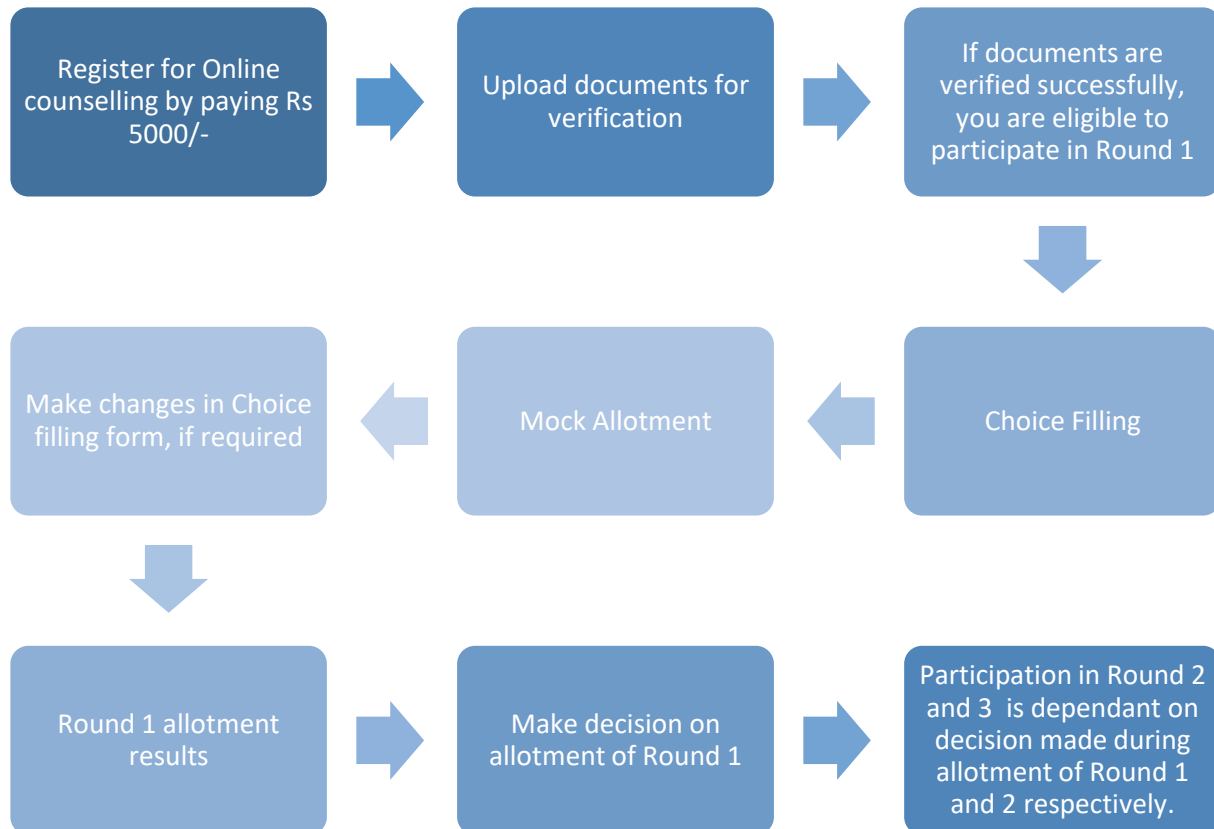


Online Counselling Process Quick Guide.

Who is Eligible to Participate in COMEDK Online Counselling?

- Candidates with COMEDK Engineering Entrance Exam Rank Card 2020
- Have passed 12th/equivalent with 45% marks in aggregate in Physics and Mathematics along with Chemistry/Biotechnology/Biology/Electronics/Computer(40% for SC, ST and OBCs of Karnataka State only).However, candidates appearing for supplementary exam of PU Board / 10+2 for 2020-21 can upload their present marks card for time being. Since their counseling will be done after all rounds of regular counseling, opportunity will be given to them for uploading their qualified marks card at a later stage. Nevertheless, they have to fulfill all other eligibility criteria.
- Candidates who are willing to pay Rs. 5,000/- as part of tuition fee.
- Candidates should upload all mandatory scanned documents to prove eligibility and 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
- Click on “Counselling Registration” Tab
- Make Payment of Rs 5000/- as part of tuition fee using credit card/debit card/netbanking
- Click on “Document Upload” tab
- Upload all mandatory documents for verification. (Ensure uploading legible scanned copies of documents. Do not take photo of the documents in mobile for uploading)
- Only candidate’s whose document verification is completed will be eligible for further process.

How to check whether document is verified?

- The document verification status will be updated in your application form latest by 30th Sept.
- You are requested to login to your application frequently to check for document verification status.
- In case incorrect/illegible documents are uploaded, your counselling registration and verification status may show as ‘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

S.NO	TYPE OF DOCUMENT	ALL	SC/ST/OBC of Karnataka who have scored above 40 % and below 45 % in 12th std *	HKR	TULU
1	Candidate Original ID proof (declared in application form/used during exam)	YES	YES	YES	YES
2	Date of Birth Proof of Candidate(SSLC Certificate/Government document)	YES	YES	YES	YES
3	PUC/ 12th Std or equivalent Marks Card	YES	YES	YES	YES
4	(##)SC/ST/OBC Certificate issued by Revenue authority not below the rank of Tahsildar in the name of Candidate	NO	YES	NO	NO
5	Tulu Minority Certificate –Issued by Principal of school/school record showing “mother tongue” in the name of Candidate	NO	NO	NO	YES
6	Karnataka domicile certificate-Issued by Revenue authority not below the rank of Tahsildar in the name of Candidate	NO	YES	NO	YES
7	HKR Eligibility certificate in the name of Candidate issued by Asst. Commissioner in charge of revenue sub division	NO	NO	YES	NO
8	Parents study proof in Karnataka for 7 years (TULU Minority category candidate , if the candidate has not studied for 7 years in Karnataka but has studied 11th and 12th in Karnataka)	NO	NO	NO	YES
9	Candidates study proof in Karnataka for 7 years including 10th or 12th in Karnataka. (TULU Minority category candidate, if the candidate has studied for 7 years in Karnataka and has studied 10th/12th in Karnataka)	NO	NO	NO	YES

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

How Many Rounds of Counselling are there?

- There will be 3 Rounds of Counselling
- Candidates who register for counselling and complete document verification will only be eligible to participate in 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.
- There will be an exclusive round of counseling for candidates passed out in supplementary exam conducted by PU Board / 10+2 for the leftover seats after all the rounds of regular counseling is completed.

Counselling Rounds-actions



Options/Decisions that are available after seat is allotted in Round 1

Options Available	Explanation of Choice/Decision	Eligible to participate in next Round	Part of Tuition Fee of Rs 50000/ to be paid
Accept & Freeze	You are satisfied with the seat allotted and do not wish to participate in further rounds. You can report to college after downloading your Online Allotment letter and Fee payment receipt of Rs 55000/-	No	Yes
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 favour.	Yes	Yes
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	No
Reject & Withdraw	You are not satisfied with allotted seat and do not wish to participate in further rounds.	No	No

Note: 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.

Options/Decisions available in Round 2 & 3

Decision in Round 1	Decisions available in Round 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

Decision in Round 2	Decisions available in Round 3
Accept & Freeze	Not applicable
Accept & Upgrade	Accept & Freeze
Reject & Upgrade	Reject & Upgrade(only in case candidate is eligible for Phase 1 of Round 3) Accept & Freeze/Reject & Withdraw (for all other candidates)
Reject & Withdraw	Not applicable

Surrender/Cancellation Process & Refund

Type of Fee	Amount	Fee Refund Process
Part of tuition fee at time of registration for counselling	Rs 5000+ convenience fee as applicable	Necessary deductions will be made as per rules prescribed by statutory bodies
Part of tuition fee at time of accepting the seat. i.e. Accept& Freeze/Accept and Upgrade candidate in Round 1/Round 2	Rs 50000+ convenience fee as applicable	Refundable in case candidate surrenders during surrender period mentioned in COMEDK website. Facility to surrender is available only for Round 1 and Round 2 allotments.
Part of tuition fee at time of accepting the seat i.e. Accept& Freeze status at end of Round 3	Rs 50000+ convenience fee as applicable	Fee will be sent to the concerned institution.

*convenience fee may vary between 0.4 % and 1 % of transaction amount for cards and Rs 12 and Rs 17 per transaction for net banking . [Please check Convenience fee before payment in the payment gateway portal.](#)

IMPORTANT NOTE: As the name suggests, this document provides only a quick reference to the Counseling Process to the candidate and their parents/guardians. For detailed understanding, procedure, legal compliance and other details, the main Counseling Process Document should be referred to, which is binding on all the participating candidates and their parents/guardians.