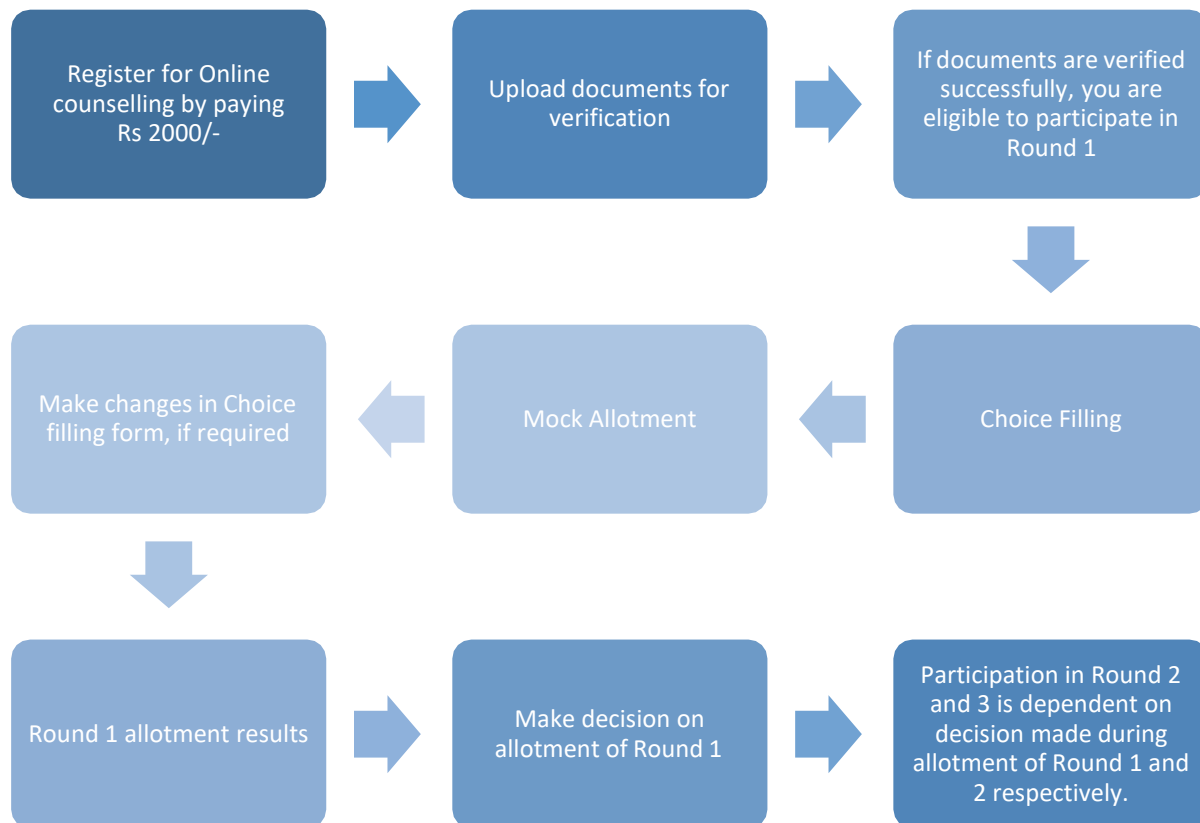# Counselling Process Quick Guide - Engineering

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

Candidates with COMEDK UGET 2023 Rank Card, satisfying the following eligibility criteria are eligible:

**Engineering:**

a) Candidates who have passed 12th/2nd PUC/equivalent examination with English as one of the languages,   Physics and Mathematics as compulsory subjects along with Chemistry/ Biotechnology/ Biology/Electronics/Computer Science.The General Merit candidates should have passed 12th/2nd 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

b) Supplementary candidates of 12th/2nd PUC/equivalent examination of current year (passed supplementary exam in the year 2023) satisfying all the eligibility criteria should register during the initial Counselling registration period only 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. 2023, they can upload all other required mandatory documents including their current 12th/2nd PUC/equivalent examination 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 2 Phase 2.

c) Candidates who have registered themselves for online counselling with a non-refundable registration fee of Rs. 2,000/-

d) Candidates who are ready to pay the total fee (Tuition Fee + Other Fee) of allotted college at COMEDK level after allotment of seat.

e) Candidates having all mandatory documents to prove eligibility, scanned and ready to upload since their candidature is subject to successful verification of the same and approval.

## COUNSELLING OVERVIEW

```
┌─────────────────────┐      ┌─────────────────────┐      ┌─────────────────────┐
│ Register for Online │ ──►  │ Upload documents for│ ──►  │ If documents are    │
│ counselling by paying│     │ verification        │      │ verified            │
│ Rs 2000/-           │      │                     │      │ successfully, you are│
│                     │      │                     │      │ eligible to participate in│
│                     │      │                     │      │ Round 1             │
└─────────────────────┘      └─────────────────────┘      └─────────────────────┘
                                                                      │
                                                                      ▼
┌─────────────────────┐      ┌─────────────────────┐      ┌─────────────────────┐
│ Make changes in Choice│◄── │ Mock Allotment      │◄──   │ Choice Filling      │
│ filling form, if required│  │                     │      │                     │
└─────────────────────┘      └─────────────────────┘      └─────────────────────┘
          │
          ▼
┌─────────────────────┐      ┌─────────────────────┐      ┌─────────────────────┐
│ Round 1 allotment   │ ──►  │ Make decision on    │ ──►  │ Participation in Round 2│
│ results             │      │ allotment of Round 1│      │ and 3 is dependent on│
│                     │      │                     │      │ decision made during │
│                     │      │                     │      │ allotment of Round 1 and│
│                     │      │                     │      │ 2 respectively.     │
└─────────────────────┘      └─────────────────────┘      └─────────────────────┘
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## HOW TO REGISTER FOR ONLINE COUNSELLING?

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

**Only candidate's whose Document Verification Status shows 'Document Approved' will be eligible for further process**
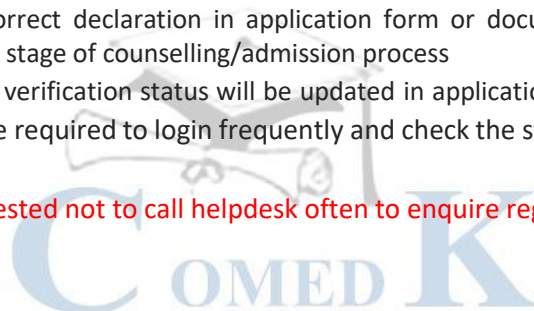
How to check whether document is verified?

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

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

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

Candidates are requested not to call helpdesk often to enquire regarding the status of their document

## DOCUMENTS REQUIRED FOR UPLOAD FOR ONLINE VERIFICATION - ENGINEERING

\*Type of seats available in COMEDK counselling for Engineering are General Merit and KKR only
KKR=Kalyana Karnataka Region (Formerly HKR=Hyderabad Karnataka Region)

*a)*  DOCUMENTS TO UPLOAD FOR *GENERAL MERIT SEAT-*Engineering

1) **Candidate Original ID proof:** PAN/Passport/Voter Id/ Driving License/ Any other Government Id Proof (as declared in application form)

2) **Date of Birth Proof of Candidate**: PAN/Passport/Voter Id/ Driving License/ Any other GovernmentId Proof/ 10th Marks Card/ /Birth Certificate

3) **PUC/ 12th Std or equivalent Marks Card:**  Do not crop top and bottom of the marks card while uploading. All information including QR code (if available in your marks card) should be clearly visible

4) **12th/2nd PUC/Equivalent exam Admit Card/Hall ticket** (IF APPLICABLE): Candidates marks card is verified on their respective board website. Candidates are requested to upload their admit card. However, if admit card is not available then write your admit card information clearly in capital letters on a sheet of paper and upload the same.

5) **Improvement or Supplementary/Compartment 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/2nd PUC/Equivalent and you are a Domicile of Karnataka

7) **Domicile Certificate**: Candidates claiming SC/ST/OBC category should upload Karnataka Domicile Certificate

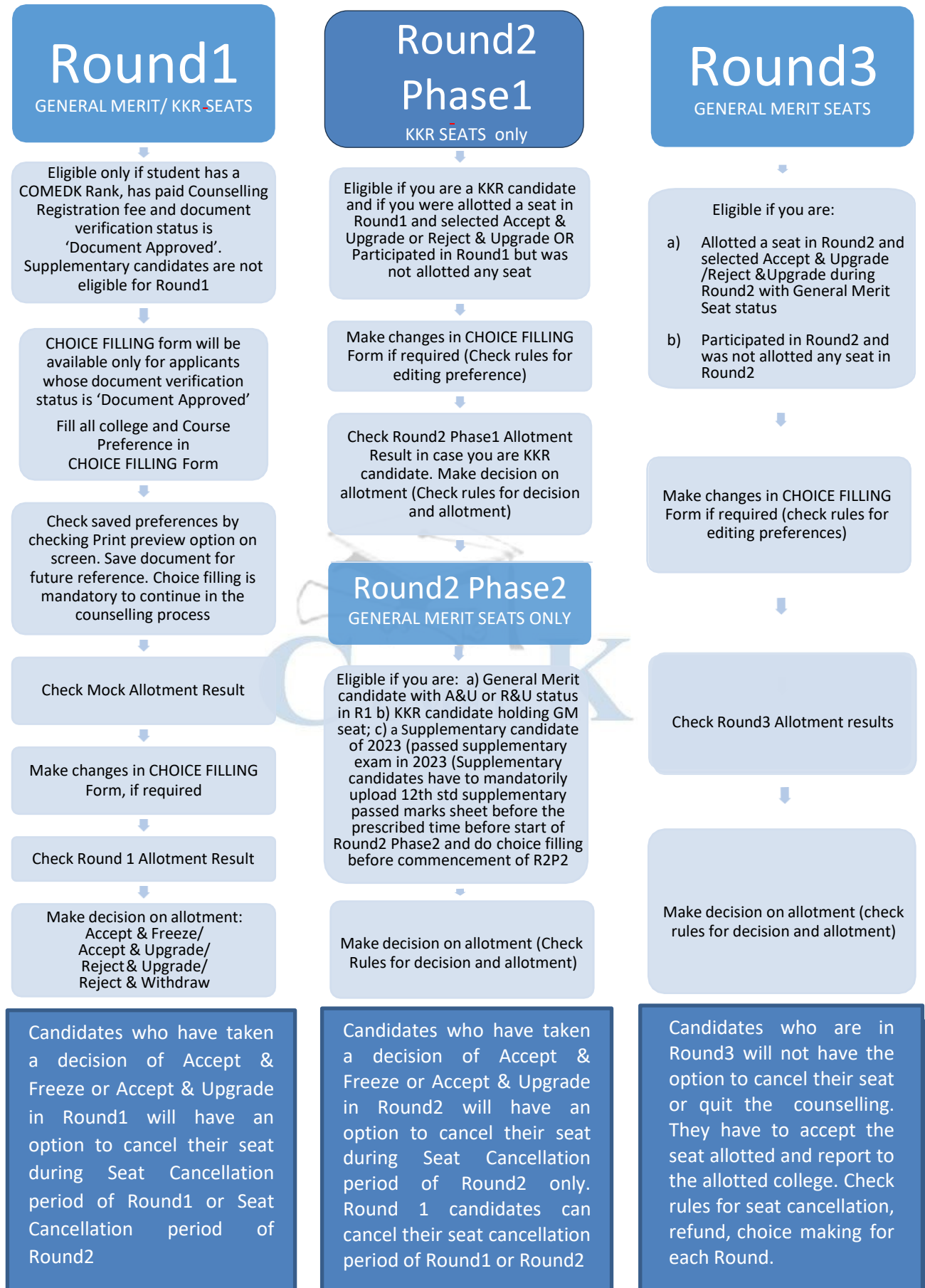*b)*  DOCUMENTS TO UPLOAD FOR KALYANA KARNATAKA REGION (KKR) SEAT- Engineering

1) **Candidate Original ID proof:** PAN/Passport/Voter Id/ Driving License/ Any other Government Id Proof (as declared in application form/used during exam)

2) **Date of Birth Proof of Candidate**: PAN/Passport/Voter Id/ Driving License/ Any other GovernmentId Proof/ 10th Marks Card/ /Birth Certificate

3) **PUC/ 12th Std or equivalent Marks Card:** Do not crop top and bottom of the marks card while uploading. All information including QR code (if available in your marks card) should be clearly visible

4) **Admit Card/ Hall ticket information of 12th/2nd PUC/Equivalent Exam** (If applicable) Candidates marks card is verified on their respective board website. Candidates are requested to upload their admit card. However, if admit card is not available then write your admit card information clearly in capital letters on a sheet of paper and upload the same.

5) Improvement or Supplementary/Compartment Marksheet or any other document (If applicable)

6) **Kalyana Karnataka Region (HK region) Certificate**: Candidates claiming KKR (HK region) seat should upload KKR (HK region) 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/2ndPUC 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 of Karnataka who have obtained between 40% to 45% aggregate marks in their qualifying exam only need to upload SC/ST/OBC certificate and Karnataka Domicile certificate to claim lower eligibility. SC/ST/OBC is only to get lower eligibility of 40% to 45%. There is no seat reservation in COMEDK for SC/ST/OBC as the State Government has taken the responsibility to identify and provide reservation to these candidates within the seats transferred to the Government
>
> ii)  Candidates claiming KKR  seat need to upload KKR (HK region) certificate and Karnataka Domicile Certificate

# COUNSELLING ROUNDS – There are 3 Rounds in Counselling

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

## Round1
### GENERAL MERIT/ KKR SEATS

Eligible only if student has a COMEDK Rank, has paid Counselling Registration fee and document verification status is 'Document Approved'. Supplementary candidates are not eligible for Round1

CHOICE FILLING form will be available only for applicants whose document verification status is 'Document Approved'

Fill all college and Course Preference in CHOICE FILLING Form

Check saved preferences by checking Print preview option on screen. Save document for future reference. Choice filling is mandatory to continue in the counselling process

Check Mock Allotment Result

Make changes in CHOICE FILLING Form, if required

Check Round 1 Allotment Result

Make decision on allotment: Accept & Freeze/ Accept & Upgrade/ Reject & Upgrade/ Reject & Withdraw

Candidates who have taken a decision of Accept & Freeze or Accept & Upgrade in Round1 will have an option to cancel their seat during Seat Cancellation period of Round1 or Seat Cancellation period of Round2

## Round2 Phase1
### KKR SEATS only

Eligible if you are a KKR candidate and if you were allotted a seat in Round1 and selected Accept & Upgrade or Reject & Upgrade OR Participated in Round1 but was not allotted any seat

Make changes in CHOICE FILLING Form if required (Check rules for editing preference)

Check Round2 Phase1 Allotment Result in case you are KKR candidate. Make decision on allotment (Check rules for decision and allotment)

## Round2 Phase2
### GENERAL MERIT SEATS ONLY

Eligible if you are: a) General Merit candidate with A&U or R&U status in R1 b) KKR candidate holding GM seat; c) a Supplementary candidate of 2023 (passed supplementary exam in 2023 (Supplementary candidates have to mandatorily upload 12th std supplementary passed marks sheet before the prescribed time before start of Round2 Phase2 and do choice filling before commencement of R2P2

Make decision on allotment (Check Rules for decision and allotment)

Candidates who have taken a decision of Accept & Freeze or Accept & Upgrade in Round2 will have an option to cancel their seat during Seat Cancellation period of Round2 only. Round 1 candidates can cancel their seat cancellation period of Round1 or Round2

## Round3
### GENERAL MERIT SEATS

Eligible if you are:

a) Allotted a seat in Round2 and selected Accept & Upgrade /Reject &Upgrade during Round2 with General Merit Seat status

b) Participated in Round2 and was not allotted any seat in Round2

Make changes in CHOICE FILLING Form if required (check rules for editing preferences)

Check Round3 Allotment results

Make decision on allotment (check rules for decision and allotment)

Candidates who are in Round3 will not have the option to cancel their seat or quit the counselling. They have to accept the seat allotted and report to the allotted college. Check rules for seat cancellation, refund, choice making for each Round.

## SEAT MATRIX & FEES

- Seat Matrix indicates the number of seats available for seat allocation for a course and college combination
- The fee is called Total Fees and is dependent on the college and course and will be available in the Seat Matrix information
- The Total Fee of each college along with the number of seats will be published on COMEDK website under Counselling Details – Engineering Seat Matrix & Fee Structure
- The upper limit of annual tuition fee as agreed between the State Government and the Association of Colleges is **Rs.2,44,372/- p.a or Rs.1,73,936/- p.a** whichever is opted by the respective institutions.
- Along with the tuition fee as above, each institution is entitled to collect 'Other Fees' not exceeding Rs. 20,000 per annum which will be collected by COMEDK. Apart from this the following will be collected at college level:
    1) Colleges providing special skill lab facilities may collect **Rs. 10,000/-, Rs. 15,000/- and maximum of Rs. 20,000/-** per student per annum depending on the facilities provided by the institutions and as approved by the VTU
    2) Applicable University fees
- In case of 'Accept and Upgrade'/'Reject and Upgrade' candidates, the Total fee paid at time of decision making, will be adjusted to the fee applicable for the college and course allotted during subsequent round/s as mentioned below:
    o 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
    o 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

## EXPLANATION OF CHOICES /DECISIONS AVAILABLE TO A 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 thetime of DECISION MAKING |
|---|---|---|---|
| a) **Accept & Freeze** | You are satisfied with the seat allotted and willing to report to the college allotted and do not wish to participate in any subsequent rounds. Download your Online Allotment letter and Fee Payment Receipt and report to college in person as per date mentioned in your allotment letter by fulfilling other requirements. | **No** | Total fee of the allotted college |
| b) **Accept & Upgrade** | You are satisfied with the allotted seat but wish to participate in the next round. If higher options are allotted in subsequent Round, then earlier allotted seat gets cancelled automatically OR if higher option seats are not allotted then earlier allotted seat shall remain in candidate's favor. | **Yes** | Total fee of the Allotted College |
| c) **Reject & Upgrade** | You are not satisfied with allotted seat. You are rejecting the allotted seat but wish to participate in the next round to check for allotment of higher preferences/options. | **Yes** | Total Fee of the College you are Allotted and are Rejecting |
| d) **Reject & Withdraw** | You are not satisfied with allotted seat and do not wish to participate in further rounds. | **No** | 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.

## Options/Decisions available after Seat Allotment in Round2 Phase1- Only for KKR (HK region) Seats

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

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

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

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

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

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

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

## Options/Decisions available after Seat Allotment in Round3

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

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

## SEAT CANCELLATION POLICY

a. Any candidate, who has accepted a seat during Round1 or Round2, can cancel their seat within the time period mentioned in Counselling Schedule for Seat cancellation. Such a candidate is not eligible to participate in any of the subsequent rounds.

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

c. Mode of Seat Cancellation is through applicant login only and there is no other way of cancelling the seat and COMEDK reserves the right not to respond to such requests

## WHEN CAN CANDIDATE CANCEL THEIR SEAT

| DESCRIPTION | SEAT CANCEL PERIOD |
|---|---|
| a) **Accept & Freeze and Accept & Upgrade seats in Round1** | As per schedule/ deadline for seat cancellation before start of Round 3. Round1 candidates can cancel their seat during seat cancellation period of Round1 or Round 2 |
| b) **Accept & Freeze and Accept & Upgrade seats in Round2** | As per schedule/deadline for seat cancellation before start of Round3. Round2 candidates can cancel their seat during seat cancellation period of Round2 only. |
| c) **Accept & Freeze candidates in Round3** | No seat cancellation is 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 cancel the seat during the seat cancellation period only, which will enable him/her for refund of entire Total fee paid at COMEDK level.

e) There is no seat cancellation period during or after Round3. Any candidate allotted a seat in Round3 will have to join thecollege 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 not only forfeit the entire tuition fee including other fees paid at COMEDK level but also be liable to pay a penalty of five times the fee.**

## 6.  REFUND AND FORFEITURE OF FEE

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

b.  If a candidate wants to cancel a seat during or after seat allotment in Round 3, entire Total Fee paid by the candidate will be forfeited and he/she may be required to pay prescribed penalty

## 7.      REFUND POLICY OF TOTAL FEE

| STATUS OF CANDIDATE | FEE REFUND PROCESS |
|---|---|
| a) Accept & Freeze at the end of each Round | Not applicable |
| b) Candidates exercising the option of Reject& Withdraw in Round1 and Round2 | Total Fee paid is refundable as applicable to the College and course allotted. (Convenience fees are not refundable) |
| a) Reject and Upgrade candidate of Round2 who did not get any seat allotted in Round3 | Total Fee paid is refundable as applicable to the College and course allotted |
| b)  Reject and Upgrade candidates who clicked on 'EXIT' after Round2 Phase2 allotment to exit the counselling process | Total Fee paid is refundable as applicable to the College and course allotted |
| c) During or after seat allotment in Round 3 | Entire Total Fee paid WILL NOT BE REFUNDED |
| d) Candidates cancelling the seats in Round1 and Round 2 Seat Cancellation period | Total Fee paid will be refunded |
|  |  |

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

VERSION CONTROL Version 1.0:(released on 12.06.2023) This is the first version, of the Counselling Process Quick guide

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