

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

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

OPTIONS TO ATTEND COUNSELING

- Attend Only Round 1
- Attend Only Round 2
- Attend Both Round 1 & 2

COUNSELING STEPS ROUND 1 AND 2

Step 1	<ul style="list-style-type: none">• Attend counselling at Bangalore as per schedule provided• Carry all Original Documents and 2 sets of photocopies
Step 2	<ul style="list-style-type: none">• Verification officer verifies documents
Step 3	<ul style="list-style-type: none">• Select a seat as per availability and pay Rs 55000/- at counselling venue.
Step 4	<ul style="list-style-type: none">• Collect Allotment Letter

OPTIONS AVAILABLE AFTER SELECTING SEAT IN ROUND 1

RETAIN SEAT AND NOT ATTEND ROUND 2	RETAIN SEAT AND ATTEND ROUND 2	CANCEL SEAT ALLOTTED
<ul style="list-style-type: none">• Report to college before the date mentioned in Allotment letter	<ul style="list-style-type: none">• Option 1: Retain college and course of Round 1• Option 2: Opt new college/course• Report to college before the date mentioned in Allotment letter of Round 2 (applicable in case you retain the seat/upgrade)	<ul style="list-style-type: none">• 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.

SELECTION CATEGORIES(GM,HKR,TULU,CHRISTIAN)

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)
HKR	Select HKR seat in exclusive session	Select HKR/GM seat
TULU	Select Tulu seat in exclusive session	Select Tulu/GM seat
CHRISTIAN	Select Christian seat in exclusive session	Select Christian/GM seat
GENERAL MERIT	Select GM seat	Select HKR/GM/Christian/Tulu seat as applicable.

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	<ul style="list-style-type: none">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 formOption 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 LetterOriginal Verification CardFee 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
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
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 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

S.No	Document	TYPE OF SEAT TAKEN IN ROUND 1/ROUND 2				
		General Merit	HKR	Tulu	Karnataka Christian	Non-Karnataka
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 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

OTHER INSTRUCTIONS REGARDING DOCUMENTS

- 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.
- Check Sample DD format in Counseling Process Document
- DD Should be from Approved List of Banks as mentioned in Counseling Process Document.

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.