

COMEDK COUNSELLING PROCESS

QUICK GUIDE

WHO CAN ATTEND THE COUNSELLING?

- Candidates with COMEDK Engineering Entrance Exam Rank Card 2019
- Have passed 12th/equivalent with 45% marks in aggregate in Physics and Mathematics along with Chemistry/Bio-technology/Biology/Electronics/Computer. 40% for SC, ST and OBCs of Karnataka State only.
- Candidates should bring all mandatory ORIGINAL documents to prove eligibility.
- Supplementary candidates can appear only Round 2 Counseling subject to fulfilling other eligibility criteria and producing all mandatory Original documents.

COUNSELING VENUE

NMCRV College 'Mangala Mantapa', 3rd Block, Jayanagar, Bangalore - 560 011. Landmark - Near South End Circle

COUNSELING RULES ROUND 1

	For candidates who select a seat in Round 1 and do not wish to cancel/upgrade	For candidates who select a seat in Round 1 and wish to upgrade in Round 2 by holding seat allotted in Round 1	For candidates who select a seat in Round 1 and wish to cancel their seat taken in Round 1
Step 1	Attend counselling as per schedule provided	Attend counselling as per schedule provided	Attend counselling as per schedule provided
Step 2	Verification officer verifies documents	Verification officer verifies documents	Verification officer verifies documents
Step 3	Select a seat as per availability and pay Rs 55000/- at counselling venue.	Select a seat as per availability and pay Rs 55000/- at counselling venue	Select a seat as per availability and pay Rs 55000/- at counselling venue
Step 4	Report to college before the date mentioned in Allotment letter, if you do not intend to upgrade to new college/course in Round 2.	Attend Round 2 to check for upgrade of college/course. <ul style="list-style-type: none"> • Option 1: Retain college and course of Round 1 • Option 2: Opt new college/course 	Cancel your seat, by submitting Surrender Form Online. Surrender Form will be available in COMEDK Application form during the surrender period. *Surrender dates will be announced later.
Step 5	Not applicable	Report to college before the date mentioned in Allotment letter of Round 2 (applicable in case you retain the seat/upgrade)	Send original documents to COMEDK office at Malleswaram, Bangalore

OPTIONS TO SELECT SEAT CATEGORY IN ROUND 1 AND IMPLICATIONS

Selection of seat in Round 1	Options in Round 2(in case of upgrade of college/course)	Options in Round 2(in case of cancellation/surrender of seat allotted in Round 1)
In case the candidate selects HKR seat in Round 1	In round 2 , he/she can take only HKR seat in exclusive session	In Round 2, he/she can take HKR/GM seat
In case the candidate selects Tulu seat in Round 1	In round 2 , he/she can take only Tulu seat in exclusive session	In Round 2, he/she can take Tulu/GM seat
In case the candidate selects Christian seat in Round 1	In round 2 , he/she can take only Christian seat in exclusive session	In Round 2, he/she can take Christian/GM seat
In case the candidate selects GM seat in Round 1(irrespective of the category of student)	In round 2 , he/she can take only GM seat	In Round 2, he/she can take HKR/GM/Christian/Tulu seat as applicable.

COUNSELING RULES ROUND 2

	For candidates who have not attended Round 1/attended and not taken a seat in Round 1	For candidates who cancelled /surrendered their seat allotted in Round 1 and wish to select a seat in Round 2	For candidates who selected a seat in Round 1 and wish to upgrade in Round 2 by holding seat allotted in Round 1
Step 1	Attend counselling as per schedule provided	Attend counselling as per schedule provided	Attend counselling as per schedule provided
Step 2	Verification officer verifies documents	Verification officer verifies documents	Verification officer verifies documents
Step 3	Select a seat as per availability and pay Rs 55000/- at counselling venue.	Option 1:Select a seat as per availability and pay Rs 5000/- at counselling venue as administrative charges. Option 2: Not select a seat.	Select a seat as per availability . <ul style="list-style-type: none"> Option 1: Retain college and course of Round 1 Option 2: Opt new college/course
Step 4	Report to college before the date mentioned in Allotment letter.	Report to college before the date mentioned in Allotment letter of Round 2 in case seat selected in Round 2.	Report to college before the date mentioned in Allotment letter of Round 2(applicable in case you retain the seat/upgrade)

SURRENDER/CANCELLATION PROCESS AND REFUND

Options	Surrender/Cancellation Option	Surrender Period	Refund in case of surrender
Seat Opted in Round 1	Yes	Surrender is accepted only online during surrender period(dates will be notified shortly)	Rs 50000/- Only
Seat Opted/Retained in Round 2	No	Not Applicable	No Refund

PROCESS FOR SURRENDER

Step 1	Check for dates of surrender on COMEDK website
Step 2	Login to Application Form and click on "Surrender Tab"
Step 3	Submit Surrender Form Online and take Printout of the same.
Step 4	Option 1: In case you would like to attend Round 2 to check for new college/course, please attend with DD of Rs 5000/- (check document list for more details) and print out of surrender form Option 2: In case you do not wish to attend Round 2/attend Round 2 and does not select a seat, please proceed to Step 5
Step 5	In case candidate does not select a seat in Round 2, the below documents have to be send through speed post to COMEDK, Malleswaram Office. <ul style="list-style-type: none"> • Original Allotment Letter • Original Verification Card • Fee Payment payment receipt issued by Vijaya Bank for Rs 55000/- • Print out of Surrender Form
Step 6	Refund will be processed by 3 rd / 4 th week of August for all surrender cases, who have complied with above conditions.

DOCUMENTS LIST FOR ROUND 1 & ROUND 2

S.No	Document	TYPE OF SEAT TAKEN IN ROUND 1/ROUND 2				
		General Merit	HKR	Tulu	Karnataka Christian	Non-Karnataka Christian
1	COMEDK Rank Card	YES	YES	YES	YES	YES
2	COMEDK Online Application Form	YES	YES	YES	YES	YES
3	COMEDK TAT that was used for the exam on 13 May 2019	YES	YES	YES	YES	YES
4	Candidate Original ID proof	YES	YES	YES	YES	YES
5	Parent's /Guardian's Original ID proof(accompanying the candidate)	YES	YES	YES	YES	YES
6	Date of Birth Proof of Candidate(SSLC Certificate/Government document)	YES	YES	YES	YES	YES
7	PUC/ 12th Std or equivalent Marks Card	YES	YES	YES	YES	YES
8	(##)SC/ST/OBC Certificate from Tahsildar of /above(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.	YES	YES	YES	YES	NO
9	Tulu Minority Certificate –Issued by Principal of school/school record showing "mother tongue"	NO	NO	YES	NO	NO
10	Religious minority certificate-Christian- Issued by Principal of school/school record showing "Religion"	NO	NO	NO	YES	YES
11	Karnataka domicile certificate-Issued by Revenue authority not below the rank of Tahsildar	YES(if S.No 8 is applicable)	NO	YES	YES	NO
12	HKR Eligibility certificate in the name of Candidate issued by Asst.Commissioner in charge of revenue sub division	NO	YES	NO	NO	NO
13	Parents study proof in Karnataka for 7 years (Karnataka candidates who have taken a seat in Linguistic/Religious Minority category , if the candidate has not studied for 7 years in Karnataka but has studied 11 th and 12 th in Karnataka)	NO	NO	YES	YES	NO

S.No	Document	TYPE OF SEAT TAKEN IN ROUND 1/ROUND 2				
		General Merit	HKR	Tulu	Karnataka Christian	Non-Karnataka Christian
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)	NO	NO	YES	YES	NO
15	DD of Rs 55000 , favouring "COMEDK TAT No_____" from approved list of banks in the Format required by COMEDK. Check Annexure 1 , in Counselling Process Document below to see sample DD Format Check annexure 2 in Counselling Process Document for approved list of banks Check the following in the DD: 1) DD is CTS Compliant 2) TAT Number is mentioned in the DD 3) DD is not overwritten 4) DD is signed by the Bank official	YES	YES	YES	YES	YES
ADDITIONAL DOCUMENTS APPLICABLE FOR ARCHITECTURE CANDIDATES						
16	NATA/IIT JEE 2 Score Card	YES	YES	YES	NA	NA
ADDITIONAL DOCUMENTS APPLICABLE FOR CANDIDATES WHO SURRENDER/ CANCEL SEAT IN ROUND 1 AND ATTEND ROUND 2						
17	Surrender Form	YES	YES	YES	YES	NA
18	Original COMEDK Allotment Letter& Fee Paid Receipt of COMEDK	YES	YES	YES	YES	NA
19	Original Verification Card issued by COMEDK	YES	YES	YES	YES	NA
20	DD of Rs 5000 , favouring "COMEDK TAT No_____" ,from approved list of banks in the Format required by COMEDK. Check Annexure 1 in Counselling Process Document to see sample DD Format Check annexure 2 in Counselling Process Document for approved list of banks Check the following in the DD: 1) DD is CTS Compliant 2) TAT Number is mentioned in the DD 3) DD is not overwritten 4) DD is signed by the Bank official	YES	YES	YES	YES	NA
ADDITIONAL DOCUMENTS APPLICABLE FOR CANDIDATES WHO SELECTED A SEAT IN ROUND 1 AND ATTENDS ROUND 2						
21.	Documents with serial No.18 and 19 above	YES	YES	YES	YES	NA

*Please carry originals + 2 separate sets of photocopies of all above applicable documents

*All photocopies have to be self-attested (signed by the candidate)

*The documents have to be arranged in the same order as mentioned above .Set 1: Originals , Set 2: 1st set of photocopies, Set 3: 2nd set of photocopies.

IMPORTANT Note: As the name suggests, this document provides only a quick reference to the Counseling Process Document to the candidate and their parents/guardians. For detailed understanding, procedure, legal compliance and other details, the main Counseling Process Document should be referred to, which is binding on all the participating candidates and their parents/guardians.