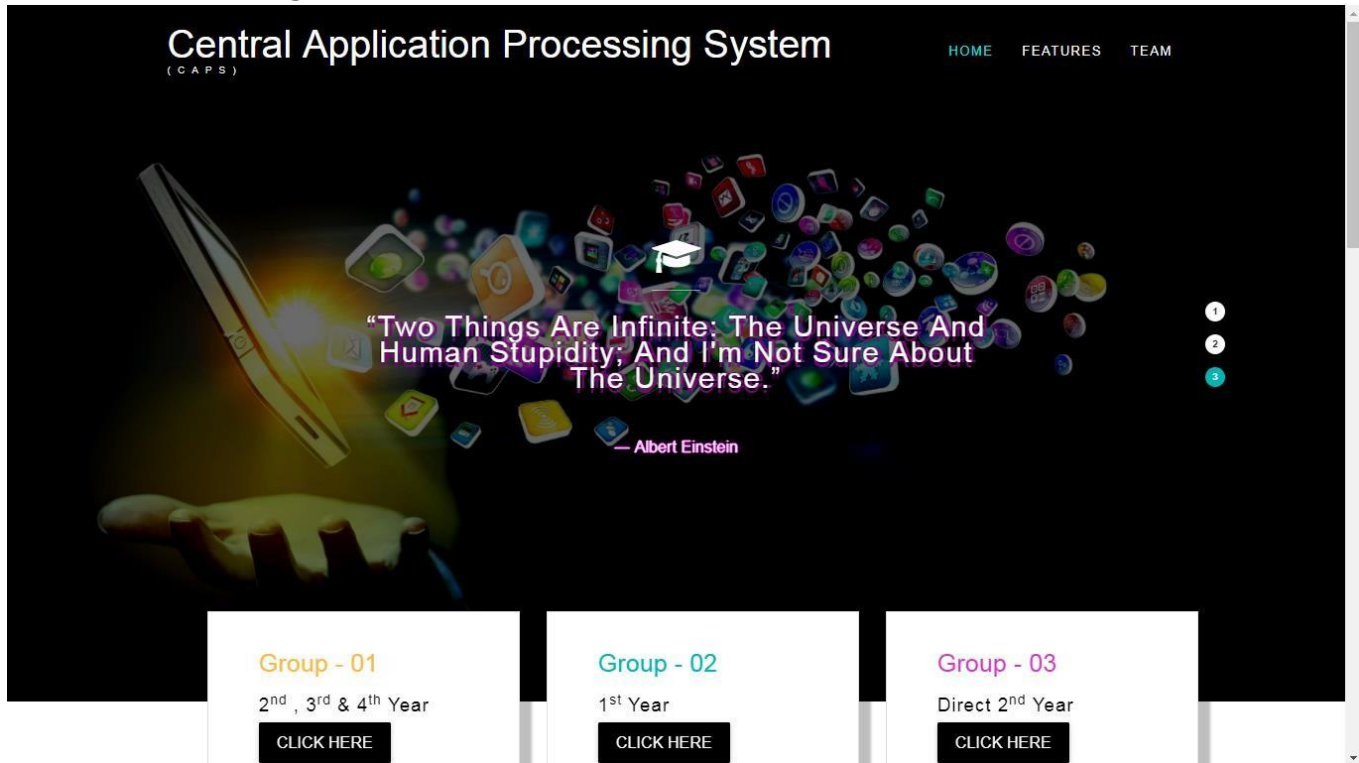


# INSTRUCTION MANUAL FOR CAPS (Group – 01/02/03)

## 1. Steps to Fill Form

1. To fill form go to web address :



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)**

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.

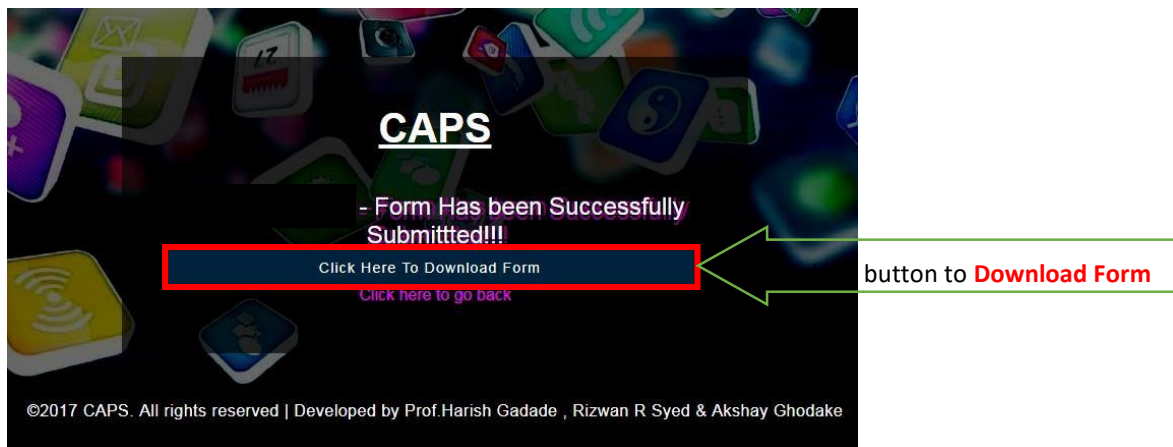
### CAPS : Hostel Form

PRN :	<input type="text" value="XXXXXXX"/>	Enter Valid PRN Here
Name :	<input type="text" value="Abhay Mishra"/>	Enter Valid Name Here
Email :	<input type="text" value="abmish17@gmail.com"/>	Your Email Displayed Here
Permanent Address :	<input type="text" value="Jalgaon"/>	Enter Permanent Address Here
Local Address :	<input type="text" value="Jalgaon"/>	Enter Local Address Here
Personal Contact Number :	<input type="text" value="9876543210"/>	Enter Personal Contact Number
Parents Contact Number :	<input type="text" value="9876543210"/>	Enter Parents Contact Number
Gender :	<input type="text" value="Please Select Gender"/>	Select Gender Male/Female
Category :	<input type="text" value="Please Select Category"/>	Select Category Open/OBC/SC/ST/VJ-NT
Physically Hadicapped :	<input type="text" value="Please Select"/>	Select Physically Hadicapped Yes/No
Defence :	<input type="text" value="Please Select"/>	Offspring of Defence Personnel ? Yes/No
J & K/ North Eastern Candidate :	<input type="text" value="Please Select"/>	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.

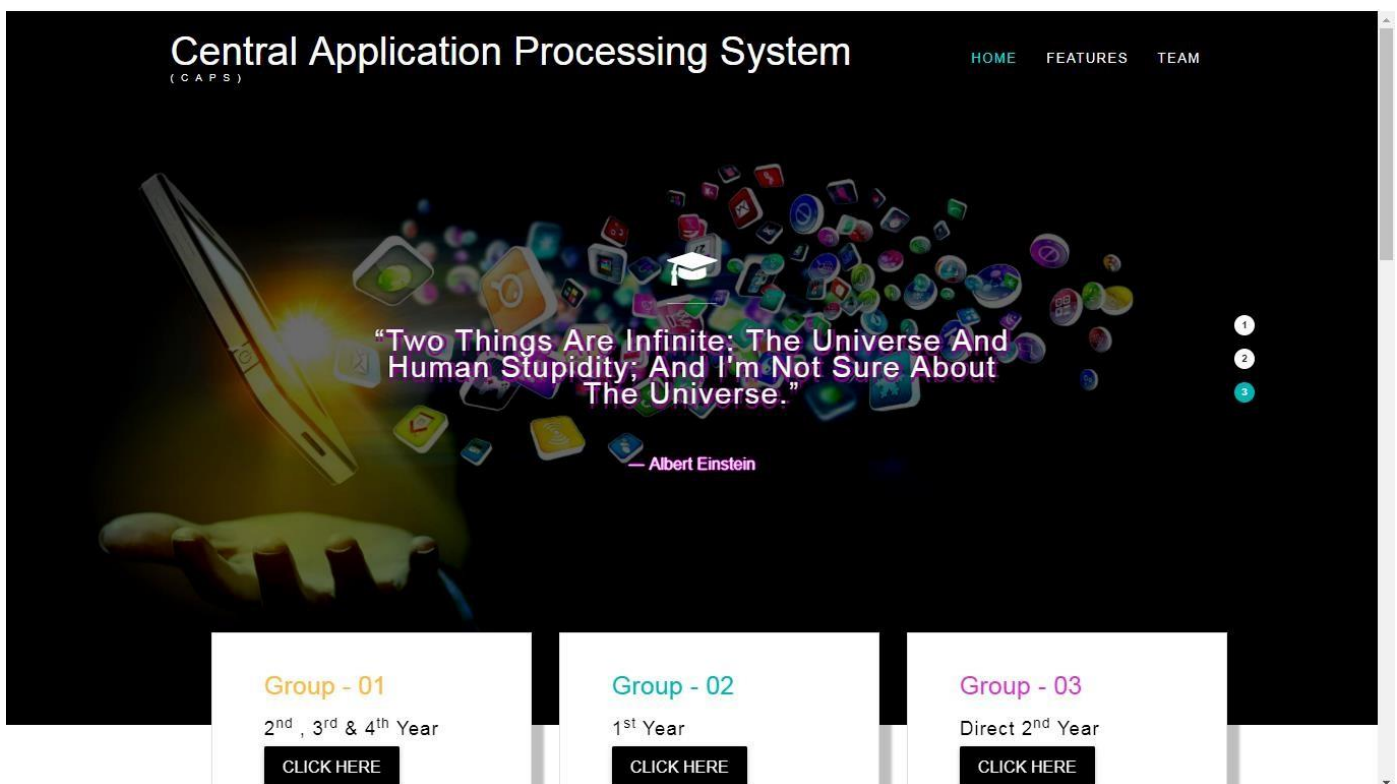
Next Year & Branch :	<input type="text" value="Please Select Class"/>	Next Year & Branch if studying SY select TY
Latest Semester SGPA :	<input type="text"/>	Enter Latest Semester <b>SGPA</b>
Sem - 1 Result :	<input type="text" value="Not Applicable"/>	Enter respective Semester <b>Result</b>
Sem - 1 Back :	<input type="text" value="0"/>	Enter respective Semester <b>Back</b>
Sem - 1 CGPA :	<input type="text" value="0"/>	Enter respective Semester <b>CGPA</b>

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 web address



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 :

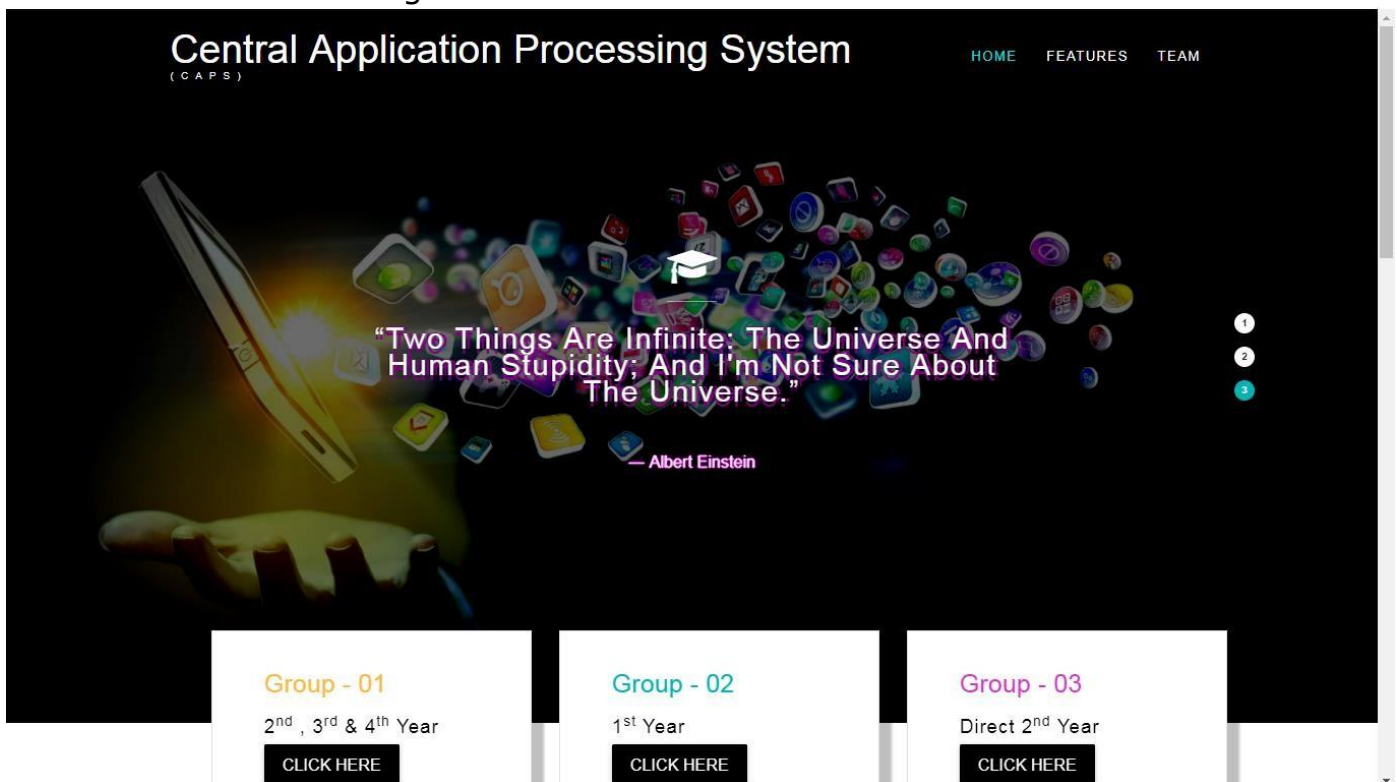
[Submit](#) [Reset](#)

Enter Valid Email Here

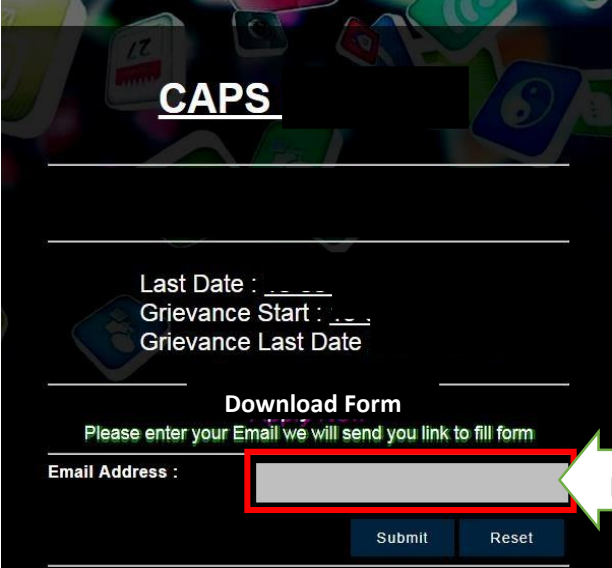
4. Check your mail for the link. Click on the link and edit/update the form.
5. Update the form properly with **correct & valid** details and click on **Submit** button and download the updated version of your form.

### Steps to Download Form

1. To download form go to web address



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 image shows a web form titled "CAPS" with a background of colorful playing cards. The form includes input fields for "Last Date", "Grievance Start", and "Grievance Last Date". Below these is a section titled "Download Form" with a green instruction: "Please enter your Email we will send you link to fill form". An "Email Address" label is followed by a text input field, which is highlighted with a red border. A green callout box with a white arrow points to this field, containing the text "Enter Valid Email Here". At the bottom of the form are "Submit" and "Reset" buttons.

**CAPS**

\_\_\_\_\_  
\_\_\_\_\_  
Last Date : \_\_\_\_\_  
Grievance Start : \_\_\_\_\_  
Grievance Last Date : \_\_\_\_\_

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

Email Address :

Submit Reset

Enter Valid Email Here

4. Your form will be downloaded.