



COMEDK
MEDICAL & DENTAL
COUNSELLING
BROCHURE 2016





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INFORMATION BROCHURE

COMEDK UG 2016-(MEDICAL AND DENTAL ADMISSIONS): **PARTICIPATION IN THE CENTRALIZED COUNSELING PROCESS:**

ABOUT COMEDK

COMEDK is the “Consortium of Medical, Engineering and Dental Colleges of Karnataka” to determine the merit of students in an effective, fair, transparent and non-exploitative testing procedure, floated by the Associations of Medical, Dental and Engineering private colleges for merit determination of students seeking admissions to the Member Institutions. The policies and program of COMEDK are decided by an Executive council, comprising of two principals each of Medical, Dental and Engineering Colleges and a retired Chief Secretary, and Director General of Police plus two Educationists besides a retired Principal Secretary Higher Education Department, Government of Karnataka as Chief Executive and Chairman of the Executive Council.

2. ComedK has conducted more than twenty entrance test and counselling for both Post Graduate and Under Graduate courses during the past eleven years and has to its credit on an average 12,000 admissions per annum in its 14 Medical, 24 Dental and around 130 Engineering colleges. During 2016-17 academic year, almost 1400 (700 each medical and dental) seats are available for effecting admissions in the affiliated Medical and Dental colleges of COMEDK. However, ComedK has no role to play in the determination of tuition fees, other fees, seat sharing formula etc. which are all between the government of Karnataka and the Colleges.

3. Pursuant to the directions dated: 11th April, 6th May and 9th May 2016 in No.261/2015-16 of the Hon’ble Supreme Court of India, ComedK cancelled its medical UG Entrance Test originally proposed on 8th May 2016 and instead

proposes to conduct seat selection counselling process based on National Eligibility Cum Entrance Test (NEET) results of CBSE.

4. This Brochure provides a fair idea as to how and what the candidates have to follow as procedure for filling the application, eligibility criteria, eligibility to participate in seat selection process, mandatory certificates / documents to be produced, etc.

5. Applicants are required to read this brochure thoroughly, so as to familiarize themselves before making Application and adhere to the rules and procedure strictly. Further, COMEDK's website www.comedk.org contains information and current updates/alerts. This site is updated regularly. COMEDK suggests all applicants to visit it frequently for relevant information.

6. All candidates must note that any form of canvassing or influence exercised would result in permanent disqualification of the applicant without any prior notice. www.comedk.org is the only official website of the Consortium. COMEDK is not responsible for information available on other websites / elsewhere.

All those who have applied earlier for COMEDK UGET exam , please note that the exam is cancelled and all such candidates have to register and submit their application again with the requisite fees.

ELIGIBILITY CRITERIA

7. Candidates from all over the country can participate in the UG Medical and Dental counseling 2016. The eligibility criteria are produced as under:-

a) The candidates should have qualified in second PUC or 10+2 or equivalent examination recognized by State / Central Government, the last two years of study shall comprise of Physics, Chemistry and Biology/ Biotechnology (PCB) with English as a compulsory subject.

b) All candidates must have passed these subjects (PCB) individually .General Merit candidates must have obtained a minimum of 50% marks taken together in PCB. SC, ST and OBC candidates must have obtained a minimum of 40% in PCB.

c) The General Merit candidates must also secure not less than 50% percentile (40 percentile in the case of SC, ST and OBC candidates) in aggregate in PCB subjects in the CBSE NEET UG 2016.

d) The candidate shall complete the age of 17 years on or before 31st December (31-12- 2016) of the year of admission to the MBBS / BDS course.

NOTE: Lower percentage of marks for SC/ST/OBC is only for eligibility purpose and there are no reservation quotas for these categories

8. As per the Admission policy of member institutions of ComedK, the following candidates are unacceptable and hence need not apply:

i) Candidates having qualified earlier and selected an MBBS seat through COMEDK but failed to join the college so selected or failed to surrender the said seat at the COMEDK level for valid reasons or having joined the college so selected failed to pursue the course.

ii) Candidates already pursuing Medical UG course anywhere in India.

iii) Candidates who were caught attempting to impersonate or found following / adopting any of the malpractices earlier including entertaining touts or agents.

STATUS OF THE CANDIDATES

9. Candidates are classified as General Merit and Scheduled Caste or Scheduled Tribe or Other Backward Classes for eligibility purpose only. Those belonging to Tulu/Telugu/Christian minority communities have reservation in respective minority institutions. For those belonging to Hyderabad-Karnataka (HK) Region, there is reservation for admissions to educational institutions for candidates who are 'local persons' for HK region as per Karnataka Government Order in No. DPAR 06 PLX 2012 dated 06.11.2013 which is available separately on the website and issued pursuant to Art.371J of the Indian Constitution. Though there is no reservation for any other categories permissible as of date, the classification is being followed for eligibility norms only.

10. Declaration once made in the application with regard to the category status like GM / SC / ST / OBC / Minority and H-K Region WILL NOT BE changed subsequently under any circumstances. The candidates are cautioned to fill in the application form with great care about the category status.

11. The candidates who have claimed category such as (SC/ST/OBC) should produce a valid certificate at the time of Counseling. If the certificates are not produced or not valid and if the candidates fall under 40% criteria for lower eligibility his / her rank will become invalid and he / she will not be allowed to participate in the counseling process.

12. The candidates who have claimed Minority / Hyderabad Karnataka status should produce a valid certificate in the name of the candidate at the time of participating in the Counseling. If the certificates are not produced or not valid then such of these candidates will not be entitled to select a seat under the reservation claimed. Minority certificate has to

be procured based on details entered in educational records of the candidate and has to be issued by head of the institution.

13. Certificates for SC/ST/OBC/Minority and H-K Region, if applicable, should have been procured before the last date of submission of Online Application and should be in the name of candidate only.

14. If the category certificate is different and exclusive, such of the candidates shall submit not only the category certificate but also the caste and Income certificate issued by the competent authority in original at the time of counseling.

COMEDK MEMBER INSTITUTIONS

15. List of Member Institutions for Medical and Dental is available on our website **www.comedk.org** separately.

SANCTIONED INTAKE AND FEE STRUCTURE

16. Number of seats available against each category will be notified before counseling. The tuition fee structure is as follows:

For MBBS
Rs. 5,75,000.00/ Annum

for BDS
Rs. 3,90,000-00 /Annum

CALENDER OF EVENTS

17. All applicants are required to visit www.comedk.org frequently for all updates related to calendar of events. Please note that the dates mentioned below are tentative to NEET results being declared as scheduled by CBSE on 17th August 2016.

COMEDK MEDICAL AND DENTAL COUNSELLING 2016 BASED ON NEET RESULTS		
(tentative to NEET results being declared as scheduled on 17th Aug 2016)		
Calendar of Events		
Start Date for Issue of Information Brochure	10th Aug 2016	Wednesday
Start Date for making Online Application by candidates	18th Aug 2016, 12 Noon Onwards	Thursday
Last Date for submission of Online application with Online Payment	28th Aug 2016, 6:00 PM	Sunday
Publishing Provisional COMEDK Merit List On COMEDK website	30th Aug 2016	Tuesday
Start Date for raising any objections to the published Provisional Merit List	31st Aug 2016	Wednesday
Last Date for submission of objections on Published Provisional Merit List	3rd Sep 2016	Saturday
Publishing of Final Merit List and start date of Downloading CCMC Online (COMEDK Counseling Merit Card) by the candidate	6th Sept 2016	Tuesday
Tentative Date for commencement of First Round of Counseling	8th-10th Sept 2016	Thursday-Saturday
Tentative Last Date for reporting to college based seat selected in First Round	15th Sept 2016	Thursday
Tentative date for Surrender of seats and conversion of provisional allotment into confirmed allotment	13th to 17th Sept 2016	Tuesday-Saturday
Tentative Date for commencement of Second Round of Counseling	20th-22 Sept 2016	Tuesday-Thursday
Tentative Last Date for reporting to college based seat selected in Second Round Counseling	26th Sept 2016	Friday

SCOPE OF COMEDK COUNSELLING 2016

18. The Counselling/seat selection process is being conducted only in Bangalore and for use by COMEDK Member Institutions and other institutions that have been expressly permitted in this behalf for admission during the academic year 2016-2017.

APPLICATION FEES

19. The fee for COMEDK UG Medical and Dental Counseling Application 2016 is Rs. 600/- (Rs. Six hundred only) only and the same will not be refunded due to any reason.

REGISTRATION AND PROCEDURE FOR MAKING ONLINE APPLICATION

20. The Candidates have to register themselves at www.Comedk.org. The candidates may access the How to Apply Document, general instructions and the explanation for filling the required fields through the link in the website www.comedk.org. However, these instructions are reproduced in the box here under:

EXPLANATION OF FIELDS IN ONLINE APPLICATION FORM FOR UG COUNSELLING FOR MEDICAL/DENTAL

The Candidates have to register themselves at www.Comedk.org. The candidates may access the How to Apply Document, general instructions and the explanation for filling the required fields through the link in the website www.comedk.org.

Instructions for filling up of Registration Form;

1. Name of the Applicant:

Enter your full Name (as it appears in your SSLC/10th Std Marks Card), In the case of a candidate who has changed his/ her name for any reason, the original proof of the same has to be produced at the time of counseling.

2. Date of Birth

DOB to be entered as per 10th /SSLC Marks card only.

3. Email-ID:

Enter your valid Email ID for all correspondence. Please note that the same email id has to be used for all further correspondence.

4. Mobile No:

Enter your valid Mobile number.

5. Applicants Unique ID Proof:

Select the ID proof that the candidate will bring in original at the time of counseling from the list provided.

(i) Voter ID, (ii) Passport, (iii) PAN Card, (iv) Driving License, (v) Aadhar Card / e- Aadhar and (vi) School / College Photo ID (vii) Certificate issued by Head of Institution Last studied (Format available in www.comedk.org)

Note : If any of the Options (i) to (vii) is selected by the candidate he/she must carry the said selected or opted identity proof in original during counseling and admission at the college level.

The scan copy of the same has to be uploaded in the application form. The candidate has to use the same ID proof that is mentioned in the application form, till the entire admission process is complete.

- a. In case the candidate has selected "School / College Photo ID" , then he/she must carry the below mentioned documents during counseling and admission at the college level:
- b. School / College Photo ID" in original and
- c. Photocopy of the same (School / College Photo ID) attested by the principal of the institution last studied (2nd PUC/ 12th STD).

CAUTION: ANY ID PROOF OTHER THAN WHAT HAS BEEN DECLARED WILL NOT BE ACCEPTABLE FOR THE COUNSELING / ADMISSION AT COLLEGE LEVEL.

6. Applicants Unique ID Proof Number:

Enter the Unique ID proof number as mentioned in the ID proof selected ,if applicable. For instance, if you have declared ID proof as driving license and your ID proof number is 'KA01 20110001212' enter the ID number as 'KA0120110001212'

Note: Do not make mistake in the above mentioned fields (i.e. 5 & 6) as details of the same would be printed in Online Rank Card.

General Instructions for Registration

All the details asked for in Registration /Application form are Mandatory.

- ✓ E-mail ID and mobile number should remain the same till the counseling and admission process is completed.
- ✓ An Email ID once used for Registration online cannot be used again.

- ✓ Details given at the time of registration cannot be edited later on in the application form. Please review all details entered at time of registration before CLICKING ON SUBMIT BUTTON and proceeding to application form.
- ✓ After successful registration, you will receive the User id and Password on your Mobile Number and E mail id which is unique & system generated. Log in with your unique USER ID and PASSWORD to complete the application process. Click on EDIT button (Right hand top corner) to be directed to Application Form

EXPLANATION FOR THE FIELDS REQUIRED TO BE FILLED UP IN THE ONLINE APPLICATION FORM (OAF)

PERSONAL DETAILS

- **Applying For:** Select the faculty stream for counseling i.e. Medical/Dental UG Counseling
- **Name of the Applicant:** Check that you have entered your full Name (as it appears in your SSLC/10th Std Marks Card)
- **Father's / Guardian's Full Name:** Enter Father's / Guardian's full name.
- **Mother's Full Name:** Enter Mother's full name.
- **Date of Birth:** Check whether you have provided your date of birth in DD/MM/YYYY format only as in SSLC/10th STD Marks Card. For e.g.: If your date of birth is 24th August 1997, select as 24/08/1997.
- **Gender:** Select the appropriate option from Male/Female/Gender Neutral. Gender neutral denotes the word or expression that cannot be taken to refer to one gender only
- **Nationality:** Select the appropriate Nationality (Indian / OCI / PIO)
- **Parent's / Guardian's Mobile Number:** Enter Parent's / Guardian's Mobile Number
- **Parents / Guardian's Unique ID Proof:** Select any one of the below listed valid Photo ID proofs available in original **and keep it ready before filling the Application Form.** The same Photo ID Proof must be produced in original during the Counseling **and admission at the college 1) Voter ID, 2) Passport, 3) PAN Card, 4) Driving License, 5) Aadhar Card / E- Aadhar Card.**

- **Parents / Guardian's Unique ID Proof Number:** Enter the identity proof number as it appears correctly and exactly. (If you have declared ID proof as driving license and your ID proof number is 'KA01 20110001212' enter the ID number as 'KA0120110001212')
- **Applicant's Unique Photo ID Proof:** Check that the ID proof entered is correct and valid. The same Photo ID Proof must be produced in original during the Counseling and admission at college level .Repeat - the same Photo ID Proof must be produced in original during the Counseling and admission at the college level. **1) Voter ID, 2) Passport, 3) PAN Card, 4) Driving License, 5) Aadhar Card / E- Aadhar Card. 6) School / College Photo 7) Certificate Issued by Head of Institution Last Studied.**

If "School / College Photo ID" is selected the candidate must carry all the below mentioned documents during , counseling and admission at the college level: a) "School / College Photo ID" in original. b) Photocopy of the same (School / College Photo ID) attested by the principal of the institution last studied (2nd PUC/12th STD).

- **Applicant's Unique ID Proof Number:** Check whether the identity proof number entered is correct

CAUTION: ANY ID PROOF OTHER THAN WHAT HAS BEEN DECLARED IN APPLICATION FORM WILL NOT BE ACCEPTABLE FOR THE COUNSELING / ADMISSION AT COLLEGE LEVEL

- **Address:** Provide your **address for correspondence** in the space given. All communications from COMEDK will be sent to you via email or SMS or at the address given as correspondence address. Please use blank spaces to separate words. **Do not mention your City, State and Pin code in the address field**
- **State:** Select the State from the list provided.
- **District:** Select the District from the list provided.
- **City:** Provide the City Name
- **Applicant's Mobile No:** Check Mobile No entered
- **Email ID:** Check whether you have entered your valid Email ID .This will be used for all correspondence. An Email ID once used for Registration cannot be used again.
- **Telephone Number:** Enter your Landline phone number, if any, with the relevant STD Code. For e.g.: If your STD code is 080 and your telephone number is 12345678, then your full telephone number will be 08012345678. Code: Enter the appropriate STD code
- **Pin Code:** Enter valid pin code .
- **Permanent Address Same as Correspondence address:** Please select Yes/ No. In case you select "No" ,please enter the permanent address details in the space provided in application form.

Click on “Save” and then click on “Next “

CATEGORY DETAILS

- **Belongs to:** Select whether belonging to, Karnataka or Non-Karnataka. If you belong to Karnataka, select the type viz., by Birth or By Domicile. **One should be a Karnataka candidate to claim any reservation meant for Hyderabad Karnataka Region or Tulu or Telugu or Linguistic Minorities.**

For consideration into Karnataka Category, the following domicile rules will be strictly followed:

1) Being a citizen of India, if you belong to Karnataka by birth / domicile and have schooling for a minimum period of SEVEN academic years commencing from 1st standard to 2nd PUC / 12th Standard as on 1st July of the year in which the NEET Entrance Test is held and must have passed either SSLC / 10th Standard or 2nd PUC / 12th Standard or equivalent qualifying examination from Karnataka State. In case of the candidate who had taken more than one year to pass a class or standard, the years of academic study is counted as one year only **OR**

2) Indian Citizens of Karnataka origin, who have studied and passed both 1st and 2nd year PUC or 11th and 12th standard examination within the State of Karnataka from an Educational Institution run or recognized by the State Government and either of the parents should have studied in an educational institution of Karnataka for a minimum period of SEVEN years. Such candidates have to produce certificates issued by the competent authority to show that he /she or his/her parent (Father / Mother) has been a resident of Karnataka State as per Format available on COMEDK website and study certificate/s against their claim at the time of counseling.

Explanation:- “Candidates of Karnataka origin” as above means those candidates or their parent (father or mother) who have been resident of Karnataka State for a period of not less than seven years, and those who produce certificates from the concerned Tahsildar to that effect in the prescribed form as per (format available in www.comedk.org) and the study certificate of the parents (Father or Mother), which should be produced at the counseling. If the candidate does not fall into the above two categories, the category Non-Karnataka shall be selected.

- **Category:** Select the Category you belong to GM / SC / ST / OBC. If you have selected “Karnataka” in the column for “Belongs to” and you belong to OBC, then Select sub category CAT 1, CAT 2A, CAT 2B, CAT 3A and CAT 3B (Applicable to Karnataka origin candidate/s only as per Government of Karnataka (GOK) rules)
- **Parent’s / Guardian’s Annual Income:** Parent’s / Guardian’s Annual Income should be selected from the options in application form.

- **Linguistic Minority:** If you belong to Karnataka, then select Karnataka-Tulu / Karnataka-Telegu/ to claim Linguistic Minority status and seek admission in institutions declared as Linguistic Minority (Applicable to Karnataka Candidates only) .Else select Not applicable. Refer format available on www.comedk.org in case you belong to Linguistic Minority and the same is required at time of counseling if candidate is claiming seats under minority.
- **Religious Minority:** Candidates who are Christian by religion can select Christian- Karnataka /Christian-Non Karnataka to claim religious minority status and seek admission in institutions which are declared as Religious Minority. Else select Not applicable. Refer format available on www.comedk.org in case you belong to religious minority and the same is required at time of counseling if candidate is claiming religious minority.

NOTE:

- ✓ The eligible Candidates (Christian) belonging to the State of Karnataka are first allowed to opt for seat selection process (counseling in colleges considering the minority status. However, in the event of any vacancy thereafter the candidates belonging to the religious minority (Christian) from other states would be given opportunity only during the second round of counseling. For further details, please refer to counseling process document (to be uploaded later).
- **Belongs to Hyderabad - Karnataka Region:** Select appropriate option (Yes or No).Applicable for Karnataka Candidates Only
- **Name of the District in the Hyderabad - Karnataka Region:** Select: Gulbarga/ Yadgir/ Raichur / Koppal/ Bidar/ Bellary. A certificate, confirming the Hyderabad Karnataka region status, issued by the jurisdictional Assistant Commissioner of the corresponding district as required is to be submitted at the time of Counseling. (The certificate for HK Region Claim must be in the name of the candidate only. Format available in www.comedk.org).

Note: The candidates who have claimed category such as SC/ST/OBC should produce a valid certificate at the time of Counseling. If the certificates are not produced or not valid and if the candidates fall under 40% criteria for lower eligibility his / her rank will become invalid and he / she will not be allowed to participate in the counseling process. The candidates who have claimed Minority / Hyderabad Karnataka status should produce a valid certificate at the time of Counseling. If the certificates are not produced or not valid then such of these candidates will not be entitled to select a seat under the reservation claimed.

- **Locomotary Disability of Lower Limbs:** Select Yes/No(Please check NEET notification regarding the same to understand eligibility norms for candidates who have Locomotary disability of lower limbs)

- **Locomotary Disability:** If Selected “Yes” for Locomotary Disability of Lower Limbs, then select “Between 50% to 70%” /”Between 40% and 50%”

Click on “Save” and then click on “Next “

QUALIFICATION DETAILS

- **Qualifying Exam:** Select the the qualifying examination. If your qualifying exam is different from the list provided , select "Others" in the list and fill in your qualifying exam name in the space provided.
- **Status of Qualifying Exam:** Select ‘Passed/ Not Passed’
- **Month and Year of Passing Qualifying Exam:** Please select the month and year of passing.
- **Max marks:** Enter the maximum marks in qualifying exam in biology/Biotechnology, Physics , Chemistry and English in the space provided for the same
- **Marks Obtained:** Enter the marks obtained in qualifying exam in biology/biotechnology, physics , Chemistry and English in the space provided for the same.
- **Board of Qualifying Exam: Qualifying Exam:** Select the the board of qualifying examination. If you are from other board that is not listed, select "Others" in the list and fill in your board name in the space provided.
- **Name of the Institution Last Studied:** Enter the name of the Institution you have last studied (2nd PUC / 12th Std/Qualifying exam) in the space provided.
- **Place of the Institution Last Studied:** Enter the place of the Institution you have last studied (2nd PUC / 12th Std/Qualifying exam) in the space provided.
- **NEET Score out of 720:** Enter valid NEET score obtained in 2016
- **Percentile in NEET exam:** Please enter the percentile obtained in NEET exam for the current year.
- **NEET All India Rank:** Enter NEET All India Rank obtained in 2016
- **NEET Admit Card Number:** Enter Admit Card Number of NEET Exam
- **Roll/Reg/Index No. of 10th STD:** Enter the Roll / Registration/Index number of 10th Standard or SSLC marks card in the space provided.
- **Roll/Reg/Index No. of 12th STD/2nd PUC Marks Card:** Enter the Roll / Registration/ Index number of 12th STD/ 2nd PUC /Qualifying Exam marks card in the space provided if you have already passed or completed the qualifying exam.
- **Whether Appeared for COMEDK Exam in previous years:** Select Yes/No. If selected “Yes” Please select the appropriate option from “ Status of Earlier COMEDK UGET Appearance.”

Click on “Save” and then click on “Next “

DOCUMENT UPLOAD.

- ✓ Please upload scan image of Applicant’s "Unique ID proof" as Selected in application form.
- ✓ Please upload scanned copies of Applicant’s Photo and Signature
- ✓ Please upload scanned Signature copy of Father/Guardian
- ✓ Please upload NEET Rank card.

NOTE: All uploaded documents should meet the criteria as mentioned below:

After uploading , please check if the uploaded scanned image is clear and not blurred.

For photo uploading the following procedure shall be adopted:

- Photograph must be a recent (not more than three months) colour with light background
- The same image / photo should be used for all the subsequent processes such as Counseling and admission
- The photograph should have a full face view looking into the camera directly. The main features of the face must not be covered by hair of the head, any cloth or any shadow. Forehead, Eyes, Nose and Chin should be clearly visible
- The photograph should be in **.JPEG / JPG** image format
- The Scan image should be less than 80 kb and should be of 30mm*45 mm dimension.

For signature uploading the following procedure shall be adhered to:

- For upload of candidate signature and Father/Guardian’s signature the signature must be done by the respective person himself/herself in a white paper with a black pen.
- Dimensions should be **35 x 80 mm** and Maximum file size should be **80 kb**.
- The image should be of **.jpg or .jpeg** format

For upload of ID proof and NEET Rank Card.

- Maximum file size should be **80 kb**.
- The image should be of **.jpg or .jpeg** format

- **Applying for:** Select “COMEDK Counselling-600.”
- **Payment Mode:** Select the payment mode i.e. Online.
 - Online payment Process**
 - ✓ Please select “Online(Credit card/Debit Card/Net Banking)”.The facility is available to make online payment of application fee through Net Banking, Credit Card and Debit Card. **You will be directed to Citrus payment portal ONLY after clicking on submit button to complete the payment process.**
- **Payment Amount:**
The fee for COMEDK UGET 2016 COUNSELLING is Rs. 600 and the same will not be refunded due to any reason.
- **Declaration:** The Candidates are expected to go through the declaration and submit the same online after understanding its implication thoroughly.

SUBMIT : Please review all the details before CLICKING THE ‘SUBMIT’ button for submitting the Application Form , because all the details given in the application form will be used for further processes and once the Application Form is submitted online, no changes can be made. You can click on “Preview Form” to review all details and edit details entered in application form before clicking on submit button. Once you click on submit button ,no changes can be made to the form there after. You will be directed to the payment portal post submission of form. Once the payment is completed please re-login to check the status of your application form. The status will be available on top of the application form. Candidates are advised to frequently check their application form status by logging into, their application form , registered email ID and registered mobile number and by visiting www.comedk.org for communications and notifications related to COMEDK

Mandatory Documents to be uploaded along with online Application Form:

- ✓ Candidate’s Unique ID proof: Passport (first & last pages only of unexpired passport) / Aadhar card / E-Aadhar Card / Voter ID / PAN card / Driving License / School / College Photo ID/Certificate with seal and signature of Head of Institution Last Studied(Format in www.comedk.org).
- ✓ Candidate’s Photo – As specified
- ✓ Candidate’s Signature : As specified
- ✓ Candidate’s Father / Guardian’s Signature : As specified
- ✓ NEET Rank Card

Application forms without any of the above mandatory documents will be rejected.

All applications have to be submitted online ONLY and no HARD COPY of the application is to be send to COMEDK office

Please review all the details before submitting the Application Form, because all the Details given in the application form will be used for further processes and once the Application Form is submitted online, no changes can be made.

REJECTED APPLICATIONS

21.

- i) Applications without any of the mandatory documents/ information will be summarily rejected; they will not be considered for processing.
- ii) Applications with incomplete/incorrect details can be rejected at any time.
- iii) The candidates whose applications are rejected or wish to reapply for any reason can fill up a new application online and submit the same by making new payment before the last date of application. However they should register again with a new Email ID, fill Online Application Form and submit the same online before last day of submission of online application form.
- iv) COMEDK does not take responsibility to inform such of those candidates individually whose application is rejected though the reasons for rejections would be hosted on its website under applicant login/communicated via email. Therefore, the candidates are advised to doubly check that their application form is complete in all respect before submitting the same. The candidates are advised to check the website regularly for regular updates.

CHANGE REQUEST

22. Candidates are cautioned to fill up the online application carefully as the request for change in any application data entered and submitted online will not be entertained.

NOTE: If the candidate is of the view that he/she has committed any mistake while making the application , he/she can fill in a fresh application with alternate email id with new application fee.

ONLINE COUNSELLING MERIT CARD AND RELATED INFORMATION

23.

The COMEDK provisional merit list will be published based on NEET All India Rank of candidates,taking into consideration ,the directions dated 28th April 2016 ,by the Hon'ble Supreme Court in WP (C.NO 261 of 2016); from among the candidates who have applied for COMEDK UG Medical/Dental counselling.Any objections to the COMEDK provisional merit list has to be send via email to comedkobjections@gmail.com within the notified dates only.The Final Merit List will be published as per dates notified and the same will be binding on all candidates and no further claim would be entertained thereafter.

i) COMEDK Counseling Merit Card(CCMC) will be available under applicant login of the COMEDK website from the date to be notified later. Candidates appearing for the Counselling should download and obtain printout of the COMEDK Counseling Merit Card(CCMC) from their online applicant login ID; the same will not be dispatched either by email or post or courier or in person to the candidates under any circumstances.

ii) Candidates will not be allowed to participate in the COMEDK UG MEDICAL/DENTAL COUNSELLING -2016 without the print out of COMEDK Counseling Merit Card(CCMC) along with other documents indicated

thereon. Also, candidates have to retain the COMEDK Counseling Merit Card(CCMC) until the completion of the Admission process.

iii) Candidates are advised to go through the below mentioned instructions carefully after printing the COMEDK Counseling Merit Card(CCMC).

1. COMEDK Counseling Merit Card(CCMC) Candidate's Name
(as mentioned in the application form)
2. Candidate's address and contact details (as mentioned in the application form).
3. Candidate's photo (as given in the application form).
4. ID Proof Details
5. General Instructions on CCMC
6. The candidates are advised to read the instructions printed in the CCMC carefully before participating in the Counselling.
7. The candidates must not mutilate or laminate the COMEDK Counseling Merit Card or change any entry made therein after it has been authenticated and received by them. Impersonation is a legally punishable offence.
10. The COMEDK Counseling Merit Card is an important document and it must be preserved and produced at the time of Admission.

KINDLY NOTE:

24.

- a) Due care has been taken to compile the information contained in this information brochure; however should some inadvertent error be present, COMEDK, is not liable for the same.
- b) COMEDK cannot be held responsible for denial of Internet service, website unavailability, and unavailability to connect/reach voice / non voice support or any other reasons, beyond the control of COMEDK.
- c) Applicants are advised not to send their original transcripts/Photocopies of Application form or other required documents to COMEDK corporate office. COMEDK will not be responsible for any original/physical documents or transcripts sent. All required documents have to be uploaded with the application form online.
- d) Should there be unforeseen changes in the calendar of events; COMEDK is not responsible for the same.
- e) The process enlisted in this brochure, is based on guidelines prescribed by the Hon'ble Supreme Court of India and the concerned statutory bodies. Any changes indicated by the statutory bodies during the COMEDKUGET 2016 process are binding on COMEDK for implementation.
- f) All documents relating to COMEDKUGET 2016 will be retained for the current academic year only. Hence any dispute beyond the said academic year cannot be entertained.
- g) The information content in this brochure is as on the date of Notification. Please refer to our web site for current and updated information.

- h) COMEDK reserves the right to modify the various terms and conditions and other criteria incorporated in this brochure at its discretion and at any time after notifying the same on its website www.comedk.org.
- i) All communication to COMEDK shall have to be either in English / Kannada Language only.

ASSISTANCE AND FACILITIES TO CANDIDATES

25.

This brochure contains all information related to filling up the online application form. The same information is available on the official website of COMEDK i.e. www.comedk.org. Incase of any further queries on Online Application form for UG medical /dental counseling you may contact :

	Contact Details	Timing
Toll free Number	18001036182	Monday-Friday:11:00 AM to 5:00 PM,Saturday:11:00 AM to 1:00 PM Not operational on Sunday and other public holidays.
Email	helpdesk@erafoundationindia.org	Please note that queries will be answered within 3 working days of receipt of email.

LEGAL DISPUTES

26. Legal disputes if any pertaining to COMEDK UG MEDICAL/DENTAL COUNSELLING -2016 Centralized Counseling shall be subjected to competent courts / consumer forums located in the jurisdiction of Bangalore city only.

FREQUENTLY ASKED QUESTIONS (FAQ)

27.

Q. I have finished my 2nd PUC /12th STD a few years ago. Am I eligible for these courses?

Yes, you are eligible if you are meeting all other criteria as mentioned in this brochure and any other criteria as per norms or MCI/DCI

Q. What is the procedure of seat selection?

Selection of seats for the Under Graduate course in Member Institutions is based on merit in NEET exam. Publication of COMEDK Counselling Merit Card and Merit list will be followed by centralized counseling (Single window). The details of the arrangement made will be published in due course on our website, www.comedk.org.

Q. I cannot view the “submit” or “Preview” button in the online application form

Please check the version of browser that you are currently using. Kindly use Internet Explorer(version 7 to 11) or Mozilla Firefox(14 to 34) or Google Chrome(20 to 36) to fill in the Application Form. Also clear your browsing history and cache and retry.

Q.Should I send Hard Copy/ Print out of completed application form to COMEDK office?

No. Hard copies /Print out of application forms send to COMEDK office will not be accepted. Candidates have to submit the application form online ONLY within the stipulated time as mentioned in the brochure/website of COMEDK.

Q.I realized that I made an error while filling the application form. What do I do?

If you have not clicked on the “Submit” Button, you can edit the application form any number of times .However information provided at the time of registration cannot be changed later on. If you have already completed your online application form and have submitted the form online, then no changes can be made. You have the option to fill a new application form with an alternate email id. However please note that fee once paid is non-refundable. Hence candidates are advised to review all information in application form before clicking on “submit” button.

Q.I have already registered and applied for COMEDK UGET 2016 exam . Should I apply again for COMEDK UG Medical/ Dental Counselling?

Yes.All candidates who had applied earlier for COMEDK UGET exam has to apply and register again by paying the required counseling fee of Rs 600/-

Q.Is this counseling only for Karnataka candidates?

No,this counselling is open to all the eligible students in the country.

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