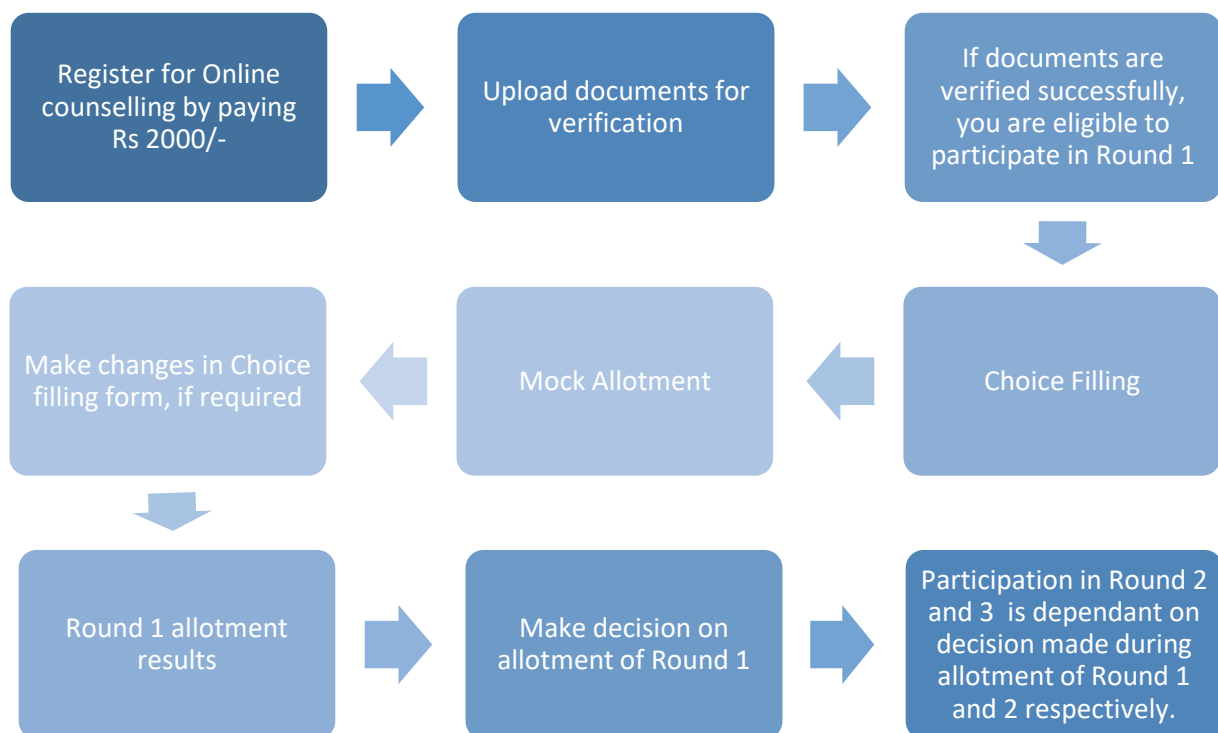# Online Counselling Process Quick Guide.

Who is Eligible to Participate in COMEDK Online Counselling?

- Candidates with COMEDK Engineering Entrance Exam Rank Card 2021
- 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
- Supplementary candidates of PU Board/10+2 of current year satisfying all the eligible criteria 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.
- Supplementary candidates will be given a chance to participate in an exclusive round of counseling that will be conducted after all the regular rounds of counseling are over. These candidates will be provided with an option of Choice Filling and subsequent allotment process will be available for these candidates during the exclusive round

Counselling -OVERVIEW

Register for Online counselling by paying Rs 2000/- → Upload documents for verification → If documents are verified successfully, you are eligible to participate in Round 1

Make changes in Choice filling form, if required ← Mock Allotment ← Choice Filling

Round 1 allotment results → Make decision on allotment of Round 1 → Participation in Round 2 and 3 is dependant on decision made during allotment of Round 1 and 2 respectively.

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 size of the image should not exceed 1MB and 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
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. Till you resubmit your application will be on hold
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/ or 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

- 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 Document Verification – ENGINEERING

*Type of seats available in COMEDK counselling are General Merit, HKR, TULU & TELUGU

DOCUMENTS TO UPLOAD FOR GENERAL MERIT SEAT

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** (I.S.C board candidates who have passed in 2021 should upload marks card which shows UID Number and Index Number. I.S.C board candidates who have passed before 2021 should upload Digi-locker marks card showing QR code)
4) **#ADMIT CARD OR DIGILOCKER MARKS CARD (APPLICABLE ONLY IF YOU ARE A CBSE CANDIDATE)**
   CBSE Candidates should upload Admit Card of 12th Grade Exam   OR
   Marks Card downloaded from Digi Locker showing QR Code
5) **Improvement Marksheet (If applicable)**

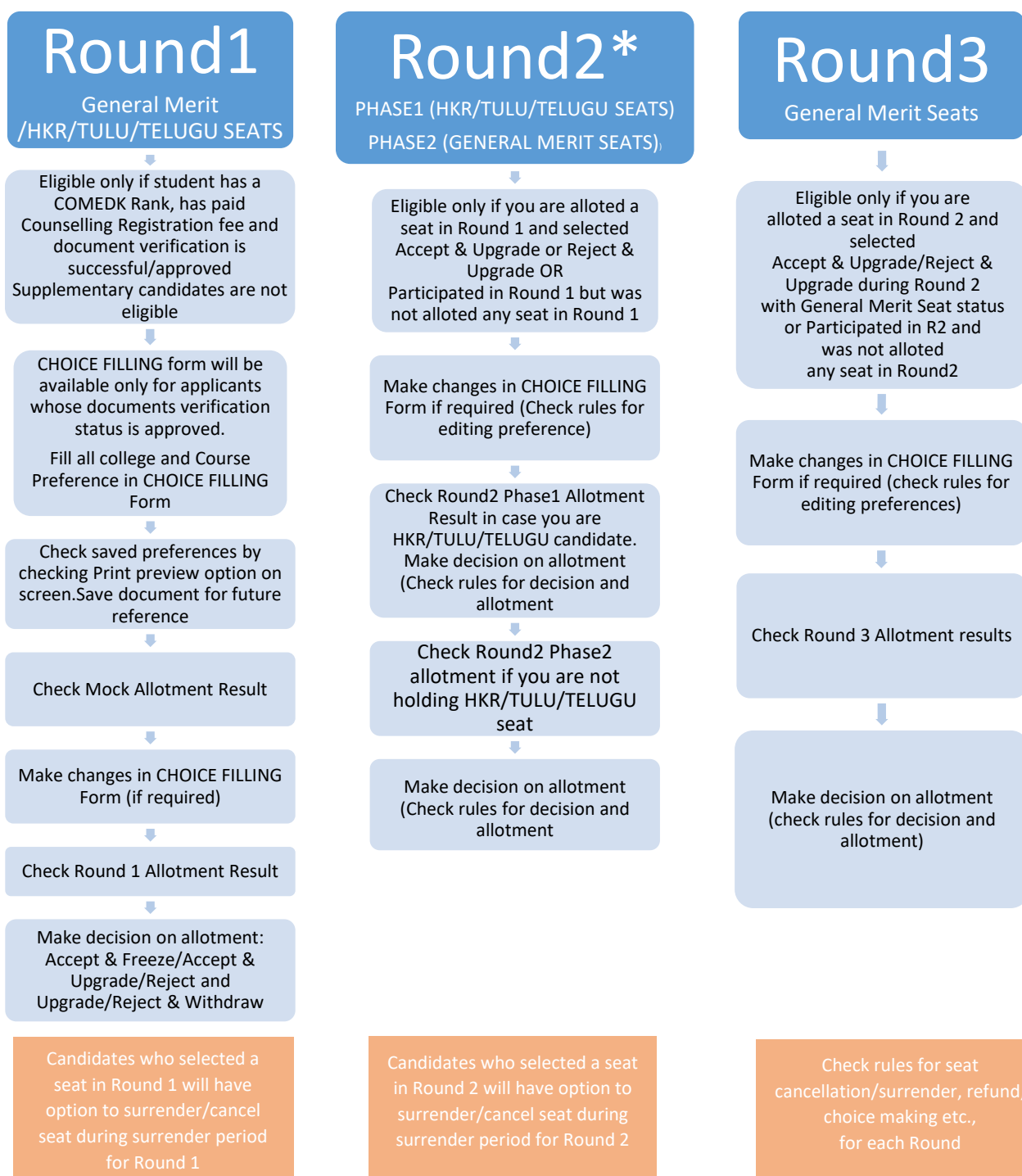### DOCUMENTS TO UPLOAD FOR HYDERABAD KARNATAKA REGION (HKR) SEAT

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:** (I.S.C board candidates who have passed in 2021 should upload marks card which shows UID Number and Index Number. I.S.C board candidates who have passed before 2021 should upload Digi-locker marks card showing QR code)
4) **HKR Eligibility Certificate**: Should be in the name of Candidate issued by Asst. Commissioner in charge of Revenue Sub Division
5) **#ADMIT CARD OR DIGILOCKER MARKS CARD (APPLICABLE ONLY IF YOU ARE A CBSE CANDIDATE)**
   CBSE Candidates should upload Admit Card of 12th Grade Exam   OR
   Marks Card downloaded from Digi Locker showing QR Code
6) **Improvement Marksheet** (If applicable)

DOCUMENTS TO UPLOAD FOR TULU/ TELUGU SEAT

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:**
   (I.S.C board candidates who have passed in 2021 should upload marks card which shows UID Number and Index Number I.S.C board candidates who have passed before 2021 should upload Digi-locker marks card showing QR code
4) **Karnataka Domicile Certificate**: Issued by Revenue authority not below the rank of Tahsildar, in the name of the Candidate
5) **Tulu/ Telugu Mother Tongue Certificate**: Certificate mentioning your mother tongue is Tulu/ Telugu. Certificate should be in the name of candidate, issued by Principal of the school you studied
6) **Study Proof in Karnataka:** Parents study proof in Karnataka for 7 years **OR** Candidate study proof in Karnataka for 7 years including 10th or 12th std in Karnataka
   Help note for Parents Study Proof: Karnataka candidates who have declared themselves as Linguistic Minority, if the candidate has not studied for 7 years in Karnataka but has studied 11th and 12th in Karnataka
   Help note for Candidate's Study Proof: Karnataka candidates who have declared themselves as Linguistic Minority, if the candidate has studied for 7 years in Karnataka and has studied 10th/12th in Karnataka
7) **#ADMIT CARD OR DIGILOCKER MARKS CARD (APPLICABLE ONLY IF YOU ARE A CBSE CANDIDATE)**
   CBSE Candidates should upload Admit Card of 12th Grade Exam   OR
   Marks Card downloaded from Digi Locker showing QR Code
8) **Improvement Marksheet** (If applicable)

COUNSELLING ROUNDS ACTION

- 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 will be given a chance to participate in the exclusive round of counselling for the leftover seats after all the rounds of regular counselling is completed.

Round1
General Merit /HKR/TULU/TELUGU SEATS

- Eligible only if student has a COMEDK Rank, has paid Counselling Registration fee and document verification is successful/approved Supplementary candidates are not eligible
- CHOICE FILLING form will be available only for applicants whose documents verification status is approved.
  Fill all college and Course Preference in CHOICE FILLING Form
- Check saved preferences by checking Print preview option on screen.Save document for future reference
- Check Mock Allotment Result
- Make changes in CHOICE FILLING Form (if required)
- Check Round 1 Allotment Result
- Make decision on allotment: Accept & Freeze/Accept & Upgrade/Reject and Upgrade/Reject & Withdraw

Candidates who selected a seat in Round 1 will have option to surrender/cancel seat during surrender period for Round 1

Round2*
PHASE1 (HKR/TULU/TELUGU SEATS)
PHASE2 (GENERAL MERIT SEATS)

- Eligible only if you are alloted a seat in Round 1 and selected Accept & Upgrade or Reject & Upgrade OR Participated in Round 1 but was not alloted any seat in Round 1
- Make changes in CHOICE FILLING Form if required (Check rules for editing preference)
- Check Round2 Phase1 Allotment Result in case you are HKR/TULU/TELUGU candidate. Make decision on allotment (Check rules for decision and allotment
- Check Round2 Phase2 allotment if you are not holding HKR/TULU/TELUGU seat
- Make decision on allotment (Check rules for decision and allotment

Candidates who selected a seat in Round 2 will have option to surrender/cancel seat during surrender period for Round 2

Round3
General Merit Seats

- Eligible only if you are alloted a seat in Round 2 and selected Accept & Upgrade/Reject & Upgrade during Round 2 with General Merit Seat status or Participated in R2 and was not alloted any seat in Round2
- Make changes in CHOICE FILLING Form if required (check rules for editing preferences)
- Check Round 3 Allotment results
- Make decision on allotment (check rules for decision and allotment)

Check rules for seat cancellation/surrender, refund, choice making etc., for each Round

SEAT MATRIX & FEES

- 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:
  - o 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
  - o 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
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
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

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
Reject & Withdraw	You are not satisfied with allotted seat and do not wish to participate in further rounds.	**No**	No

Note:

1) In case, the candidate does not take any action on the seat allotted, it will be considered as Reject & Withdraw and he/she will not be eligible for further rounds.

2) There is a reason for providing four different choices/decisions to the candidate and it depicts specific outcome, if 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 ROUND 2 PHASE 1-
ONLY FOR HKR, TULU, TELUGU SEATS

Decision in Round 1	Decisions available in Round 2 Phase 1
Accept & Freeze	Not applicable.
Accept & Upgrade	Accept & Freeze
Reject & Upgrade	Accept & Freeze/Reject & Upgrade/ Reject & Withdraw
Reject & Withdraw	Not applicable
Participated in Round 1 but no seat allotted in Round 1	Accept and Freeze/Reject & Upgrade/Reject & Withdraw

OPTIONS/DECISIONS AVAILABLE AFTER SEAT ALLOTMENT IN ROUND 2 PHASE 2 – GENERAL MERIT SEATS
(APPLICABLE TO CANDIDATES WHO WERE ALLOTTED SEAT IN ROUND2 PHASE 1 HKR, TULU, TELUGU)

Decision in Round 2 Phase 1	Decisions available in Round 2 Phase 2
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 ROUND 2 PHASE 2 – GENERAL MERIT SEATS
(APPLICABLE TO CANDIDATES WHO WERE NOT ALLOTTED SEAT IN ROUND 2 PHASE 1)**

Decision in Round 1	Decisions available in Round 2 Phase 2
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 Round 1 and Round 2 phase 1	Accept & Freeze/Accept & Upgrade/Reject & Upgrade/Reject & Withdraw

OPTIONS/DECISIONS AVAILABLE AFTER SEAT ALLOTMENT IN ROUND 3

Decision in Round 2 Phase 2	Decisions available in Round 3
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 Round 1 and Round 2	Accept & Freeze/Reject and Withdraw

SURRENDER POLICY/SEAT CANCELLATION

Any candidate, who has accepted a seat during Round 1 or 2, 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 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
Accept & Freeze and Accept and Upgrade seats in Round 1	As per schedule for surrender before Round 2 ONLY
Accept & Freeze and Accept and Upgrade seats in Round 2	As per schedule for surrender before Round 3 ONLY
Accept and Freeze candidates in Round 3	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.

If a candidate whose name is in the final list, fails to join 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.

VERSION CONTROL

Version 1.0:(released on 22.10.2021) This is the first version, of the Counselling Process Quick guide

Version 1.1: (released on 23.10.2021) In this version in the:

#Documents required for upload for Online Document Verification – ENGINEERING section clause relating to ADMIT CARD has been modified from

"ADMIT CARD (APPLICABLE ONLY IF YOU ARE A CBSE CANDIDATE)
CBSE Candidates should upload Admit Card of 12th Grade Exam/Marks Card downloaded from Digi Locker showing QR Code"
TO
"ADMIT CARD OR DIGILOCKER MARKS CARD (APPLICABLE ONLY IF YOU ARE A CBSE CANDIDATE)
CBSE Candidates should upload Admit Card of 12th Grade Exam   OR
Marks Card downloaded from Digi Locker showing QR Code"

Version 1.2: (released on 06.11.2021) In this version :

* In section for Counselling Round Actions, the flowchart for Round 2 has been modified to include details of both Phase 1 and Phase 2 .

In section for **OPTIONS/DECISIONS AVAILABLE AFTER SEAT ALLOTMENT IN ROUND 2 PHASE 2 – GENERAL MERIT SEATS ,clause '**(APPLICABLE TO CANDIDATES WHO WERE NOT ALLOTTED SEAT IN ROUND 2 PHASE 2)** ' HAS BEEN MODIFIED TO **'(APPLICABLE TO CANDIDATES WHO WERE NOT ALLOTTED SEAT IN ROUND 2 PHASE 1)'**