



Notified on 07/09/2016

**COMEDK UGET 2016 – Surrender Policy and Eligibility Norms for
Second and Final Round of Medical and Dental counseling.**

General Principles.

The main philosophy behind counseling for admission into professional institutions is that a candidate, after selecting a seat, be given one more opportunity either to continue with the seat so selected during the first round of counseling or if he/she so desires to select a seat of his / her choice during the second round which shall be final. By adopting this philosophy, all candidates get an opportunity twice either to retain the seat selected during first round or confirm the seat selected or to change their seat based on merit and subject to availability. Providing more than two opportunities is not permissible.

2. After the completion of the first round seat selection on 10.09.2016 all unfilled, surrendered, forfeited, cancelled and newly added seats, if any, will be offered during the second round. All candidates who have selected a seat during the first round, whether reported to the college or not, are eligible to participate in the second round along with candidates who have not participated/selected any seat in first round, to choose the seats available at that stage. The session wise details for second and final round counselling will be available separately on COMEDK website (www.comedk.org). Seat selection is subject to availability of seats, college wise and category wise during each of the counseling sessions. Candidates who desire to participate in the counseling shall produce the required original documents indicated at page 9 to 13 (under the heading “DOCUMENTS TO BE PRODUCED FOR COUNSELING”) of the seat selection process document notified earlier on 01/09/2016 for UG medical and dental streams.

3. As the second round counselling is also the final round, all candidates desirous of attending have to show the original documents

specified as above without which they will not be allowed to participate in the counseling; this is a must as no candidate holding a seat elsewhere is eligible to participate in the COMEDK counselling. **Pleas such as the originals have been submitted elsewhere and hence not available lead to blocking of seats and as such are not acceptable.**

4. Candidates who have reported to the colleges selected during first round counseling shall produce photo copy of the original allotment letter, bank receipt **besides any proof like receipt for fee remitted at the time of joining the college or an acknowledgement thereof.**

5. Subject to the general principles spelt out (supra), the procedure to be followed during the second round of counseling are explained as under:

A. Conversion of provisional allotment into confirmed allotment:

Candidates may get their provisional allotment converted into confirmed allotment during the period notified after submitting all the required original documents as in page No 9 to 13 of the Counseling Process Document published on 01/09/2016. Once a provisional allotment is converted into confirmed allotment, there is no provision to surrender the same even though they may attend the second round of counseling and try for change of college/course.

B. Surrender Policy after first round:

a) For Provisional allotment:

- i) Candidates who have taken provisional allotment during the first round may surrender the seat so selected on the dates specified separately. Such surrender shall be effected only online by accessing their individual applicant login with unique ID and password. In case they desire not to attend the second round, their tuition fee deposited at the time of the allotment will be refunded after deducting a sum of `5,000/- towards administrative expenses. The

candidates are required to give their bank details like name of the bank, branch, account number, IFS Code. Amount will be remitted to their account within five working days after the last date for seat surrender. Candidates and parents are advised to get the account details confirmed with the respective bank authorities for online transaction to avoid return of the refund amount.

Note: Nevertheless, if such candidates change their mind and desire to attend the second round, they should bring a fresh demand draft for `5,000/- drawn on a Nationalised Bank in favour of COMEDK (APP No. XXXXXXXXXX) payable at Bangalore while the earlier fee paid will be adjusted towards the fee to be paid.

b) For Confirmed allotment:

- i) Confirmed allotment enables the candidates to report to the college selected. However, such candidates may also surrender the allotment, if they so desire, as per dates notified, by returning the allotment letter, bank receipt and the verification card all in original. Only the candidate can surrender the confirmed allotment in person and no surrender will be accepted through authorization, phone, FAX, email or post. An amount of `5,000/- would be deducted towards administrative expenses.
- ii) Such of those candidates who have taken confirmed allotment and reported to the college should produce photocopy of the allotment letter, bank receipt besides any proof like receipt of fee remitted at the time of joining the college or an acknowledgment thereof as evidence of having reported in order to receive the fee paid to

COMEDK by them after deducting `5,000/- towards administrative expenses. COMEDK will not be responsible for the refund of fee paid at the college level.

CAUTION: Surrender of seats will be accepted only during the dates notified. There is no provision for surrender of seats either during or after the commencement of the second round, which would be treated as an offence and an attempt of 'seat blocking'.

C. Eligibility for second round counseling

6. All candidates who have:-

- a) qualified in the NEET and holding a valid COMEDK Counseling Merit Card (CCMC);
- b) participated or not during the first round of counseling;
- c) selected a seat and in possession of a confirmed allotment letter;
- d) reported to the college or not and have their seats got surrendered or forfeited are eligible to participate in the second round and select a seat subject to availability and based on the order of their merit. Also a candidate with a confirmed allotment letter, either reported to the college or not, may change the college or course which he/she has selected in the first round.

D. Linguistic / religious minority round:

7.

- a) During the second and final round of counseling, there will be exclusive sessions i.e. the first and the second session for candidates belonging to minority category only, subject to availability of seats reserved for this category. In this round, again minority candidates by birth or domicile in Karnataka have preference in selecting the seats meant for the said minority category and only thereafter, the leftover seats under

the Karnataka Christian Minority category can be selected by such Christian Minority candidates hailing from States other than Karnataka. The exclusive session for Non-Karnataka Christians will include the leftover seats under Karnataka Christian Minority ,if any, as well as the seats earmarked for Non-Karnataka Christians ,if available at that point in time.As non-Karnataka candidates will not be able to claim Tulu Minority, the above said opportunity is not available to them.

- b) If the seats are left unfilled under minority quota after the exclusive sessions, they will be moved to General Merit category to be offered to the General Merit candidates who would then be counseled in the order of merit during the second and final round.
- c) Further the candidate who is holding a minority seat selected during the first round of counseling is eligible to participate only in the minority session of the second and final round.
Candidates who are holding a minority seat will not be eligible to participate in the subsequent General Merit session of the second round.

E. Hyderabad Karnataka Region candidates

8.

- a) There will be an exclusive round of counseling i.e. the third session of the second and final round of counseling for candidates belonging to Hyderabad Karnataka Region. During this exclusive session, only those candidates claiming reservation under Hyderabad Karnataka Region quota are eligible to participate and select seats reserved for this region, subject to seats being available.
- b) If the seats are left unfilled under the HK Region quota after the exclusive session, those seats would be moved to General Merit

category to be offered to the General Merit candidates who would be counseled thereafter in the order of merit.

- c) Further, the candidate who is holding a seat under the HK Region quota selected during the first round of counseling is eligible to participate only in the Hyderabad Karnataka Region session of the second and final round. **Candidates who are holding Hyderabad Karnataka Region seats will not be eligible to participate in the subsequent General Merit session of this round.**

9. Further, all other procedure regarding eligibility norms, essential documents required for Counseling, Tuition fee for Admission, Procedure at the Counseling Centre, Latecomer Policy, Seat Selection Process, grounds for rejection, consequences of malpractices, refund of fee policy, etc. would continue to be the same as in the Process Document notified on 00/00/2016; also, the terms and conditions set out in the said seat selection process document shall prevail to the extent not contrary to the seat selection procedures explained as above.

Sd/-
Executive Secretary, COMEDK