

RECAP OF PROCEDURE FOR UG ENGINEERING AND ARCHITECTURE COUNSELLING 2016

(This is only a bird's eye view of the counselling process; please refer to Counselling process document notified on 09/06/2016 for details)

**THERE ARE NO AGENTS APPOINTED BY COMEDK AND THE WEBSITE
www.comedk.org IS THE ONLY OFFICIAL WEBSITE**

COUNSELLING VENUE

NMKRV Mangala Mantapa, 3rd Block, Jayanagar, Bangalore

- 1) The main philosophy behind COMEDK counseling is to provide an opportunity twice either to continue with the seat selected by the candidates or to change their seat depending on the circumstances. Providing more than two opportunities is not permissible.
- 2) ***The candidates are advised to refer to the cut-off ranks of 2015-2016 hosted on COMEDK website and make an assessment of their realistic chances before attending the counselling.***
- 3) Candidate must be physically present and no proxy registration is permissible under any circumstances.
- 4) Only genuine and bona-fide candidates possessing original documents are allowed for counseling.
- 5) **The candidate/s will be debarred and criminal proceedings may be initiated;**
 - i) if the documents are found to be not in order or if there is a likelihood or falsification or the expert committee is not convinced about the genuineness of the documents submitted at the verification counter;
 - ii) if there is a mismatch of photo, finger impression and signature of the candidate; **or**
 - iii) if there is a reasonable doubt arising in expert committee that there is mala fide intent of impersonation.

The decision taken by the expert committee will be final in this regard.

- 6) Candidates who have passed in the latest supplementary 2nd PUC or 10+2 higher secondary examination 2016 may appear for second and final round counseling subject to fulfilling other requirements of eligibility criteria and after producing the relevant original marks cards issued by the respective board.
- 7) Candidates have to carry all the Original documents with one set of attested photo copies as mentioned in Para 13 and 14 of the counseling process document without which they will not be allowed to participate in the counseling process.
- 8) Candidates who have selected a seat by submitting their Original documents in the following Institutions / Universities / Agencies may attend the COMEDK First Round counseling, with one set of attested photocopies of documents, the acknowledgement and the original allotment letter issued by them:
 - (a) Karnataka Examination Authority (KEA);
 - (b) IIT JEE.
- 9) A portion of the prescribed Tuition fee in the form of Demand Draft drawn on Nationalized Bank i.e. a sum of ₹55,000/- (Rupees fifty five thousand only) with TAT number indicated thereon and payable to COMEDK at Bangalore is a must. However, the balance tuition fee is required to be paid at the college level during admission. **If the TAT number is not mentioned, the Demand Draft will not be accepted** vide illustration in counselling process document at Page.No:07.
- 10) During the first round of counseling, candidates belonging to religious and linguistic minority of Karnataka State can select a seat either under General Merit or in the respective minority institution in the order of merit; all others are entitled to select their seats only under General Merit category.
- 11) The candidates are required to get the original documents verified and later to register themselves in the counter where all details get entered into the computer system. **Unless the candidate is registered he/she cannot participate in the seat selection process** as the entire counseling system is computerized.
- 12) A candidate who has a better rank gets the opportunity to select a seat; a candidate who has the rank next to him cannot think of bypassing him.

- 13) Once a candidate selects a seat according to order of merit, it cannot be changed subsequently. Hence they are cautioned to be careful while selecting the seat.
- 14) The seat Allotment letter has built in security features and cannot be duplicated. No Duplicate Allotment letter will be issued for any reason.
- 15) If the Allotment Letter is lost, the Candidate will lose the selected seat as well. Hence the candidates are cautioned to be more careful and submit the same only at the College allotted, while reporting.
- 16) Candidate who fails to report in time at the venue as per their date and time of the schedule along with all the required mandatory documents including demand draft will be considered as a latecomer. Such latecomers cannot as of right claim to be counseled during the same session. The excuses like flight/train/bus/local transportation delayed / on any health / social grounds etc. will not be entertained.
- 17) COMEDK may at its discretion, organize an exclusive session called “latecomer session” to all those who are latecomers during any session in a day only after the completion of all the sessions proposed for that day. The said latecomers are entitled for seat selection amongst the seats available at that point of counseling and further they are not allowed to participate in any subsequent session during the said counseling round.
- 18) Only the candidates can surrender the seat in person at the Counseling venue (no surrender will be accepted through Authorization, Phone, FAX, E-Mail or Post).
- 19) If any candidate is permitted to change the college or course during the second and final round of Counseling the same will not result in loss of fee amount.
- 20) Candidate, who surrenders his allotment letter on or before the date fixed, will be refunded the fee paid after deducting ₹5,000/- only, towards administrative expenses.
- 21) Surrender of seat by the candidates is not allowed during or after second and final round of COMEDK counseling.

- 22) After getting the original documents verified, one set of attested photocopies and Demand Draft drawn on Nationalized Bank in favour of COMEDK payable at Bangalore for ₹55,000/- are required to be submitted by the Candidate. The balance tuition fee as applicable and all the original documents are required to be submitted to the College at the time of reporting. No originals would be retained except for Architecture discipline.
- 23) After the seat selection, the candidate will be issued only a **Confirmed allotment letter**. There is no provision to issue any Provisional Allotment Letter in the case of Engineering/ Architecture Courses.
- 24) The following are a few **illustrations of malpractices, which will result in disqualification of the candidate from counseling:**
- ❖ Impersonation including Biometric Mismatch;
 - ❖ Creating disturbance at the Counseling Venue;
 - ❖ Giving or receiving unauthorized help;
 - ❖ Frustrating a deserving candidate from getting a seat of his choice based on merit, like jamming, contracting, trading, misusing, producing of duplicate, color Xeroxed, fake documents etc.
 - ❖ Candidates found entertaining the Touts and agents.
- 25) Seats that are unfilled, surrendered, forfeited, cancelled and newly added seats, if any, will be offered during the second and final round.
- 26) Candidates who have not attended the First round of counseling/ candidates with Allotment Letters whether reported to college or not are eligible to participate in the second and final round counselling.
- 27) Only the candidates who appear with the original documents not holding any seat elsewhere will be counseled during the second and final round.
- 28) There will be an exclusive round of counseling i.e. the first session of the second and final round of counseling for candidates belonging to minority category only if the seats reserved for them are available.
- 29) A candidate who has selected a minority seat in the first round is allowed to participate only for minority seat selection in the second and final round in the exclusive minority session.

- 30) However if the minority candidates desires to select a seat in the General Merit sessions of the second and final round, he / she shall have to surrender the minority seat selected by him / her within the date prescribed for surrender.
- 31) **After the completion of the second round counseling and seat selection thereafter, getting back the originals and also the tuition fee, from the colleges selected for any reason will be the responsibility of the candidates concerned and COMEDK has no role to play in this behalf. COMEDK becomes “*functus officio*” after 31st July 2016**
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