



# COUNSELLING PROCESS DOCUMENT

ENGINEERING  
AND  
ARCHITECTURE

STEP BY STEP ONLINE  
COUNSELLING PROCESS  
DOCUMENT

UGET - 2022

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## 1. INTRODUCTION

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- a) On 19 June 2022, 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 05 July 2022.
- b) 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.
- c) 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.
- d) For the immediate information of the candidates registering for the counseling, a notification dated 19.07.2022 was published along with the Counseling Process Quick Guide.
- e) The participating candidates are required to go through this seat selection/counseling process document detailed hereunder carefully and adhere to the rules strictly.

## 2. COUNSELING ANNOUNCEMENT

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- a) 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 2022-23 so as to ensure merit-based admission.
- b) The Hon'ble Admission Overseeing Committee vide its communication dtd. 27.08.2022, has issued directions regarding process to be followed by the COMEDK in conducting the counseling to its share of seats.
- c) All candidates are advised to read the COMEDK COUNSELLING PROCESS DOCUMENT carefully and understand the process clearly before keying in options/preferences.
- d) 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.
- e) **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.
- f) Having announced the Rank on 05 July 2022 on website ([www.comedk.org](http://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.
- g) Since the entire admission process needs to be completed as per the schedule notified by statutory authorities, candidates are advised to make prior arrangements to complete the necessary formalities including bank transactions to complete the admission process.

### 3. COUNSELING SCHEDULE

#### Round 1 Tentative Schedule

Activity	Date*
Start Date for Registration of Online Counselling and online upload of documents	<b>19 July 2022</b>
End Date for Registration of Online Counselling and online upload of documents	<b>12 August 2022</b>
Filling CHOICE FILLING Form (for eligible candidates whose document is successfully verified)	<b>22 Aug 2022 to 24 Aug 2022</b>
Mock Allotment and editing of CHOICE FILLING Form	<b>26 Aug 2022</b>
Allotment results of Round 1 announced and Decision making	<b>30 Aug 2022 to 01 Sep 2022</b>
Last Date for decision making on online allotment	<b>01 Sep 2022</b>

\*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

- a) Any changes to counseling schedule or process will be notified separately on COMEDK website ([www.comedk.org](http://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](http://www.comedk.org)) to check the counseling status and visit the website for all updates frequently.
- b) **NOTE: There are no Agents appointed by COMEDK and the website ([www.comedk.org](http://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.**
- c) 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.
- d) 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.



#### 4. NON-DISCLOSURE AGREEMENT

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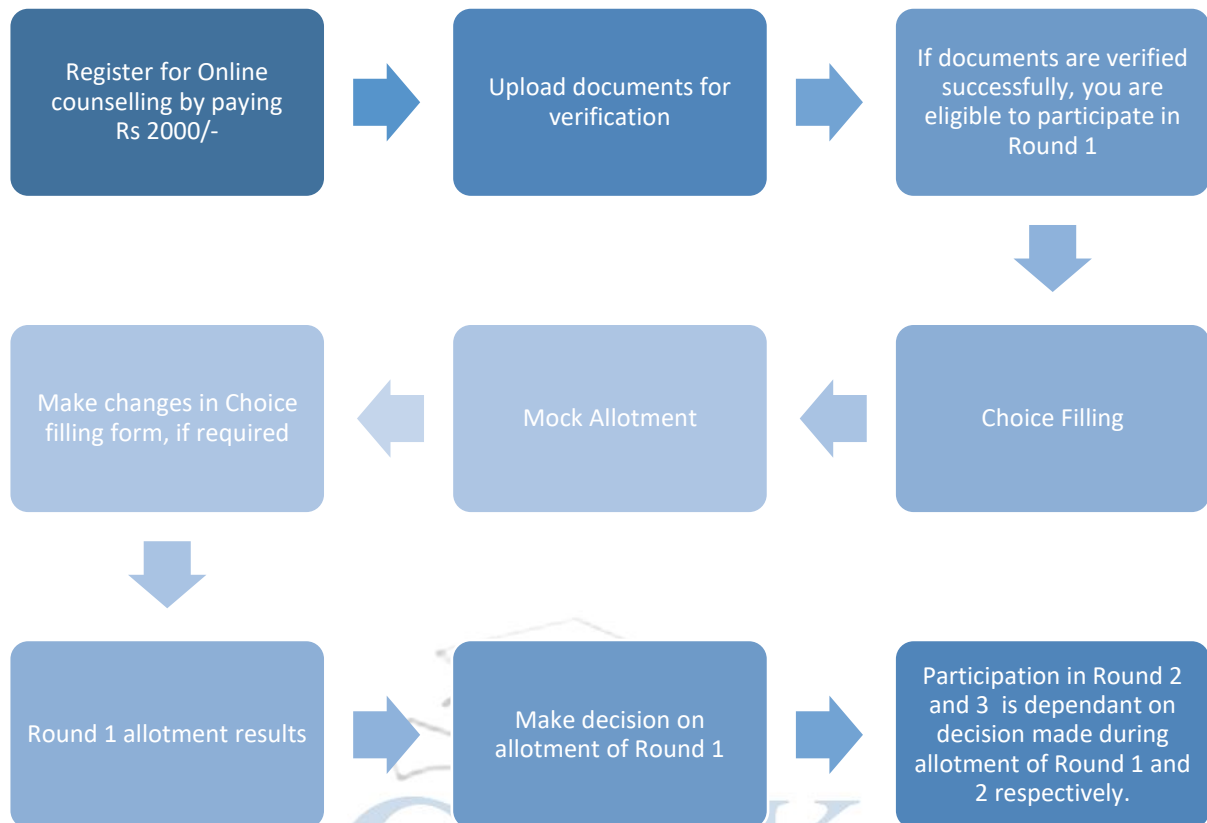
- a) Content of this counseling should not be shared with friends, acquaintances or third parties including sharing through online means or via social media. Social media includes but not limited to SMS, WhatsApp, Facebook, Twitter, Hangouts, and Blogs etc. using either one's own account or proxy account.
- b) By registering for COMEDK UGET 2022 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.

#### 5. WHO IS ELIGIBLE TO PARTICIPATE IN COMEDK ONLINE COUNSELLING?

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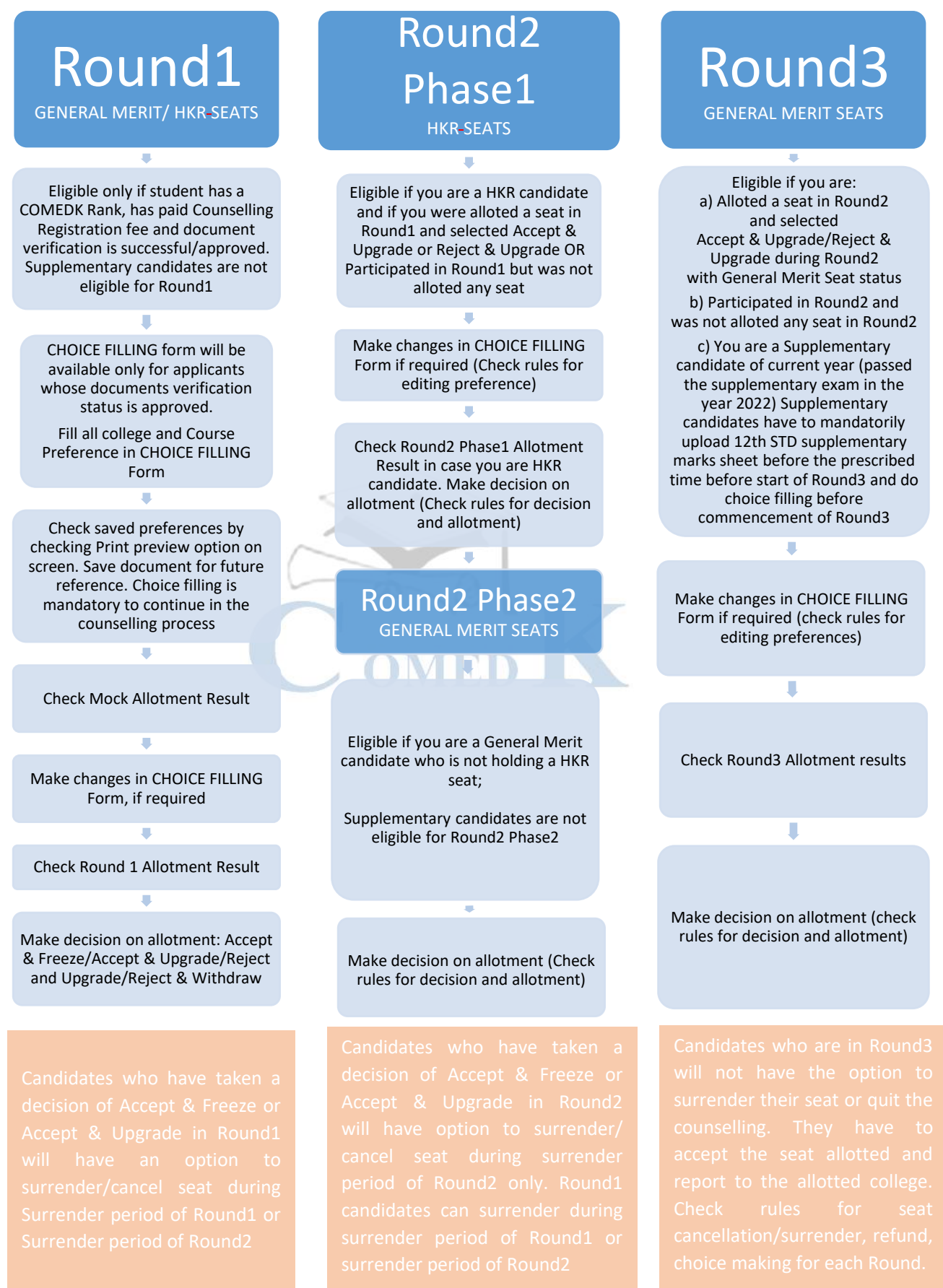
- a) Candidates with COMEDK Engineering Entrance Exam Rank Card 2022
- b) Have passed 12th/2<sup>nd</sup> PUC/ equivalent examination with English as one of the languages, Physics and Mathematics as compulsory subjects along with Chemistry/Biotechnology/Biology/Electronics/Computer Science.
- c) The 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, Chemistry and Mathematics and should have passed these subjects individually
- d) Supplementary candidates of PU Board/10+2 of current year (passed supplementary exam in the year 2022) 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. 2022, they can upload all other required mandatory documents including their current 10+2/2<sup>nd</sup> PUC Marks sheet and submit the application. Such candidates will be given an opportunity to upload their passed supplementary exam marks sheet to prove their eligibility before start of Round 3.
- e) Eligible candidates who have registered themselves for online counselling with a non-refundable registration fee of Rs. 2,000/-
- f) Candidates who are ready to pay entire college fee at COMEDK level after allotment of seats.
- g) 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.

## 6. ONLINE COUNSELLING PROCESS OVERVIEW





## 7. COUNSELLING ROUNDS - STAGES



## 8. PROCESS FOR COUNSELLING

- a) COMEDK UGET 2022 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 2022 may be held in 3 rounds. The procedure of COMEDK UGET 2022 ONLINE counselling is given below:

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

- a) 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.
- b) 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.
- c) 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. For the candidates who are yet to appear for the supplementary exam in the current year i.e. 2022, they can upload all other required mandatory documents including their current 10+2/2<sup>nd</sup> PUC Marks sheet and submit the application. Such candidates will be given an opportunity to upload their passed supplementary exam marks sheet to prove their eligibility before start of Round 3.
- d) 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 complete with status as 'Approved'
- e) In case the document verification status is "Rejected", the candidate will NOT be eligible for any further process.
- f) Supplementary candidates of current year (passed supplementary in year 2022) whose registration is successful will be given choice filling option only in Round3.

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

PROCESS STEP NUMBER	HOW TO PROCEED
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 and payment for counselling is completed)
STEP 1G	Upload all documents as applicable for you *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 except for Marks card that can be upto 4MB *If your Marks card has a QR code ensure that you do not compress the QR code *Only 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. Refer to the section Rules for Document verification to understand the status and what it means

**NOTE**

i) All the communications will be sent to the candidates registered email ID or mobile number. Candidates are required to check 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.

ii) If your Marks card has a QR code ensure that you do not compress the QR code. Upload a clear image of the Marks card showing clear QR code

## 10. DOCUMENTS REQUIRED FOR UPLOAD FOR ONLINE VERIFICATION - ENGINEERING

\*Type of seats available in COMEDK counselling for Engineering are General Merit and HKR 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/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:** (CBSE Candidates should upload marks card which shows Roll Number and School Number and clear QR code/ I.S.C board candidates should upload marks card which shows Unique ID Number and Index Number and clear QR code.)
- 4) **Admit Card** (IF APPLICABLE/CBSE CANDIDATE)
- 5) **Improvement or Supplementary Marksheet or any other document** (If applicable)
- 6) **SC/ST/OBC Certificate:** Applicable only if you have scored between 40 to 45% in 12th grade/2<sup>nd</sup> PUC/Equivalent and are a Domicile of Karnataka
- 7) **Domicile Certificate:** Candidates claiming SC/ST/OBC category should upload Karnataka Domicile Certificate

## b) 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/ 10<sup>th</sup> Marks Card/ /Birth Certificate
- 3) **PUC/ 12th Std or equivalent Marks Card:** (CBSE Candidates should upload marks card which shows Roll Number and School Number and clear QR code/ I.S.C board candidates should upload marks card which shows Unique ID Number and Index Number and clear QR code.)
- 4) **Admit Card** (If applicable/ CBSE Candidate)
- 5) **Improvement or Supplementary Marksheet or any other document** (If applicable)
- 6) **HKR Certificate:** Candidates claiming HKR seat should upload HKR certificate. Should be in the name of the candidate issued by Asst. Commissioner in charge of Revenue sub division
- 7) **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
- 8) **Karnataka Domicile Certificate:** Issued by Revenue authority not below the rank of Tahsildar, in the name of the candidate

**NOTE**

- i) Candidates claiming SC/ST/OBC category need to upload SC/ST/OBC certificate and Karnataka Domicile certificate
- ii) Candidate claiming HKR seat need to upload HKR certificate and Karnataka Domicile Certificate
- iii) SC/ST/OBC is only to get lower eligibility of 40 to 45% and there is no reservation in COMEDK for these categories

**11) DOCUMENTS REQUIRED FOR UPLOAD FOR ONLINE VERIFICATION - ARCHITECTURE**

*\*Type of seats available in COMEDK counselling for Architecture are General Merit and HKR*

*a) 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/ 10<sup>th</sup> Marks Card/ Birth Certificate
- 3) **Candidate Photo and Signature**
- 4) **Signature of Parent/ Guardian**
- 5) **PUC/ 12<sup>th</sup> Std/ Diploma or equivalent Marks Card:** (CBSE Candidates should upload marks card which shows Roll Number and School Number and clear QR code, I.S.C board candidates should upload marks card which shows Unique ID Number and Index Number and clear QR code.) Diploma students should upload all semester pass marks card
- 6) **Admit Card** (f applicable/CBSE Candidate)
- 7) **Improvement or Supplementary Marksheet or any other document** (If applicable)
- 8) **NATA 2022 Entrance Exam Score Card (if applicable)**
- 9) **JEE Entrance exam score card (if applicable)**

*b) 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/ 10<sup>th</sup> Marks Card/ Birth Certificate
- 3) **Candidate Photo and Signature**
- 4) **Signature of Parent/ Guardian**
- 5) **PUC/ 12<sup>th</sup> Std/ Diploma or equivalent Marks Card:** (CBSE Candidates should upload marks card which shows Roll Number and School Number and clear QR code, I.S.C board candidates should upload marks card which shows Unique ID Number and Index Number and clear QR code.) Diploma students should upload all semester pass marks card
- 6) **Admit Card** (f applicable/CBSE Candidate)
- 7) **Improvement or Supplementary Marksheet or any other document** (If applicable)
- 8) **NATA 2022 Entrance Exam Score Card (if applicable)**
- 9) **JEE Entrance exam score card (if applicable)**
- 10) **HKR Certificate:** Candidates claiming HKR seat should upload HKR certificate. Should be in the name of the candidate, issued by Asst. Commissioner in charge of Revenue sub division
- 11) **Karnataka Domicile Certificate:** Should be in the name of the candidate. Issued by Revenue authority not below the rank of Tahsildar

**NOTE**

i) Candidates should have passed either NATA 2022 entrance exam or JEE 2022 entrance exam

ii) Candidates who have written both NATA and JEE entrance exams should upload both the marks card

iii) Candidate claiming HKR seat need to upload HKR certificate and Karnataka Domicile Certificate.

## 12. CANDIDATES INTERESTED IN BOTH ENGINEERING AND ARCHITECTURE

- a) 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.
- b) 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.
- c) 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.
- d) The candidates are required to visit the COMEDK website regularly for counselling status and all updates.

## 13. RULES FOR SUPPLEMENTARY CANDIDATES

- a) Supplementary candidates of PU Board/10+2/equivalent exam of current year (should have passed supplementary exam in year 2022) 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.
- b) For the candidates who are yet to appear for the supplementary exam in the current year i.e. 2022, they can upload all other required mandatory documents including their current 10+2/2<sup>nd</sup> PUC Marks sheet and submit the application. Such candidates will be given an opportunity to upload their passed supplementary exam marks sheet to prove their eligibility before start of Round 3.
- c) Supplementary candidates will be given a chance to participate from Round3 only. These candidates will be provided with an option of Choice Filling at the beginning of Round3 only and subsequent allotment process will be available for these candidates.
- d) Supplementary candidates will be considered only for General Merit seats.

## 14. RULES FOR DOCUMENT VERIFICATION

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

## d) 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

- e) Candidates whose document verification is successful/approved will only be considered for next step of 'Choice Filling'
- f) Candidates whose document verification status is incomplete/rejected will not be able to participate in further process
- g) In case of incorrect declaration in application form or documents, your candidature may be rejected at any stage of counselling/admission process
- h) 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.



## 15. GROUNDS FOR REJECTION ON VERIFICATION

- a) If legible and clear documents are not uploaded or missing
- b) 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;
- c) 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.



## 16. Step 2 – CHOICE FILLING & LOCKING

- a) 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
- b) Candidates have to fill in their choices of colleges and courses within the prescribed time
- c) Candidates have to enter all the options/preferences that they are interested in at the time of CHOICE FILLING before Round1, as per schedule. The candidates are requested to take a print out of their selected and saved choices after confirming them.

**CAUTION:** i) 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.  
 ii) Candidates whose choice filling form is ‘Blank’ at the end of choice filling period will not be considered for any further process and will be considered as Reject & Withdraw candidate.

d) Options to make changes in choice filling form during Round2 and Round3 will depend on the decision that you take on the seat allotted to you during previous round.

Decisions available in Decision making stage during Round1 are:

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

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

## 17. CHOICE FILLING and CHOICE LOCKING RULES

a) During CHOICE FILLING period of 1st Round	<ul style="list-style-type: none"> <li>• Candidate can modify their college/courses selected any number of times.</li> <li>• Only saved preferences will be considered.</li> <li>• 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.</li> <li>• Candidate can Preview their choices and Print the same for future reference</li> <li>• Candidates whose choice filling form is ‘Blank’ at the end of choice filling period will not be considered for any further process.</li> </ul>
b) During lock in period for each round	<ul style="list-style-type: none"> <li>• Candidates cannot make any changes to preferences selected in CHOICE FILLING form.</li> </ul>

<p>c) During CHOICE FILLING period of Round2 Phase1</p>	<ul style="list-style-type: none"> <li>• Only saved preferences will be considered.</li> <li>• HKR candidates who have completed CHOICE FILLING during 1<sup>st</sup> Round of counselling will be considered.</li> <li>• Round1 allotted seat will show in green.</li> <li>• Candidates who chose “Accept and Upgrade “or “Reject and Upgrade “in Round1, will have option to ADD/REMOVE/REORDER their preferences, as per his/her choice and these will appear above his/her allotted seat of Round1.</li> </ul> <p style="margin-left: 40px;">➤ Candidates who were allotted Preference No 1 during Round1 and chose ‘Accept and Upgrade’/‘Reject and Upgrade’ will be required to ADD preferences above their previously allotted preference.</p> <p>For all HKR candidates who were not allotted a seat in Round1, 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 choice filling</p>
<p>d) During CHOICE FILLING period of Round2 Phase2</p>	<ul style="list-style-type: none"> <li>• Only saved preferences will be considered.</li> <li>• General Merit candidates who have completed CHOICE FILLING during Round1 of counselling will be considered. Candidates of Round2 Phase1 who chose Reject &amp; Upgrade will be considered</li> <li>• Seat allotted in earlier round will show in green.</li> <li>• All candidates who chose “Accept and Upgrade “or “Reject and Upgrade “in Round1, will have option to ADD/REMOVE/REORDER their preferences, as per his/her choice and these will appear above his/her allotted seat of Round1.</li> </ul>
<p>e) During CHOICE FILLING period of 3rd round</p>	<ul style="list-style-type: none"> <li>• Only saved preferences will be considered</li> <li>• Only candidates who completed CHOICE FILLING during 2<sup>nd</sup>Round of counselling will be considered.</li> <li>• Round2 allotted seat will show in green</li> <li>• All candidates who chose “Accept and Upgrade “or “Reject and Upgrade “in Round2, will have option to ADD/REMOVE/REORDER their preferences, as per his/her choice and these will appear above his/her allotted seat of Round2.</li> </ul> <p style="margin-left: 40px;">➤ All candidates who were allotted Preference No 1 during Round2 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"> <li>• For all candidates who were not allotted a seat in Round2 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 Round3 CHOICE FILLING</li> </ul>

## 18. 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"> <li>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</li> <li>Click on 'college' or 'course' buttons to change the view from college to course list or vice versa in the College/Course table.</li> </ul>
STEP 2D		<ul style="list-style-type: none"> <li>Click on "Add" to add a college and course to the selected Preference table.</li> </ul>
STEP 2E		<ul style="list-style-type: none"> <li>Check whether the college name and course name you selected is appearing on the "selected preferences" table.</li> <li>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.</li> </ul>
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	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.

PROCESS NUMBER	STEP	HOW TO PROCEED
		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:

i) 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.

ii) 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 may lead 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/moment and COMEDK will not be responsible for any network related problems.

**CAUTION: Preferences recorded and saved by the candidates up to the last date and time of the notified schedule in each round will be frozen and will be considered for allotment of seats.**

## 19. 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
- Referring to Cut off Ranks of earlier year
- Whether you come under any category? (Applicable only for Karnataka candidates for lower eligibility & HK Region seats)
- Research on Choice of college, its faculty, location, 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](http://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.

## 20. Step 3 – MOCK ALLOTMENT

- a) 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.
- b) 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 Round1, 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.**

## 21. 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.

**Caution: 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.**

## 22. Step 4 –ALLOTMENT OF SEATS

- a) 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.

## 23. HOW THE SYSTEM WILL ALLOT SEATS

- a) 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.
- b) The seat allotment rules for the Round1 is available below;

CANDIDATE DESCRIPTION	ROUND 1 RULES
i. 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.
ii. HKR	<p>HKR 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>The below order will be followed based on Rank and College and Course preference entered;</p> <ol style="list-style-type: none"> <li>1. General Merit</li> <li>2. HKR</li> </ol> <p>i.e. For each preference that is entered by the candidate, the system will check for availability of GM seats and then HKR seats 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><b>*The details entered by the candidate at the time of filling online COMEDK UGET 2022 Application form will only be taken into consideration. No request for change will be accepted.</b></p> <p>Note: i) A candidate who selects "Accept and Upgrade" option for a HKR seat allotted in Round1, will only be considered for HKR seats in Round2 Phase1.</p>

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

PHASES	ROUND 2 ALLOTMENT RULES
i. Round2 PHASE1 (allotment of HKR category seat)	<ul style="list-style-type: none"> <li>• During Phase1, only the HKR category seats will be allotted for HKR candidates that are available as per seat availability.</li> <li>• For all candidates who selected "Reject and Upgrade" in Round1 and belongs to HKR category, 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 Phase1, the allotment will be done during the de-categorized round (Phase2 of Round2) for General merit seats.</li> </ul> <p><b>NOTE</b> i) Candidate belonging to HKR category and is allotted a HKR seat in Round1 and is in "Accept &amp; Upgrade" status at the end of Round1 and does not get an upgrade in Round2 Phase1 will only have option to Accept &amp; Freeze the seat which they are holding and such a candidate will not be able to participate in further rounds.</p> <p>ii) Candidate belonging to HKR category and is allotted a GM seat in Round1 and is in Accept &amp; Upgrade status at end of Round1 and is 'allotted' a seat in Round2 Phase1 will not be able to participate in further rounds. They will only have option to Accept &amp; Freeze.</p> <p>iii) In case a candidate belonging to HKR Category holding a GM seat in Round1 and is in Accept &amp; Upgrade status at the end of Round1 and does not got an upgraded seat in Round2 Phase1, will get option to Accept &amp; Freeze only. However, in case candidate wishes to continue to next round i.e. Round2 Phase2 they can do so by NOT taking a decision on the allotted seat and sending a request email to <a href="mailto:studenthelpdesk@comedk.org">studenthelpdesk@comedk.org</a> to consider them for the next round since the candidate is not holding a category seat.</p>
ii. Round2 PHASE2 (Allotment of General merit seats)	<ul style="list-style-type: none"> <li>• All remaining vacant seats in HKR category will be converted to General Merit.</li> <li>• Candidates who will be considered in the General Merit quota are: <ul style="list-style-type: none"> <li>➤ All GM candidates who selected "Accept &amp; Upgrade" and Reject &amp; Upgrade in Round1</li> <li>➤ All HKR category candidates who have not accepted any HKR seat in Round1 or Round2 Phase1</li> <li>➤ "No allotment cases" in Round1 and Round2 Phase1</li> </ul> </li> <li>• The rank list will be invariably followed for allotment of seats.</li> </ul>

d) The seat allotment rules for the Round3 are available below;

DESCRIPTION	ROUND 3 ALLOTMENT RULES
i) Allotment of General Merit Seats	<ul style="list-style-type: none"> <li>• General Merit seats vacant after Round2 will be available in this Round.</li> <li>• Candidates who will be considered in this round are: <ul style="list-style-type: none"> <li>➤ All GM candidates who selected "Accept &amp; Upgrade" and Reject &amp; Upgrade in Round2 Phase2</li> <li>➤ "No Allotment" cases of Round2 Phase2</li> <li>➤ Supplementary candidates of current year (who have passed the supplementary in the year 2022)</li> </ul> </li> <li>• The rank list will be invariably followed for allotment of seats.</li> </ul>



## 24. 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 <sup>st</sup> Round Details/2 <sup>nd</sup> Round Details/3 <sup>rd</sup> 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 has been allotted.

## 25. 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;

## 26. EXPLANATION OF CHOICES/DECISIONS AVAILABLE TO CANDIDATE DURING ROUND1

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
a) <b>Accept 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) <b>Accept 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
c) <b>Reject 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
d) <b>Reject 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.

**NOTE** i) 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  
 ii) 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.

27. Options/Decisions available after Seat Allotment in Round2 Phase1-  
Only for HKR Seats

Decision in Round1	Decisions available in Round2 Phase1
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

28. Options/Decisions available after Seat allotment in Round2 Phase2 – General Merit Seats (Applicable to candidates who were allotted HKR 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

29. Options/Decisions available after Seat allotment in Round2 Phase2 – General Merit Seats (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

30. 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

## 31. NOTE: FOR SEAT ALLOTTED CANDIDATES (ACTION NOT TAKEN)

## a. Decision not taken for seat allotted in Round 1:

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

## b. Decision taken in Round 1 &amp; No Action taken on seat allotted in Round2 Phase1:

Round1 Decision / Status at Entry to Round2 Phase1	Implication of not taking action on allotment in Round2 Phase1
I. 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.
II. Reject & Upgrade	Will be considered as 'Reject & Withdraw' and will not be considered for any further rounds.
III. No seat allotted cases of Round1 (in case seat was not allotted in Round1 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

## c. Decision taken in Round1 &amp; No Action taken on seat allotted in Round2 Phase2:

Round1 Decision / Status at Entry to Round2 Phase2	Implication of not taking action on allotment in Round2 Phase2
I. 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
II. Reject & Upgrade	Will be considered as 'Reject & Withdraw' and will not be considered for any further rounds
III. No seat allotted cases of Round1 (in case seat was not allotted in Round1 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

d. Decision taken in Round2 Phase2 & No Action taken on seat allotted in Round3:

Round2 Phase2 Decision / Status at Entry to Round3	Implication of not taking action on allotment in Round 3
I. 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.
II. 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
III. Participated in Round1 and Round2 and no seat was allotted (i.e. seat was not allotted in Round1 and Round2 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**

- i. 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.
- ii. 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.
- iii. 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.

32. 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 & 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& Upgrade In case you select "Reject & 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& 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.
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### 33. 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. Seats arising out of “Reject & Withdraw” and “Reject and upgrade” decisions.
- v. Consequential Vacancies

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

### 34. REPORTING TO COLLEGE

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

- a) 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** i) 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.

### 35. CERTIFICATES THAT MAY BE REQUIRED AT THE COLLEGE LEVEL AT THE TIME OF ADMISSION (INDICATIVE ONLY)

- a) ALLOTMENT LETTER issued ONLINE by COMEDK
- b) ALL ORIGINAL DOCUMENTS uploaded by candidates and verified before counselling
- c) TRANSFER CERTIFICATE issued by the Institution last studied
- d) MIGRATION CERTIFICATE (As applicable)

**NOTE** i) Candidates are advised to visit the college website/ check with the college to understand and produce the complete set of original documents required at time of admission at the college

## 36. TOTAL FEE PAYMENT INFORMATION

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- 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 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:
- c) 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.
- d) Applicable University fees
- e) 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 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
  - ii. **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

## 37. FEE DETAILS

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- a) 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:
- b) 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.
- c) Applicable University fees
- d) 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 2021-22 and the fee details for current year (2022-23) will be updated shortly.**

### 38. HOW TO PAY FEE

DESCRIPTION OF FEE	AMOUNT	PAYMENT MODE
a) Registration Fees	Rs. 2000/- (Non-refundable)	Online –By credit card/debit card/ Net banking (Please check *Convenience charges before payment)
b) 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
a) 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
b) Payment using Net banking	Convenience fee will be between Rs 17 and Rs 25 (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

#### NOTE

- i. 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
- ii. Candidates and their parents/guardians should ensure that sufficient funds are maintained in their debit card/ credit card or Net Banking accounts with applicable per day transaction limit keeping in view the Bank holidays to avoid transaction failures. 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



### 39. FEE REFUND AND FEE FORFEITURE

- a) 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.

### 40. FEE REFUND POLICY OF TOTAL FEE

STATUS OF CANDIDATE	FEE REFUND PROCESS
a) Accept & Freeze at the end of each Round	Not applicable
b) Surrender with Reject & Withdraw of Round 1/Surrender with Reject & Withdraw of Round2	Total Fee paid is refundable as applicable to the College and course allotted.
c) Reject & Withdraw candidates of Round2 who paid Total fees during previous round	Total Fee paid is refundable as applicable to the College and course allotted
d) 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
e) 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

**NOTE i)** 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.

### 41. SURRENDER POLICY/SEAT CANCELLATION

- a) Any candidate, who has accepted a seat during Round1 or Round2, 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.
- b) There is no facility to surrender the seat after the seat is allotted in Round 3 and the candidate has to join the allotted college. Please check fee refund policy in the fee refund section of this document.

### 42. WHEN CAN CANDIDATE SURRENDER SEAT

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

- d) 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.
- e) There is no surrender period after Round3. Any candidate allotted a seat in Round3 will have to join the college that is allotted. .
- f) **If a candidate whose name is in the final list, fails to join/report and continue the study in 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 and the candidate is also liable to pay a penalty of five times of the fee.**

#### 43. STEPS TO SURRENDER SEAT DURING SURRENDER PERIOD

a) 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"> <li>• Login to application using Laptop/desktop</li> <li>• Click on Seat Surrender Tab</li> </ul>
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.</p> <p>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.

#### 44. PROCESS OF REFUND AFTER SURRENDER ONLINE

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- a) 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.
- b) Refund for Surrender cases will be processed within 15 working days after the completion of COMEDK Counselling process

#### 45. GENERAL RULES

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- a) 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.
- b) 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.
- c) 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 besides sending it to the Hon'ble Admission Overseeing Committee.

#### 46. CONSEQUENCES OF MALPRACTICES

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- a) COMED-K recognizes that the examination/counseling 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.
- b) 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.
- c) COMEDK considers the following as some of the illustrations (not necessarily exhaustive) of malpractices:
  - i. Impersonation;
  - ii. Candidates found entertaining touts and agents

## 47. LEGAL JURISDICTION AND MISCELLANEOUS

a) 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.

## 48. ASSISTANCE TO CANDIDATES

a) 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:	<a href="http://www.comedk.org">www.comedk.org</a>

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

**NOTE** i) COMEDK reserves the rights to make appropriate changes/modifications to the above counselling selection process and the same would be notified on its website.

ii) 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

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**V1.0** (released on 26 July 2022) This is the first version, of the Counselling Process document

**V1.1** (released on 08 August 2022) In this version in Page 21 of Version 1.0 Under Round2 Phase2 (Allotment of General Merit Seats) **Clause/line relating to Supplementary candidates is deleted**

Supplementary candidates of current year (who have passed the supplementary in the year 2022) - **this line is deleted.**

