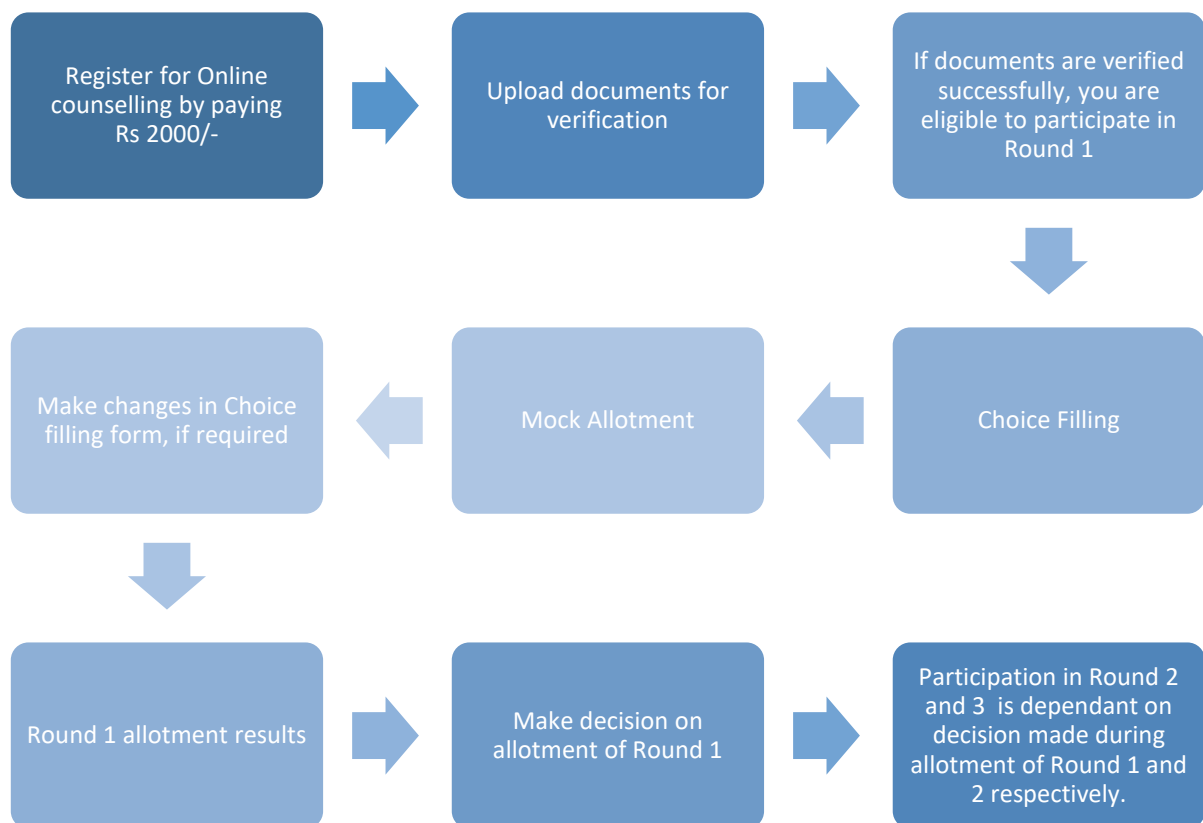


# Counselling Process Quick Guide

## Who is Eligible to Participate in COMEDK Online Counselling?

- Candidates with COMEDK Engineering Entrance Exam Rank Card 2022
- Have passed 12th/2<sup>nd</sup> 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 12<sup>th</sup>/2<sup>nd</sup> 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
- Supplementary candidates of PU Board/10+2 of current year (passed supplementary exam in the year 2022) satisfying all the eligible criteria should register during the initial Counselling registration period 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.
- Eligible candidates who have registered themselves for online counselling with a non-refundable registration fee of Rs. 2,000/-
- Candidates who are ready to pay entire college fee at COMEDK level after allotment of seats.
- 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.

## COUNSELLING OVERVIEW



## HOW TO REGISTER FOR ONLINE COUNSELLING?

- Login to COMEDK Application Form on [www.comedk.org](http://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:

DOCUMENT STATUS	WHAT IT MEANS
<a href="#">Document Submitted</a>	Your document has been received by COMEDK and yet to be verified by the officer
<a href="#">Resubmit</a>	COMEDK has asked you to re-submit a few documents. Till you resubmit your application will be on hold
<a href="#">Document Resubmitted</a>	Candidate has resubmitted the document and is yet to be verified by COMEDK
<a href="#">Document Approved</a>	All your documents are in order and has been verified and approved by COMEDK. You are now eligible for further process of counselling
<a href="#">Document Rejected</a>	The documents you submitted are not in order/ or incorrect and hence rejected. Please check your email for reason for rejection. You cannot take part in further counselling process
<a href="#">Under Review</a>	Your document is being reviewed by COMEDK

- Candidates whose document verification shows ‘Document Approved’ will only be considered for next step of ‘Choice Filling’
- In case incorrect/illegible documents are uploaded; your counselling registration and verification status may show as ‘Document Rejected’
- Candidates whose document verification status is incomplete/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 REQUIRED FOR UPLOAD FOR ONLINE VERIFICATION - ENGINEERING

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

### *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/used during exam)
- 2) **Date of Birth Proof of Candidate:** PAN/Passport/Voter Id/ Driving License/ Any other Government Id Proof/ 10<sup>th</sup> Marks Card/ /Birth Certificate
- 3) **PUC/ 12th Std or equivalent Marks Card:** (CBSE Candidates should upload marks card which shows Roll Number and School Number and clear QR code/ I.S.C board candidates should upload marks card which shows Unique ID Number and Index Number and clear QR code.)
- 4) **Admit Card** (IF APPLICABLE/CBSE CANDIDATE)
- 5) **Improvement or Supplementary 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/2<sup>nd</sup> PUC/Equivalent and are a Domicile of Karnataka
- 7) **Domicile Certificate:** Candidates claiming SC/ST/OBC category should upload Karnataka Domicile Certificate

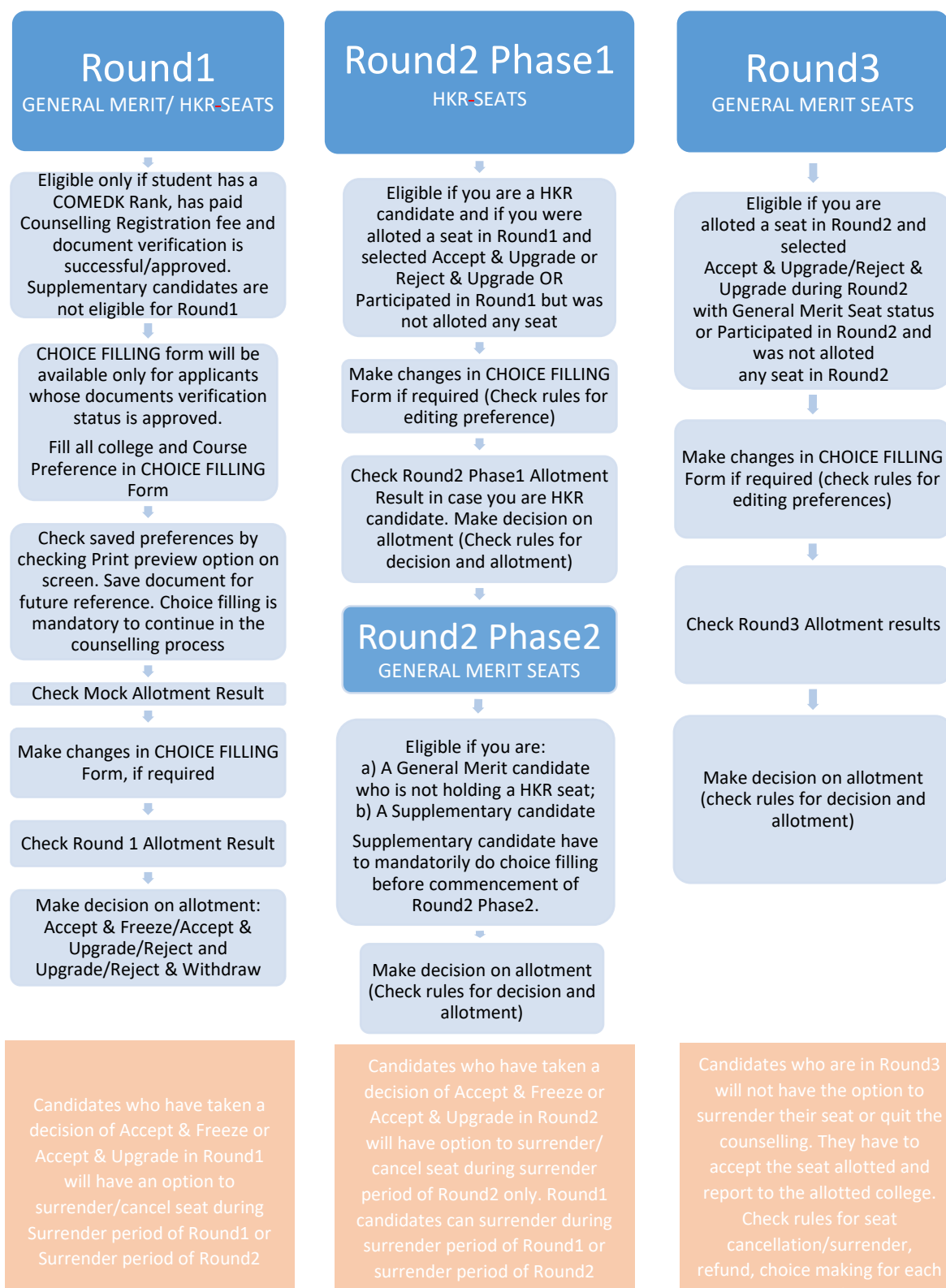
### *DOCUMENTS TO UPLOAD FOR HYDERABAD KARNATAKA REGION (HKR) SEAT- Engineering*

- 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/ 10<sup>th</sup> Marks Card/ /Birth Certificate
- 3) **PUC/ 12th Std or equivalent Marks Card:** (CBSE Candidates should upload marks card which shows Roll Number and School Number and clear QR code/ I.S.C board candidates should upload marks card which shows Unique ID Number and Index Number and clear QR code.)
- 4) **Admit Card** (If applicable/ CBSE Candidate)
- 5) **Improvement or Supplementary Marksheet or any other document** (If applicable)
- 6) **HKR Certificate:** Candidates claiming HKR seat should upload HKR 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/2<sup>nd</sup> 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:** Candidates claiming SC/ST/OBC category need to upload SC/ST/OBC certificate and Karnataka Domicile certificate  
Candidate claiming HKR seat need to upload HKR certificate and Karnataka Domicile Certificate  
SC/ST/OBC is only to get lower eligibility of 40 to 45% and there is no reservation in COMEDK for these categories

## COUNSELLING ROUNDS – STAGES

- There will be 3 rounds of counselling
- Eligibility to participate in Round 2 and 3 will depend on choice exercised or decision made on allotment during Round 1 and 2 respectively
- Candidates passed out in Supplementary exam conducted by PUC Board/10+2 during current year (passed in year 2022) will be given a chance to participate only in Round2 Phase2 of counselling



## SEAT MATRIX & FEES

**Please note: The fee amount mentioned below is of the year 2021-22 and the fee details for current year (2022-23) will be updated shortly.**

- Seat Matrix indicates the number of seats available for seat allocation of a course and college combination
- The fee is called Total Fees and is dependent on the college and course and will be available in the Seat Matrix information
- The Total Fee of each college along with the number of seats will be published on COMEDK website under Counselling Details – Engineering Seat Matrix & Fee Structure
- 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:
  - 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.
  - Applicable University fees
- In case of 'Accept and Upgrade'/'Reject and Upgrade' candidates, the Total fee paid at time of decision making, will be adjusted to the fee applicable for the college and course allotted during subsequent round/s as mentioned below:
  - Should there be an increase in Total Fee payable at time of Decision making in subsequent round: the extra fees will have to be paid by the candidate at the time of his/her decision making
  - Should there be a decrease in Total Fee payable at time of Decision making in subsequent round: the excess fees will be refunded by COMEDK after completion of the counselling process

### 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
<b>Accept &amp; Freeze</b>	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.	<b>No</b>	Total fee of the allotted college
<b>Accept &amp; Upgrade</b>	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.	<b>Yes</b>	Total fee of the Allotted College

<b>Reject &amp; Upgrade</b>	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.	<b>Yes</b>	Total Fee of the College you are Allotted and are Rejecting
<b>Reject &amp; Withdraw</b>	You are not satisfied with allotted seat and do not wish to participate in further rounds.	<b>No</b>	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.**

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 round by default

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 Phase1-

##### Only for HKR Seats

<b>Decision in Round1</b>	<b>Decisions available in Round2 Phase1</b>
Accept & Freeze	Not applicable.
Accept & Upgrade	Accept & Freeze
Reject & Upgrade	Accept & Freeze/Reject & Upgrade/ Reject & Withdraw
Reject & Withdraw	Not applicable
Participated in Round1 but no seat allotted in Round1	Accept & Freeze/Reject & Upgrade/ Reject & Withdraw

#### Options/Decisions available after Seat allotment in Round2 Phase2 – General Merit Seats

##### (Applicable to candidates who were allotted HKR seat in Round2 Phase1)

<b>Decision in Round 2 Phase 1</b>	<b>Decisions available in Round 2 Phase 2</b>
Accept & Freeze	Not applicable
Reject & Upgrade	Accept & Freeze/Accept & Upgrade/ Reject & Upgrade/Reject & Withdraw
Reject & Withdraw	Not applicable

#### Options/Decisions available after Seat allotment in Round2 Phase2 – General Merit Seats

##### (Applicable to candidates who were not allotted seat in Round2 Phase1)

<b>Decision in Round1</b>	<b>Decisions available in Round2 Phase2</b>
Accept & Freeze	Not applicable
Accept & Upgrade	Accept & Freeze/ Accept & Upgrade
Reject & Upgrade	Accept & Freeze/Accept & Upgrade/ Reject & Upgrade /Reject & Withdraw
Reject & Withdraw	Not applicable
Participated in Round 1 but no seat allotted in Round1 and Round2 Phase1	Accept & Freeze/Accept & Upgrade/ Reject & Upgrade/Reject & Withdraw

## Options/Decisions available after Seat Allotment in Round3

Decision in Round2 Phase2	Decisions available in Round3
Accept & Freeze	Not applicable
Accept & Upgrade	Accept & Freeze
Reject & Upgrade	Accept & Freeze
Reject & Withdraw	Not applicable
Participated in previous rounds but no seat allotted in Round1 and Round2	Accept & Freeze/Reject and Withdraw

## SURRENDER POLICY/SEAT CANCELLATION

Any candidate, who has accepted a seat during Round1 or Round2, can surrender their seat within the time period mentioned in Counselling Schedule for Seat Surrender. Such candidate is not eligible to participate in any of the subsequent rounds.

There is no facility to surrender 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 fee refund section of this document.

## WHEN CAN CANDIDATE SURRENDER SEAT

DESCRIPTION	SURRENDER PERIOD
<b>Accept &amp; Freeze and Accept &amp; Upgrade seats in Round1</b>	As per schedule/ deadline for surrender before Round 3 allotment. Round1 candidates can surrender during surrender period of Round1 or during surrender period of Round2
<b>Accept &amp; Freeze and Accept &amp; Upgrade seats in Round2</b>	As per schedule/deadline for surrender before start of Round3. Round2 candidates can surrender during surrender period of Round2 only.
<b>Accept &amp; Freeze candidates in Round3</b>	No surrender accepted under any circumstances and the candidate has to join the allotted college

## FEE REFUND POLICY FOR 'TOTAL FEE 'PAID AT COMEDK

In case a candidate wishes to cancel his/her seat, he or she has to surrender the seat during the surrender period only, which will enable him/her for refund of entire Total fee paid at COMEDK level.

There is no surrender period after Round3. Any candidate allotted a seat in Round3 will have to join the college that is allotted.

**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 forfeit the entire tuition fee including other fees paid at COMEDK level since the candidate has deprived an opportunity of getting allotted a seat to next best/merited candidate thereby blocking a seat and the candidate is also liable to pay a penalty of five times of the fee.**