



COUNSELLING PROCESS DOCUMENT

ENGINEERING & ARCHITECTURE



DOCUMENTS REQUIRED

**STEP BY STEP ONLINE COUNSELLING
PROCESS**

UGET-2021

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INTRODUCTION

- i. On 14 Sept 2021, an Entrance Test for candidates seeking admission to Under Graduate Engineering courses in Private Unaided Colleges of Karnataka has been conducted online and the Rank of candidates who are eligible to participate in the counseling process was announced on 26 Sept 2021.
- ii. COMEDK's responsibility, as has been announced earlier also, is only to ensure fair and transparent evaluation of merit followed by single window counseling in the light of the decisions of the Hon'ble Supreme Court in TMA Pai Foundation Vs. State of Karnataka (2002) 8 SCC 481 (11 Judges), Islamic Academy of Education Vs. State of Karnataka (2003) 6 SCC 697 (5 Judges), P.A. Inamdar and Others Vs. State of Maharashtra (2005) 6SCC 537 (7 Judges). It has got nothing to do with the determination of tuition fees, other fees, seat sharing formula etc.
- iii. COMEDK wishes all the best for those candidates who have thus become eligible to participate in the counseling process; and to enable a fair selection of seats, based on merit, certain rules have to be laid down and this process document provides a fair idea as to how and what the candidates have to follow as procedure for selection of seats, mandatory certificates/documents to be produced, the fees to be deposited, the mal-practices and the measures required to be observed for avoiding the same, consequences of such malpractices, surrender policy, reporting to colleges etc.
- iv. For the immediate information of the candidates registering for the counseling, a notification dtd. 13.10.2021 was published besides the Counseling Process Quick Guide which was published on 23.10.2021 and it was informed that a detailed Counseling Process Document will be hosted on the website in due course.
- v. The participating candidates are required to go through this seat selection/counseling process document detailed hereunder carefully and adhere to the rules strictly.

COUNSELING ANNOUNCEMENT

- i. Based on the authorization issued by the Karnataka Unaided Private Engineering Colleges Association (KUPECA), the COMEDK is holding a centralized Online Counseling for admissions to Under-Graduate Engineering and Architecture courses in respect of member institutions for the academic year 2021-22 so as to ensure merit-based admission.
- ii. All candidates are advised to read the COMEDK COUNSELLING PROCESS DOCUMENT carefully and understand the process clearly before keying in options/preferences.
- iii. Every candidate and their parent/guardian is expected to read through and understand their roles and responsibilities fully. COMEDK will not be responsible for any consequences arising due to parents / candidates not reading the COUNSELLING PROCESS DOCUMENT and instructions carefully and not fulfilling their role and responsibility as indicated in the process document and following the schedule notified on COMEDK Website.
- iv. **Hyderabad-Karnataka Quota Reservation:** As per the Government order in No. DPAR06 PLX 2012, dated 06/11/2013, 70% of the seats are reserved in favor of “Local Persons” in the Institutions located in Hyderabad Karnataka area and 8% of the seats are reserved for “Local Persons” of the Hyderabad Karnataka Region in the Institutions located outside the said region; The Hyderabad-Karnataka region comprises of (i) Gulbarga (ii) Yadgir (iii) Bidar, (iv) Koppal (v) Raichur (vi) Bellary and (vii) Vijayanagara districts.
- v. Having announced the Rank on 26th Sept 2021 on website (www.comedk.org), the candidates are required to please note that facilities have been made by COMEDK to enable the eligible candidates to Login and print their respective Rank Cards. Candidates are advised to keep a copy of the Rank Card for future references.
- vi. Since the entire admission process needs to be completed as per the schedule notified by statutory authorities and having in mind that COMEDK would follow the process of State Government, this schedule has been drawn and notified. Candidates are advised to make prior arrangements to complete the necessary formalities including bank transactions to complete the admission process.

COUNSELING SCHEDULE

Round 1 Tentative Schedule

Activity	Date*
Start Date for Registration of Online Counselling and online upload of documents	23 Oct 2021
End Date for Registration of Online Counselling and online upload of documents	02 Nov 2021
Filling CHOICE FILLING Form (for eligible candidates whose document is successfully verified)	To be Announced
Mock Allotment and editing of CHOICE FILLING Form	To be Announced
Allotment results of Round 1 announced and Decision making	To be Announced
Last Date for decision making on online allotment	To be Announced

*Candidates are required to check the official website of COMEDK for any changes in Schedule.

Note: Schedule for Round 2 and 3 will be updated on COMEDK website

Any changes to counseling schedule or process will be notified separately on COMEDK website (www.comedk.org). The seat selection process involves 3 (three) rounds of counseling. Candidates are requested to log in to their applicant login available on COMEDK website (www.comedk.org) to check the counseling status and visit the website for all updates frequently.

NOTE: There are no Agents appointed by COMEDK and the website (www.comedk.org) is the only official website of COMEDK and if any candidate or their parent or their guardian approaches any other website or any individual/organization for any COMEDK activities, he/she is doing so at his/her own risk and COMEDK is in no way responsible for resultant consequences. COMEDK will not be responsible for any other agency claiming to be a consortium of professional institutions and using similar sounding names and logos. COMEDK will not be liable for any loss or damage that may be suffered or incurred directly or indirectly in this regard.

It has come to our notice that some of the candidates were depending upon third parties such as Internet Cafe, Education Consultants, some websites etc. for all COMEDK related activities, be it making application, downloading TAT or Rank cards, choice filling in the counseling and payment of fees. COMEDK advises candidates and their parents/guardians against dependence on such third parties which may result in compromising your personal details which may fall in to wrong hands and you may incur financial loss.

The candidates and their parents/guardians doing such activities by whatever means will be doing so at their own risk and consequences. COMEDK will not be liable for any loss or damage that may be suffered or incurred directly or indirectly in this regard. COMEDK advises the candidates to bring these activities to the notice of the concerned law enforcement authorities.

NON-DISCLOSURE AGREEMENT

Content of this counseling should not be shared with friends, acquaintances or third parties including sharing through online means or via social media. Social media includes but not limited to SMS, WhatsApp, Facebook, Twitter, Hangouts, and Blogs etc. using either one's own account or proxy account.

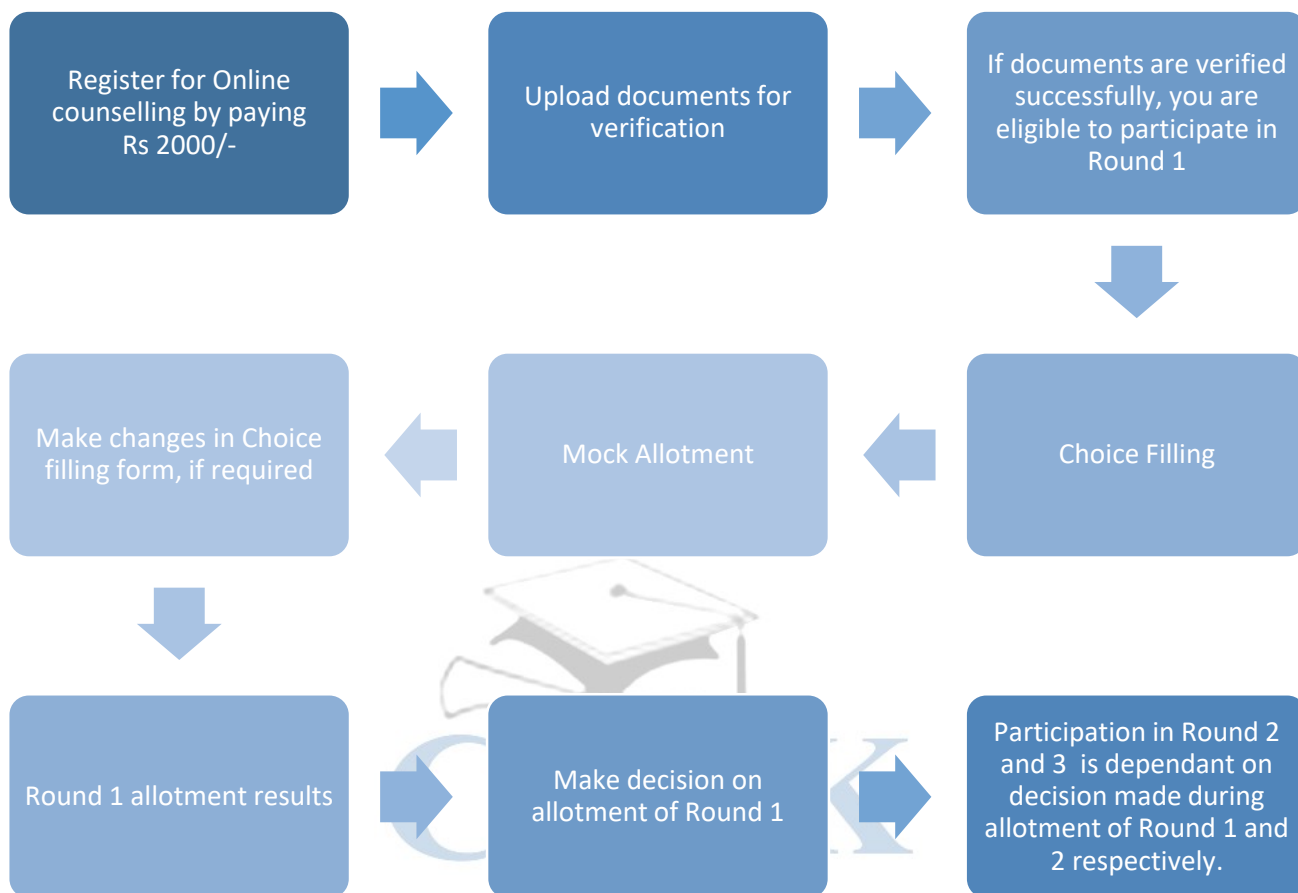
By registering for COMEDK UGET 2021 counseling, the candidate explicitly agrees to the above Non-Disclosure Agreement and terms & conditions contained in this Counseling Process Document. Candidates found violating the same will result in cancellation of the candidature and he/she will not be allowed to participate in further process.

WHO IS ELIGIBLE TO PARTICIPATE IN COMEDK ONLINE COUNSELLING?

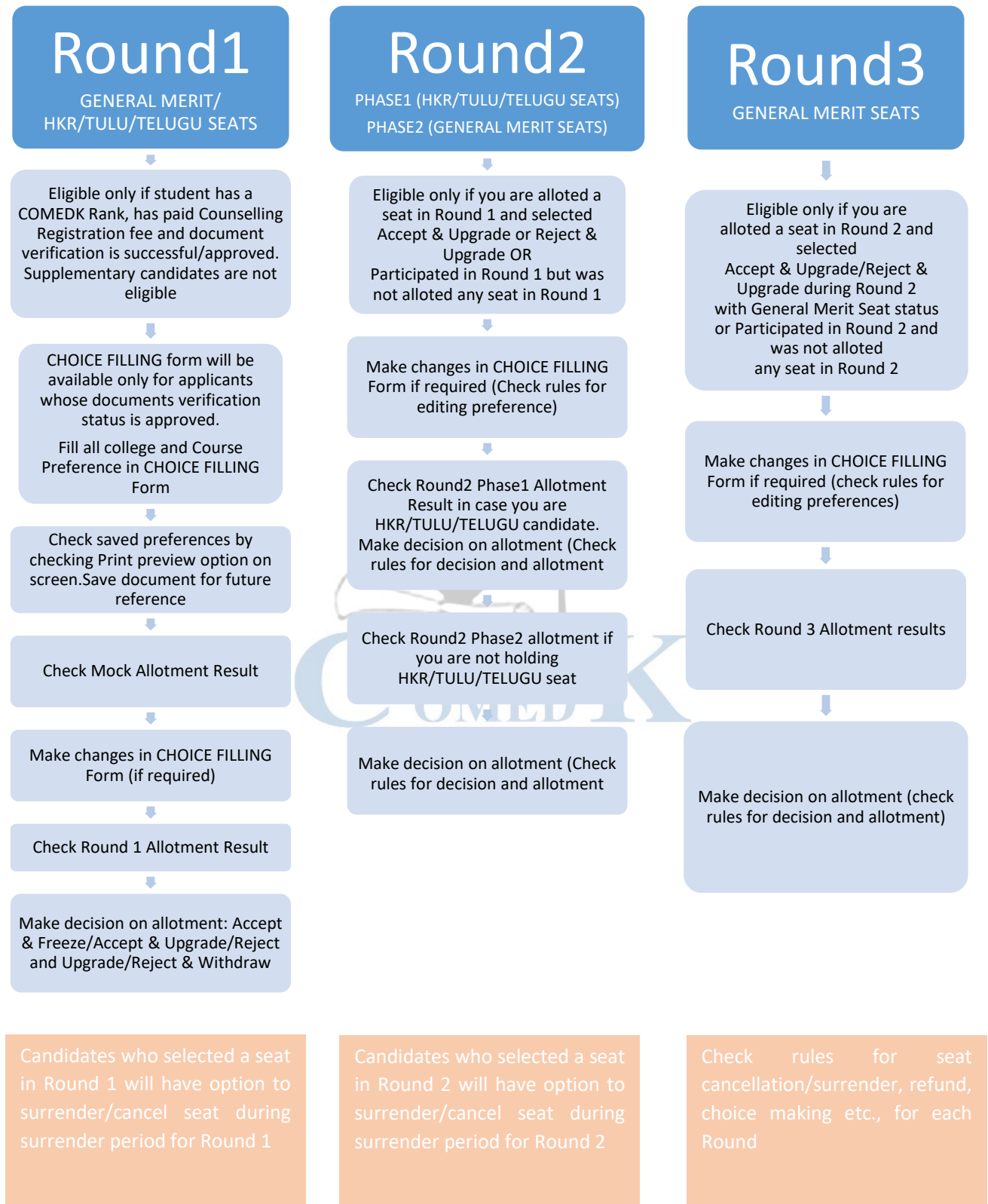
- Candidates with COMEDK Engineering Entrance Exam Rank Card 2021
- Have passed 12th/2nd PUC/ equivalent examination with English as one of the languages, Physics and Mathematics as compulsory subjects along with Chemistry/Biotechnology/Biology/Electronics/Computer Science.
- Supplementary candidates of PU Board/10+2 of current year satisfying all the eligible criteria should register during the initial Counselling registration period and they have to upload all the required mandatory documents. There will be no separate registration period for supplementary candidates.
- Candidates who are willing to pay Rs. 2,000/- as non-refundable registration fee.
- Candidates who are ready to pay entire fee at COMEDK level after allotment of seats.
- Candidates having all mandatory documents to prove eligibility scanned and ready to upload since their candidature is subject to successful verification of the same and approval.



ONLINE COUNSELLING PROCESS OVERVIEW



COUNSELLING ROUNDS - ACTIONS



PROCESS FOR COUNSELLING

COMEDK UGET 2021 counselling will be held through online mode as per the schedule prescribed by statutory authorities. Since the counselling session will be held online, the applicants will have to register themselves which will enable them to make the CHOICE FILLING of their choices, based on which the seats will be allotted in online mode. COMEDK Counselling 2021 may be held in 3 rounds. The procedure of COMEDK UGET 2021 ONLINE counselling is given below:

Step 1: REGISTRATION, PAYMENT OF FEE and DOCUMENT UPLOAD FOR COUNSELLING

- The link for the counselling registration will be made available in applicant login ID. The applicant login ID is the Application number of the candidate.
- Eligible Candidates interested in participating in COMEDK UGET counselling process have to register themselves along with payment of Rs. 2000/- as Registration fee (non-refundable) within the timeline as provided in the counseling schedule. (Supplementary candidates who are interested in participating in counselling also have to register during the initial registration period for counselling and upload all required mandatory documents .There will be no separate registration period for supplementary candidates.)
- CHOICE FILLING facility will be available only to candidates who have completed registration for counselling by paying a non-refundable Registration fee of Rs 2,000/- and whose document verification is completed in all respects within the prescribed time.
- In case the document verification status is “Rejected”, the candidate will NOT be eligible for any further process.

PROCESS STEP NUMBER	HOW TO PROCEED
STEP 1A	Login to Application using Application Number and Password.
STEP 1B	Click on “Counselling Registration” Tab
STEP 1C	Verify details and pay Registration fee of Rs 2,000/- (non-refundable) to participate in counselling. You will be directed to Payu payment portal for initiating payment. * Extra charges for convenience fee may be applicable *Check fee Policy in this document before proceeding to next step.
STEP 1D	Complete the payment process and check for successful payment status. * In case of unsuccessful payment- reinstate payment again by going to STEP 1A
STEP 1E	Once the screen shows a successful payment message, please re-login and click on Counselling Registration Tab for counselling registration status.
STEP 1F	Click on “Document Upload” Tab (This tab will be visible only after registration for counselling is completed)

PROCESS STEP NUMBER	HOW TO PROCEED
STEP 1G	<p>Upload all documents as applicable for you</p> <ul style="list-style-type: none"> *Please use neatly scanned documents for upload. *Photographs of documents taken in mobile will be rejected *Uploading unclear/illegible documents will result in rejection of your counselling registration and such candidates will not be eligible to participate in further process. *Document size should be less than 1MB *Only JPG, JPEG or PDF formats will be accepted.
STEP 1H	<p>Click on each document and recheck if the document uploaded by you is clear. In case the document uploaded is unclear, please upload again in the respective section.</p>
STEP 1I	<p>Submit your Document upload form, once you complete uploading all documents. Please note that, you will not be able to make any changes in the uploaded documents, once you click on 'submit' button.</p>
STEP 1J	<p>Frequently check your application form and email to understand verification status of your document upload.</p>

Note: All the communications will be sent to the candidates registered email ID or mobile number. Candidates are required to keep on checking their registered email ID or mobile frequently. Further all correspondence by candidates should be done through the email ID registered with COMEDK and COMEDK will not respond to the email sent from any other email IDs.



DOCUMENTS REQUIRED FOR UPLOAD FOR ONLINE VERIFICATION - ENGINEERING

*Type of seats available in COMEDK counselling for Engineering are General Merit, HKR, and TULU & TELUGU

DOCUMENTS TO UPLOAD FOR GENERAL MERIT SEAT-Engineering

- 1) **Candidate Original ID proof:** PAN/Passport/Voter Id/ Driving License/ Any other Government Id Proof (as declared in application form/used during exam)
- 2) **Date of Birth Proof of Candidate:** PAN/Passport/Voter Id/ Driving License/ Any other Government Id Proof/ 10th Marks Card/ /Birth Certificate
- 3) **PUC/ 12th Std or equivalent Marks Card:**
(I.S.C board candidates who have passed in 2021 should upload marks card which shows UID Number and Index Number.
I.S.C board candidates who have passed before 2021 should upload Digi-locker marks card showing QR code)
- 4) **ADMIT CARD OR DIGILOCKER MARKS CARD (APPLICABLE ONLY IF YOU ARE A CBSE CANDIDATE)**
CBSE Candidates should upload Admit Card of 12th Grade Exam
OR
Marks Card downloaded from Digi Locker showing QR Code
- 5) **Improvement Marksheet** (If applicable)

DOCUMENTS TO UPLOAD FOR HYDERABAD KARNATAKA REGION (HKR) SEAT- Engineering

- 1) **Candidate Original ID proof:** PAN/Passport/Voter Id/ Driving License/ Any other Government Id Proof (as declared in application form/used during exam)
- 2) **Date of Birth Proof of Candidate:** PAN/Passport/Voter Id/ Driving License/ Any other Government Id Proof/ 10th Marks Card/ /Birth Certificate
- 3) **PUC/ 12th Std or equivalent Marks Card:**
(I.S.C board candidates who have passed in 2021 should upload marks card which shows UID Number and Index Number.
I.S.C board candidates who have passed before 2021 should upload Digi-locker marks card showing QR code)
- 4) **HKR Eligibility Certificate:** Should be in the name of Candidate issued by Asst. Commissioner in charge of Revenue Sub Division
- 5) **ADMIT CARD OR DIGILOCKER MARKS CARD (APPLICABLE ONLY IF YOU ARE A CBSE CANDIDATE)**
CBSE Candidates should upload Admit Card of 12th Grade Exam
OR
Marks Card downloaded from Digi Locker showing QR Code
- 6) **Improvement Marksheet** (If applicable)

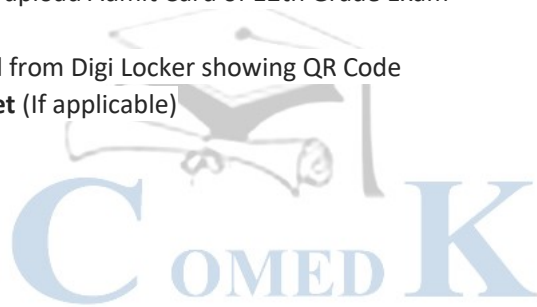
DOCUMENTS TO UPLOAD FOR TULU/ TELUGU SEAT- Engineering

- 1) **Candidate Original ID proof:** PAN/Passport/Voter Id/ Driving License/ Any other Government Id Proof (as declared in application form/used during exam)
- 2) **Date of Birth Proof of Candidate:** PAN/Passport/Voter Id/ Driving License/ Any other Government Id Proof/ 10th Marks Card/ /Birth Certificate
- 3) **PUC/ 12th Std or equivalent Marks Card:**
(I.S.C board candidates who have passed in 2021 should upload marks card which shows UID Number and Index Number.
I.S.C board candidates who have passed before 2021 should upload Digi-locker marks card showing QR code.
- 4) **Karnataka Domicile Certificate:** Issued by Revenue authority not below the rank of Tahsildar, in the name of the Candidate
- 5) **Tulu/ Telugu Mother Tongue Certificate:** Certificate mentioning your mother tongue is Tulu/ Telugu. Certificate should be in the name of candidate, issued by Principal of the school you studied.
- 6) **Study Proof in Karnataka:** Parents study proof in Karnataka for 7 years **OR** Candidate study proof in Karnataka for 7 years including 10th or 12th std in Karnataka.

Help note for Parent's Study Proof: Karnataka candidates who have declared themselves as Linguistic Minority, if the candidate has not studied for 7 years in Karnataka but has studied 11th and 12th in Karnataka

Help note for Candidate's Study Proof: Karnataka candidates who have declared themselves as Linguistic Minority, if the candidate has studied for 7 years in Karnataka and has studied 10th/12th in Karnataka

- 7) **ADMIT CARD OR DIGILOCKER MARKS CARD (APPLICABLE ONLY IF YOU ARE A CBSE CANDIDATE)**
CBSE Candidates should upload Admit Card of 12th Grade Exam
OR
Marks Card downloaded from Digi Locker showing QR Code
- 8) **Improvement Marksheet** (If applicable)



DOCUMENTS REQUIRED FOR UPLOAD FOR ONLINE VERIFICATION - ARCHITECTURE

*Type of seats available in COMEDK counselling for Architecture are General Merit, HKR & TELUGU

DOCUMENTS TO UPLOAD FOR GENERAL MERIT SEAT-Architecture

- 1) **Candidate Original ID proof:** PAN/Passport/Voter Id/ Driving License/ Any other Government Id Proof
- 2) **Date of Birth Proof of Candidate:** PAN/Passport/Voter Id/ Driving License/ Any other Government Id Proof/ 10th Marks Card/ Birth Certificate
- 3) **Candidate Photo and Signature**
- 4) **Signature of Parent/ Guardian**
- 5) **PUC/ 12th Std/ Diploma or equivalent Marks Card :**
In case you are a CBSE candidate upload scanned image of marks card from Digi locker showing QR code.
In case you are I.S.C board candidate passed in 2021 upload marks card which shows UID Number and Index Number.
In case you are I.S.C board candidates who has passed before 2021 upload Digi Locker marks card showing QR code.
- 6) **NATA Entrance Exam Score Card.**
- 7) **ADMIT CARD OR DIGILOCKER MARKS CARD (APPLICABLE ONLY IF YOU ARE A CBSE CANDIDATE)**
CBSE Candidates should upload Admit Card of 12th Grade Exam or Marks Card downloaded from Digi-Locker showing QR Code.

DOCUMENTS TO UPLOAD FOR HYDERABAD KARNATAKA REGION (HKR) SEAT- Architecture

- 1) **Candidate Original ID proof:** PAN/Passport/Voter Id/ Driving License/ Any other Government Id Proof
- 2) **Date of Birth Proof of Candidate:** PAN/Passport/Voter Id/ Driving License/ Any other Government Id Proof/ 10th Marks Card/ Birth Certificate
- 3) **Candidate Photo and Signature**
- 4) **Signature of Parent/ Guardian**
- 5) **PUC/ 12th Std/ Diploma or equivalent Marks Card :**
In case you are a CBSE candidate upload scanned image of marks card from Digi locker showing QR code.
In Case you are I.S.C board candidate passed in 2021 upload marks card which shows UID Number and Index Number.
In case you are I.S.C board candidates who has passed before 2021 upload Digi Locker marks card showing QR code.
- 6) **NATA Entrance Exam Score Card**
- 7) **HKR Eligibility certificate.**
Should be in the name of Candidate issued by Asst. Commissioner in charge of Revenue Sub Division
- 8) **ADMIT CARD OR DIGILOCKER MARKS CARD (APPLICABLE ONLY IF YOU ARE A CBSE CANDIDATE)**
CBSE Candidates should upload Admit Card of 12th Grade Exam or Marks Card downloaded from Digi-Locker showing QR Code.

DOCUMENTS TO UPLOAD FOR TELUGU SEAT- Architecture

- 1) **Candidate Original ID proof:** PAN/Passport/Voter Id/ Driving License/ Any other Government Id Proof
- 2) **Date of Birth Proof of Candidate:** PAN/Passport/Voter Id/ Driving License/ Any other Government Id Proof/ 10th Marks Card/ Birth Certificate
- 3) **Candidate Photo and Signature**
- 4) **Signature of Parent/ Guardian**
- 5) **PUC/ 12th Std/ Diploma or equivalent Marks Card :**
 In case you are a CBSE candidate upload scanned image of marks card from Digi locker showing QR code
 In Case you are I.S.C board candidate passed in 2021 upload marks card which shows UID Number and Index Number.
 In case you are I.S.C board candidates who has passed before 2021 upload Digi Locker marks card showing QR code.
- 6) **NATA Entrance Exam Score Card**
- 7) **Karnataka Domicile Certificate:** Issued by Revenue authority not below the rank of Tahsildar, in the name of the Candidate
- 8) **Telugu Mother Tongue Certificate:**
 Certificate mentioning your mother tongue is Telugu. Certificate should be in the name of candidate, issued by Principal of the school you studied.
- 9) **Study Proof in Karnataka:** Parents study proof in Karnataka for 7 years **OR** Candidate study proof in Karnataka for 7 years including 10th or 12th std in Karnataka.
Help note for Parents Study Proof: Karnataka candidates who have declared themselves as Linguistic Minority, if the candidate has not studied for 7 years in Karnataka but has studied 11th and 12th in Karnataka
Help note for Candidate's Study Proof: Karnataka candidates who have declared themselves as Linguistic Minority, if the candidate has studied for 7 years in Karnataka and has studied 10th/12th in Karnataka
- 10) **ADMIT CARD OR DIGILOCKER MARKS CARD (APPLICABLE ONLY IF YOU ARE A CBSE CANDIDATE)**
 CBSE Candidates should upload Admit Card of 12th Grade Exam or Marks Card downloaded from Digi Locker showing QR Code.

- NOTE:**
- a) The size of the uploaded document file should not be more than 1MB
 - b) Documents should be uploaded in JPG, JPEG, or PDF format only
 - c) Only clearly scanned images/ documents will be accepted
 - d) Photographs of documents taken from Mobile Phone will not be accepted

CANDIDATES INTERESTED IN BOTH ENGINEERING AND ARCHITECTURE

A candidate who selects an Engineering seat in the first round may also be allotted a seat in the first Round of Architecture. In the event of selecting and accepting an Architecture seat during the first round, the earlier selected Engineering seat automatically gets surrendered and added to the Second round of engineering seat matrix. Such a candidate will not be eligible to attend any further round of engineering counseling.

A candidate who has not selected a seat in Engineering in the first round can attend the first round counseling of Architecture and select a seat. Further such a candidate is eligible to attend the second round of engineering counseling. In the event of selecting a seat in the second round of Engineering counseling, the earlier selected Architecture seat automatically gets surrendered and added to the Second round of Architecture seat matrix. However, such a candidate will not be eligible to attend any further round of counseling of Architecture.

The process flow, procedure and all other terms and conditions as brought out in the Counselling Process Document for engineering courses are applicable for architecture courses also. Candidates have to refer to the said Counselling Process Document.

The candidates are required to visit the COMEDK website regularly for counselling status and all updates.



RULES FOR SUPPLEMENTARY CANDIDATES

- i. Supplementary candidates of PU Board/10+2/equivalent exam of current year satisfying all the eligible criteria should register during the initial Counselling registration period and they have to upload all the required mandatory documents. There will be no separate registration period for supplementary candidates.
- ii. Supplementary candidates will be given a chance to participate in an exclusive round of counseling that will be conducted after all the regular rounds of counseling are over. These candidates will be provided with an option of Choice Filling and subsequent allotment process will be available for these candidates during the exclusive round.

RULES FOR DOCUMENT VERIFICATION

- i. The declaration made by candidates in their Application Form with regards to Tulu or Telugu minority communities and those belonging to Hyderabad-Karnataka Region (HKR) will be final and changes in the category / minority status on any ground are not permitted under any circumstances. Candidates are expected to provide proof of the same during document upload.
- ii. In case incorrect/ false /illegible documents/information is provided by candidate, his/her candidature may be rejected at any time of counseling process.
- iii. Status of document verification will be available for the candidate in the applicant login as below:

DOCUMENT STATUS	WHAT IT MEANS
Document Submitted	Your document has been received by COMEDK and yet to be verified by the officer
Resubmit	COMEDK has asked you to re-submit a few documents. Till you resubmit, your application will be on hold
Document Resubmitted	Candidate has resubmitted the document and is yet to be verified by COMEDK
Document Approved	All your documents are in order and has been verified and approved by COMEDK. You are now eligible for further process of counselling
Document Rejected	The documents you submitted are not in order/ is incorrect and hence rejected. Please check your email for reason for rejection. You cannot take part in further counselling process
Under Review	Your document is being reviewed by COMEDK

- iv. Candidates whose document verification is successful/approved will only be considered for next step of 'Choice Filling'
- v. Candidates whose document verification status is incomplete/rejected will not be able to participate in further process
- vi. In case of incorrect declaration in application form or documents, your candidature may be rejected at any stage of counselling/admission process
- vii. The document verification status will be updated in application login in 'Document Upload' tab. Candidates are required to login frequently and check the status of document verification.

GROUNDS FOR REJECTION ON VERIFICATION

- i. If the documents are found to be not in order or if there is a likelihood of falsification or the expert committee is not convinced about the genuineness of the documents submitted for online verification;
- ii. If there is a mismatch of photo, signature of the candidate, photo ID produced or if there is any reasonable doubt that there is mala-fide intent of impersonation, such of the candidate/s will be debarred and criminal proceedings may be initiated. The decision of the expert committee shall be final in this regard.
- iii. Candidate who does not remit the prescribed amount online within the prescribed time as mentioned in the counseling schedule.

Step 2 – CHOICE FILLING & LOCKING

The candidate will have to fill in their choices of colleges and courses within the prescribed time.

Candidates have to enter all the options/preferences that they are interested in at the time of CHOICE FILLING before Round 1, as per schedule. The candidates are requested to take a print out of their selected and saved choices after confirming them.

CAUTION: Please be careful while selecting preferences. You can edit your preferences till the last date of choice filling. Only the “Saved” preferences will be considered.

Options to make changes in choice filling form during Round 2 and 3 will depend on the decision that you take on the seat allotted to you during previous round.

Decisions available in Decision making stage during Round 1 are:

- Accept & Freeze
- Accept & Upgrade
- Reject & Upgrade
- Reject & Withdraw

Please refer section ‘Explanation of choices/decision available to candidate’ for more details.

CHOICE FILLING and CHOICE LOCKING RULES

During CHOICE FILLING period of 1st Round	<ul style="list-style-type: none"> • Candidate can modify their college/courses selected any number of times. • Only saved preferences will be considered. • Candidate can update their preferences till the last date for choice filling. There is no limit on maximum number of preferences that can be entered. • Candidate can Preview their choices and Print the same for future reference • Candidates whose choice filling form is ‘Blank’ at the end of choice filling period will not be considered for any further process.
During lock in period for each round	<ul style="list-style-type: none"> • Candidates cannot make any changes to preferences selected in CHOICE FILLING form.

During CHOICE FILLING period of 2nd round	<ul style="list-style-type: none"> • Only saved preferences will be considered. • Only candidates who completed CHOICE FILLING during 1stRound of counselling will be considered. • Round1 allotted seat will show in green. • All candidates who chose “Accept and Upgrade “or “Reject and Upgrade “in Round 1, will have option to ADD/REMOVE/ REORDER their preferences, as per his/her choice and these will appear above his/her allotted seat of Round 1. <p style="margin-left: 40px;">➤ All candidates who were allotted Preference No 1 during First Round and chose ‘Accept and Upgrade’/‘Reject and Upgrade’ will be required to ADD preferences above their previously allotted preference.</p> <ul style="list-style-type: none"> • For all candidates who were not allotted a seat in round 1, due to LESS options filled in CHOICE FILLING form /due to non-availability of seat based on his/her rank as per the choices entered by him/her, - facility to ADD /REMOVE/REORDER preferences will be available during Round 2 CHOICE FILLING
During CHOICE FILLING period of 3rd round	<ul style="list-style-type: none"> • Only saved preferences will be considered • Only candidates who completed CHOICE FILLING during 2ndRound of counselling will be considered. • Round2 allotted seat will show in green • All candidates who chose “Accept and Upgrade “or “Reject and Upgrade “in Round 2, will have option to ADD/REMOVE/ REORDER their preferences, as per his/her choice and these will appear above his/her allotted seat of Round 2. <p style="margin-left: 40px;">➤ All candidates who were allotted Preference No 1 during Round 2 and chose ‘Accept and Upgrade’/‘Reject and Upgrade’ will be required to ADD preferences above their previously allotted preference.</p> <ul style="list-style-type: none"> • For all candidates who were not allotted a seat in round 2 due to non-availability of seat based on his/her rank as per the choices entered by him/her, - facility to ADD/REMOVE/REORDER preferences will be available during Round 3 CHOICE FILLING

STEPS TO FILL CHOICE FILLING SECTION

PROCESS NUMBER	STEP	HOW TO PROCEED
STEP 2A		Candidate's whose document verification is completed and is approved/accepted, can view "CHOICE FILLING" Tab in Applicant Login ID during the choice filling period.
STEP 2B		Click on "CHOICE FILLING" Tab
STEP 2C		<ul style="list-style-type: none"> Select whether you would like to add preference based on college list/course list. For e.g. if you want to see all courses in a particular college, select "college" and click on 'View College/Course List". You will be able to see all the courses of that college in the College/Course table Or If you want to see all colleges providing a particular course, select "course" click on 'View College/Course List". You will be able to see all the colleges offering that course in the College/Course table Click on 'college' or 'course' buttons to change the view from college to course list or vice versa in the College/Course table.
STEP 2D		<ul style="list-style-type: none"> Click on "Add" to add a college and course to the selected Preference table.
STEP 2E		<ul style="list-style-type: none"> Check whether the college name and course name you selected is appearing on the "selected preferences" table. The first college and course you add will be considered as your Preference Number '1'. Preference number 1 will be considered as your first option while allotting a seat. The next college and course you 'add' will be considered as your preference number 2. Preference number 2 will be considered as your next option while allotting a seat and so on and so forth.
STEP 2F		Click on "Save "button at bottom of page to save your selected preference. Only "saved" preferences will be considered for allotment.
STEP 2G		Select college and course name that you would like to add in your selected preference list and repeat STEP 2D to 2F, till you have completed your CHOICE FILLING for all the colleges and courses that you would like to be considered for allotment of seat.
STEP 2H		Click on Save button to view all your "selected preferences" If all the details entered are correct, click on "Preview" button and verify all details in the print out once again.
REMOVAL OF OPTIONS		If you would like to remove a single college and course that you have selected in the "selected preference" table. Click on "remove" button appearing on right hand side of that preference.
CHANGE PREFERENCE ORDER NUMBER		In case you would like to change your preference order in the 'Selected Preferences' table, you can reorder your preference by clicking on '↑' '↓' button in the Selected Preferences table. Click on 'save' button to save the changes made to preference order. Preference number 1 will be considered as your first option while allotting a seat. Preference number 2 will be considered as your next option while allotting a seat and so on and so forth.
PREVIEW BUTTON		Candidates can click on Preview button to view their selected preferences.
PRINT BUTTON		Once the preferences are saved and you have completed your CHOICE FILLING, please take a print out of your selected preferences and verify the same again.

Note for CHOICE FILLING:

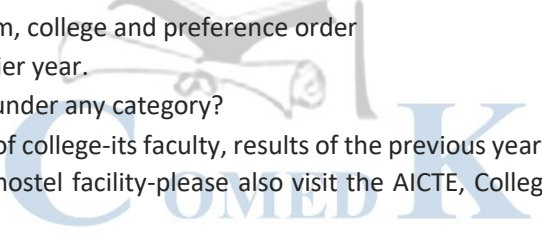
The candidates are advised to enter all the options based on which they are intending to select the seats. Candidates have to recheck the preference numbers for all the colleges and courses in 'selected Preferences' section as the seat matrix may change in the subsequent rounds i.e. by way of surrendering seats, newly sanctioned seats etc.

Preferences recorded (as saved by the candidates) in the server on the last day and time of the notified schedule in each round will be frozen and only the frozen options will be considered for allotment of seats.

NOTE: Candidates and their parents/ guardians are advised not to start entering the preferences directly on the online choice filling tab on the internet without preparatory work on choice of options, as it leads to committing mistakes / wrong entries / wrong order of preferences. In order to avoid last minute rush candidates are advised not to wait till the last day and COMEDK will not be responsible for any network related problems.

PREPARATORY WORK AT HOME BEFORE CHOICE FILLING

Candidates are advised to do enough preparatory work at home before starting the CHOICE FILLING process. Some of the guiding factors can be;

- 
- Your choice of stream, college and preference order
 - Cut off Ranks of earlier year.
 - Whether you come under any category?
 - Research on Choice of college-its faculty, results of the previous years, infrastructure, placements, and availability of good hostel facility-please also visit the AICTE, College Website for details on colleges etc.
 - Read through this Process document, notifications and instruction on www.comedk.org carefully for the criteria followed by the computer on allotment of seats.
 - Discuss with your parents and family members before finalizing your options/choices.
 - Please note that any minor error in entering the college or course in CHOICE FILLING form can result in loss of seat that you may be interested in /deserve. Hence candidates are advised to recheck the saved preferences after completing CHOICE FILLING.

Step 3 – MOCK ALLOTMENT

- After the entry of options/CHOICE FILLING is completed as mentioned in schedule, based on the real data, mock allotment will be carried out and the allotment status will be made available in the COMEDK applicant login of individual candidates for information. Here, the candidate after ascertaining college and course allotted, if he / she wants to change / modify his / her options or preferences can do so within the stipulated date and time. Then based on the modified entry of options/preferences the real allotment will be carried out. Candidates are advised to save the changes periodically.
- The mock results /allotments are indicative results and candidates can change, ADD/REMOVE/REORDER options — course-wise and college-wise — until last date of CHOICE FILLING for Round 1, after which the real allotment of seats will be made and the candidate's choices will be frozen. **Please note that the Final/Real allotment results may change during the real allotment irrespective of whether the candidate has made changes after the mock allotment or not, as the seat allotment will be affected by changes made by other candidates.**

HOW TO CHECK MOCK ALLOTMENT

PROCESS NUMBER	STEP	HOW TO PROCEED
STEP 3A		Click on “Decision Making” Tab in Applicant Login
STEP 3B		Scroll Down to view Mock Results. Check College, course and Preference Order Number allotted
STEP 3C		In case you wish to modify your selected preferences, please click on “Close” button on top of the page and click on “CHOICE FILLING” Tab
STEP 3D		Modify (i.e. ADD/REMOVE/REORDER) your preferences, if needed, and click on” save” button.
STEP 3E		Take print of saved options for your reference.

Please note that any minor error in entering the college or course in CHOICE FILLING form can result in loss of seat that you may be interested in. Hence, candidates are advised to recheck the saved preferences after completing CHOICE FILLING.

Step 4 –ALLOTMENT OF SEATS

Allotment will be done online based on the ranking of the candidate in the entrance examination and his/her preference of seats and the availability of seats. The seats made available by the concerned college for each course will be adopted for allotment of seats. Indicative availability of seats will be hosted on the COMEDK website for the information of the candidates and parents before the beginning of the first round and changes, if any, will be done from time to time. Allotment letters will be made available in the candidate's individual applicant login after completing their process successfully.

HOW THE SYSTEM WILL ALLOT SEATS

After the last date and time fixed for entering the options/choice filling is over and as per the seats made available by the concerned colleges, action will be taken to allot the seats in the order of merit based on the preference of the options entered by the candidates. The seats will be allotted by the system in a non-interactive online mode.

The seat allotment rules for the Round 1 are available below;

CANDIDATE DESCRIPTION	ROUND 1 RULES
General Merit candidates	General Merit category candidates will be considered only in the General Merit quota. The rank list will be invariably followed for allotment of seats.
HKR/Tulu/Telugu minority	<p>All HKR /Tulu/Telugu minority category candidates will be first considered for allotment in General Merit as per their merit and rank and as per the preference of college and course given by them. After the General Merit seats are exhausted, the candidate belonging to the respective categories will be allotted the seats in their respective category as per their rank and as per the college and course preference given by them.</p> <p>In case of a candidate belonging to minority categories, the below order will be followed based on rank and college and course preference entered;</p> <ol style="list-style-type: none"> 1.General Merit 2.HKR 3.Tulu 4.Telugu <p>i.e. For each preference that is entered by the candidate, the system will check for availability of GM seats, then HKR seats, then Tulu and then Telugu Seat based on the preference entered by the candidate. If the seats in any of the categories are not available for that particular preference entered by the candidate, then the system will look at seats in the next preference entered by the candidate in the same order.</p> <p>*The details entered by the candidate at the time of filling online COMEDK UGET 2021 Application form will only be taken into consideration. No request for change will be accepted.</p> <p>Note: A candidate who selects "Accept and Upgrade" option for a Minority seat allotted i.e. HKR/Tulu/Telugu in Round 1, will only be considered for minority seats in Round 2 Phase 1.</p>

The seat allotment rules for the Round 2 are available below;

PHASES	ROUND 2 ALLOTMENT RULES
PHASE 1 (allotment of HKR, Tulu and Telugu Category seats)	<ul style="list-style-type: none"> During Phase 1, the seat will be allotted for HKR Region, Tulu and Telugu Minority candidates for the respective category seats available as per seat availability. The below order will be followed based on rank and college and course preference entered; <ol style="list-style-type: none"> 1.HKR 2.Tulu 3. Telugu For all candidates who selected “Reject and Upgrade” in Round 1 and belongs to any minority, the seats would be allotted in their respective category (as per availability) as per their rank and as per the college and course preference given by them. In case they select “Reject and Upgrade” for allotment in Phase 1, the allotment will be done during the de-categorized round (Phase 2 OF Round 2) for General merit seats . <p>Note: Candidate belonging to HKR/TULU/TELUGU category and is in “Accept and Upgrade” status at end of Round 1 and is allotted a seat in Phase 1 of Round 2 will not be able to participate in further rounds.</p>
PHASE 2 (Allotment of General merit seats)	<ul style="list-style-type: none"> All remaining vacant seats in HKR, Tulu, and Telugu category will be converted to General Merit. Candidates who will be considered in the General Merit quota are: <ul style="list-style-type: none"> ➤ All GM candidates who selected “Accept & Upgrade” and Reject & Upgrade in Round 1 ➤ All Minority candidates who have not accepted any minority seat in Round 1 or Phase 1 of Round 2 “No allotment cases “in Round 1 The rank list will be invariably followed for allotment of seats.

The seat allotment rules for the Round 3 are available below;

DESCRIPTION	ROUND 3 ALLOTMENT RULES
Allotment of General Merit Seats	<ul style="list-style-type: none"> General Merit seats vacant after Round 2 will be available in this Round. Candidates who will be considered in this round are: <ul style="list-style-type: none"> ➤ All GM candidates who selected “Accept & Upgrade” and Reject & Upgrade in Round 2 Phase 2 ➤ “No Allotment” cases of Phase 2 of Round 2. The rank list will be invariably followed for allotment of seats.

HOW TO CHECK ALLOTTED SEATS FOR EACH ROUND

PROCESS NUMBER	STEP	HOW TO PROCEED
STEP 4A		Click on "Decision Making" Tab in applicant login page
STEP 4B		Click on Scroll down to 1 st Round Details/2 nd Round Details/3 rd Round Details section as applicable for Allotment details.
STEP 4C		Check the College name, Course name, Preference Order number, and seat category and Total Fee of the college that have been allotted.

Step 5 –POST SEAT ALLOTMENT-CHOICES FOR A CANDIDATE

Seat Allotment will be made by following the rules mentioned in the seat allotment section in this document based on the Merit / Rank of the candidate and based on preference order entered by the candidates.

After verifying the seat allotment results, the candidates can take the decisions as per the details below;

EXPLANATION OF CHOICES /DECISIONS AVAILABLE TO CANDIDATE DURING ROUND 1

Options Available	Explanation of Choice/Decision	Eligible to participate in next Round	Total Fee (Tuition fee + Other Fees) to be paid at the time of DECISION MAKING
Accept & Freeze	You are satisfied with the seat allotted and willing to report to the college allotted and do not wish to participate in any subsequent rounds. Download your Online Allotment letter and Fee Payment Receipt and report to college in person as per date mentioned in your allotment letter by fulfilling other requirements.	No	Total fee of the allotted college
Accept & Upgrade	You are satisfied with the allotted seat but wish to participate in the next round. If higher options are allotted in subsequent Round, then earlier allotted seat gets cancelled automatically OR if higher option seats are not allotted then earlier allotted seat shall remain in candidate's favor.	Yes	Total fee of the Allotted College
Reject & Upgrade	You are not satisfied with allotted seat. You are rejecting the allotted seat but wish to participate in the next round to check for allotment of higher preferences/options.	Yes	Total Fee of the College you are Allotted and are Rejecting
Reject & Withdraw	You are not satisfied with allotted seat and do not wish to participate in further rounds.	No	No

Note:

- In case, the candidate does not take any action on the seat allotted, it will be considered as Reject & Withdraw and he/she will not be eligible for further rounds.
- There is a reason for providing four different choices/decisions to the candidate and it depicts specific outcome, when selected. Therefore, once the choice/decision is made, it will not be modified under any circumstances. The candidates are cautioned to make the choices/decisions carefully.

Options/Decisions available after Seat Allotment in Round 2 Phase 1-
Only for HKR, TULU, TELUGU Seats

Decision in Round 1	Decisions available in Round 2 Phase 1
Accept & Freeze	Not applicable.
Accept & Upgrade	Accept & Freeze
Reject & Upgrade	Accept & Freeze/Reject & Upgrade/Reject & Withdraw
Reject & Withdraw	Not applicable
Participated in Round 1 but no seat allotted in Round 1	Accept and Freeze/Reject & Upgrade/Reject & Withdraw

Options/Decisions available after Seat allotment in Round 2 Phase 2 – General Merit Seats
(Applicable to candidates who were allotted seat in Round2 Phase 1 HKR, TULU, TELUGU)

Decision in Round 2 Phase 1	Decisions available in Round 2 Phase 2
Accept & Freeze	Not applicable
Reject & Upgrade	Accept & Freeze/Accept & Upgrade/Reject & Upgrade/Reject & Withdraw
Reject & Withdraw	Not applicable

Options/Decisions available after Seat allotment in Round 2 Phase 2 – General Merit Seats
(Applicable to candidates who were not allotted seat in Round 2 Phase 1)

Decision in Round 1	Decisions available in Round 2 Phase 2
Accept & Freeze	Not applicable
Accept & Upgrade	Accept & Freeze/ Accept & Upgrade
Reject & Upgrade	Accept & Freeze/Accept & Upgrade/Reject & Upgrade/Reject & Withdraw
Reject & Withdraw	Not applicable
Participated in Round 1 but no seat allotted in Round 1 and Round 2 Phase 1	Accept & Freeze/Accept & Upgrade/Reject & Upgrade/Reject & Withdraw

Options/Decisions available after Seat Allotment in Round 3

Decision in Round 2 Phase 2	Decisions available in Round 3
Accept & Freeze	Not applicable
Accept & Upgrade	Accept & Freeze
Reject & Upgrade	Accept & Freeze
Reject & Withdraw	Not applicable
Participated in previous rounds but no seat allotted in Round 1 and Round 2	Accept & Freeze/Reject and Withdraw

NOTE: FOR SEAT ALLOTTED CANDIDATES (ACTION NOT TAKEN)

Decision not taken for seat allotted in Round 1:

Decision taken in Round 1	Implication of not taking action on allotment in Round 1
No Decision taken	Will be considered as 'Reject & Withdraw' in Round 1 and will not be considered for any further rounds

Decision taken in Round 1 & No Action taken on seat allotted in Round 2 Phase 1:

Round 1 Decision / Status at Entry to Round 2 Phase 1	Implication of not taking action on allotment in Round 2 Phase 1
Accept & Upgrade	Will be considered as 'Accept and Freeze'. Fee of latest allotted seat is applicable. Excess fee if applicable for the latest allotted college has to be paid at the college at time of reporting.
Reject & Upgrade	Will be considered as 'Reject & Withdraw' and will not be considered for any further rounds.
No seat allotted cases of Round 1 (in case seat was not allotted in Round 1 as per preferences entered by candidate in choice filling form)	Will be considered as 'Reject & Withdraw' and will not be considered for any further rounds

Decision taken in Round 1 & No Action taken on seat allotted in Round 2 Phase 2:

Round 1 Decision / Status at Entry to Round 2 Phase 2	Implication of not taking action on allotment in Round 2 Phase 2
Accept & Upgrade	Will be considered as 'Accept and Freeze'. Fee of latest allotted seat is applicable. Excess fee if applicable for the latest allotted college has to be paid at the college at time of reporting
Reject & Upgrade	Will be considered as 'Reject & Withdraw' and will not be considered for any further rounds
No seat allotted cases of Round 1 (in case seat was not allotted in Round 1 as per preferences entered by candidate in choice filling form)	Will be considered as 'Reject & Withdraw' and will not be considered for any further rounds

Decision taken in Round 2 Phase 2 & No Action taken on seat allotted in Round 3:

Round 2 Phase 2 Decision / Status at Entry to Round 3	Implication of not taking action on allotment in Round 3
Accept & Upgrade	Will be considered as Accept and Freeze. Fee of latest allotted seat is applicable. Excess fee, if applicable for the latest allotted college has to be paid at the college at time of reporting.
Reject & Upgrade	Will be considered as Accept and Freeze. Fee of latest allotted seat is applicable. Excess fee if applicable for the latest allotted college has to be paid at the college at time of reporting
Participated in round 1 and 2 and No seat was allotted (i.e. seat was not allotted in Round 1 and 2 as per preferences entered by candidate in choice filling form)	Will be considered as 'Reject & Withdraw' and will not be considered for any further process.

NOTE:

Reject and Upgrade candidates who are not allotted a seat during the next round will retain the status of their previous Round. i.e. they will be considered as 'Reject and Upgrade' candidate.

All candidates who were allotted Preference No 1 and chose 'Reject and Upgrade' will be required to ADD preferences above their previously allotted preference. In case the candidate does not add preferences during the choice filling period for subsequent Round, he /she will be considered as Reject & Withdraw.

HOW TO EXERCISE DECISION ON SEAT ALLOTTED

PROCESS STEP NUMBER	HOW TO PROCEED
STEP 5A	After checking and verifying the seat allotted details in "Decision Making" tab for the Round applicable, scroll down to view your choices available. i.e. Accept & Freeze/Accept and Upgrade/Reject and Upgrade/Reject & withdraw
STEP 5B	Select the option as applicable to you and click on "Proceed" button
STEP 5C	Accept & Freeze/Accept and Upgrade candidates In case you select "Accept & Freeze" or "Accept and Upgrade" and proceed you will be directed to Payu payment gateway for payment of Total Fee (Tuition fee + Other fees). Please make payment and confirm the payment status by rechecking with your banker and the payment status in "Decision Making" tab.
	Reject and Upgrade In case you select "Reject and Upgrade" and proceed, you will have no claim on seat allotted in the Round. You can participate in next round. After clicking on 'proceed' button, you will be directed to Payu payment gateway for payment of Total Fee (Tuition fee + Other fees) of the college you are Rejecting. Please make payment and confirm the payment status by rechecking with your banker and the payment status in "Decision Making" tab.
	Reject and withdraw In case you select "Reject & Withdraw" and proceed you will not be considered for further rounds and will have no claim on seat allotted
STEP 5D	Accept & Freeze candidates Download Fee Payment Receipt and Online Allotment letter from "Receipt & Allotment Letter" tab. In case of unsuccessful payment, please proceed to Step 5B above and proceed.

TYPES OF SEATS MADE AVAILABLE FOR SECOND & THIRD ROUND

- i. Un-allotted seats of First Round.
- ii. Newly Added seats, if any.
- iii. Seats of candidates not reported to college/ Surrendered Seats.
- iv. Choice "Reject & Withdraw" and Choice "Reject and upgrade" Seats.
- v. Consequential Vacancies

NOTE: Consequential vacancies that arise after their turn cannot be claimed.

REPORTING TO COLLEGE

REPORTING TO THE COLLEGE BY THE CANDIDATES WHO HAVE CHOSEN ACCEPT & FREEZE OPTION

All Accept & Freeze candidates will be required to report in person to the allotted college by downloading their Online Allotment letter and Fee Payment Receipt as per date mentioned in the allotment letter by fulfilling other requirements.

NOTE: It is once again reiterated that the Online letter of Allotment issued by the COMEDK is to enable the candidate to report and complete the process of admission in the concerned college, with reference to the prescriptions of AICTE/COA and the concerned University in Karnataka. Hence at the college level, all the original documents are again verified before acceptance and the candidate is eligible for admission in the institution only after manual verification of all required original documents.

CERTIFICATES THAT MAY BE REQUIRED AT THE COLLEGE LEVEL AT THE TIME OF ADMISSION (INDICATIVE)

- i. ALLOTMENT LETTER issued ONLINE by COMEDK
- ii. ALL ORIGINAL DOCUMENTS uploaded by candidates and verified before counselling
- iii. TRANSFER CERTIFICATE issued by the Institution last studied
- iv. MIGRATION CERTIFICATE (As applicable)

TOTAL FEE PAYMENT INFORMATION

- i. Total Fee is dependent on the college and course and is available in the Seat Matrix information
- ii. The Total Fee includes the Tuition Fee and all Other Fees per year.
The Total Fee of each college includes Tuition Fee + Other Fees per year. Apart from this, the following fee will be collected at college level:
 - a. Colleges providing special skill lab facilities may collect Rs. 10,000/-, Rs. 15,000/- and maximum of Rs. 20,000/- per student per annum depending on the facilities provided by the institutions.
 - b. Applicable University fees
- iii. In case of 'Accept and Upgrade'/'Reject and Upgrade' candidates, the Total fee paid at time of decision making, will be adjusted to the Total Fee applicable for the college and course allotted during subsequent round/s as mentioned below:
 - a. **Should there be an increase in Total Fee payable at time of Decision making in subsequent round:** the extra fees will have to be paid by the candidate at the time of his/her decision making
 - b. **Should there be a decrease in Total Fee payable at time of Decision making in subsequent round:** the excess fees will be refunded by COMEDK after completion of the counselling process

FEE POLICY

The upper limit of annual tuition fee as agreed between the State Government and the Association of Colleges is **Rs.2,01,960/- or Rs.1,43,748/-** whichever is opted by the respective institutions. The Total Fee of each college includes Tuition Fee + Other Fees per year. Apart from this, the following fee will be collected at college level:

- Colleges providing special skill lab facilities may collect **Rs. 10,000/-, Rs. 15,000/- and maximum of Rs. 20,000/-** per student per annum depending on the facilities provided by the institutions.
- Applicable University fees

It is mandated that candidates are required to pay a single “Total Fee” which includes both “Tuition Fee” and “Other Fees”

Please note that: This fee amount may change subject to any revision in tuition fee by statutory authorities and is only indicative.

HOW TO PAY FEE

DESCRIPTION OF FEE	AMOUNT	PAYMENT MODE
Registration Fees	Rs. 2000/- (Non-refundable)	Online –By credit card/debit card/ Net banking (Please check *Convenience charges before payment)
Total Fee (includes Tuition fee and other fee)	As per College and Course Allotted and available in the Seat Matrix information	Online –By credit card/debit card/ Net banking (Please check *Convenience charges before payment)

*CONVENIENCE CHARGES on TRANSACTION

TYPE OF TRANSACTION	CONVENIENCE CHARGES	HOW TO CHECK THE CONVENIENCE FEE
Payment using Credit card/Debit Cards	Convenience fee will be between 0.4%-1% of transaction amount (depending on the card) + service tax as applicable	Once you are directed to Payu Payment gateway and enter your card details, you will be able to see “convenience charges are applicable “below the “PAY” button. Click on the “convenience charges are applicable” to view your convenience charges
Payment using Net banking	Convenience fee will be between Rs 12 and Rs 17 (may vary from bank to bank) + applicable service tax	Once you are directed to Payu Payment gateway and enter your card details, you will be able to see “convenience charges are applicable “below the “PAY” button. Click on the “convenience charges are applicable” to view your convenience charges

- THE CANDIDATES ARE ADVISED TO PAY THE REQUIRED TOTAL FEE THROUGH THEIR OWN BANK ACCOUNT OR THEIR PARENTS BANK ACCOUNT ONLY SINCE REFUND, IF ANY, WILL BE DONE TO THE SAME BANK ACCOUNT/CARD.**
- Candidates and their parents/guardians should ensure that sufficient funds are maintained in their bank accounts keeping in view the Bank holidays. Subsequent requests for extension of time for the same will not be entertained.**
- Any other payment mode, except the above, will not be accepted under any circumstances.
- Candidates have to check status of transaction with their banker and by checking the decision-making tab in applicant login.

FEE REFUND AND FEE FORFEITURE

The Rs. 2,000/- + convenience charge paid at time of counselling Registration is non-refundable. This fee is non-refundable under any circumstance including statutory reasons.

FEE REFUND POLICY OF TOTAL FEE

STATUS OF CANDIDATE	FEE REFUND PROCESS
Accept & Freeze at the end of each Round	Not applicable
Surrender with Reject & Withdraw of Round 1/Surrender with Reject & Withdraw of Round 2	Total Fee as applicable to the College and course allotted.
Reject & Withdraw candidates of Round 2 who paid Total fees during previous round	Total Fee as applicable to the College and course allotted
*Reject and Upgrade candidate of Round 2 who did not get any seat allotted in Round 3	Total Fee as applicable to the College and course allotted

Refund, if applicable, will be done only to the same account/card that was used at the time of making the ONLINE fee payment initially. Refund cannot be initiated to any other account. Claims such as amount was paid by the internet cafe person, cousin, friend etc. and requesting refund in self-account will not be entertained. Therefore, the candidates are advised to pay the required total fee through their own bank account or their parent's bank account only.

SURRENDER POLICY/SEAT CANCELLATION

Any candidate, who has accepted a seat during Round 1 or 2, can surrender their seat within the time period mentioned in Counselling Schedule for Seat Surrender. Such candidate is not eligible to participate in any of the subsequent rounds.

There is no facility to surrender the seat after the Round 3 and the candidate has to join the allotted college. Please check fee refund policy in the fee refund section of this document.

WHEN CAN CANDIDATE SURRENDER SEAT

DESCRIPTION	SURRENDER PERIOD
Accept & Freeze and Accept and Upgrade seats in Round 1	As per schedule for surrender before Round 2 ONLY
Accept & Freeze and Accept and Upgrade seats in Round 2	As per schedule for surrender before Round 3 ONLY
Accept and Freeze candidates in Round 3	No surrender accepted under any circumstances and the candidate has to join the allotted college

In case a candidate wishes to cancel his/her seat, he or she has to surrender the seat during the surrender period only, which will enable him/her for refund of entire Total fee paid at COMEDK level.

If a candidate whose name is in the final list, fails to join the allotted college, he /she will forfeit the entire tuition fee including other fees paid at COMEDK level since the candidate has deprived an opportunity of getting allotted a seat to next best/merited candidate thereby blocking a seat.

STEPS TO SURRENDER SEAT DURING SURRENDER PERIOD

Only candidates interested in cancelling their seats have to follow the below steps. Please note that seat once surrendered cannot be retrieved again and it will be added to the seats made available for the subsequent round. Therefore, it is advised to exercise caution before surrendering the seat and to take consent from your parent/guardian before doing so.

PROCESS STEP NUMBER	HOW TO PROCEED
STEP 1	<ul style="list-style-type: none"> Login to application using Laptop/desktop Click on Seat Surrender Tab
STEP 2	Click on "Click here for Seat Surrender" Button
STEP 3	<p>Verify the details in form and proceed only after understanding the implications of your actions. In case you would still like to surrender/cancel your seat, Click on "Yes" Button for surrender and proceed.</p> <p>Implications: You will have no claim on seat surrendered and you will not be eligible to participate in any subsequent rounds'</p> <p>If you do not wish to cancel/Surrender your seat then click on "No" button</p>
STEP 4	<p>If you clicked 'YES' system will ask you again "Are you sure you want to surrender your seat, since you will not be able to participate in any further rounds?"</p> <p>Click on "Yes" Button for surrender and proceed.</p>
Step 5	Click on "Submit" button if you are sure you want to surrender/cancel your seat. Please note that a seat once surrendered cannot be claimed by the candidate and the DECISION taken is final. Hence, please BE CAREFUL before surrendering seat.
Step 6	Click on 'Proceed' button to provide confirmation of your decision.
Step 7	Login again and click on "Seat Surrender" tab to view your surrender confirmation AND Take print out of the same for future reference.

PROCESS OF REFUND AFTER SURRENDER ONLINE

- Refund will be done only to the same account/card that was used at the time of making the ONLINE fee payment initially. Refund cannot be initiated to any other account.
- Refund for Surrender cases will be processed within 15 working days after the completion of COMEDK Counselling process

GENERAL RULES

The candidate and their parents/guardians must have clear idea about the institution, course, location of the institution, facilities available in the institution etc. before they start their CHOICE FILLING

The Online letter of Allotment issued by the COMEDK is to enable the candidate to report and complete the process of admission in the concerned college, with reference to the prescriptions of AICTE/COA and the concerned University in Karnataka. Hence at the college level, all the original documents are again verified before acceptance.

COMEDK's responsibility is only to ensure fair and transparent evaluation of merit followed by single window counseling. Issues and grievances, if any, subsequent to the selection of seats is the responsibility of the concerned college to which the candidate is allotted and the regulatory agencies.

COMEDK having thus become '*functus officio*' does not take any responsibility with regard to admission, return of originals etc. when once it forwards the final list of candidates based on entrance test followed by single window centralized counseling and as such the candidates and others cannot subsequently set up any grievance against COMEDK.

After the final round of Counseling, the list of selected candidates would be sent to all the regulatory authorities of the Government and the Colleges concerned.

CONSEQUENCES OF MALPRACTICES

COMED-K recognizes that the examination related malpractice is a social evil that can damage society to the extent of possibly leading to a failed State. We believe that there is a chain effect of such malpractices on the educational system and the society as a whole. It is only the candidates who have studied very hard for the entrance test, and no one else and certainly not the touts and agents, who would face the adverse consequences leading to their professional life becoming totally miserable. The parents and the candidates are therefore advised to be extremely careful.

COMEDK does not have any agents, liaison, admission offices, representatives or any other office/s other than the office mentioned in the website. The parents/ candidates are requested not to depend upon or deal with any person or organization/s claiming to be associated with the COMEDK activities or claiming to help with admissions. COMEDK will not be responsible for the same. www.comedk.org is the only official website of the Consortium. COMEDK is not responsible for information available on other websites or elsewhere. COMEDK will not be responsible if any other agency claims to be a consortium of professional institutions and uses similar sounding names and logos. COMEDK will not be liable for any loss or damage that may be suffered or incurred directly or indirectly in this regard.

COMEDK considers the following as some of the illustrations (not necessarily exhaustive) of malpractices:

- Impersonation;
- Candidates found entertaining the Touts and agents.

LEGAL JURISDICTION AND MISCELLANEOUS

Any dispute that may arise in respect of the seat selection process and admission including the payment of fees is subject to the jurisdiction of the Hon'ble High Court of Karnataka. Also, Language of communication, oral or written, must be only in English or Kannada.

ASSISTANCE TO CANDIDATES

In case of queries, candidates are advised to go through the counselling process document and instructions/notifications on the official website of COMEDK before seeking assistance through phone/email.

Call: 080-46671060	Monday to Friday – 10:00 AM to 5:00 PM Saturday – 10:00 AM to 1 :00 PM Not operational on Sundays and Public Holidays Due to COVID -19 related restrictions, call center operations will be limited. Candidates are requested to use email for queries.
Email: studenthelpdesk@comedk.org	Mails will be answered within 3 working days.
Website:	www.comedk.org

COMEDK suggest all the candidates to visit the COMEDK website regularly for all updates besides checking their registered email and mobile number frequently.

NOTE:

- 1) COMEDK reserves the rights to make appropriate changes/modifications to the above counselling selection process and the same would be notified on its website.
- 2) All information provided regarding college facilities, are as per the information provided by the respective colleges, COMEDK is not responsible for the same.

VERSION CONTROL

V1.0 (released on 05-11-2021) This is the first version, of the Counselling Process document

V1.1 (released on 27-11-2021) In this version

Clause relating to FEE REFUND POLICY OF TOTAL FEE in section FEE REFUND AND FEE FORFEITURE modified from:

STATUS OF CANDIDATE	FEE REFUND PROCESS
*From 'Reject & Withdraw candidates of Round 3 who paid total fees during previous round ' to 'Reject and Upgrade candidate of Round 2 who did not get any seat allotted in Round 3'	Total Fee as applicable to the College and course allotted

