

Counselling Process Quick Guide - Engineering

WHO IS ELIGIBLE TO PARTICIPATE IN COMEDK ONLINE COUNSELLING?

Candidates with COMEDK UGET 2025 Rank Card, satisfying the following eligibility criteria:

Engineering:

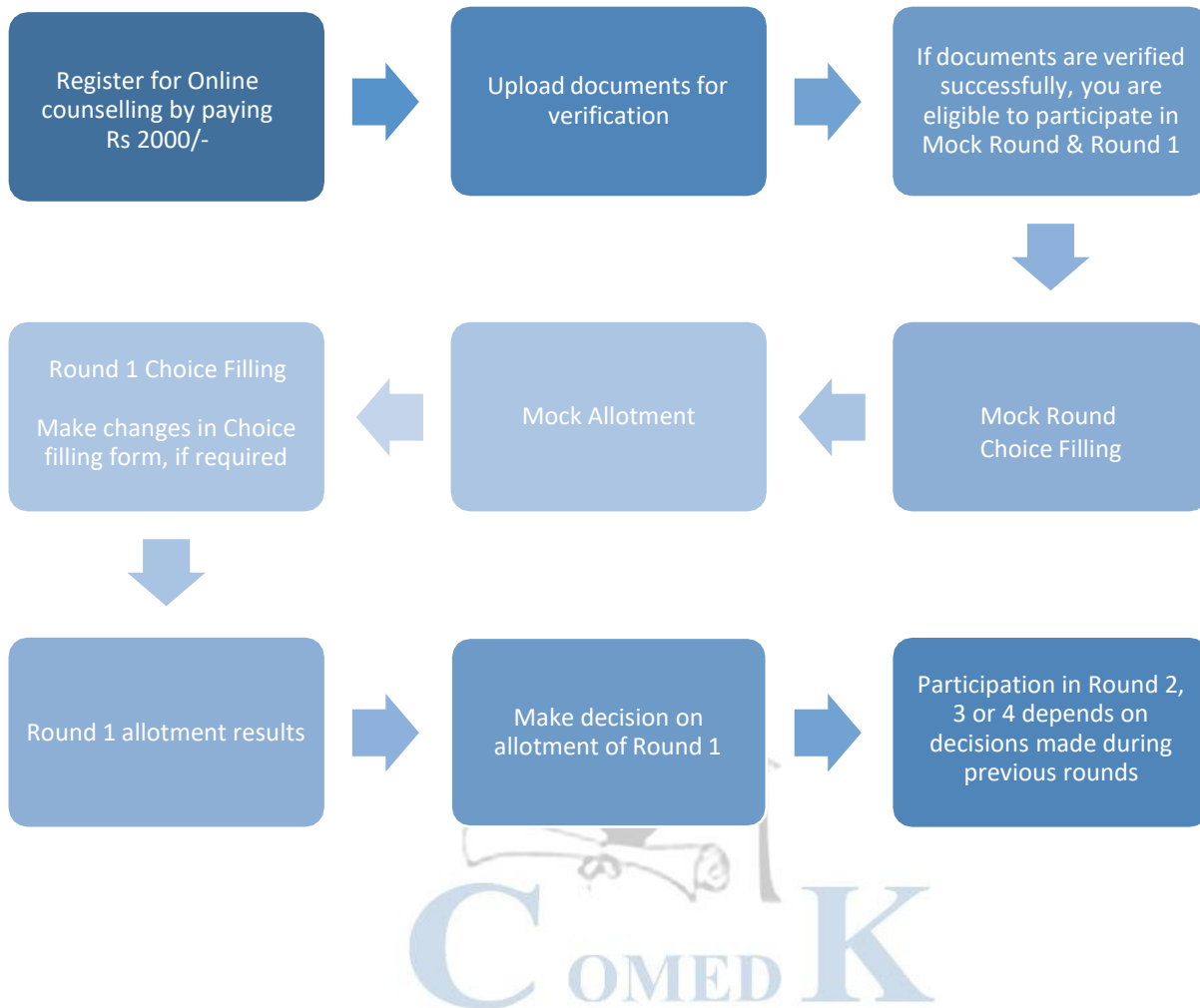
- a) Candidates who have passed 12th/2nd PUC/equivalent examination with English as one of the languages, Physics and Mathematics as compulsory subjects along with Chemistry/ Biotechnology/ Biology/Electronics/Computer Science. The General Merit candidates should have passed 12th/2nd PUC/ equivalent examination with a minimum aggregate of 45% marks (40% in respect of SC, ST and OBC candidates of Karnataka State) in Physics, Chemistry/Biotechnology/ Biology/Electronics/Computer Science and Mathematics and should have passed these subjects individually
- b) Supplementary candidates of 12th/2nd PUC/equivalent examination of current year (passed supplementary exam in the year 2025) 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. 2025, 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 3
- 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 original documents to prove eligibility, scanned and ready to upload since their candidature is subject to successful verification of the same and approval.

BOARD ELIGIBILITY

Candidates who have passed from any of the following qualifying examinations are eligible to seek admission. However, they have also to satisfy the programme-wise academic eligibility:

- Passed 12th/ 2nd PUC/ qualifying exam from any recognized Central / State Board of Secondary Education
- Final examination of the 2-year course of the joint Services Wing of the National Defence Academy
- General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the advanced level with minimum passes of 2/3 subjects
- High School certificate of Examination of Cambridge University
- International Baccalaureate Diploma Program with minimum passes of 6 subjects (3HL and 3SL) with 24 points
- Any Public School/Board/University Examination in India or foreign countries recognized by the Association of Indian Universities as equivalent to 10+2 system
- Senior Secondary School Examination conducted by the National Open School with minimum five subjects

ONLINE COUNSELLING PROCESS OVERVIEW



HOW TO REGISTER FOR ONLINE COUNSELLING?

- Login to COMEDK Application Form on www.comedk.org, using Laptop/desktop.
- Click on “Counselling Registration” Tab
- Make Payment of Rs 2000/- as non-refundable counselling registration fee using credit card/debit card/net banking • Click on “Document Upload” tab
- Upload all mandatory documents for verification. (Ensure uploading legible scanned images of documents. Do not take photo of the documents in mobile for uploading. The image should be only JPG, JPEG or PDF format) Only candidate’s whose Document Verification Status shows ‘Document Approved’ will be eligible for further process How to check whether document is verified?
- The document verification status will be updated in your application login in ‘Document Upload’ Tab
- You are requested to login to your application frequently to check for document verification status which could be any one of the statuses mentioned below:

Only candidate’s whose Document Verification Status shows ‘Document Approved’ will be eligible for further process

HOW TO CHECK WHETHER DOCUMENT IS VERIFIED?

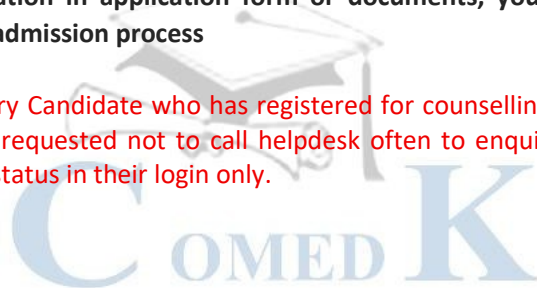
- The document verification status will be updated in your application login in 'Document Upload' Tab
- You are requested to login to your application frequently to check for document verification status which could be any one of the statuses mentioned below:

DOCUMENT 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. The requested document should be submitted within 12 hours. 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"

- Candidates whose document verification is "Document Approved" will only be considered for next step of 'Choice Filling'
- Candidates whose document verification status is "Document Rejected" will not be able to participate in further process
- In case of incorrect declaration in application form or documents, your candidature may be rejected at any stage of counselling/admission process**

Documents of each and every Candidate who has registered for counselling will be verified before start of counselling. Candidates are requested not to call helpdesk often to enquire regarding the status of their document and to check the status in their login only.



DOCUMENTS REQUIRED TO 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**

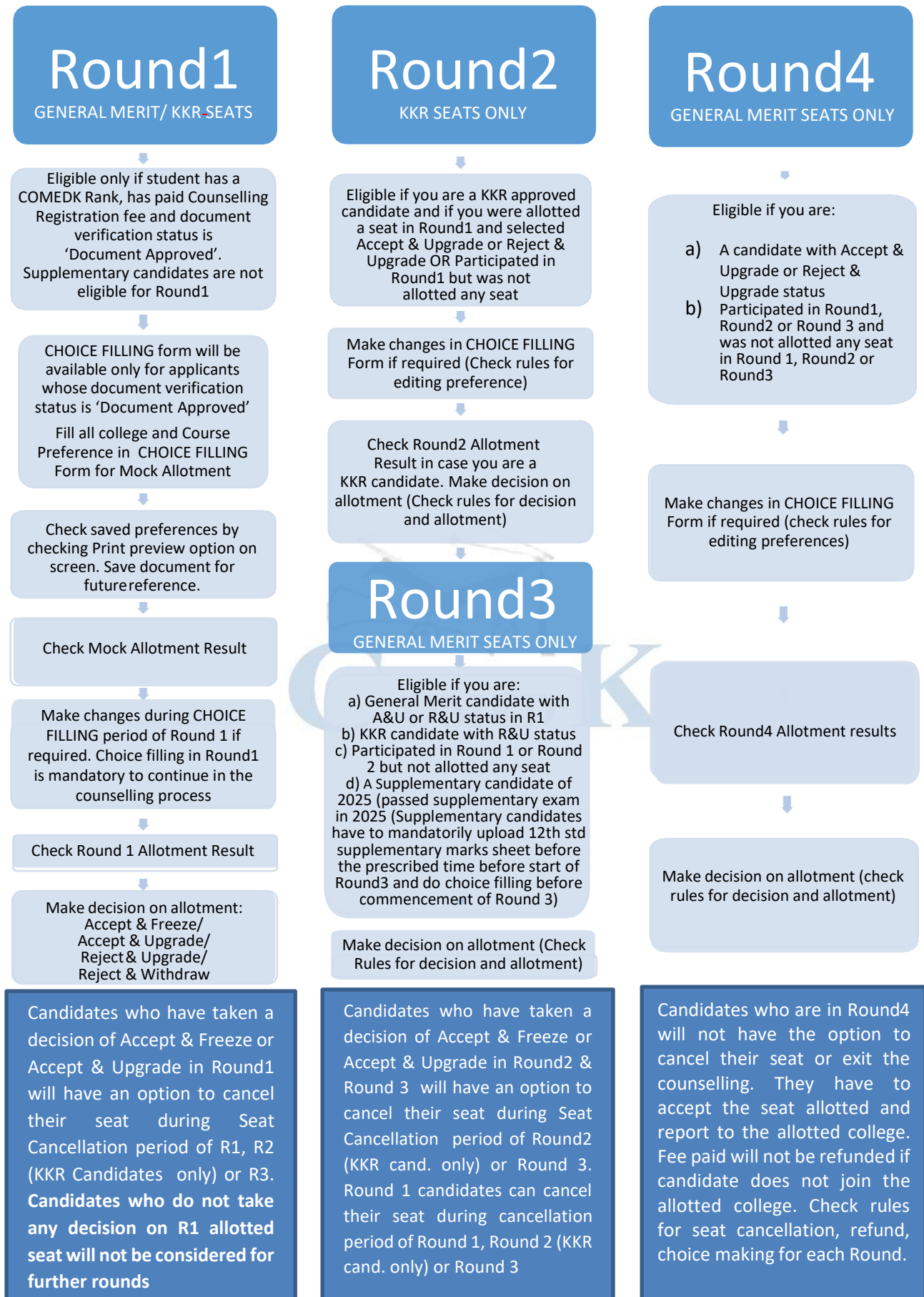
- 1) **Candidate Original ID proof:** PAN/Passport/Voter Id/ Driving License/ Any other Government Id Proof (as declared in application form)
- 2) **Date of Birth Proof of Candidate:** SSLC/10th Marks Card only
- 3) **PUC/ 12th Std or equivalent Marks Card:** Do not crop top and bottom of the marks card. All information including QR code (if available) should be clearly visible. If you have improvement/supplementary marks card, scan both together and upload as one pdf
- 4) **Admit Card or Hall ticket information of 12th/2nd PUC/Equivalent exam** (IF APPLICABLE): Candidates marks card are verified on their respective board website. Candidates are requested to upload their 12th admit card. However, if admit card is not available then write your admit card information like Roll Number, School Number, Admit card id number etc., clearly in capital letters on a sheet of paper and upload the same.
- 5) **COMEDK Admit Card/TAT**
- 6) **SC/ST/OBC Certificate:** Applicable only if you have scored between 40 to 45% in PCM in 12th grade/2nd PUC/Equivalent and you are a Domicile of Karnataka. Certificate should be in the name of the candidate.
- 7) **Karnataka Domicile Certificate:** Candidates claiming SC/ST/OBC category should upload Karnataka Domicile Certificate issued by Revenue authority not below the rank of Tahsildar, Certificate should be in the name of the candidate
- 8) OCI/PIO document issued by Govt. of India
- 9) VTU eligibility certificate (OCI/PIO candidates should upload VTU eligibility certificate else upload a declaration as given in Annexure A)
- 10) Any other optional document/ certificate (candidates below 17 years should upload VTU eligibility certificate, else upload declaration as given in Annexure B)

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:** SSLC/10th Marks Card only
- 3) **PUC/ 12th Std or equivalent Marks Card:** Do not crop top and bottom of the marks card. All information including QR code (if available in your marks card) should be clearly visible. If you have improvement/supplementary marks card, scan both together and upload as one pdf
- 4) **Admit Card/ Hall ticket information of 12th/2nd PUC/Equivalent Exam** (If applicable) Candidates marks card are verified on their respective board website. Candidates are requested to upload their 12th admit card. However, if admit card is not available then write your admit card information like Roll Number, School Number, Admit card id number clearly in capital letters on a sheet of paper and upload the same.
- 5) **COMEDK Admit card/TAT**
- 6) Improvement or Supplementary/Compartment Marksheet or any other document
- 7) **Kalyana Karnataka Region Certificate:** Candidates claiming KKR seat should upload KKR certificate - 371J certificate issued by Asst. Commissioner in charge of Revenue sub division. Certificate should be in the name of the candidate
- 8) **SC/ST/OBC Certificate:** Applicable only if you have scored between 40 to 45% in PCM in 12th grade/2nd PUC and are a domicile of Karnataka. Certificate should be in the name of the candidate.
- 9) **Karnataka Domicile Certificate:** Candidates claiming KKR seat and / OR SC/ST/OBC category should upload Karnataka Domicile Certificate issued by Revenue authority not below the rank of Tahsildar. Certificate should be in the name of the candidate
- 10) OCI/PIO document issued by Govt. of India
- 11) VTU eligibility certificate (OCI/PIO candidates should upload VTU eligibility certificate else upload a declaration as given in Annexure A)
- 12) Any other optional document/ certificate (candidates below 17 years should upload VTU eligibility certificate, else upload declaration as given in Annexure B)

COUNSELLING ROUNDS - STAGES

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



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 (Visvesvaraya Technological University)
 - 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

DETAILS OF FEE

- a. The upper limit of annual tuition fee as agreed between the State Government and the Association of Colleges was **Rs.2,81,100/- p.a or Rs.2,00,000/- p.a** whichever was opted by the respective institutions.
- b. Along with the tuition fee, 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:
 - 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
 - Applicable University fees
- c. It is mandated that candidates are required to pay a single "Total Fee" to COMEDK which includes both "Tuition Fee" and "Other Fees"

EXPLANATION OF CHOICES/DECISIONS AVAILABLE TO CANDIDATE DURING ROUND1

Options Available	Explanation of Choice/Decision	Eligible to participate in next Round	Total Fee (Tuition fee + Other Fees) to be paid at 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 Round1 because of less preferences. Such a candidate will not see any decision buttons and will move to the next eligible round by default.

ii) There is a reason for providing four different choices/decisions to the candidate and it depicts specific outcome, when selected. Therefore, once the choice/decision is made, it will not be modified under any circumstances. The candidates are cautioned to make the choices/decisions carefully.

Options/Decisions available after Seat Allotment in Round2 -

Only for KKR Seats & KKR category approved candidates

Decision in Round1	Decisions available in Round2 (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, he/she will get a "CONTINUE" button to participate in next round and the candidate will continue with status of Accept & Upgrade into Round3

Options/Decisions available after Seat allotment in Round3 – General Merit Seats (Applicable to KKR candidates with Reject & Upgrade status in Round 2)

Decision in Round 2	Decisions available in Round3
a) Accept & Freeze	Not applicable
b) Reject & Upgrade	Accept & Freeze/Accept & Upgrade/ Reject & Upgrade/Reject & Withdraw
c) Reject & Withdraw	Not applicable

Options/Decisions available after Seat allotment in Round3 – General Merit Seats (also Applicable to candidates who were not allotted seat in Round2)

Decision in Round1	Decisions available in Round3
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	Accept & Freeze/Accept & Upgrade/ Reject & Upgrade/Reject & Withdraw

Note:- After Round3 Allotment, Reject and Upgrade candidates of Round 1 or Round 2, who are not allotted any seat in Round3 (i.e., candidates not holding any seat) the system will consider them as Reject & Upgrade and they will go to Round4. In case the candidate does not wish to go to Round 4, such candidates can click on 'EXIT' button to exit the counselling process. Candidates with Reject & Upgrade status, who do not take decision of EXIT and continue to participate in Round 4 will have to mandatorily accept & freeze if allotted a seat allotted in Round 4 and join the allotted college. There is no seat cancellation option in Round 4 and Fee paid will not be refunded

Options/Decisions available after Seat Allotment in Round4

Decision in Round3	Decisions available in Round4
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, Round2 or Round 3	Accept & Freeze/Reject and Withdraw

Note:- There is no seat cancellation option available during or after Round4, Candidate has to join the allotted college in Round4. 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 additionally.

SEAT CANCELLATION POLICY

- a. Any candidate, who has accepted a seat during Round1, Round2 or Round3, 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 during or after the seat allotment process in Round 4 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 seat cancellation cannot be done through phone, email, post etc., and COMEDK reserves the right not to respond to such requests

WHEN CAN CANDIDATE CANCEL THEIR SEAT

DESCRIPTION	SEAT CANCEL PERIOD
a) Accept & Freeze and Accept & Upgrade seats in Round1	As per schedule/ deadline for seat cancellation before start of Round 4. Round1 candidates can cancel their seat during seat cancellation period of Round1 or Round 2 (KKR seats ONLY) or Round 3
b) Accept & Freeze and Accept & Upgrade seats in Round2 and Round 3	As per schedule/deadline for seat cancellation before start of Round4. Round 1, Round2 & Round 3 candidates can cancel their seat during seat cancellation period of Round2 (KKR approved candidates only) & Round3 respectively.
c) Accept & Freeze candidates in Round4	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 Round4. Any candidate allotted a seat in Round4 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.**

REFUND AND FORFEITURE OF FEE

- a) 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 4, entire Total Fee paid by the candidate will be forfeited and he/she may be required to pay prescribed penalty additionally.

REFUND POLICY OF TOTAL FEE

STATUS OF CANDIDATE	FEE REFUND PROCESS
a) Accept & Freeze status after cancellation period of Round 3	Not applicable
b) Candidates exercising the option of Reject & Withdraw in Round1, Round2 and Round 3	Total Fee paid is refundable (Convenience fees are not refundable)
a) Reject and Upgrade candidate of Round2 or Round 3 who did not get any seat in Round4	Total Fee paid is refundable (Convenience fees are not refundable)
b) Reject and Upgrade candidates who clicked on 'EXIT' after Round3 allotment to exit the counselling process	Total Fee paid is refundable (Convenience fees are not refundable)
c) During or after seat allotment in Round 4	There will be NO REFUND and entire Total Fee paid WILL BE FORFEITED
d) Candidates cancelling the seats in Round1, Round 2 or Round 3 Seat Cancellation period	Total Fee paid will be refunded. (Convenience fees are not refundable)

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.

NOTE: This quick Guide is only a summary of the Counselling Process Document 2025. Candidates have to refer to the Counselling Process Document 2025 for complete details