



## GOVERNMENT COLLEGE OF ENGINEERING, JALGAON

(An Autonomous Institute of Government of Maharashtra)

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### INSTRUCTION MANUAL FOR CAPS (Group - 01)

#### 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

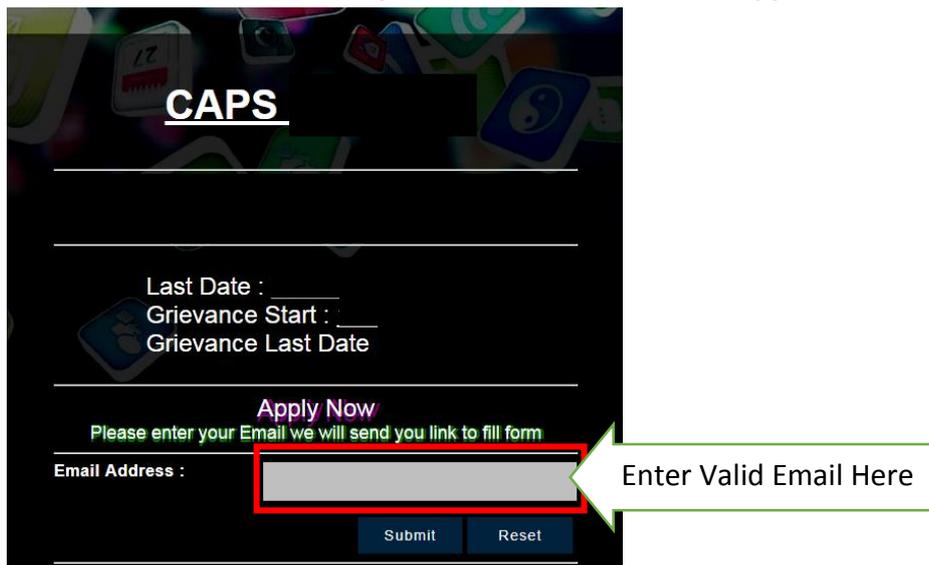
Group - 01  
2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Year  
CLICK HERE

Group - 02  
1<sup>st</sup> Year  
CLICK HERE

Group - 03  
Direct 2<sup>nd</sup> Year  
CLICK HERE

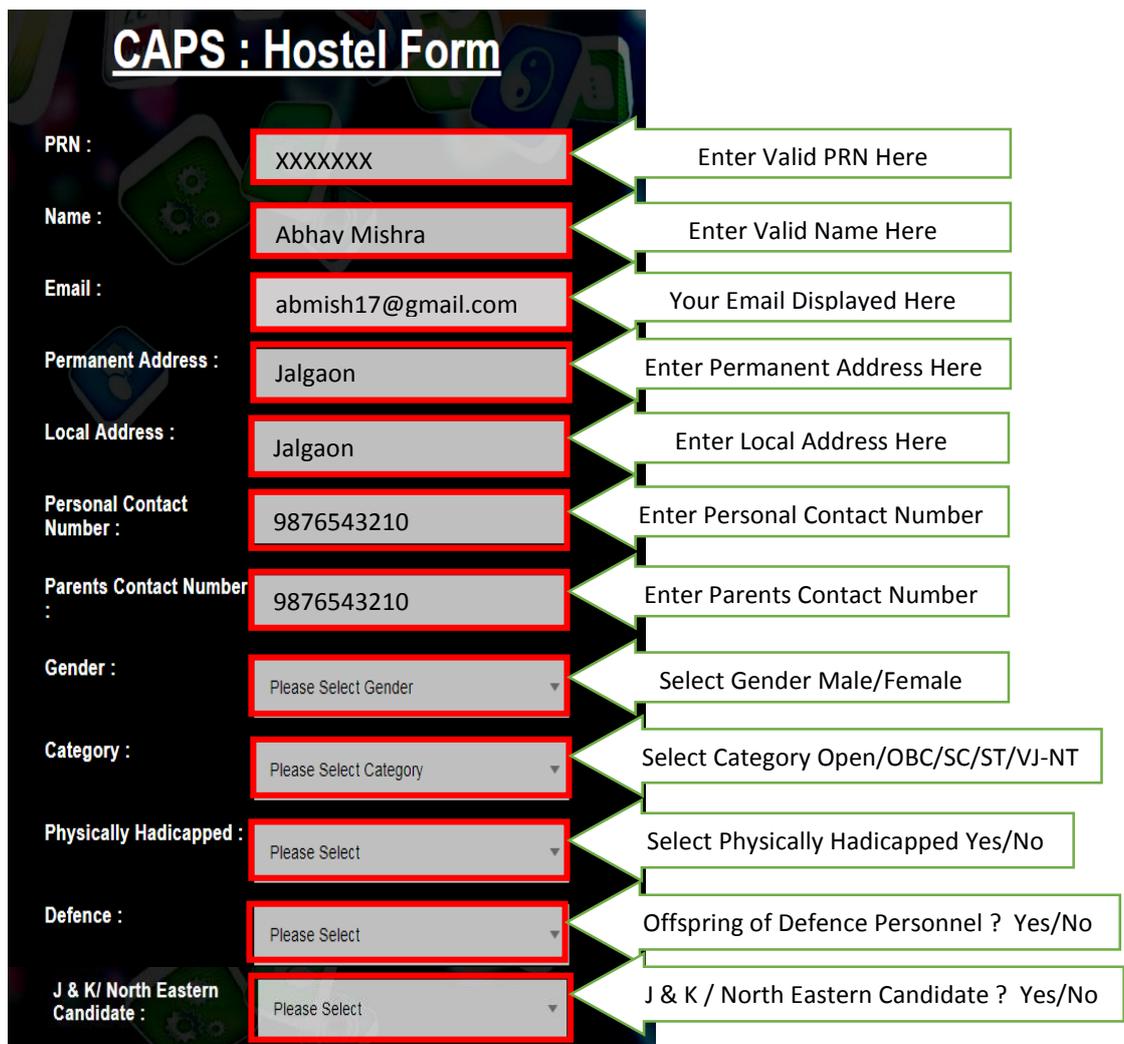
2. Click on appropriate group to apply. **(If you did not see any option to fill or edit/update form contact hostel staff to process your form.)**

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. At the top, it says "CAPS" in white. Below that, there are fields for "Last Date : \_\_\_\_\_", "Grievance Start : \_\_\_\_\_", and "Grievance Last Date : \_\_\_\_\_". A green "Apply Now" button is visible. Below the button, a message reads "Please enter your Email we will send you link to fill form". There is an "Email Address : \_\_\_\_\_" field with a red border, and a callout box pointing to it that says "Enter Valid Email Here". At the bottom, there 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. The form contains several fields, each with a red border and a callout box pointing to it:

- PRN : XXXXXXXX (Callout: Enter Valid PRN 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)

Enter respective semester result details (According to **Latest Results**), select result "**Not Applicable**" if not appeared for semester.

Next Year & Branch if studying SY select TY

Enter Latest Semester **SGPA**

Enter respective Semester **Result**

Enter respective Semester **Back**

Enter respective Semester **CGPA**

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

**CAPS**

- Form Has been Successfully Submitted!!!

Click Here To Download Form

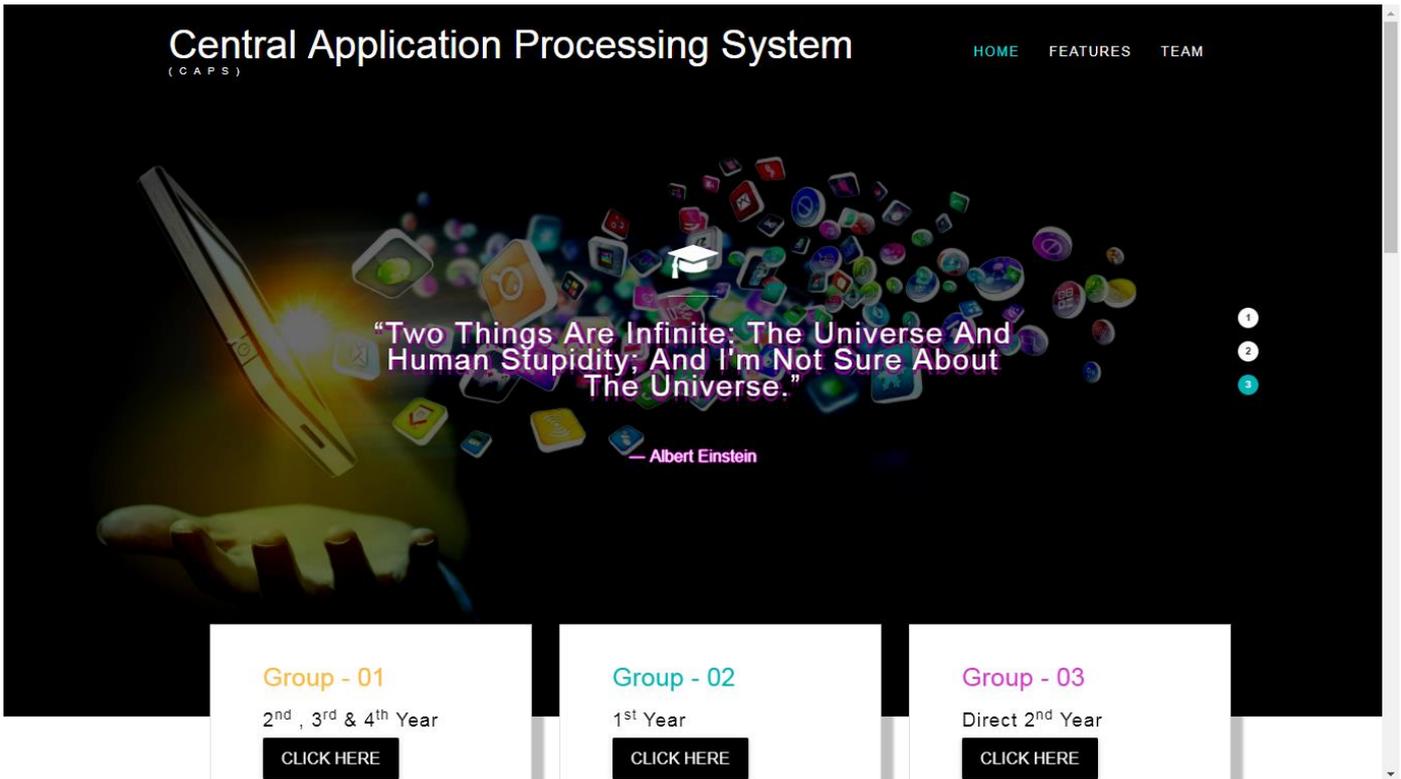
Click here to go back

Click on button to **Download Form**

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## 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/>

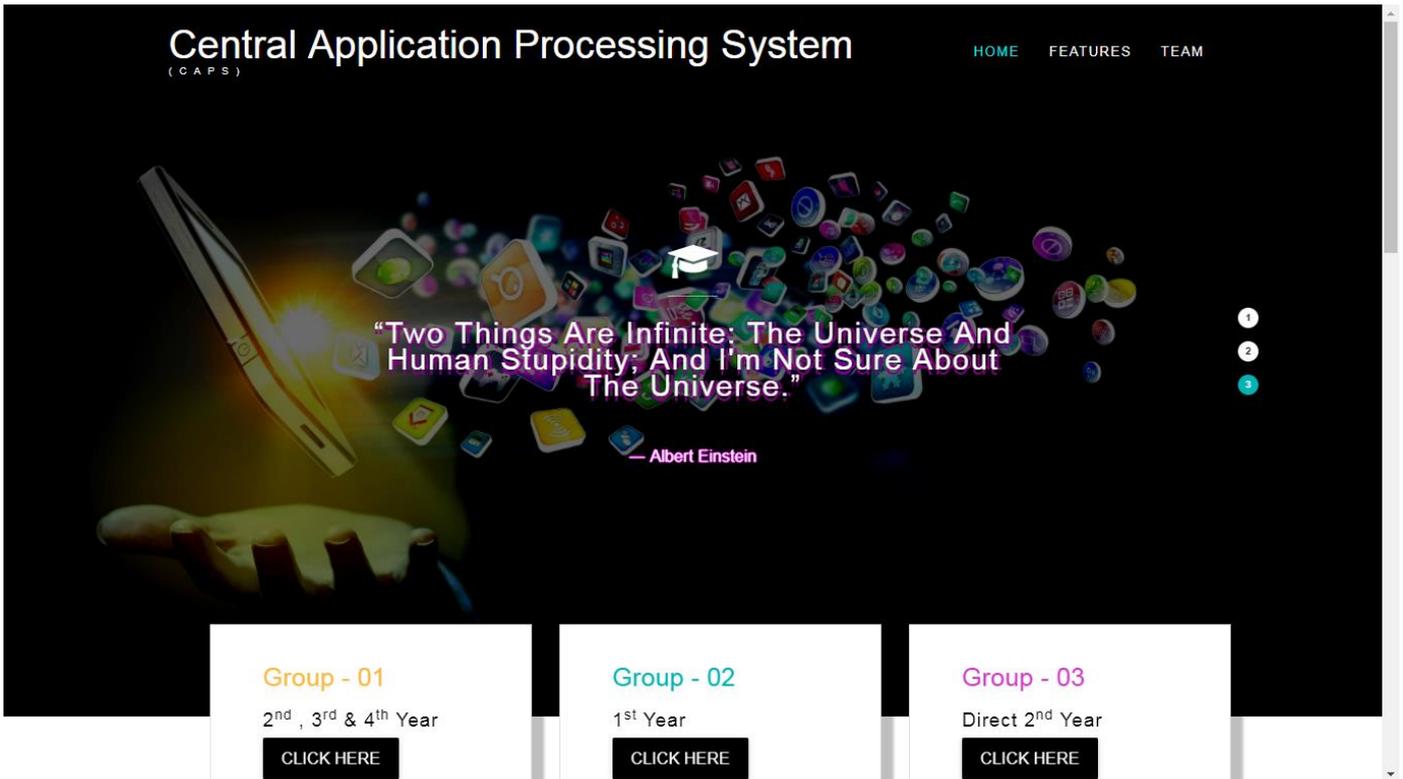


2. Click on appropriate group to proceed. (If you did not see any option to fill or edit/update form contact hostel staff to process your form.)
3. Following page will be displayed. To edit enter your valid email (which you have used to fill form) in the given box and click on the submit button. You 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)

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.

4. Your form will be downloaded.