

**COUNSELING PROCESS DOCUMENT
2019**

**STEP BY STEP
COUNSELING PROCESS**

DOCUMENTS REQUIRED

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INTRODUCTION

On 12th May 2019, an Entrance Test for candidates seeking admission to Under Graduate Engineering courses in Private Unaided Colleges of Karnataka has been conducted online and the Rank of candidates who are eligible to participate in the counseling process announced on 27th May 2019.

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.**

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 malpractices and the measures required to be observed for avoiding the same, consequences of such malpractices, surrender policy, reporting to colleges etc.

The participating candidates are required to go through this seat selection/counseling process document detailed hereunder carefully and adhere to the rules strictly.

COUNSELING ANNOUNCEMENT

Based on the authorization issued by the Karnataka Unaided Private Engineering Colleges Association (KUPECA), the COMEDK is holding a centralized Counseling for admissions to Under-Graduate Engineering courses in respect of member institutions for the academic year 2019-2020 so as to ensure merit based admission.

Hyderabad-Karnataka Quota Reservation

As per the Government order in No. DPAR06 PLX 2012, dated 06/11/2013, 70% of the seats are reserved in favor of "Local Persons" in the Institutions located in Hyderabad Karnataka area and 8% of the seats are reserved for "Local Persons" of the Hyderabad Karnataka Region in the Institutions located outside the said region; **The Hyderabad -Karnataka region comprises of (i) Gulbarga, (ii) Yadgir, (iii) Bidar, (iv) Koppal, (v) Raichur and (vi) Bellary districts.**

Having announced the Rank on 27.05.2019 on its website (www.comedk.org), the candidates are required to please note that facilities have been made by COMEDK to enable the eligible candidates to Login and print their respective Rank Cards. This should be brought without fail to the counseling along with the other mandatory documents.

COUNSELING VENUE

**NMKRV College 'MangalaMantapa',
3rd Block, Jayanagar,
Land Mark:(near South End Circle),
Bangalore, 560011.**

COUNSELING SCHEDULE

The counseling schedule will be notified separately on COMEDK website (www.comedk.org). The seat selection process involves two rounds of counseling. The status of the Counseling/seat selection process for each day and session would be notified separately and the candidates are requested to log on to COMEDK website (www.comedk.org) to check the counseling status and all updates frequently.

NOTE: There are no Agents appointed by COMEDK and the website (www.comedk.org) is the only official website of COMEDK and if any candidate 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 if any other agency claiming to be a consortium of professional institutions and using similar sounding names and logos.

ELIGIBILITY NORMS FOR PARTICIPATION IN THE COUNSELING

GENERAL INSTRUCTIONS

- i. The main philosophy behind counseling for admission into professional institutions is that a candidate, after selecting a seat, be given one more opportunity either to continue with the seat so selected during the first round of counseling or if he/she so desires to select a seat of his / her choice during the second round which shall be final. By adopting this philosophy, all candidates get an opportunity twice either to confirm the seat selected or to change their seat depending on the circumstances.
- ii. Providing more than two opportunities is not permissible.
- iii. **As biometric, photo and signature process will be followed, the candidate's physical presence is compulsory and hence no proxy registration is possible under any circumstances.** Only genuine and bona-fide candidates possessing original documents are allowed for counseling. Medical certificates/affidavits for any physical non-presence will not be accepted.
- iv. Any mismatch at any stage will automatically result in disqualification of the candidate and he/she will not be permitted to participate in any further process of seat selection and admission to UG course. Further, impostors are liable for criminal prosecution.
- v. All candidates have to show the original documents specified in this document without which they will not be allowed to enter the Auditorium where the counseling is held.
- vi. Only one person (parent or guardian) can accompany the candidate for the entire counseling process along with any one of the photo ID proof in original a) Passport, b) Driving License, c) Voter ID, d) PAN Card, e) Adhaar Card. A copy of the photo ID proof of the person accompanying the candidate shall be furnished at the verification counter.
- vii. Use of Cell Phones / Laptops / I-pads or any other electronic gadgets is strictly prohibited inside the Counseling Venue.
- viii. Request such as the originals have been lost and a police complaint filed or F.I.R lodged and hence duplicate marks card or other certificates be accepted will not be entertained under any circumstances.
- ix. If any of the documents/records are not original, Candidate/s shall produce duplicate documents/ records issued by the same competent authority which issued the original along with a certificate by the said competent authority explaining the circumstances under which such duplicate documents/records came to be issued and the decision of the COMEDK expert committee in this regard shall be final.
- x. The eligibility norms notified on 29th November 2018 and re-iterated subsequently in the COMEDK UGET 2019 Brochure notified will be strictly followed.

- xi. The declaration made by candidates in their Application Form with regard to SC/ST/OBC (for lower eligibility marks) and Tulu/Christian minority communities and those belonging to Hyderabad-Karnataka (HK) Region will be final and changes in the category / minority status on any ground are not permitted under any circumstances.
- xii. During the first round of counseling, candidates can select their seat under General Merit category. However candidates belonging to religious and linguistic minority of Karnataka State can select a seat either under General Merit or in the respective minority institution in the order of merit. In the subsequent Round, if the candidate participates, they will continue to be considered in the same group /category as selected in Round 1. The similar process shall apply mutatis mutandis for candidates belonging to H-K Region.

Supplementary Candidates

Candidates who have passed in the recent supplementary 2nd PUC or 10+2 higher secondary examination 2019 may appear for second round counseling subject to fulfilling other requirements of eligibility criteria and after producing the relevant original marks cards attested by the respective board.

DOCUMENTS TO BE PRODUCED FOR COUNSELING

The following ORIGINAL DOCUMENTS AND TWO separate sets OF SELF-ATTESTED PHOTOCOPIES of the documents have to be arranged IN THE SEQUENTIAL ORDER SHOWN BELOW AND THE SAME shall be PRODUCED IN THE VERIFICATION COUNTER FOR verification of documents.

ORDER NO.	DOCUMENTS REQUIRED	APPLICABLE TO	NUMBER OF SETS REQUIRED
1	COMEDK Rank Card	Applicable to all	Original Printout +2 separate set of photocopies in the same order as mentioned in this table.
2	COMEDK Online Application Form	Applicable to all	Original Printout +2 separate set of photocopies in the same order as mentioned in this table.
3	COMEDK TAT that was used for the exam on 12 May 2019	Applicable to all engineering candidates.	Original Printout +2 separate set of photocopies in the same order as mentioned in this table.
4	Candidate Original ID proof	Applicable to all	Original +2 separate set of photocopies in the same order as mentioned in this table.
5	Parent's /Guardian's Original ID proof(accompanying the candidate)	Applicable to all	Original +2 separate set of photocopies in the same order as mentioned in this table.
6	Date of Birth Proof of Candidate(SSLC Certificate/Government document)	Applicable to all	Original +2 separate set of photocopies in the same order as mentioned in this table.
7	PUC/ 12th Std or equivalent Marks Card	Applicable to all	Original +2 separate set of photocopies in the same order as mentioned in this table.
8	(##)SC/ST/OBC Certificate from Tahsildar/above	Engineering: Applicable to SC/ST/OBC of Karnataka who have scored above 40 % and below 45 % in 12 th std/equivalent examination as mentioned in COMEDK UGET 2019 Brochure.	Original +2 separate set of photocopies in the same order as mentioned in this table.
9	Tulu Minority Certificate –Issued by Principal of school/school record showing “mother tongue”	For candidates who intend to claim a seat in Tulu Minority Category	Original +2 separate set of photocopies in the same order as mentioned in this table.
10	Religious minority certificate-Christian- Issued by Principal of school/school record showing “Religion”	For candidates who intend to claim a seat in Christian Minority Category.	Original +2 separate set of photocopies in the same order as mentioned in this table.
11	Karnataka domicile certificate-Issued by Revenue authority not below the rank of Tahsildar	For candidates who have taken/intend to take a seat in Tulu/Karnataka –Christian category. Also applicable for candidates who belong to SC/ST/OBC of Karnataka who have scored below lower eligibility norms in 12 th /PUC as per brochure.	Original +2 separate set of photocopies in the same order as mentioned in this table.
12	HKR Eligibility certificate issued by Asst.Commissioner in charge of revenue sub division	For candidates who intend to claim a seat in HKR Minority Category	Original +2 separate set of photocopies in the same order as mentioned in this table.
13	Parents study proof in Karnataka for 7 years	Karnataka candidates who have taken a seat in Linguistic/Religious Minority category , if the	Original +2 separate set of photocopies in the same order as mentioned in this table.

ORDER NO.	DOCUMENTS REQUIRED	APPLICABLE TO	NUMBER OF SETS REQUIRED
		candidate has not studied for 7 years in Karnataka but has studied 11 th and 12 th in Karnataka	
14	Candidates study proof in Karnataka for 7 years including 10 th or 12 th in Karnataka	Karnataka candidates who have taken a seat in Linguistic/Religious Minority category, if the candidate has studied for 7 years in Karnataka and has studied 10 th /12 th in Karnataka	Original +2 separate set of photocopies in the same order as mentioned in this table.
15	DD of Rs 55000 from approved list of banks in the Format required by COMEDK. Check Annexure 1 in page 8 to see sample DD Format Check Annexure 2 for approved list of banks	Applicable to all candidates.	Original +2 separate set of photocopies in the same order as mentioned in this table
16	NATA/IIT JEE 2 Score Card	Applicable to candidates appearing for Architecture counselling	Original +2 separate set of photocopies in the same order as mentioned in this table
17	Surrender Form	Required in Round 2, in case of any candidate who has cancelled/surrendered his seat allotted in Round 1.	Original Printout +2 separate set of photocopies in the same order as mentioned in this table
18	Original COMEDK Allotment Letter & Fee Paid Receipt of COMEDK	<ul style="list-style-type: none"> ➤ Required in Round 2, in case of any candidate who was allotted a seat in Round 1 & is attending Round 2. ➤ Required in Round 2, in case of any candidate who has cancelled/surrendered his seat allotted in Round 1 	Original +2 separate set of photocopies in the same order as mentioned in this table
19	Original Verification Card issued by COMEDK	<ul style="list-style-type: none"> ➤ Required in Round 2, in case of any candidate who was allotted a seat in Round 1 & is attending Round 2. ➤ Required in Round 2, in case of any candidate who has cancelled/surrendered his seat allotted in Round 1 	Original

NOTE: The certificate claiming Category/Minority/Hyderabad Karnataka Region should have been procured in the name of the candidate only. The details regarding Minority/Category /Hyderabad Karnataka Region should have been mentioned by the candidate in the application form at the time of applying for COMEDK UGET 2019 or COMEDK ARCHITECTURE COUNSELING APPLICATION 2019.

- All candidates have to show the original documents specified as above without which they will not be allowed to participate in the counseling.

Annexure 1-DD Format

- Demand draft favoring “COMEDK (TAT No._____)” has to be drawn only from the approved list of banks listed in Annexure – 2. Please indicate candidate’s Test Admission Ticket Number in the favouring details section of DD.
- Demand Draft will not be accepted without the candidate’s TAT number on it.
- Demand Draft drawn on a bank not listed in Annexure-2 is NOT ACCEPTABLE.
- Candidates are advised to indicate their Name, TAT No, Rank Number and contact details on the reverse of the Demand Draft.
- Demand Draft should be CTS compliant and it should not be overwritten. Non-CTS and overwritten demand drafts will not be accepted.

SAMPLE DD

जारी करने वाली भारतीय स्टेट बैंक
Issuing Branch: SUHAG NAGAR
कोड नं / CODE No: 16826
Tel No. 05812-

मांगे जानेपर
ON DEMAND PAY
रुपये RUPEES

COMEDK (TAT No. _____)
या उनके आदेश पर
OR ORDER

FIFTY FIVE THOUSAND ONLY *****
अदा करें ₹ 55,000/-

IOI 000381156399 Key: NEJMAW Sr. No: 876201

भारतीय स्टेट बैंक
STATE BANK OF INDIA

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कंप्यूटर द्वारा मुद्रित होने पर ही वैध
VALID ONLY IF COMPUTER PRINTED

केवल 3 माहों के लिए वैध
VALID FOR 3 MONTHS ONLY

₹ 1,50,000/- से अधिक के निशान से अंकितकोंवाले द्वारा खराब होने पर ही वैध है।
INSTRUMENTS FOR ₹ 1,50,000/- & ABOVE ARE NOT VALID UNLESS SIGNED BY TWO OFFICERS

* 156386 * 0000020001 * 000569 * 16

CANDIDATES WHO HAVE SELECTED AN ENGINEERING SEAT IN IIT-JEE/KEA

Candidates who have selected a seat by submitting their Original documents in the following Institutions / Universities / Agencies may attend the COMEDK First Round counseling, with one set of attested photocopies of documents as indicated ABOVE along with the acknowledgement and the original allotment letter issued by them:

- a) Karnataka Examination Authority (KEA).
- b) IIT – JEE

This is possible only during the first round of COMEDK counselling

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

Candidates may be required to submit the below mentioned documents at the college after receiving Original Allotment letter from COMEDK;

- i. ALLOTMENT LETTER issued by COMEDK allocating a UG seat.
- ii. ALL ORIGINAL DOCUMENTS verified at the time of counselling.
- iii. TRANSFER CERTIFICATE issued by the Institution last studied.
- iv. MIGRATION CERTIFICATE (As applicable).

ANNUAL TUITION FEE

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.

PAYMENT OF TUITION FEE

- i. The Candidates are required to deposit a sum of Rs 55,000/- at the time of seat allotment and remaining tuition fee at the college level when they get admitted.
- ii. The Annual tuition fee amount for the first year, for different courses should be paid by the candidates in the form of a Demand Draft drawn only on the approved Banks (check Annexure 2) in favor of COMEDK and indicating the Test Admission Ticket Number (TAT Number) thereon, payable at Bangalore (App. No _____ in respect of Architecture) when they come for Centralized Counseling.
- iii. Demand Draft drawn on Bank not listed in Annexure – 2 is NOT ACCEPTABLE.
- iv. The candidates should come prepared with the proper Demand Draft before registering themselves for selecting a seat, failing which he/she will not be allowed to participate / enter the counseling hall.
- v. Cash or cheque, will not be accepted under any circumstances. The candidates are advised to retain a photo copy of the Demand Draft so submitted for their reference.
- vi. After verifying the original documents, one set of attested photocopies of all the originals and Demand Draft drawn on Approved Bank in favor of COMEDK, payable at Bangalore for Rs 55,000/- are required to be submitted by the Candidate. The balance tuition fee as applicable and all the original documents are required to be submitted to the College at the time of reporting.

PROCEDURE AT COUNSELLING CENTRE

REPORTING AND CHECK IN PROCESS

- STEP 1** Check the Schedule of Counselling on www.comedk.org and report to counselling centre as per the reporting time mentioned ,along with all required documents
*Candidates can only attend as per the sessions allotted for a specific rank.
- STEP 2** Go to check-in counter as per the Rank numbers/session being announced
- STEP 3** Show documents as requested at Check -in Counter and enter the counselling venue
- STEP 4** Proceed to verification section if you have completed Check-in Process

VERIFICATION OF DOCUMENTS

- STEP 1** Fill 2 counselling verification cards (will be available at verification section) & arrange your documents as per the order mentioned in documents section mentioned above.
- STEP 2** Go to verification Counter.
- STEP 3** Verification officer will verify all original documents & DD and retain a set of photocopy of all documents verified.
- STEP 4** Proceed to next stage if your verification process is completed.

BIOMETRIC AND PHOTO VERIFICATION & REGISTRATION

- STEP 1** Complete Biometric & Photo verification process
- STEP 2** Collect Registration Slip
- STEP 3** Proceed to Counselling Hall along with your registration slip.

SEAT SELECTION-MAIN HALL

- STEP 1** Fill the Demand Draft details and three choices of Course/ College that are available at the time and which you wish to opt during the seat selection
- STEP 2** Wait for your Rank to be called/announced
- STEP 3** Go to selection counter when your rank is called & Select the seat as per availability at the time.
*Exercising the option by the registered candidate involves selection of a seat in the order of merit subject to the availability of seat and the college.
- STEP 4** Proceed to next counter to get acknowledgement of seat selected

ACKNOWLEDGEMENT OF SEAT SELECTED

- STEP 1** Collect your seat acknowledgement letter
- STEP 2** Proceed to DD deposit Counter

DD DEPOSIT COUNTER

- STEP 1** Submit your DD along with seat acknowledgment letter at the DD Counter
- STEP 2** Proceed to next counter and wait for Original Allotment Letter

ALLOTMENT LETTER COLLECTION

- STEP 1** Wait for your Rank number to be called.
- STEP 2** Collect your Original Allotment Letter & Fee Payment Receipt
- STEP 3** Verify all details and Report to College as per date mentioned in the Original Allotment Letter

RULES AND GUIDELINES FOR FIRST ROUND OF COUNSELING & SEAT SELECTION

- i. A day is divided into multiple sessions and the first session begins at 8:30AM. The candidate will be allowed to participate in accordance with the notified time schedule and as per the stipulated rank ranges only.
- ii. The candidates are required to get the original documents verified and later to register themselves in the counter where it gets entered into the computer system. Unless the candidate is registered, he/she cannot participate in the seat selection process. **As biometric, photo and signature verification process will be executed, the candidate's physical presence is compulsory.**
- iii. Once the registered candidate comes to the seat selection after verification of documents, a merit list is generated for each of the session. Unless a candidate who has a higher rank gets the opportunity to select a seat, a candidate who has the rank next to him cannot select the seat. The candidate has to wait for his/her turn at the seat selection terminal.
- iv. A dynamic screen will show course-wise and college-wise availability of seats, which helps the candidates to make up their mind in advance. The moment the option is exercised, the computer will show one seat less against the course and college from which the candidate has selected the seat. **Therefore, once a candidate selects a seat according to order of merit, it cannot be changed subsequently. The selection of an available seat in a college based on individual merit is entirely the responsibility of the candidate concerned and the staff managing the process will only facilitate such seat selection and the onus cannot be shifted to them.**
- v. The entire seat selection process is computerized right from the stage of registration till the stage of printing of the Seat Allotment letter. The highly sophisticated software used in the system has the ability to control the initial registration, provide data for selection of the seats by the candidates in the order of merit, payment of fees and finally printing of Allotment letter.
- vi. Allotment letter has built in security features and cannot be duplicated. No duplicate Allotment letter will be issued for any reason. If it is found that the allotment letter issued to the candidate is tampered, COMEDK reserves the right to cancel such allotment and the candidate will forfeit the entire fee paid. If the original Allotment Letter is lost, the candidate will lose the selected seat as well. Hence the candidates are cautioned to be more careful. Excuses such as a police complaint is filed in this behalf, FIR lodged etc. will not be entertained.
- vii. **No candidate will be allowed to change the seat, once selected, during the same counseling round. Hence, the candidates are cautioned to be very careful during the counseling process.**
- viii. After verifying the original documents, one set of attested photocopies of all the originals and Demand Draft drawn on Approved Bank in favor of COMEDK, payable at Bangalore for Rs 55,000/- are required to be submitted by the Candidate. The balance tuition fee as applicable and all the original documents are required to be submitted to the College at the time of reporting.

- ix. After seat selection, the Candidate will go to the DD Deposit counter and deposit the Demand Draft for Rs.55,000/- and obtain fee receipt and the allotment letter which has security features. This allotment letter will enable him/her to join the college concerned.
- x. In the subsequent Round, if the candidate participates , they will continue to be considered in the same group /category as selected in Round 1 ie if candidate selects GM in Round 1 , he/she can select only GM seats in Round 2.The same applies for candidate who selects HKR/Tulu/Christian seats.

RULES & GUIDELINES FOR SECOND ROUND OF COUNSELING AND SEAT SELECTION

- i. After the completion of the first round seat selection, unfilled, surrendered, forfeited, cancelled and newly added seats, if any, will be offered during the second round.
- ii. **All candidates who have selected a seat during the first round, whether reported to the college or not, are eligible to participate in the second round along with candidates who have not selected any seat.**
- iii. **Candidates who have not attended the First round of counseling are also eligible to participate in the second round to choose the seats available at that stage.**
- iv. The second round of seat selection will be held as per the schedule to be notified separately.
- v. The 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.
- vi. 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.
- vii. COMEDK having thus become 'functus officio' does not take any responsibility with regard to admission, refund of fees etc. when once it forwards the list of selected 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.
- viii. After the second round of Counseling, the list of selected candidates would be sent to all the regulating agencies of the Government and the Colleges concerned.

RULES FOR CANDIDATES ATTENDING BOTH ENGINEERING & ARCHITECTURE COUNSELING

- i. A candidate who selects an Engineering seat in the first round may also attend the first Round of Architecture. In the event of selecting 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.
- ii. 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 counseling of Architecture.
- iii. Also, the candidates who either attend or not or select an Architecture seat or not during the first round of Architecture counseling are eligible to attend the second round of Architecture counseling.

SEAT SELECTION PROCEDURE FOR MINORITY CANDIDATES

- i. During the common first round of counseling explained in above sections, the seats reserved for Minority category in Minority institutions would be available to the candidates coming under this category, whether Christian or Tulu for selection in the order of merit. Those candidates of this category by birth/domicile in Karnataka are first eligible to select the seats so reserved. All other Minority candidates are permitted to choose seats under General Merit category only according to their merit ranks.
- ii. In the subsequent Round, if the candidate participates, they will continue to be considered in the same group /category as selected in Round 1
- iii. **NOTE: During the first round of counseling, candidates belonging to religious and linguistic minority of Karnataka State can select a seat either under General Merit or in the respective minority institution in the order of merit only.**

- iv. However, there will be an exclusive round of counseling i.e. the first session of the second round of counseling for candidates belonging to minority category, only if the seats reserved for them are available. In this round, again Minority candidates by birth/domicile in Karnataka have preference in selecting the seats meant for Minority category and thereafter the leftover seats under the Christian Minority category can be selected by such Christian Minority candidates hailing from States other than Karnataka. As Non-Karnataka candidates will not be able to claim Tulu Minority, the above said opportunity is not available for them.
- v. If the seats are still left unfilled under minority quota they will be moved to General Merit category and the General Merit candidates would be counseled in the order of merit during the second round.
- vi. The candidate who is holding a minority seat selected during the first round of counseling is eligible to participate only in the minority session of the Second Round. Also, the candidates who are holding a minority seat will not be eligible to participate in the subsequent General Merit sessions of second round.

SEAT SELECTION PROCEDURE FOR HYDERABAD KARNATAKA REGION CANDIDATES

- i. During the common first round of counseling explained in above sections, the seats reserved for Hyderabad Karnataka region in the COMEDK Member Institutions would be available to the candidates coming under this class only.

NOTE: During the first round of counseling, candidates belonging to Hyderabad Karnataka region can select a seat either under General Merit or in the respective Hyderabad Karnataka region quota seats in the order of merit only.

- ii. In the subsequent Round, if the candidate participates , they will continue to be considered in the same group /category as selected in Round 1
- iii. However, there will be an exclusive round of counseling i.e. the second session of the second round of counseling for candidates belonging to Hyderabad Karnataka region only if the seats reserved for them are available.
- iv. If the seats are still left unfilled under Hyderabad Karnataka region quota those seats will be moved to General Merit category and the General Merit candidates would be counseled in the order of merit during the second round.
- v. The candidate who is holding a seat under Hyderabad Karnataka quota selected during the first round of counseling is eligible to participate only in the Hyderabad Karnataka region session of the Second Round. Also, the candidates who are holding Hyderabad-Karnataka region seat will not be eligible to participate in the subsequent General Merit sessions of second round.

LATECOMER POLICY

- i. Candidate who fails to report in time at the venue as per his/her time of the schedule along with all the required documents and Demand Draft drawn on any of the notified Banks in favor of COMEDK (TAT No. _____) will be considered as a latecomer. Such latecomers cannot ,as of right ,claim to be counseled during the same session. The excuses like flight/train/bus/local transportation delayed / on any health/social grounds etc. will not be entertained.
- ii. However, COMEDK may at its discretion, organize an exclusive session called “latecomer session” to all those who are latecomers during any session in a day only after the completion of all the sessions proposed for that day. The said latecomers are entitled for seat selection amongst the seats available at that point of counseling and further they are not allowed to participate on any subsequent session during the said counseling round.

GROUND FOR REJECTION

On verification,

- i. If the documents are found to be not in order or if there is a likelihood of falsification or the expert committee is not convinced about the genuineness of the documents submitted at the verification counter;
- ii. If there is a mismatch of photo, finger impression, signature of the candidate, photo ID produced or if there is any reasonable doubt that there is malafide intent of impersonation, such of the candidate/s will be debarred and criminal proceedings may be initiated. The decision of the expert committee shall be final in this regard.
- iii. Candidate who does not submit the prescribed amount in the form of Demand Draft from any of the notified Banks in favor of COMEDK (TAT No. _____) payable at Bangalore. A Demand Draft from bank not mentioned in the approved list published by COMEDK will not be accepted under any circumstances. Also Non-CTS and overwritten Demand Drafts will not be accepted.

SURRENDER, REFUND AND FORFEITURE OF FEE

- i. Candidates can surrender/cancel their seat only through the surrender form online during the time period specified for surrender/cancellation of seat.
- ii. Please note that candidates who intend to upgrade their college/course during Round 2, by holding the seat allotted in Round 1 need not surrender their seat.
- iii. Any candidate, who surrenders his/her seat during the dates to be notified, will be refunded the fee paid after deducting Rs.5,000/- only, towards administrative expenses. Remaining amount will be refunded to the account mentioned by the candidate in the surrender form.
- iv. No surrender of seat would be accepted after the date notified in this behalf.
- v. Surrender of seat by the candidates is not allowed during or after COMEDK second round of counseling. COMEDK will not be responsible for any subsequent consequences arising.
- vi. Candidates are required to take the consent of their parents for surrendering the seats and to claim refund.

PROCEDURE FOR SURRENDER OF SEAT

- i. The candidates can access the surrender form by logging into their applicant login. The candidates have login to their application form using their user ID and password and click on “surrender form” tab. Please note that here is no separate email or fax or any other mode of communication for seat surrender
- ii. Candidates are required to go through all the details carefully in the surrender form and submit the same. Once the surrender form is submitted, no changes can be made to the same.
- iii. After the surrender of seat, if the candidate opted to attend the second round counselling, he/she has to take a fresh DD for Rs.5,000/- in addition to Rs.50,000/- available with COMEDK. Similarly, the candidate has to submit the Original Allotment Letter and fee receipt issued during Round 1 along with printout of surrender form at the time of counselling.
- iv. If the candidate, after surrendering his/her seat, do not want to participate in the second round, he/she can claim the refund of Rs.50,000/- out of Rs.55,000/- deposited with COMEDK during the first round for which they have to furnish the bank details and this amount would be sent through NEFT/RTGS after the receipt of Original Allotment letter, Fee receipt and Verification card issued by COMEDK for which the dates will be announced later.
- v. The candidate has to send the Original Allotment Letter, Fee Receipt and Verification Card issued at the time of Counseling during Round 1 along with printout of surrender form, to COMEDK office by Registered Post / Speed Post only to the following address:

COMEDK
No. 132, Second floor,
11th Main, 17th Cross,
Malleswaram,
Bangalore - 560 055

Note: Please ensure that the bank data entered is correct in all respect since any subsequent request to change the same will not be entertained and COMEDK cannot be held responsible for wrong data entered by the candidates.

CAUTION: There is no provision for surrender of seats either during or after the commencement of the second round.

UPGRADE /CANCELLATION OPTIONS AVAILABLE TO CANDIDATE AFTER SELECTING SEAT IN ROUND 1

OPTIONS	SURRENDER/CANCELLATION PROCESS IN ROUND 1	WHAT HAPPENS IN ROUND 2	SURRENDER OR CANCELLATION PROCESS DURING/AFTER ROUND 2
Upgrade College/Course In Round 2 By Holding The Seat Allotted In Round 1	Not Applicable	Retain The Seat Allotted In Round 1/ Select Another College/Course In Round 2	Not Applicable And No Refund Of Fee Paid
Upgrade College/Course In Round 2 By Cancelling/Surrendering The Seat Allotted In Round 1	Submit Surrender Form Online And Cancel Seat Allotted In Round 1	Select Seat In Round 2	Not Applicable And No Refund Of Fee Paid
Cancel/Surrender Seat Allotted In Round 1 And Not Attend Counselling In Round 2/Do Not Select A Seat In Round 2	Submit Surrender Form Online And Cancel Seat Allotted In Round 1	No Seat Selected In Round 2 Not Attended	Not Applicable

In case of candidates who cancel/surrender the seat & Do not intend to attend subsequent Rounds

If a candidate , who has surrendered his/her seat during the time specified and does not intend to attend subsequent rounds, he /she is required to send COMEDK original allotment letter, Bank receipt for having deposited the tuition fee and Verification card, all in original received by them to COMEDK Office at Malleswaram immediately after submitting the Surrender Form Online

Refund will be initiated only after receipt of the above documents and after the entire admission process for the current academic year is completed.

In case of candidates who cancel/surrender the seat & intend to attend subsequent rounds

If any candidate , who has surrendered their seat during the time specified , wishes to attend the 2nd Round of counselling, he/she should make payment of additional amount of Rs 5000/-(towards administrative charges) paid through a Demand Draft drawn from notified bank in favour of COMEDK (TAT No. _____) payable at Bangalore at the time of attending the counseling.

If the candidate selects the seat during subsequent Round, then he /she has to submit the Original Allotment Letter issued during Round 1 & Fee Paid receipt at the DD Deposit Counter after selection of seat in Round 2.

If the candidate attends the 2nd Round counseling and does not take a seat in subsequent Round, then he/she has to send the COMEDK original allotment letter, Bank receipt for having deposited the tuition fee and Verification card, all in original received by them to COMEDK Office at Malleswaram.

Refund will be initiated only after receipt of the above documents and after the entire admission process for the current academic year is completed

CONSEQUENCE OF MALPRACTICE

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

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

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

- Impersonation;
- Creating disturbance at the Counseling Venue;
- Giving or receiving unauthorized help;
- Frustrating a deserving candidate from getting a seat of his / her choice based on merit, like jamming, contracting, trading, misusing, producing of duplicate, color Xeroxed, fake documents etc.
- Candidates found entertaining the Touts and agents.

PREVENTIVE MEASURES ADOPTED

- i. Rigid Counseling Centre Management
- ii. Insistence on Photo ID (in original) of the candidate and the Parent / Guardian and production of TAT and Rank Card together with a copy of the online application form.
- iii. Biometric data & Photo collection with digital recording at counseling centre.
- iv. Debarring such candidates from participating in the counseling process besides handing over to law enforcing authorities.
- v. Publishing photo and other details of candidates resorting to malpractices on COMED- K and all Colleges' web-site and requesting all Examination Authorities in the country to ban such candidates from appearing in future entrance tests.

LEGAL JURISDICTION AND MISCELLANEOUS

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

CANDIDATE ASSISTANCE

Candidates seeking clarification or assistance for specific problems with regard to the seat selection process are required to contact the following:-

ASSISTANCE TO CANDIDATES	CONTACT DETAILS	TIMING
For queries on seat selection process you may contact the helpdesk	Phone:080-46671060 studenthelpdesk@comedk.org www.comedk.org	<u>Monday to Friday :</u> <u>10:00 am to 5:00pm,</u> <u>Saturday :</u> <u>10:00 am to 1:00 pm :</u> Not operational on Sunday and other public holidays.

The website contains all the information available in this brochure. The website contains information pertaining to the Member Institutions, the courses offered and other relevant details.

No personal Queries will be entertained. The communication can be made only through Telephone/Email.

COMEDK suggests, all the candidates to visit the COMEDK website regularly for all updates.

NOTE:

COMEDK reserves the rights to make appropriate changes/modifications to the above seat selection process and the same would be notified on its website.

All information provided regarding college facilities, are as per the information provided by the respective colleges, COMEDK is not responsible for the same

Annexure 2-List of banks from DD is acceptable

LIST OF APPROVED /NOTIFIED BANKS FROM WHICH DD IS ACCEPTABLE FOR COUNSELING

BANK NAME

Allahabad Bank	Andhra Bank
Bank of Baroda	Bank of India
Bank of Maharashtra	Canara Bank
Central Bank of India	Corporation Bank
Dena Bank	Indian Bank
Indian Overseas Bank	Oriental Bank of Commerce
Punjab National Bank	Punjab Sind Bank
Reserve Bank of India	Syndicate Bank
State Bank of India	Union Bank of India
UCO Bank	Vijaya Bank
United Bank of India	ICICI Bank
Axis Bank	Kotak Mahindra Bank
HDFC Bank	Karnataka Bank

Attention: Demand Draft from any Bank other than the above is not acceptable