



COUNSELLING PROCESS DOCUMENT

ENGINEERING & ARCHITECTURE

DOCUMENTS REQUIRED

**STEP BY STEP ONLINE COUNSELLING
PROCESS**

Version V1.2 Notified on 17.12.2020

UGET-2020

Table of Contents

INTRODUCTION	2
COUNSELING ANNOUNCEMENT	3
COUNSELING SCHEDULE	4
NON-DISCLOSURE AGREEMENT	5
WHO IS ELIGIBLE TO PARTICIPATE IN COMEDK ONLINE COUNSELLING?	5
ONLINE COUNSELLING PROCESS OVERVIEW.....	6
COUNSELLING ROUNDS-ACTIONS	7
PROCESS FOR COUNSELLING.....	8
Step 1: REGISTRATION, PAYMENT OF FEE and DOCUMENT UPLOAD FOR COUNSELLING.....	8
Documents required for Upload for Online document Verification	10
RULES FOR SUPPLEMENTARY CANDIDATES	10
RULES FOR DOCUMENT VERIFICATION SESSION	11
GROUNDS FOR REJECTION ON VERIFICATION.....	11
Step 2 – CHOICE FILLING & LOCKING.....	12
CHOICE FILLING and CHOICE LOCKING RULES	12
STEPS TO FILL CHOICE FILLING SECTION.....	14
PREPARATORY WORK AT HOME BEFORE CHOICE FILLING	15
Step 3 – MOCK ALLOTMENT.....	16
HOW TO CHECK MOCK ALLOTMENT	16
Step 4 –ALLOTMENT OF SEATS.....	17
HOW THE SYSTEM WILL ALLOT SEATS.....	17
HOW TO CHECK ALLOTTED SEATS FOR EACH ROUND.....	18
Step 5 –POST SEAT ALLOTMENT-CHOICES BEFORE A CANDIDATE	19
EXPLANATION OF CHOICES /DECISIONS AVAILABLE TO CANDIDATE DURING ROUND 1.....	19
Options/Decisions available in Round 2	20
Options/Decisions available in Round 3 (Phase 1-only for HKR & TULU candidates)	20
Options/Decisions available in Round 3 (Phase 2-General Merit Seats).....	20
HOW TO EXERCISE DECISION ON SEAT ALLOTTED	21
TYPES OF SEATS MADE AVAILABLE FOR SECOND & THIRD ROUND	21
RULES OF REPORTING TO COLLEGE.....	21
ANNUAL TUITION FEE PAYMENT AND FEE POLICY.....	22
FEE REFUND AND FEE FORFEITURE	23
SURRENDER POLICY/SEAT CANCELLATION.....	24
WHEN CAN CANDIDATE SURRENDER SEAT	24
STEPS TO SURRENDER SEAT DURING SURRENDER PERIOD	24
GENERAL RULES;	25
CONSEQUENCES OF MALPRACTICES	26
CERTIFICATES THAT MAY BE REQUIRED AT THE COLLEGE LEVEL AT THE TIME OF ADMISSION (INDICATIVE).....	26
LEGAL JURISDICTION AND MISCELLANEOUS.....	26
ASSISTANCE TO CANDIDATES.....	27

INTRODUCTION

- i. On 19th Aug 2020, 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 announced on 3rd Sept 2020.
- 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. 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 courses in respect of member institutions for the academic year 2020-21 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 parent is expected to read through and understand their roles and responsibilities fully. COMEDK will not be responsible for any consequences arriving 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 issued through Website Notifications.
- 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 and (vi) Bellary districts.
- v. Having announced the Rank on 3rd Sept 2020 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 the AICTE 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.

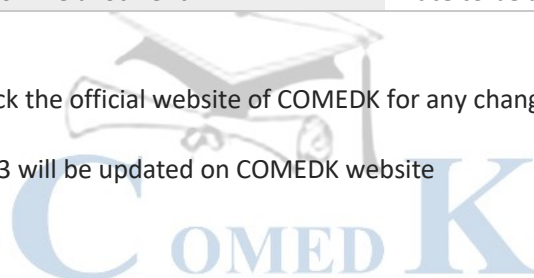
COUNSELING SCHEDULE

Round 1 Tentative Schedule

Activity	Date*
Start Date for Registration of Online Counselling and online upload of documents	10th Sept 2020
End Date for Registration of Online Counselling and online upload of documents	15th Sept 2020
Filling CHOICE FILLING Form (for eligible candidates whose document is successfully verified.)	1st week of October
Mock Allotment and editing of CHOICE FILLING Form	Date to be announced
Allotment results of Round 1 announced and choice making	Date to be announced
Last Date for making choice on online allotment	Date 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.

NON-DISCLOSURE AGREEMENT

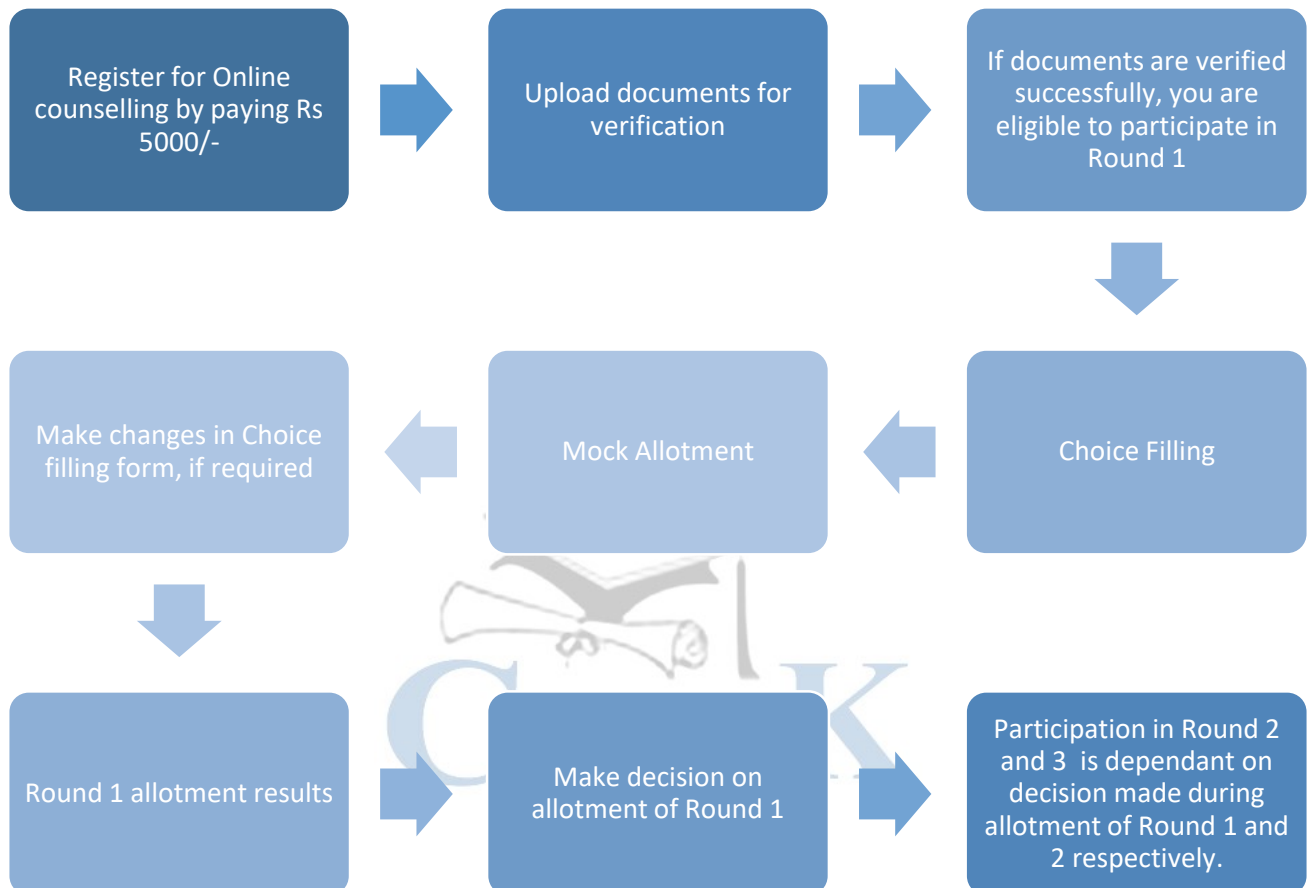
Content of this counseling should not be shared with friends, acquaintances or third parties including sharing through online means or via social media. Social media includes but not limited to SMS, WhatsApp, Facebook, Twitter, Hangouts, and Blogs etc. using either one's own account or proxy account.

By registering for COMEDK UGET 2020 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.

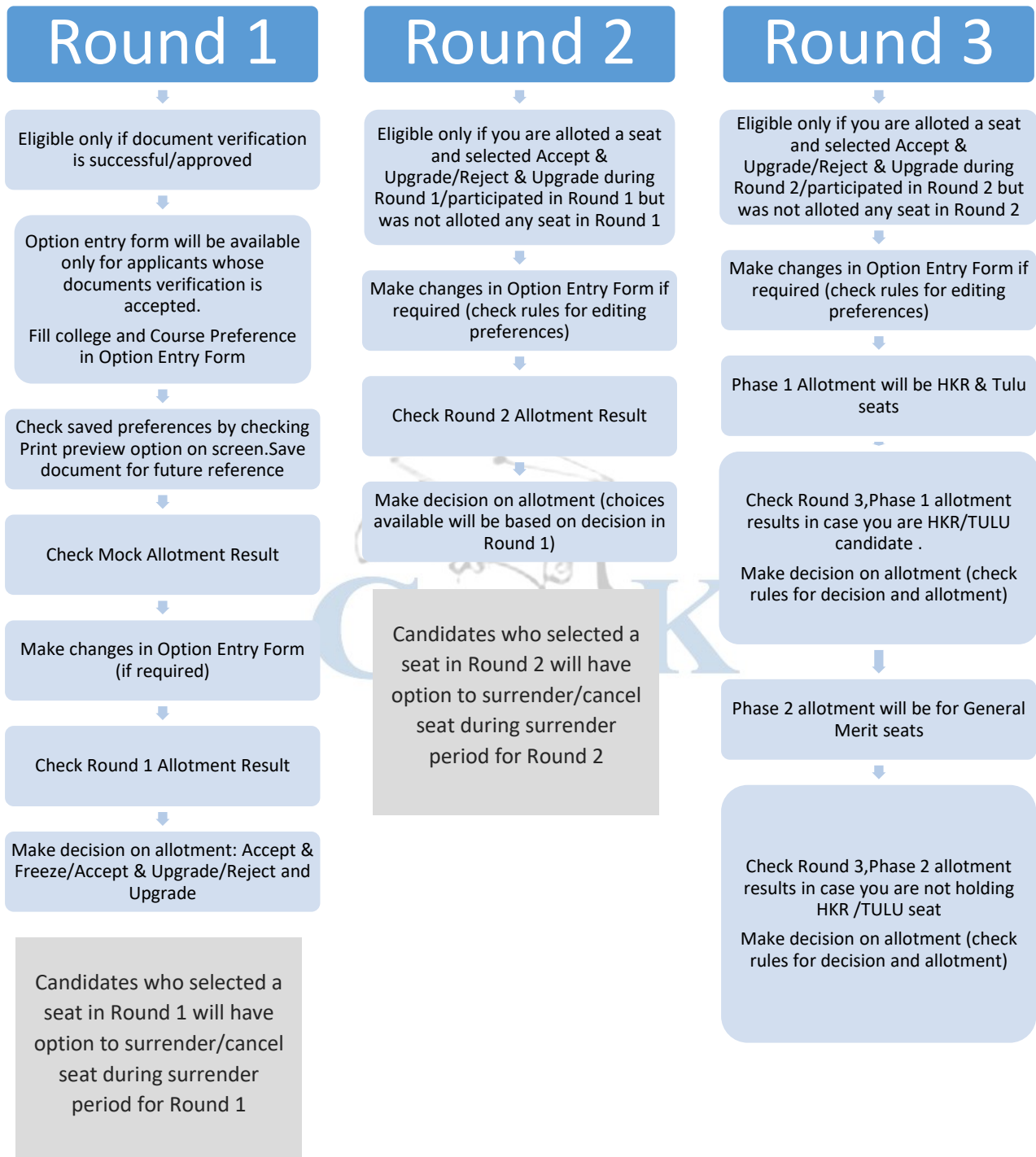
WHO IS ELIGIBLE TO PARTICIPATE IN COMEDK ONLINE COUNSELLING?

- Candidates with COMEDK Engineering Entrance Exam Rank Card 2020
- Have passed 12th/equivalent with 45% marks in aggregate in Physics and Mathematics along with Chemistry/Biotechnology/Biology/Electronics/Computer(40% for SC, ST and OBCs of Karnataka State only). However, candidates appearing for supplementary exam of PU Board / 10+2 for 2020-21 can upload their present marks card for time being. Since their counseling will be done after all rounds of regular counseling, opportunity will be given to them for uploading their qualified marks card at a later stage. Nevertheless, they have to fulfill all other eligibility criteria.
- Candidates who are willing to pay Rs. 5,000/- as part of tuition fee.
- Candidates should upload all mandatory scanned documents to prove eligibility and their candidature is subject to successful verification of the same and approval.

ONLINE COUNSELLING PROCESS OVERVIEW



COUNSELLING ROUNDS-ACTIONS



Check rules for seat cancellation/surrender, refund, choice making etc for each Round at respective sections of this document.

PROCESS FOR COUNSELLING

COMEDK UGET 2020 counselling will be held through e-counselling between September and November 2020. 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 2020 may be held in 3 rounds. The procedure of COMEDK UGET 2020 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 tuition fee (part payment) 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 documents available with them)
- CHOICE FILLING facility will be available only to candidates who have completed registration for counselling by paying Rs 5,000/- 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 part of Tuition fee of Rs 5,000/- 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- reinitiate 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	Upload all documents as applicable for you *Please use scanned documents for upload. *Photographs of documents taken in mobile will be rejected *Uploading unclear/illegible documents may 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 1 MB *jpg, jpeg or PDF formats will be accepted.
STEP 1H	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.
STEP 1I	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.
STEP 1J	Frequently check your application form and email to understand verification status of your document upload.

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.

COMEDK

Documents required for Upload for Online document Verification

S.N O	TYPE OF DOCUMENT	ALL	SC/ST/OBC of Karnataka who have scored above 40 % and below 45 % in 12th std *	HKR	TULU
1	Candidate Original ID proof (declared in application form/used during exam)	YES	YES	YES	YES
2	Date of Birth Proof of Candidate(SSLC Certificate/Government document)	YES	YES	YES	YES
3	PUC/ 12th Std or equivalent Marks Card	YES	YES	YES	YES
4	(##)SC/ST/OBC Certificate issued by Revenue authority not below the rank of Tahsildar in the name of Candidate	NO	YES	NO	NO
5	Tulu Minority Certificate –Issued by Principal of school/school record showing “mother tongue” in the name of Candidate	NO	NO	NO	YES
6	Karnataka domicile certificate-Issued by Revenue authority not below the rank of Tahsildar in the name of Candidate	NO	YES	NO	YES
7	HKR Eligibility certificate in the name of Candidate issued by Asst. Commissioner in charge of revenue sub division	NO	NO	YES	NO
8	Parents study proof in Karnataka for 7 years (TULU Minority category candidate , if the candidate has not studied for 7 years in Karnataka but has studied 11th and 12th in Karnataka)	NO	NO	NO	YES
9	Candidates study proof in Karnataka for 7 years including 10th or 12th in Karnataka. (TULU Minority category candidate, if the candidate has studied for 7 years in Karnataka and has studied 10th/12th in Karnataka)	NO	NO	NO	YES

*Type of seats available in COMEDK counselling are General Merit, HKR and TULU

Note: Documents applicable for Architecture candidates will be notified separately

RULES FOR SUPPLEMENTARY CANDIDATES

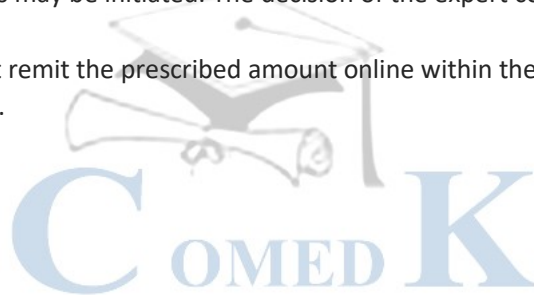
- i. Supplementary candidates interested in participating should register during the initial Counselling registration period. There will not be separate registration period for supplementary candidates.
- ii. Supplementary candidates will be given a chance to participate in an exclusive round of counseling 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.
- iii. Candidates appearing for supplementary exam of PU Board/10+2 for 2020-21 can upload their present marks card available at the time of Registration. Since their counseling will be done after all rounds of regular counseling, opportunity will be given to them for uploading their qualified marks card at a later stage. Nevertheless, they have to fulfill all other eligibility criteria.

RULES FOR DOCUMENT VERIFICATION SESSION.

- i. The declaration made by candidates in their Application Form with regard to SC/ST/OBC of Karnataka (for lower eligibility marks) and Tulu minority communities and those belonging to Hyderabad-Karnataka (HK) Region 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 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.
- iv. Candidates whose document verification is successful/approved will only be considered for next step of 'Choice Filling'.

GROUND S 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.

Correct selection has to be done as the list appearing in “selected preference” table and “saved” by the candidates will be taken into factor while allotting seats. 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.

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

<p>During CHOICE FILLING period of 1st Round</p>	<ul style="list-style-type: none"> • Candidate can modify their college/courses selected any number of times. • Only saved preferences will be considered • There is no limit on maximum number of preferences that can be entered • Please enter all preferences that you would like to opt for since option to add additional preferences will not be available for candidates who choose to upgrade during subsequent rounds.
<p>During lock in period for each round</p>	<ul style="list-style-type: none"> • Candidates cannot make any changes to preferences selected in CHOICE FILLING form
<p>During CHOICE FILLING period of 2nd round</p>	<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. • All candidates who chose “Accept and Upgrade “ or “Reject and Upgrade “ in Round 1, will have option to delete/ reorder the preferences ,which are above the preference number order that was allotted during Round 1 . For example: In case the candidate was allotted his “preference Number “3 “in Round 1, he can reorder /delete preference number 1 and 2. Facility to add preferences during second round will not be available for such candidates. If any candidate clicks on “remove” and deletes an existing preference, the same cannot be added back to the preference list again. • # 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 /reorder/remove preferences will be available during Round 2 CHOICE FILLING

During CHOICE FILLING period of 3rd round

- Only saved preferences will be considered.
- All candidates who chose “Accept and Upgrade “ or “Reject and Upgrade “ in Round 2, will have option to delete/ reorder the preferences ,which are above the preference number order that was allotted during Round 2 . For example: In case the candidate was allotted his “preference Number “3 “in Round 2, he can reorder /delete preference number 1 and 2.

Facility to add preferences during third round will not be available for such candidates.

If any candidate clicks on “remove” and deletes an existing preference, the same cannot be added back to the preference list again.

- 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 /reorder/remove 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 below 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 college in the College/Course table below. 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 below. 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 OPTIONS	OF	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.

PROCESS NUMBER	STEP	HOW TO PROCEED
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, delete or 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 STEP NUMBER	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 & 2 are available below;

CANDIDATE DESCRIPTION	ROUND 1& 2 ALLOTMENT 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 minority	<p>All HKR /Tulu 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 <p>i.e. For each preference that is entered by the candidate, the system will check for availability of GM seats, then HKR seats and then Tulu 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 2020 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 ie HKR/Tulu in Round 2, will only be considered for minority seats in Round 3.</p>

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

PHASES	Round 3 ALLOTMENT RULES
PHASE 1 (allotment of HKR, Tulu Category seats)	<ul style="list-style-type: none"> During Phase 1, the seat will be allotted for HKR Region and Tulu Minority candidates for the respective category seats available as per seat matrix. 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 For all candidates who selected “Reject and Upgrade” in Round 2 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 3)for General merit seats. <p>Note: Candidate belonging to HKR/TULU minority and is in “Accept and Upgrade” status at end of Round 2 and is allotted a seat in Phase 1 of Round 3 will be 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 Tulu Minority and HKR 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 and upgrade” and “Reject and Upgrade” in Round 2** All Minority candidates who have not accepted any minority seat in Round 2 or Phase 1 of Round 3 “No allotment cases “ in Round 2 The rank list will be invariably followed for allotment of seats.

Note: Since St. Joseph Engineering College, Mangalore has withdrawn from COMEDK counseling, Christian Minority (CHR) seats are not available for CHOICE FILLING or 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 that have been allotted.

Step 5 –POST SEAT ALLOTMENT-CHOICES BEFORE 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	Part of Tuition Fee of Rs 50,000/- to be paid at the time of accepting seat
Accept & Freeze	You are satisfied with the seat allotted and do not wish to participate in further rounds. You can report to college after downloading your Online Allotment letter and Fee payment receipt of Rs 55,000/- (This includes Rs 5,000/- paid at time of registering for counselling)	No	Yes
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	Yes
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	No
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.
- Candidates who are allotted their Preference No.1 will not be able to select Accept & Upgrade/Reject & Upgrade option.

Options/Decisions available in Round 2

Decision in Round 1	Decisions available in Round 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

Options/Decisions available in Round 3 (Phase 1-only for HKR & TULU candidates)

Decision in Round 2	Decisions available in Round 3
Accept & Freeze	Not applicable
Accept & Upgrade	Accept & Freeze
Reject & Upgrade	Reject & Upgrade/Accept & Freeze/Reject & Withdraw
Reject & Withdraw	Not applicable

Options/Decisions available in Round 3 (Phase 2-General Merit Seats)

Decision in Round 2 /Phase 1 of Round 3	Decisions available in Round 3
Accept & Freeze	Not applicable
Accept & Upgrade	Accept & Freeze
Reject & Upgrade	Accept & Freeze /Reject & Withdraw
Reject & Withdraw	Not applicable

NOTE: FOR SEAT ALLOTTED CANDIDATES (ACTION NOT TAKEN)

Decision in Round 1	Implication of not taking action on allotment in Round 2
Accept & Upgrade	Will be considered as 'Accept & Freeze ' in Round 2
Reject & Upgrade	Will be considered as 'Reject & Withdraw ' in Round 2
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 ' in Round 2

Decision in Round 2	Implication of not taking action on allotment in Round 3
Accept & Upgrade	Will be considered as 'Accept & Freeze ' in Round 3
Reject & Upgrade	Will be considered as 'Reject & Withdraw ' in Round 3
No seat allotted cases of Round 2(in case seat was not allotted in Round 2 as per preferences entered by candidate in choice filling form)	Will be considered as 'Reject & Withdraw ' in Round 3

HOW TO EXERCISE DECISION ON SEAT ALLOTTED

PROCESS STEP NUMBER	HOW TO PROCEED	
STEP 5-1A	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 5-1B	Select the option as applicable to you and click on “Proceed” button	
STEP 5-1C	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 part of tuition fee. 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.
	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 5-1D	Accept& Freeze candidates	Download payment receipt for Rs 55,000/- and Online Allotment letter from “Receipt &Allotment Letter” tab. In case of unsuccessful payment, please proceed to Step 5-1B above and proceed.
NOTE: In case a candidate fails to take any action on the allotment made to him, he or she will not be considered for further rounds		

TYPES OF SEATS MADE AVAILABLE FOR SECOND & THIRD ROUND

1. Un-allotted seats of First Round. 2. Newly Added seats, if any. 3. Cancelled / Surrendered Seats. 4. Choice “Reject & Withdraw” and Choice “Reject and upgrade” Seats... 5. Consequential Vacancies.

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

RULES OF REPORTING TO COLLEGE

- i. All candidates who choose “Accept and Freeze” option and complete payment of part tuition fee of Rs 50,000/- will be required to report to college as per date mentioned in online allotment letter and fee payment receipt.
- ii. If it is found that the allotment letter issued to the candidate is tampered, the COMEDK reserves the right to cancel such allotment and the candidate will forfeit the entire fee paid.

ANNUAL TUITION FEE PAYMENT AND 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.

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 TUITION FEE

DESCRIPTION OF FEE	AMOUNT	PAYMENT MODE
Part of tuition fee at time of registration for counselling in Round 1	Rs 5,000/- (Rupees Five thousand Only)+ *Convenience charges as applicable	Online –By credit card/debit card/ Net banking(Please check *Convenience charges before payment)
Part of tuition fee at time of accepting the seat. I.e. Accept& Freeze/Accept and Upgrade candidate.	Rs 50,000/- (Rupees Fifty thousand Only) + *Convenience charges as applicable	Online –By credit card/debit card/ Net banking(Please check *Convenience charges before payment)
Remaining tuition fee as applicable	To be paid at college level at time of admission as informed by them	To be paid at college level at the time of admission as informed by them

*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

- i. THE CANDIDATES ARE ADVISED TO PAY THE REQUIRED TUITION 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.
- ii. 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.
- iii. Any other payment mode, except the above, will not be accepted under any circumstances.
- iv. Candidates have to check status of transaction with their banker and by checking the decision making tab in applicant login.
- v. The fee receipt of Rs 55,000/- will be available in “Receipt & Allotment Letter” tab in applicant login after successful payment.

FEE REFUND AND FEE FORFEITURE

The part of tuition fee of Rs 5,000/- paid at time of counselling will be refunded after deducting Rs 1,000/-, in case the candidate does not hold a seat at the end of counselling process. The convenience charge collected by payment gateway is non-refundable under any circumstances.

DESCRIPTION OF FEE COLLECTED BY COMEDK	AMOUNT	FEE REFUND PROCESS
Part of tuition fee at time of registration for counselling in Round 1	Rs 5,000/- (Rupees Five thousand Only)	Rs 4,000/- will be refunded if candidate does not hold a seat at the end of counselling process. Refund ,if applicable will be processed only after completion of all rounds of COMEDK counselling
*Part of tuition fee at time of accepting the seat in Round 1. i.e. Accept and Freeze/Accept and Upgrade candidate in Round 1	Rs 50,000/- (Rupees Fifty thousand Only)	*Fee will be refunded if candidate surrenders the seat during surrender period as mentioned in schedule post round 1 and prior to Round 2
*Part of tuition fee at time of accepting the seat in Round 2. i.e. Accept and Freeze/Accept and Upgrade candidate in Round 2	Rs 50,000/- (Rupees Fifty thousand Only)	*Fee will be refunded if candidate surrenders the seat during surrender period as mentioned in schedule post round 2 and prior to Round 3
*Part of tuition fee at time of accepting the seat i.e. Accept and Freeze candidates in Round 3	Rs 50,000- /(Rupees Fifty thousand Only)	Not applicable since Fee will be sent to the concerned institution.

*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.

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.

There is no facility to surrender the seat after the Round 3 and fees paid will be sent to the respective college that was accepted by the candidate. 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 candidates in Round 3	No surrender accepted under any circumstances. Fees will be sent to respective college.

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 seat matrix of 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 NUMBER	STEP	HOW TO PROCEED
STEP 1		Click on "Surrender Form" tab after logging in using applicant login
STEP 2		Verify the details in form and proceed only after understanding the implications of your actions.
STEP 3		In case you would like to surrender/cancel your seat, click on "Yes" for surrender and Proceed. Implications: You will have no claim on seat surrendered'
STEP 4		<ul style="list-style-type: none"> In case you wish to participate in next round, click on "Reject and Upgrade". Implication: Refund of fee paid earlier will be processed after Round 3 allotment only. In case you select a seat in Round 2 or 3, you will be required to make payment of Rs 50,000/- again. In case you do not wish to participate in Round 2, click on "Reject and withdraw".
STEP 5		Click on "submit" to surrender your seat.

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 only after completion of all Rounds of COMEDK counseling.

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, refund of fees etc. when once it forwards the final list of candidates based on entrance test followed by single window centralized counseling along with part of tuition fee collected by COMEDK and as such the candidates and others cannot subsequently set up any grievance against COMEDK.

After the third round of Counseling, the list of selected candidates would be sent to all the regulating agencies 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.

COMED-K considers the following as some of the illustrations (not necessarily exhaustive) of malpractices:

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

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 the counselling.
- iii. TRANSFER CERTIFICATE issued by the Institution last studied.
- iv. MIGRATION CERTIFICATE (As applicable).

LEGAL JURISDICTION AND MISCELLANEOUS

Any dispute that may arise in respect of the seat selection process and admission 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 – 11:00 AM to 3:00 PM Not operational on Saturdays, 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

Version 1.0:(released on 10-09-2020) This is the first version, of the Counselling Process document

Version 1.1: (released on 26-11-2020)In this version

Clause ‘#’ relating to Choice filling during Round 2 modified from”For all candidates who were not allotted a seat in round 1 , due to no 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 /reorder/remove preferences will be available during Round 2 CHOICE FILLING “ changed to “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 /reorder/remove preferences will be available during Round 2 CHOICE FILLING”

Clause ‘ * ‘ relating to Fee refund and forfeiture modified from

DESCRIPTION OF FEE COLLECTED BY COMEDK	AMOUNT	FEE REFUND PROCESS
*From “Part of tuition fee at time of accepting the seat . i.e. Accept/Accept and Upgrade candidate in Round 1 “ to “Part of tuition fee at time of accepting the seat in Round 1. i.e. Accept and Freeze /Accept and Upgrade candidate in Round 1	Rs 50,000/- (Rupees Fifty thousand Only)	*From “Fee will be refunded if candidate surrenders the seat during surrender period as mentioned in schedule post round 1& 2.” to “Fee will be refunded if candidate surrenders the seat during surrender period as mentioned in schedule post round 1 and prior to Round 2”
*Added “Part of tuition fee at time of accepting the seat in Round 2. i.e. Accept and Freeze/Accept and Upgrade candidate in Round 2”	Rs 50,000/- (Rupees Fifty thousand Only)	*Added “Fee will be refunded if candidate surrenders the seat during surrender period as mentioned in schedule post round 2 and prior to Round 3”
*From “Part of tuition fee at time of accepting the seat i.e. Accept candidates in Round 2” to “Part of tuition fee at time of accepting the seat i.e. Accept and Freeze candidates in Round 3”	Rs 50,000- /(Rupees Fifty thousand Only)	Not applicable since Fee will be sent to the concerned institution.

Version 1.2: (released on 17-12-2020)In this version

- Clause ‘**’ Correction of typographical error relating to candidates considered in GM quota for phase 2 of Round 3 modified from,

‘All GM candidates who selected “accept and upgrade” and ‘Reject and Upgrade’ in Round 1’ to ‘All GM candidates who selected “accept and upgrade” and ‘Reject and Upgrade’ in Round 2’ .