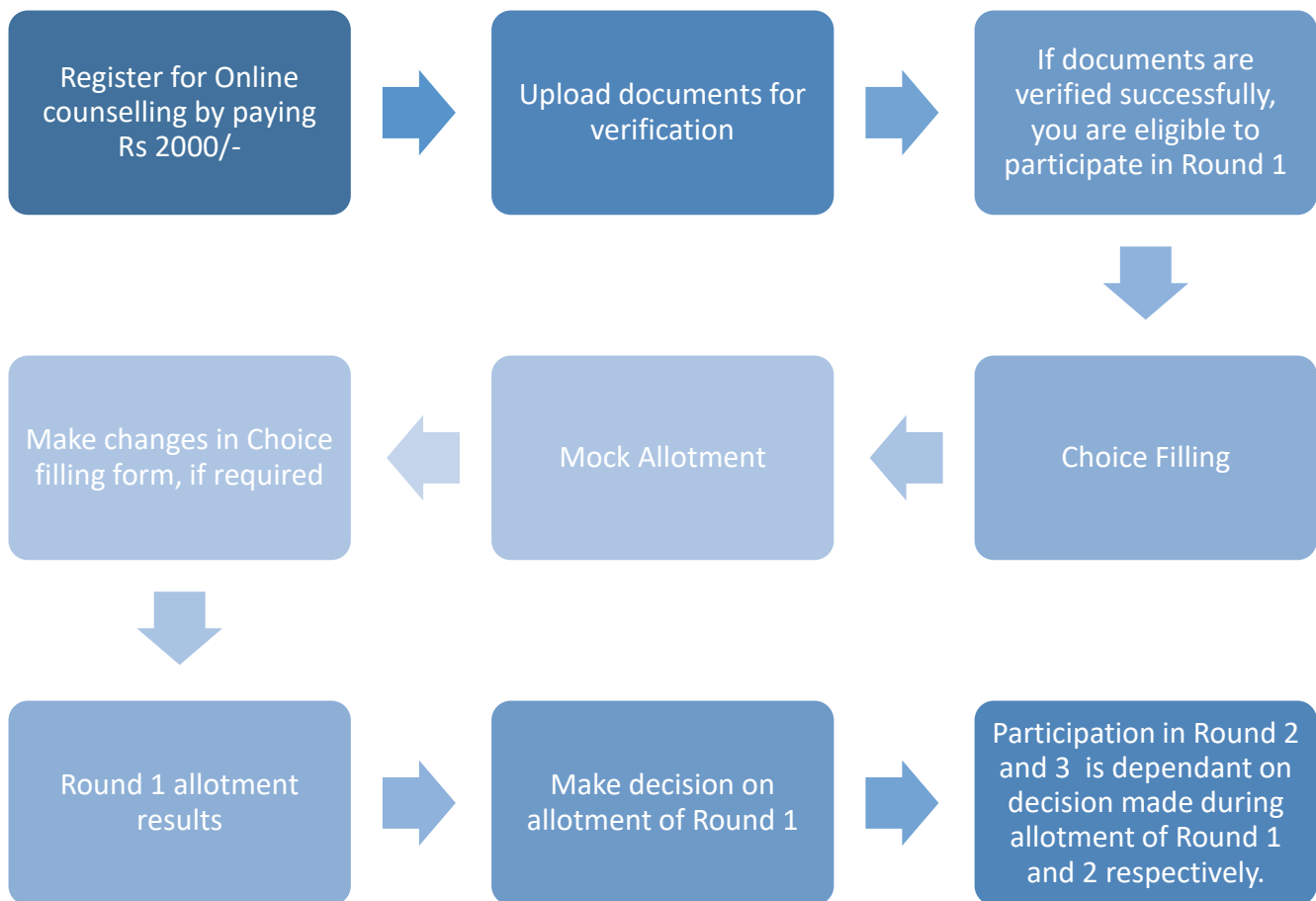


# Counselling Process Quick Guide

## Who is Eligible to Participate in COMEDK Online Counselling?

- Candidates with COMEDK UGET Engineering Entrance Exam Rank Card 2024
- Have passed 12<sup>th</sup>/2<sup>nd</sup> PUC/ equivalent examination with English as one of the languages, Physics and Mathematics as compulsory subjects along with Chemistry/Biotechnology/Biology/Electronics/Computer Science.
- The General Merit candidates should have passed 12<sup>th</sup>/2<sup>nd</sup> PUC/ equivalent examination with a minimum aggregate of 45% marks (40% in respect of SC, ST and OBC candidates of Karnataka State) in Physics, Mathematics, Chemistry/Biotechnology/Biology/Electronics/Computer Science and should have passed these subjects individually
- # Supplementary candidates of PU Board/10+2 of current year (passed supplementary exam in the year 2024) satisfying all the eligible criteria should register during the initial Counselling registration period and they have to upload all the required mandatory documents within the prescribed time limit. There will be no separate registration period for supplementary candidates.
- # For the candidates who are yet to appear for the supplementary exam in the current year i.e. 2024, they can upload all other required mandatory documents except the 10+2/2<sup>nd</sup> PUC Marks sheet. Such candidates will be given an opportunity to upload their 12<sup>th</sup> STD/2<sup>nd</sup> PUC marks sheet to prove their eligibility before start of Round 2 Phase 2.
- Eligible candidates who have registered themselves for online counselling with a non-refundable registration fee of Rs. 2,000/-
- Candidates who are ready to pay entire college 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.

## COUNSELLING OVERVIEW



## HOW TO REGISTER FOR ONLINE COUNSELLING?

- Login to COMEDK Application Form on [www.comedk.org](http://www.comedk.org), using Laptop/desktop.
- Click on “Counselling Registration” Tab
- Make Payment of Rs 2000/- as non-refundable counselling registration fee using credit card/debit card/net banking
- Click on “Document Upload” tab
- Upload all mandatory documents for verification.  
(Ensure uploading legible scanned images of documents. Do not take photo of the documents in mobile for uploading. The image should be only JPG, JPEG or PDF format)

**Only candidate’s whose Document Verification Status shows ‘Document Approved’ will be eligible for further process**

How to check whether document is verified?

- The document verification status will be updated in your application login in ‘Document Upload’ tab
- You are requested to login to your application frequently to check for document verification status which could be any one of the statuses mentioned below:

## DOCUMENT VERIFICATION STATUS AND WHAT THEY MEAN

DOCUMENT STATUS	WHAT IT MEANS
<b>Document Submitted</b>	Your document has been received by COMEDK and yet to be verified by the officer
<b>Resubmit</b>	COMEDK has asked you to re-submit a few documents within the time mentioned. If document is not re-submitted within the stipulated time your candidature will not be considered
<b>Document Resubmitted</b>	Candidate has resubmitted the document and is yet to be verified by COMEDK
<b>Document Approved</b>	All your documents are in order and has been verified and approved by COMEDK. You are now eligible for further process of counselling
<b>Document Rejected</b>	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
<b>Under Review</b>	Your document is being reviewed by COMEDK. Supplementary/Compartment candidates please note your login will show under review till you upload your supplementary passed marks card
<b>Supplementary Approved</b>	After supplementary/ compartment candidates upload their 'passed' marks card the documents will be verified and if approved the candidates login will show "Supplementary Approved"

- a) Candidates whose document verification is "Document Approved" will only be considered for next step of 'Choice Filling'
  - b) Candidates whose document verification status is "Document Rejected" will not be able to participate in further process
  - c) In case of incorrect declaration in application form or documents, your candidature may be rejected at any stage of counselling/admission process
  - d) 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.
- Candidates are requested not to call helpdesk often to enquire regarding the status of their document**

COMEDK

## DOCUMENTS REQUIRED FOR UPLOAD FOR ONLINE VERIFICATION - ENGINEERING

\*Type of seats available in COMEDK counselling for Engineering are General Merit and KKR only

### a) 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)
- 2) **Date of Birth Proof of Candidate:** PAN/Passport/Voter Id/ Driving License/ Any other Government Id Proof/ 10<sup>th</sup> Marks Card/ Birth Certificate
- 3) **PUC/ 12th Std or equivalent Marks Card:** (Do not crop top and bottom of the marks card. All information including QR code (if available in your marks card) should be clearly visible
- 4) **Admit Card or Hall ticket information of 12/2<sup>nd</sup> PUC/Equivalent exam** (IF APPLICABLE): Candidates marks card is verified on their respective board website. Candidates are requested to upload their admit card. However, if admit card is not available then write your admit card information like Roll Number, School Number, Admit card id number etc., clearly in capital letters on a sheet of paper and upload the same.
- 5) **COMEDK Admit Card**
- 6) Improvement or Supplementary/Compartment Marksheet or any other document (If applicable)
- 7) **SC/ST/OBC Certificate:** Applicable only if you have scored between 40 to 45% in 12th grade/2<sup>nd</sup> PUC/Equivalent and you are a Domicile of Karnataka
- 8) **Domicile Certificate:** Candidates claiming SC/ST/OBC category should upload Karnataka Domicile Certificate

### b) DOCUMENTS TO UPLOAD FOR **KALYANA KARNATAKA REGION (KKR) SEAT- Engineering**

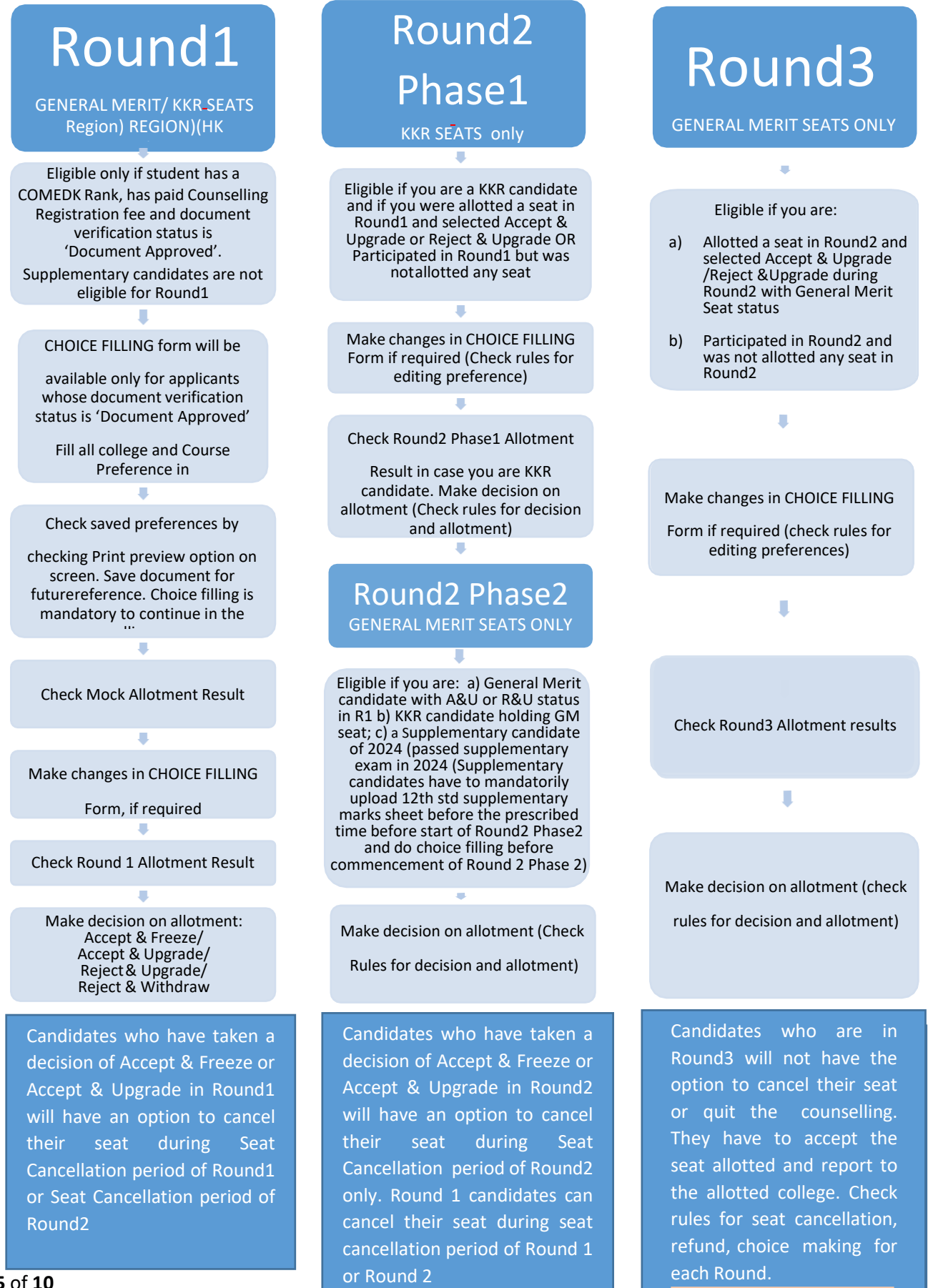
- 1) **Candidate Original ID proof:** PAN/Passport/Voter Id/ Driving License/ Any other Government Id Proof (as declared in application form/used during exam)
- 2) **Date of Birth Proof of Candidate:** PAN/Passport/Voter Id/ Driving License/ Any other Government Id Proof/ 10<sup>th</sup> Marks Card/ Birth Certificate
- 3) **PUC/ 12th Std or equivalent Marks Card:** Do not crop top and bottom of the marks card. All information including QR code (if available in your marks card) should be clearly visible
- 4) **Admit Card/ Hall ticket information of 12<sup>th</sup>/2<sup>nd</sup> PUC/Equivalent Exam** (If applicable) Candidates marks card is verified on their respective board website. Candidates are requested to upload their admit card. However, if admit card is not available then write your admit card information like Roll Number, School Number, Admit card id number clearly in capital letters on a sheet of paper and upload the same.
- 5) **COMEDK Admit card**
- 6) Improvement or Supplementary/Compartment Marksheet or any other document (If applicable)
- 7) **Kalyana Karnataka Region (HK region) Certificate:** Candidates claiming KKR (HK region) seat should upload KKR (HK region) certificate. 371J certificate issued by Asst. Commissioner in charge of Revenue sub division. Certificate should be in the name of the candidate
- 8) **SC/ST/OBC Certificate:** Applicable only if you have scored between 40 to 45% in 12th grade/2<sup>nd</sup>PUC and are Karnataka Domicile
- 9) **Karnataka Domicile Certificate:** Issued by Revenue authority not below the rank of Tahsildar, in the name of the candidate

**NOTE i)** Candidates of Karnataka who have obtained between 40% to 45% aggregate marks in their qualifying exam only need to upload SC/ST/OBC certificate and Karnataka Domicile Certificate to claim lower eligibility. SC/ST/OBC is only to get lower eligibility. There is no seat reservation in COMEDK for SC/ST/OC as the State Government has taken the responsibility to identify and provide reservation to these candidates within the seats transferred to the Govt.

ii) Candidates claiming KKR seat need to upload KKR (HK region) certificate and Karnataka Domicile Certificate

## COUNSELLING ROUNDS – THERE ARE 3 ROUNDS IN COUNSELLING PLEASE

note KKR = Kalyana Karnataka Region (earlier known as HKR - Hyderabad Karnataka Region)



## TOTAL FEE PAYMENT INFORMATION

- a. Total Fee is dependent on the college and course and is available in the Seat Matrix information
- b. The Total Fee includes the Tuition Fee and '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:

- 1) 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 and as approved by the VTU
  - 2) Applicable University fees
- c. 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:
    - I. **Should there be an increase in Total Fee payable at the time of Decision making in subsequent round:** the extra fees will have to be paid by the candidate at the time of their decision making
    - II. **Should there be a decrease in Total Fee payable at the time of Decision making in subsequent round:** the excess fees will be refunded by COMEDK after completion of the counselling process

## DETAILS OF FEE

- d. The upper limit of annual tuition fee as agreed between the State Government and the Association of Colleges was **Rs.2,44,372/- p.a or Rs.1,73,936/- p.a** whichever was opted by the respective institutions.
- e. Along with the tuition fee, each institution is entitled to collect 'Other Fees' not exceeding Rs. 20,000 per annum which will be collected by COMEDK. Apart from this the following will be collected at college level:
  - 1) 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 and as approved by the VTU
  - 2) Applicable University fees
- f. It is mandated that candidates are required to pay a single "Total Fee" which includes both "Tuition Fee" and "Other Fees"

**CAUTION: The fee amount mentioned above is of the year 2023-24 and the fee details for current year (2024-25) will be updated shortly.**

## EXPLANATION OF CHOICES /DECISIONS AVAILABLE 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
<b>Accept &amp; Freeze</b>	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.	<b>No</b>	Total fee of the allotted college
<b>Accept &amp; Upgrade</b>	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.	<b>Yes</b>	Total fee of the Allotted College
<b>Reject &amp; Upgrade</b>	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.	<b>Yes</b>	Total Fee of the College you are Allotted and are Rejecting
<b>Reject &amp; Withdraw</b>	You are not satisfied with allotted seat and do not wish to participate in further rounds.	<b>No</b>	No

**CAUTION:** In case, the candidate does not take any action on the seat allotted for the first time, it will be considered as **Reject & Withdraw** and he/she will not be eligible for further rounds.

If a candidate is not allotted a seat in Round1 because of less preferences. Such a candidate will not see any decision buttons and will move to the next round by default

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 Round2 Phase1- Only for KKR (HK region) Seats

Decision in Round1	Decisions available in Round2 Phase1 (for KKR category approved Candidates Only)
a) Accept & Freeze	Not applicable.
b) Accept & Upgrade	Accept & Freeze
c) Reject & Upgrade	Accept & Freeze/Reject & Upgrade/ Reject & Withdraw
d) Reject & Withdraw	Not applicable
e) Participated in Round1 but no seat allotted in Round1	Accept & Freeze/Reject & Upgrade/ Reject & Withdraw

NOTE: If a KKR category candidate of Round 1, with status of Accept & Upgrade and holding a GM seat, does not get an upgraded seat in Round2 Phase1, he/she will get a "CONTINUE" button to participate in next round and the candidate will continue with status of Accept & Upgrade into Round2 Phase2

## Options/Decisions available after Seat allotment in Round2 Phase2 – General Merit Seats (Applicable to candidates who were allotted KKR seat in Round2 Phase1)

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

## Options/Decisions available after Seat allotment in Round2 Phase2 – General Merit Seats (also Applicable to candidates who were not allotted seat in Round2 Phase1)

Decision in Round1	Decisions available in Round2 Phase2
a) Accept & Freeze	Not applicable
b) Accept & Upgrade	Accept & Freeze/ Accept & Upgrade
c) Reject & Upgrade	Accept & Freeze/Accept & Upgrade/ Reject & Upgrade /Reject & Withdraw
d) Reject & Withdraw	Not applicable
e) Participated in Round 1 but no seat allotted in Round1 and Round2 Phase1	Accept & Freeze/Accept & Upgrade/ Reject & Upgrade/Reject & Withdraw

Note:- After Round2 Allotment Reject and Upgrade candidates of Round1 who are not allotted any seat in Round2 Phase2 (i.e., candidates not holding any seat) the system will consider them as Reject & Upgrade and they will go to Round3. In case the candidate does not wish to go to Round 3, such candidates can click on 'EXIT' button to exit the counselling process.

## Options/Decisions available after Seat Allotment in Round3

Decision in Round2 Phase2	Decisions available in Round3
a) Accept & Freeze	Not applicable
b) Accept & Upgrade	Accept & Freeze
c) Reject & Upgrade	Accept & Freeze
d) Reject & Withdraw	Not applicable
e) Participated in previous rounds but no seat allotted in Round1 and Round2	Accept & Freeze/Reject and Withdraw

Note:- There is no seat cancellation option available during or after round 3, Candidate has to join the allotted college in round 3. In case candidate does not join the allotted college fees paid will not be refunded besides candidate may be asked to pay the prescribed penalty additionally.



## SEAT CANCELLATION POLICY

- a. Any candidate, who has accepted a seat during Round1 or Round2, can cancel their seat within the time period mentioned in Counselling Schedule for Seat cancellation. Such a candidate is not eligible to participate in any of the subsequent rounds.
- b. There is no facility to cancel the seat after the seat allotment process in Round 3 and the candidate has to join the allotted college. Please check fee refund policy in the Refund and Forfeiture Policy section of this document.
- c. Mode of Seat Cancellation is through applicant login only and seat cancellation cannot be done through phone, email, post etc., and COMEDK reserves the right not to respond to such requests

## WHEN CAN CANDIDATE CANCEL THEIR SEAT

DESCRIPTION	SEAT CANCEL PERIOD
a) <b>Accept &amp; Freeze and Accept &amp; Upgrade seats in Round1</b>	As per schedule/ deadline for seat cancellation before start of Round 3. Round1 candidates can cancel their seat during seat cancellation period of Round1 or Round 2
b) <b>Accept &amp; Freeze and Accept &amp; Upgrade seats in Round2</b>	As per schedule/deadline for seat cancellation before start of Round3. Round2 candidates can cancel their seat during seat cancellation period of Round2 only.
c) <b>Accept &amp; Freeze candidates in Round3</b>	No seat cancellation is accepted under any circumstances and the candidate has to join the allotted college

## REFUND AND FORFEITURE OF FEE

- a. Rs. 2,000/- + convenience charge paid at the time of counselling Registration is non-refundable under any circumstance including statutory reasons.
- b. If a candidate wants to cancel a seat during or after seat allotment in Round 3, entire Total Fee paid by the candidate will be forfeited and he/she may be required to pay prescribed penalty additionally.

## REFUND POLICY OF TOTAL FEE

STATUS OF CANDIDATE	FEE REFUND PROCESS
a) Accept & Freeze at the end of each Round	Not applicable
b) Candidates exercising the option of Reject & Withdraw in Round1 and Round2	Total Fee paid is refundable as applicable to the College and course allotted. (Convenience fees are not refundable)
a) Reject and Upgrade candidate of Round2 who did not get any seat allotted in Round3	Total Fee paid is refundable as applicable to the College and course allotted
b) Reject and Upgrade candidates who clicked on 'EXIT' after Round2 Phase2 allotment to exit the counselling process	Total Fee paid is refundable as applicable to the College and course allotted
c) During or after seat allotment in Round 3	<b>There will be NO REFUND and entire Total Fee paid WILL BE FORFEITED</b>
d) Candidates cancelling the seats in Round1 and Round 2 Seat Cancellation period	Total Fee paid will be refunded

**NOTE** 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.

**NOTE: This quick Guide is only a summary of the Counselling Process Document. Candidates have to refer to the Counselling Process Document 2024 for complete details**

VERSION CONTROL Version 1.0:(released on 24.05.2024)

This is the first version, of the Counselling Process Quick guide