



COMEDK UGET

Counselling Process Document - 2023

Engineering and Architecture

**Step by step guide to online
counselling process**

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1. INTRODUCTION

- a) On 28 May 2023, 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 10 June 2023.
- 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 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 documents to be produced/submitted, the fees to be deposited, the mal-practices and the measures required to be observed for avoiding the same, consequences of such malpractices, seat cancellation policy, reporting to colleges etc.
- d) For the immediate information of the candidates registering for the counseling, a notification dated 10.06.2023 was published along with the Counseling Process Quick Guide.
- e) The participating candidates are required to go through this seat selection/counseling process detailed herein under carefully and adhere to the rules strictly.

2. COUNSELING ANNOUNCEMENT

- 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 2023-24 so as to ensure merit-based admission.
- b) The Hon'ble Admission Overseeing Committee vide its communication dated 27.08.2021, 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 2023 carefully and understand the process clearly before proceeding further.
- 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 2023 and instructions carefully and not fulfilling their roles & responsibility as indicated in the process document and not following the schedule notified on COMEDK Website.
- e) **Kalyana Karnataka (HK Region) 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 Kalyana Karnataka (HK region) 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 Kalyana Karnataka(HK region) comprises of (i) Kalaburagi (ii) Yadgir (iii) Bidar (iv) Koppal (v) Raichur (vi) Ballari and (vii) Vijayanagara districts.
- f) Having announced the Rank on 10 June 2023 on website (www.comedk.org), the candidates can access their Rank Card in their respective "applicant login". Candidates are advised to download the Rank Card and preserve the same until completion of the course period. Since any requests for sending the Rank Card through email will not be entertained.
- 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 comply with necessary formalities including bank transactions, travel arrangements etc., so as to complete the admission process.

3. COUNSELING SCHEDULE

Round 1 Tentative Schedule

Activity	Date*
Start Date of Registration for Online Counselling along with payment to registration fee and online upload of documents	11 June 2023
End Date of Registration for Online Counselling along with payment to registration fee and online upload of documents	22 June 2023
Enabling CHOICE FILLING Form for eligible candidates whose candidature is approved	11 July 2023 to 12 July 2023
Mock Allotment	14 July 2023
Editing of preferences in CHOICE FILLING form	14 July 2023 to 16 July 2023
Announcement of Round 1 allotment results and Decision making	18 July 2023 to 20 July 2023
Last Date for decision making of Round1 allotment	20 July 2023

*Candidates are required to check www.comedk.org, which is the official website of COMEDK for any changes in Schedule.

Note: Schedule for Round 2 and 3 will be updated on COMEDK website in due course.

- a) The seat selection process involves 3 (three) rounds of counseling. Candidates are requested to log in to their applicant login available on www.comedk.org to check the counseling status and visit this website frequently for all updates.
- b) **NOTE: There are no Agents appointed by/associated with COMEDK and the website www.comedk.org is the only official website of COMEDK and if any candidate or their parent/guardian approaches any other website or any individual/organization for any COMEDK activities, they will be doing so at their own risk and COMEDK is in no way responsible for resultant consequences. Also 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

- 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 2023 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 they will not be allowed to participate in further process.

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

- a) Candidates with COMEDK UGET 2023 Rank Card, satisfying the following eligibility criteria:

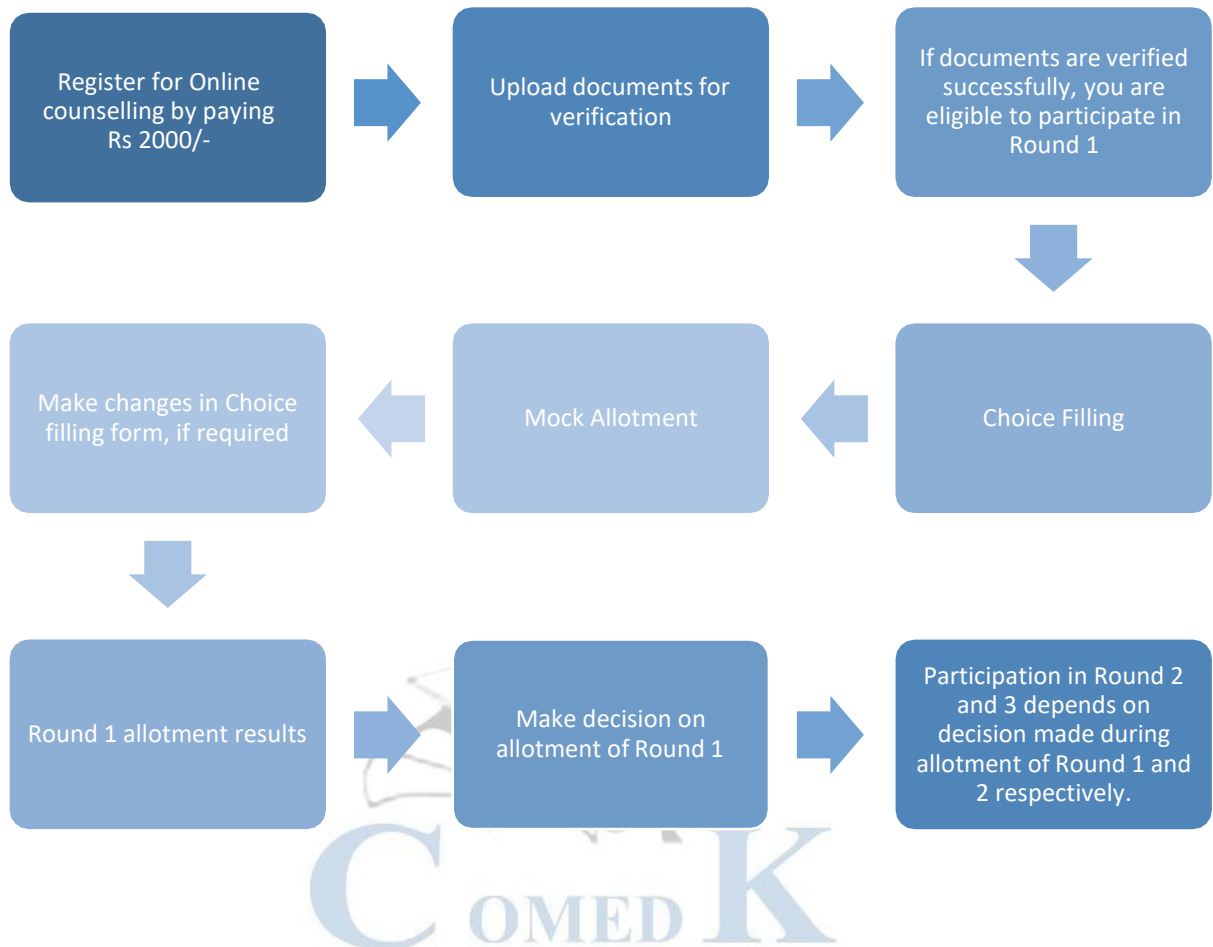
Engineering:

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

Architecture

- i. Candidate who has passed an examination at the end of the 10+2 scheme of examination with at least 50% aggregate marks in Physics, Chemistry and Mathematics (40% in respect of SC, ST and OBC candidates of Karnataka State) and also at least 50% marks in aggregate of the 10+2 level examination (40% in respect of SC, ST and OBC candidates of Karnataka State) or passed 10+3 Diploma examination with Mathematics as compulsory subject with at least 50% marks in aggregate.
 - ii. NATA 2023 is the only qualifier for admission to Architecture courses and there is no separate entrance test for admission to Architecture course
- 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.

6. ONLINE COUNSELLING PROCESS OVERVIEW



COUNSELLING ROUNDS - STAGES

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



7. PROCESS FOR COUNSELLING

- a. COMEDK UGET 2023 counselling will be held through online mode keeping in view 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 2023 will be held in 3 rounds. The procedure of COMEDK UGET 2023 ONLINE counselling is given below:

8. 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 counselling 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. 2023, they can upload all other required mandatory documents including their current 10+2/2nd 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 2 Phase 2.
- 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 'Document Approved'
- e. In case the document verification status is "Document Rejected", the candidate will NOT be eligible for any further process.
- f. Supplementary candidates of current year (passed supplementary in the year 2023) whose registration is successful will be given choice filling option only in Round2 Phase2.

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 - reinitiate 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 emails sent from any other email IDs.
- ii. COMEDK has exercised enough caution and due care in sending the SMS and Emails to the candidates. However, since these are dependent on and includes the third parties, it may not reach the candidates in time. Therefore, candidates are advised to visit our official website www.comedk.org for all updates
- iii. 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

9. DOCUMENTS REQUIRED FOR UPLOAD FOR ONLINE VERIFICATION - ENGINEERING

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

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

- 1) **Candidate Original ID proof:** PAN/Passport/Voter Id/ Driving License/ Any other Government Id Proof (as declared in application form)
- 2) **Date of Birth Proof of Candidate:** PAN/Passport/Voter Id/ Driving License/ Any other Government Id Proof/ 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 or Hall ticket information of 12/2nd 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) **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 Government Id 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/2nd 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 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

10. DOCUMENTS REQUIRED FOR UPLOAD FOR ONLINE VERIFICATION - ARCHITECTURE

*Type of seats available in COMEDK counselling for Architecture are General Merit and KKR (HK region)

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 (as declared in application from)
- 2) **Date of Birth Proof of Candidate:** PAN/Passport/Voter Id/ Driving License/ Any other Government Id Proof/ 10th Marks Card/ Birth Certificate
- 3) **Candidate Photo and Signature**
- 4) **Signature of Parent/ Guardian**
- 5) **PUC/ 12th Std/ Diploma 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
- 6) **Admit Card of 12th/2nd PUC/Equivalent Exam**(If applicable)) candidates marks card are 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.
- 7) **Improvement or Supplementary Marksheet or any other document** (If applicable)
- 8) **NATA 2023 Entrance Exam Score Card**

b) DOCUMENTS TO UPLOAD FOR KALYANA KARNATAKA (HK region) 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/ 10th Marks Card/ Birth Certificate
- 3) **Candidate Photo and Signature**
- 4) **Signature of Parent/ Guardian**
- 5) **PUC/ 12th Std/ Diploma 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
- 6) **Admit Card or Hall ticket information of 12/2nd 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.
- 7) **Improvement or Supplementary/Compartment Marksheet or any other document** (If applicable)
- 8) **NATA 2023 Entrance Exam Score Card**
- 9) **Kalyana Karnataka Region (HKR) Certificate:** Candidates claiming KKR seat should upload KKR region) certificate. Should be in the name of the candidate, issued by Asst. Commissioner in charge of Revenue sub division
- 10) **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 NATA 2023 entrance exam

ii) Only candidates of Karnataka who have obtained between 40% to 45% aggregate marks in their qualifying exam 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

iii) Candidate claiming KKR (HK region) seat need to upload KKR (HK region) certificate and Karnataka Domicile Certificate

11. 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 cancelled 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 cancelled 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.

12. RULES FOR SUPPLEMENTARY/COMPARTMENT CANDIDATES

- a) Supplementary/Compartment candidates of PU Board/10+2/equivalent exam of current year (should have passed supplementary/compartment exam in year 2023) satisfying all the eligible criteria
- b) Supplementary/Compartment candidates 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.
- c) 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 10+2/2nd 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 2 Phase 2. Candidate is required to upload the marks sheet within the time given by COMEDK
- d) Supplementary candidates will be given a chance to participate from Round 2 Phase2. These candidates will be provided with an option of Choice Filling at the beginning of Round 2 Phase2 and subsequent allotment process will be available for these candidates.
- e) Supplementary candidates will be considered only for General Merit seats.

13. RULES FOR DOCUMENT VERIFICATION

- a) The declaration made by candidates in their Exam Application Form with regards to SC/ST/OBC and Kalyana Karnataka Region (HK region) 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 will 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
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 within the time mentioned. If document is not re-submitted within the stipulated time your candidature will not be considered
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/ is 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/Compartment candidates please note your login will show under review till you upload your supplementary passed marks card
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"

- e) Candidates whose document verification is "Document Approved" will only be considered for next step of 'Choice Filling'
- f) Candidates whose document verification status is "Document 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.

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



14.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.

15. 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 can add as many preferences as they wish as per college or as per course
- d. 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.

e) 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.

16. CHOICE FILLING and CHOICE LOCKING RULES

a) During CHOICE FILLING period of 1st Round	<ul style="list-style-type: none"> • Candidate can modify their college/courses selected any number of times. • Only saved preferences will be considered. • Candidate can update their preferences till the last date for choice filling. • There is no limit on the number of preferences that can be entered. • Candidate can Preview their choices and Print the same for future reference • Candidates whose choice filling form is 'Blank' at the end of choice filling period will not be considered for any further process.
b) During lock in period for each round	<ul style="list-style-type: none"> • Candidates cannot make any changes to preferences selected in CHOICE FILLING form.

<p>c) During CHOICE FILLING period of Round2 Phase1</p>	<ul style="list-style-type: none"> • Only saved preferences will be considered. • KKR (HK region) candidates who have completed CHOICE FILLING during 1st Round of counselling will be considered. • Round1 allotted seat will show in green. • 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. <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 KKR (HK region) 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"> • Only saved preferences will be considered. • General Merit candidates who have completed CHOICE FILLING during Round1 of counselling will be considered. • Candidates of Round2 Phase1 who chose Reject & Upgrade will be considered • Candidates who were not allotted any seat during previous rounds will be considered • Seat allotted in earlier round will show in green. • 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. • Supplementary candidates will get the option to do choice filling in Round 2 Phase 2
<p>e) During CHOICE FILLING period of 3rd round</p>	<ul style="list-style-type: none"> • Only saved preferences will be considered • Only candidates who completed CHOICE FILLING during 2nd Round of counselling will be considered. • Round2 allotted seat will show in green • 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. <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"> • 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

17. STEPS TO FILL CHOICE FILLING SECTION

PROCESS STEP NUMBER	HOW TO PROCEED
STEP 2A	Candidate's whose document verification is completed and is approved/accepted, can view "CHOICE FILLING" Tab in Applicant Login ID during the choice filling period.
STEP 2B	Click on "CHOICE FILLING" Tab
STEP 2C	<ul style="list-style-type: none"> Select whether you would like to add preference based on college list/course list. For e.g. if you want to see all courses in a particular college, select "college" and click on 'View College/Course List'. You will be able to see all the courses of that college in the College/Course table 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 Click on 'college' or 'course' buttons to change the view from college to course list or vice versa in the College/Course table.
STEP 2D	<ul style="list-style-type: none"> Click on "Add" to add a college and course to the selected Preference table.
STEP 2E	<ul style="list-style-type: none"> Check whether the college name and course name you selected is appearing on the "selected preferences" table. The first college and course you add will be considered as your Preference Number '1'. Preference number 1 will be considered as your first option while allotting a seat. The next college and course you 'add' will be considered as your preference number 2. Preference number 2 will be considered as your next option while allotting a seat and so on and so forth.
STEP 2F	Click on "Save" button at bottom of page to save your selected preference. Only "saved" preferences will be considered for allotment.
STEP 2G	Select college and course name that you would like to add in your selected preference list and repeat STEP 2D to 2F, till you have completed your CHOICE FILLING for all the colleges and courses that you would like to be considered for allotment of seat.
STEP 2H	Click on Save button to view all your "selected preferences" If all the details entered are correct, click on "Preview" button and verify all details in the print out once again.
REMOVAL OF OPTIONS	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 STEP NUMBER	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 Seat Cancellations, 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.

18. 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;

- i. Your choice of stream, college and preference order
- ii. Referring to Cut off Ranks of earlier year
- iii. Whether you come under any category? (Applicable only for Karnataka candidates for lower eligibility & Kalyana Karnataka(HK region) seats
- iv. 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.
- v. Read through this Process document, notifications and instruction on www.comedk.org carefully for the criteria followed by the computer on allotment of seats.
- vi. Discuss with your parents and family members before finalizing your options/choices.
- vii. 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.

19. 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.**

20. HOW TO CHECK MOCK ALLOTMENT

PROCESS STEP NUMBER	HOW TO PROCEED
STEP 3A	Click on “Decision Making” Tab in Applicant Login
STEP 3B	Scroll Down to view Mock Results. Check College, course and Preference Order Number allotted
STEP 3C	In case you wish to modify your selected preferences, please click on “Close” button on top of the page and click on “CHOICE FILLING” Tab
STEP 3D	Modify (i.e. ADD/REMOVE/REORDER) your preferences, if needed, and click on “save” button.
STEP 3E	Take print of saved options for your reference.

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.

21. 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 to the candidates with status of 'Accept & Freeze' which will be available in the candidate's applicant login after completing their process successfully.

22. 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. Kalyana Karnataka candidates	<p>KKR* (HK region) 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"> 1. General Merit 2. KKR (HK region) <p>i.e. For each preference that is entered by the candidate, the system will check for availability of GM seats and then KKR (HK region) 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>*The details entered by the candidate at the time of filling online COMEDKUGET 2023 Application form will only be taken into consideration. No request for change will be accepted.</p> <p>Note: i) A candidate who selects "Accept and Upgrade" option for a KKR (HK region) seat allotted in Round1, will only be considered for KKR (HK region) seats in Round2Phase1.</p>

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

PHASES	ROUND 2 ALLOTMENT RULES
i. Round2 PHASE1 (allotment of KKR (HK region) category seat)	<ul style="list-style-type: none"> • During Phase1, only the KKR (HK region) category seats will be allotted for KKR (HK region) candidates that are available as per seat availability. • For all candidates who selected “Reject and Upgrade” in Round1 and belongs to KKR (HK region) 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. <p>NOTE i) Candidate belonging to KKR (HK region) category and is allotted a KKR (HK region) seat in Round1 and is in “Accept & Upgrade” status at the end of Round1 and does not get an upgrade in Round2 Phase1 will only have option to Accept & 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 KKR (HK region) category and is allotted a GM seat in Round1 and is in Accept & 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 & Freeze.</p> <p>iii) In case a candidate belonging to KKR (HK region) Category holding a GM seat in Round1 and is in Accept & Upgrade status at the end of Round1 and does not get an upgraded seat in Round2 Phase1, will get option to Accept & Freeze or Continue to next round.</p>
ii. Round2 PHASE2 (Allotment of General merit seats)	<ul style="list-style-type: none"> • All remaining vacant seats in KKR (HK region) category will be converted to General Merit. • Candidates who will be considered in the General Merit quota are: <ul style="list-style-type: none"> ➤ All GM candidates who selected “Accept & Upgrade” and Reject & Upgrade in Round1 ➤ All KKR (HK region) category candidates who have not accepted any KKR (HK region) seat in Round1 or Round2 Phase1 ➤ “No allotment cases “in Round1 and Round2 Phase1 ➤ Supplementary candidates of current year (who have passed the supplementary in the year 2023) • The rank list will be invariably followed for allotment of seats.

NOTE i) Reject & Upgrade candidates of Round1 or Round2 Phase1, if they do not get an allotment in Round 2 Phase 2 can click on the “EXIT” button if they wish to exit the counselling

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"> • General Merit seats vacant after Round2 will be available in this Round. • Candidates who will be considered in this round are: <ul style="list-style-type: none"> ➤ All GM candidates who selected “Accept & Upgrade” and Reject & Upgrade in Round2 Phase2 ➤ “No Allotment” cases of Round2 Phase2 • The rank list will be invariably followed for allotment of seats. • Candidates with status of Accept & Upgrade will only have option of Accept & Freeze in this round • Candidates with status of Reject & Upgrade if allotted a seat in Round 3 will have only option of Accept & Freeze

23. HOW TO CHECK ALLOTTED SEATS FOR EACH ROUND

PROCESS STEP NUMBER	HOW TO PROCEED
STEP 4A	Click on “Decision Making “Tab in applicant login page
STEP 4B	Click on Scroll down to 1 st Round Details/2 nd Round Details/3 rd Round Details section as applicable for Allotment details.
STEP 4C	Check the College name, Course name, Preference Order number, and seat category and Total Fee of the college that has been allotted.

24. Step 5 –POST SEAT ALLOTMENT-CHOICES FOR A CANDIDATE

- a. 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.
- b. After verifying the seat allotment results, the candidates can take the decisions as per the details below;

25. EXPLANATION OF CHOICES/DECISIONS AVAILABLE TO CANDIDATE DURING ROUND 1

Options Available	Explanation of Choice/Decision	Eligible to participate in next Round	Total Fee (Tuition fee + Other Fees) to be paid at the time of DECISION MAKING
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 Round 1 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.

26. 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

27. 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

28. 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.

29. 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.

30.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 & 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 & 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.

31. 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	<table border="1"> <tr> <td>Accept & Freeze/Accept & Upgrade candidates</td> <td>In case you select "Accept & Freeze" or "Accept & 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.</td> </tr> <tr> <td>Reject & Upgrade</td> <td>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.</td> </tr> <tr> <td>Reject & withdraw</td> <td>In case you select "Reject & Withdraw" and proceed you will not be considered for further rounds and will have no claim on seat allotted</td> </tr> </table>	Accept & Freeze/Accept & Upgrade candidates	In case you select "Accept & Freeze" or "Accept & 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
Accept & Freeze/Accept & Upgrade candidates	In case you select "Accept & Freeze" or "Accept & 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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32. 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/ Seats cancelled by candidates
- 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.

33. 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.

ii) The college authorities will collect all the required original documents and will release the same only after obtaining the permission letter from COMEDK

34. DOCUMENTS THAT MAY BE REQUIRED AT THE COLLEGE LEVEL AT THE TIME OF ADMISSION

- 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)
- e. Any other document that may be required by the college authorities

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

35. TOTAL FEE PAYMENT INFORMATION

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

The Total Fee of each college includes Tuition Fee + Other Fees per year. Apart from this, the following fee will be collected at college level:

- 1) Colleges providing special skill lab facilities may collect Rs. 10,000/-, Rs. 15,000/- and maximum of Rs. 20,000/- per student per annum depending on the facilities provided by the institutions and as approved by the VTU
 - 2) Applicable University fees
- c. In case of 'Accept and Upgrade'/'Reject and Upgrade' candidates, the Total fee paid at time of decision making, will be adjusted to the Total Fee applicable for the college and course allotted during subsequent round/s as mentioned below:
 - I. **Should there be an increase in Total Fee payable at the time of Decision making in subsequent round:** the extra fees will have to be paid by the candidate at the time of their decision making
 - II. **Should there be a decrease in Total Fee payable at the time of Decision making in subsequent round:** the excess fees will be refunded by COMEDK after completion of the counselling process

36. DETAILS OF FEE

- a. 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.
- b. 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
- c. It is mandated that candidates are required to pay a single "Total Fee" which includes both "Tuition Fee" and "Other Fees"

37. 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)

***CONVIENIENCE CHARGES on TRANSACTION**

TYPE OF TRANSACTION	CONVIENIENCE CHARGES	HOW TO CHECK THE CONVIENIENCE 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

38. 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

39. 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)
c) 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
d) 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
e) During or after seat allotment in Round 3	Entire Total Fee paid WILL NOT BE REFUNDED
f) Candidates cancelling the seats in Round1 and Round 2 Seat Cancellation period	Total Fee paid will be refunded

NOTE Refund, if applicable, will be done only to the same account/card that was used at the time of making the ONLINE fee payment initially. Refund cannot be initiated to any other account. Claims such as amount was paid by the internet cafe person, cousin, friend etc. and requesting refund in self-account will not be entertained. Therefore, the candidates are advised to pay the required total fee through their own bank account or their parent's bank account only.

40. 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

41. 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 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 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.**

42. STEPS TO CANCEL SEAT DURING SEAT CANCELLATION PERIOD

a) Only candidates interested in cancelling their seats have to follow the below steps. Please note that seat once cancelled 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 cancelling 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"> • Login to application using Laptop/desktop • Click on Seat cancellation Tab
STEP 2	Click on "Seat cancellation" 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 seat cancel/cancel your seat, Click on "Yes" Button for seat cancellation and proceed.</p> <p>Implications: You will have no claim on the cancelled seat and you will not be eligible to participate in any subsequent rounds'</p> <p>If you do not wish to cancel/Seat cancel your seat then click on "No" button</p>

STEP 4	If you clicked 'YES' system will ask you again "Are you sure you want to cancel your seat, since you will not be able to participate in any further rounds?" Click on "Yes" Button for seat cancellation and proceed.
Step 5	Click on "Submit" button if you are sure you want to /cancel your seat. Please note that a seat once cancelled cannot be claimed by the candidate and the DECISION taken is final. Hence, please BE CAREFUL before cancelling your seat.
Step 6	An OTP will be sent to your Registered Mobile Number as a first step of authentication. A password will be sent to your Registered Email id as a second step of authentication
Step 6	Click on 'SUBMIT' button to provide confirmation of cancellation of your seat.
Step 7	Login again and click on "Seat cancellation" tab to view your seat cancellation confirmation. Take a print out of the same for future reference.

43. PROCESS OF REFUND AFTER SEAT CANCELLATION

- 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 Seat Cancellation will be processed within 15 days after the completion of COMEDK counselling process

44. GENERAL RULES

- 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 which is outside the purview of and not connected with the Counselling Process of COMEDK 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 other than the issues connected with its counselling process, 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.

CONSEQUENCES OF MALPRACTICES

- d. 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.
- e. COMEDK does not have any agents, liaison, admission offices, representatives or any other office/sother 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 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.

- f. COMEDK considers the following as some of the illustrations (not necessarily exhaustive) of malpractices:
- i. Impersonation;
 - ii. Candidates found entertaining touts and agents
 - iii. Blocking of seats by candidates

45. 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 Courts, Commissions and Forums in the city of Bangalore only. Also, Language of communication, oral or written, must be only in English or Kannada.

46. 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 Not operational on Saturdays, Sundays and Public Holidays Candidates are requested to use email for queries.
Email: studenthelpdesk@comedk.org	Mails will be answered within 3 working days.
Website:	www.comedk.org

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

V1.0 Released on 11 June 2023 - This is the first version, of the Counselling Process document 2023

