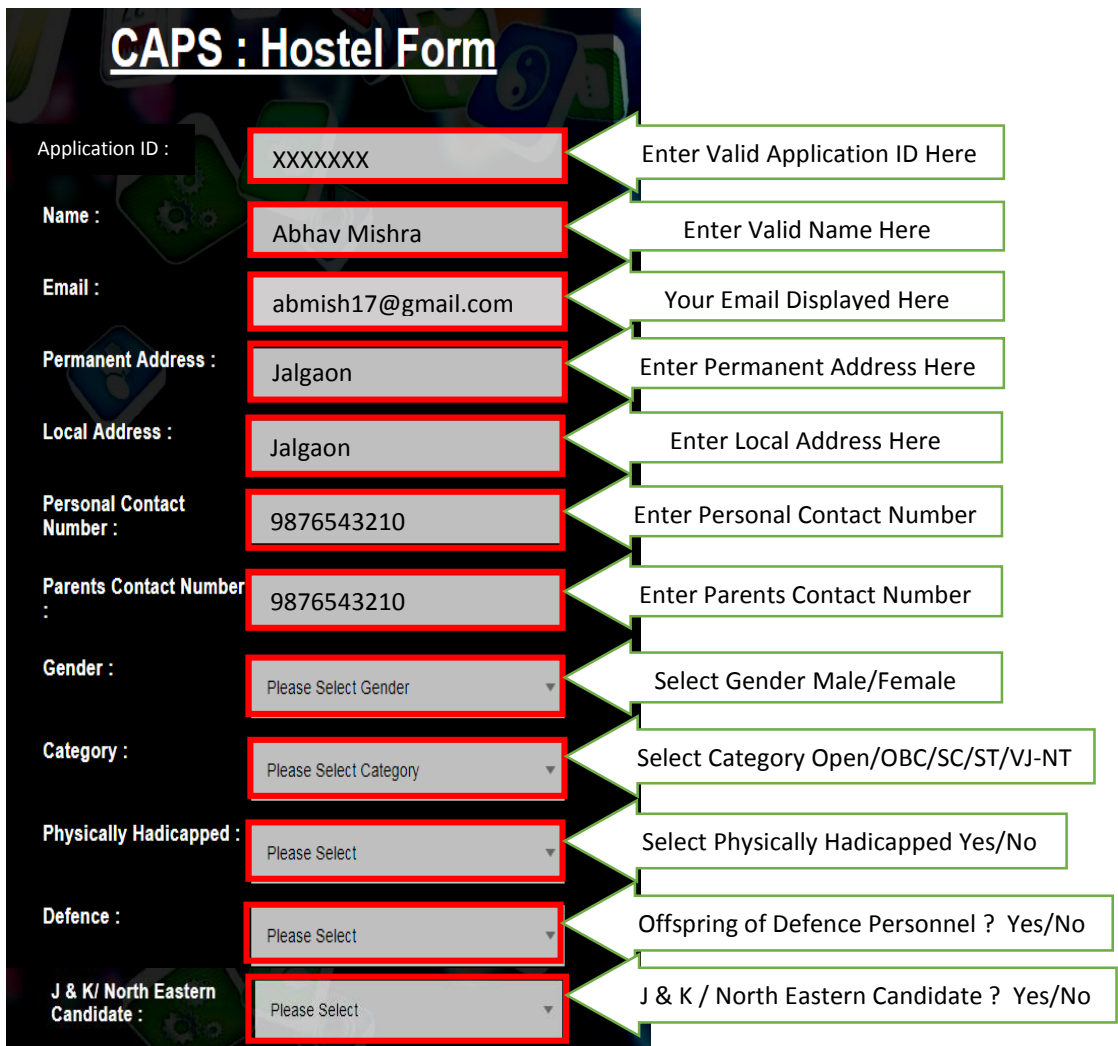
Last Date : _____
 Grievance Start : _____
 Grievance Last Date : _____

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

Email Address :

Enter Valid Email Here

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



CAPS : Hostel Form

Application ID : Enter Valid Application ID Here

Name : Enter Valid Name Here

Email : Your Email Displayed Here

Permanent Address : Enter Permanent Address Here

Local Address : Enter Local Address Here

Personal Contact Number : Enter Personal Contact Number

Parents Contact Number : Enter Parents Contact Number

Gender : Select Gender Male/Female

Category : Select Category Open/OBC/SC/ST/VJ-NT

Physically Hadicapped : Select Physically Hadicapped Yes/No

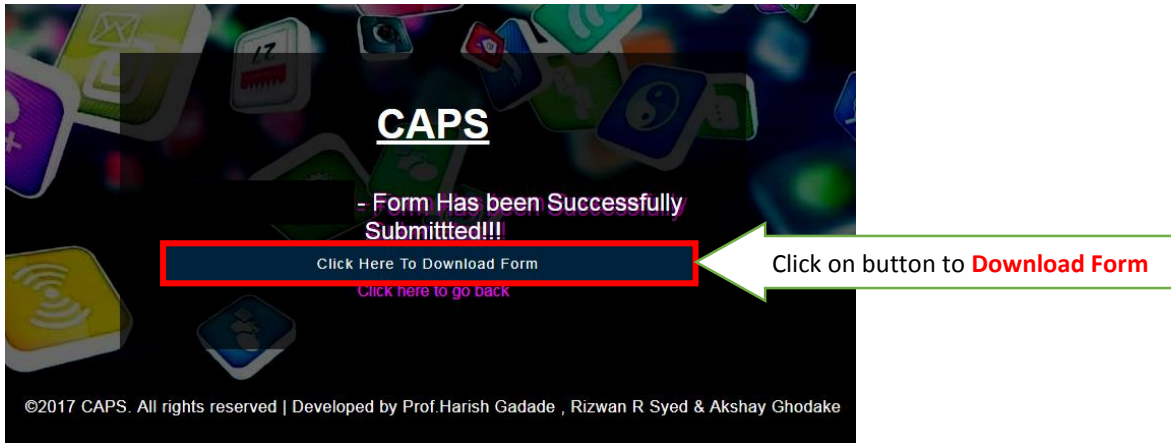
Defence : Offspring of Defence Personnel ? Yes/No

J & K/ North Eastern Candidate : J & K / North Eastern Candidate ? Yes/No

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

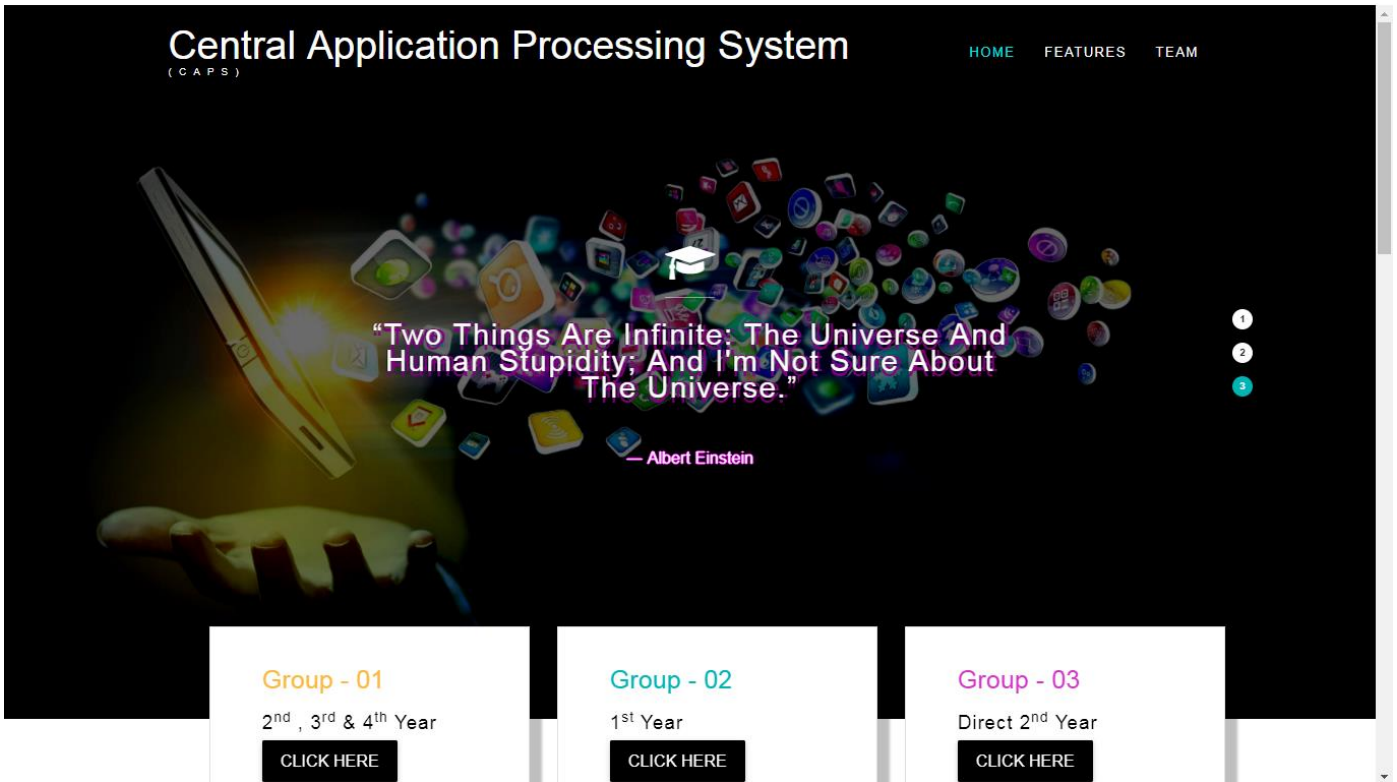
- Current Year & Branch :** A dropdown menu with the text "Please Select Class". Callout: "Enter Current Year & Branch".
- MH Merit No. :** A text input field. Callout: "Enter **MH Merit No.**".
- AI Merit No. :** A text input field. Callout: "Enter **AI Merit No.**".
- 10th Class Percentage :** A text input field. Callout: "Enter **10th Percentage**".
- 12th Class Percentage :** A text input field. Callout: "Enter **12th Percentage**".

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

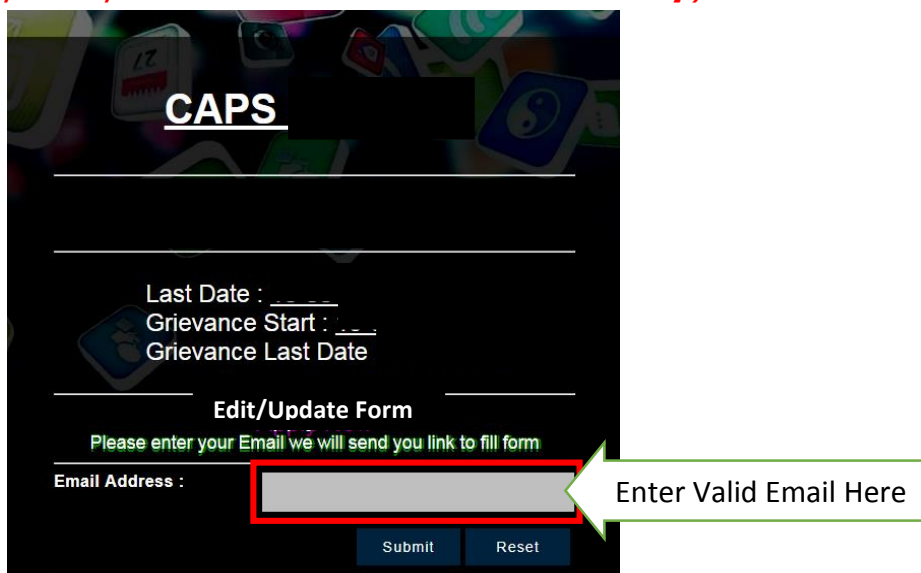


Steps to Edit/Update Form (You can edit/update form in grievance period only)

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 :

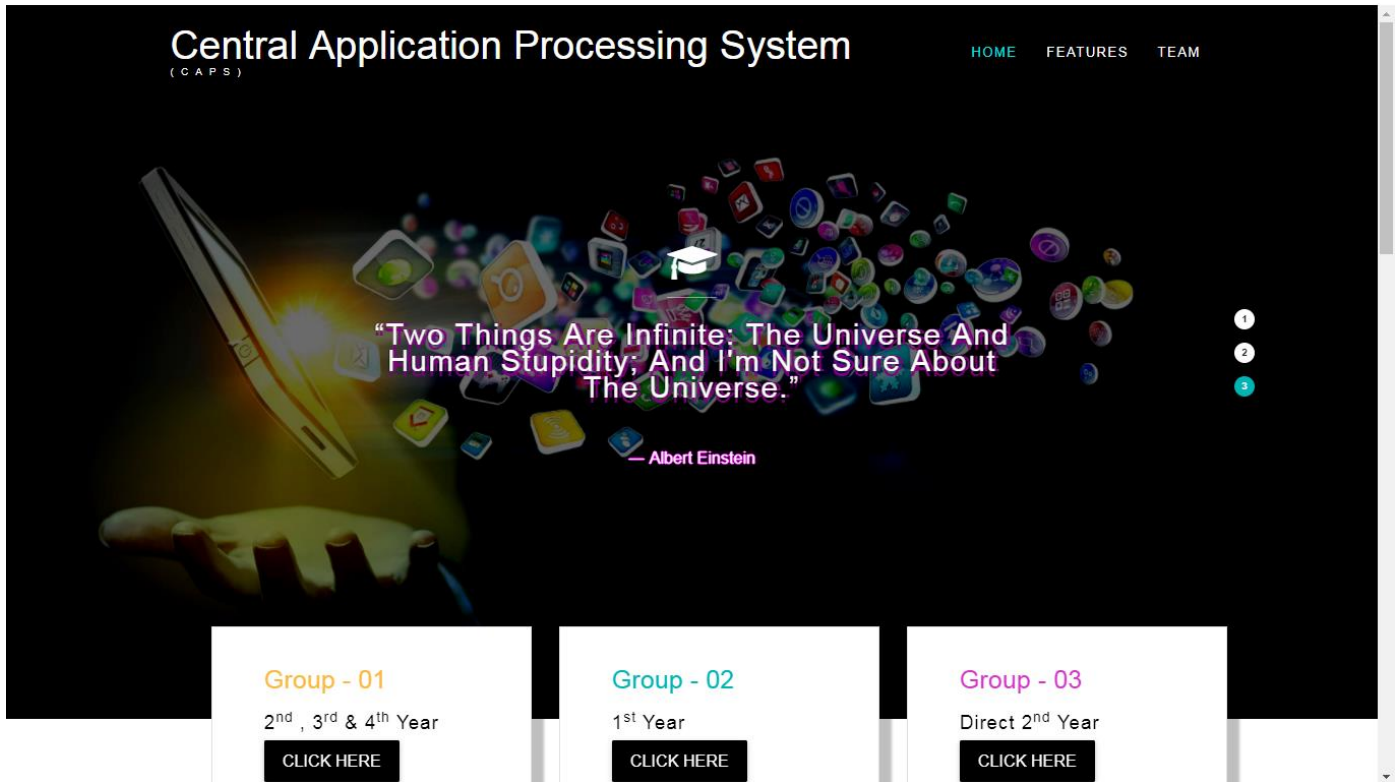
Submit Reset

Enter Valid Email Here

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 it, there are two horizontal lines for input. Further down, there are labels for "Last Date : ____", "Grievance Start : ____", and "Grievance Last Date". A section titled "Download Form" contains the instruction "Please enter your Email we will send you link to fill form". Below this instruction is a label "Email Address :" followed by a text input field. A red rectangular box highlights the input field, and a green arrow points to it with the text "Enter Valid Email Here". At the bottom of the form, there are two buttons: "Submit" and "Reset".

4. Your form will be downloaded.