



COMEDK UGET-2016

***Centralized Single Window Counseling
Or Seat Selection Process of COMEDK
UGET-2016***

Table of Contents

Sl.No.	Contents	Page No.
I	Introduction	3
II	Counseling Announcement	3
III	Counseling Venue	4
IV	Counseling Schedule	4
V	Eligibility norms for participation in the counseling	4
VI	Documents to be produced for Counseling	6
VII	Annual Tuition Fee	10
VIII	Procedure at the Counseling Centre	11
IX	Seat Selection stages at the counseling centre	11
X	First Round of Counseling / Seat Selection Process	12
XI	Second Round of Counseling / Seat Selection Process	14
XII	General	15
XIII	Seat Selection Procedure For Minority Candidates	15
XIV	Seat Selection Procedure For Hyderabad Karnataka Region Candidates	16
XV	Latecomer Policy	17
XVI	Grounds for Rejection	17
XVII	Refund and Forfeiture of Fee	17
XVIII	Consequences of Malpractices	19
XIX	Preventive Measures adopted	19
XX	Certificates required to be furnished at the college level at the time of admission.	20
XXI	Legal Jurisdiction and Miscellaneous	20
XXII	Assistance	20
Annexure		
I	List of Nationalised Banks (Annexure-I)	21
II	Format for Religious & Mother Tongue Certificate (Annexure - II)	22
III	Format for Residence/Domicile Certificate (Annexure - III)	23
IV	Format for HK Region Eligibility Certificate (Annexure - IV)	24
V	Checklist of documents to be produced at Counseling (Annexure - V)	25

I. INTRODUCTION

1. On 8th May 2016, an Entrance Test for candidates seeking admission to Under Graduate Engineering courses in Private Unaided Colleges of Karnataka has been conducted online and the Rank of candidates who are eligible to participate in the counseling process announced on 28th May 2016.
2. COMEDK's responsibility, as has been announced earlier also, is only to ensure fair and transparent evaluation of merit followed by single window counseling in the light of the decisions of the Hon'ble Supreme Court in TMA Pai Foundation Vs. State of Karnataka (2002) 8 SCC 481 (11 Judges), Islamic Academy of Education Vs. State of Karnataka (2003) 6 SCC 697 (5 Judges), P.A. Inamdar and Others Vs State of Maharashtra (2005) 6 SCC 537 (7 Judges). **It has got nothing to do with the determination of tuition fees, other fees, seat sharing formula etc.**
3. COMEDK wishes all the best for those candidates who have thus become eligible to participate in the counseling process; and to enable a fair selection of seats, based on merit, certain rules have to be laid down and this process document provides a fair idea as to how and what the candidates have to follow as procedure for selection of seats, mandatory certificates/documents to be produced, the fees to be deposited, the mal-practices and the measures required to be observed for avoiding the same, consequences of such malpractices, surrender policy, reporting to colleges etc.
4. **The participating candidates are required to go through this seat selection /counseling process document detailed hereunder carefully and adhere to the rules strictly.**

II. COUNSELING ANNOUNCEMENT

5. Based on the authorization issued by the Karnataka Unaided Private Engineering Colleges Association (KUPECA), the COMEDK is holding a centralized Counseling for admissions to Under-Graduate Engineering courses in respect of member institutions for the academic year 2016-2017 so as to ensure merit based admission.
6. **Hyderabad-Karnataka Quota Reservation:**

As per the Government order in No. DPAR06 PLX 2012, dated 06/11/2013, 70% of the seats are reserved in favor of "Local Persons" in the Institutions located in Hyderabad Karnataka area and 8% of the seats are reserved for "Local Persons" of the Hyderabad Karnataka Region in the Institutions located outside the said region; The Hyderabad

Karnataka region comprises of (i) Gulbarga, (ii) Yadgir, (iii) Bidar, (iv) Koppal, (v) Raichur and (vi) Bellary districts.

7. Having announced the Rank on 28.05.2016 on its website (www.comedk.org), the candidates are required to please note that facilities have been made by COMEDK to enable **the eligible candidates to Login and print their respective Rank Cards**. This should be brought without fail to the counseling along with the **other mandatory documents**.

III. COUNSELING VENUE:

8. **The Counseling venue is “NMKRV College Mangala Mantapa”, 3rd Block, Jayanagar, (near South End Circle), Bangalore, 560011.**

IV. COUNSELING SCHEDULE:

9. The counseling schedule will be notified separately on COMEDK website (www.comedk.org). The seat selection process involves two rounds of counseling. The status of the Counseling/seat selection process for each day and session would be notified separately and the candidates are requested to log on to COMEDK website (www.comedk.org) to check the counseling status and all updates frequently.

NOTE: There are no Agents appointed by COMEDK and the website (www.comedk.org) is the only official website of COMEDK and if any candidate approaches any other website or any individual/organization for any COMEDK activities, he/she is doing so at his/her own risk and COMEDK is in no way responsible for resultant consequences. **COMEDK will not be responsible if any other agency claiming to be a consortium of professional institutions and using similar sounding names and logos.**

V. ELIGIBILITY NORMS FOR PARTICIPATION IN THE COUNSELING:

10. General

- i) 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 confirm the seat selected or to change their seat depending on the circumstances. Providing more than two opportunities is not permissible.

- ii) As signature, biometric and photo verification process will be followed, the candidate's physical presence is compulsory and hence no proxy registration is possible under any circumstances. Only genuine and bonafide candidates possessing original documents are allowed for counseling. Medical certificates/affidavits for any physical non-presence will not be accepted.
- iii) Any mismatch at any stage will automatically result in disqualification of the candidate and he/she will not be permitted to participate in any further process of seat selection and admission to UG course. Further, impostors are liable for criminal prosecution.
- iv) All candidates have to show the original documents specified at Para 13 and Para 14 below without which they will not be allowed to enter the Auditorium where the counseling is held. Photocopies/attested photocopies are not accepted at any stage.
- v) **Only one person (parent or guardian) can accompany the candidate for the entire counseling process along with any one of the photo ID proof in original a) Passport, b) Driving License, c) Voter ID, d) PAN Card, e) Aadhar Card. A copy of the photo ID proof of the person accompanying the candidate shall be furnished at the verification counter.** Use of Cell Phones / Laptops / I-pads or any other electronic gadgets is strictly prohibited inside the Counseling Venue.
- vi) Request such as the originals have been lost and a police complaint filed or F.I.R lodged and hence duplicate marks card or other certificates be accepted will not be entertained under any circumstances.
- vii) If any of the documents/records are not original, Candidate/s shall produce duplicate documents/ records issued by the same competent authority which issued the original along with a certificate by the said competent authority explaining the circumstances under which such duplicate documents/records came to be issued and the decision of the COMEDK expert committee in this regard shall be final.

11. For admission to Engineering and Architecture Courses:

- i) The eligibility norms notified on 05th December 2015 and re-iterated subsequently in the COMEDK UGET 2016 Brochure notified will be strictly followed.
- ii) The declaration made by candidates in their Application Form with regard to SC/ST/OBC (for lower eligibility marks) and Tulu/Telugu/Tamil/Christian minority

communities and those belonging to Hyderabad-Karnataka (HK) Region will be final and changes in the category / minority status on any ground are not permitted under any circumstances.

12. **Supplementary Candidates:**

Candidates who have passed in the supplementary 2nd PUC or 10+2 higher secondary examination 2016 may appear for second round counseling subject to fulfilling other requirements of eligibility criteria and after producing the relevant original marks cards attested by the respective board.

VI. DOCUMENTS TO BE PRODUCED FOR COUNSELING:

13. Only the original Certificates and one set of Attested Photocopies of all the documents shall be furnished compulsorily at the time of counseling. The following are the documents required to be produced:

(Ensure to have enough photocopies of original documents for your use)

- i) **A copy of the Online Application Form** submitted to COMEDK seeking to write the entrance test on 8th May 2016.
- ii) **Candidate's Photo Identity proof** in original which was declared and submitted in the Online Application Form (OAF) and same produced at the time of writing the Entrance test on 08/05/2016. **(Any ID proof other than what has been mentioned in OAF is not acceptable).**
- iii) **Parent / Guardian** accompanying the candidate must carry any one of the **photo ID proofs** in original viz., a) Passport, b) Driving License, c) Voter ID, d) PAN card, e) Aadhar Card.
- iv) **COMEDK UGET – 2016 TAT Card.** (PRINTED ONLINE COPY which was produced at the time of writing the entrance test on 08/05/2016)
- v) **COMEDK UGET-2016 – Rank Card** (PRINTED ONLINE COPY from COMEDK website).
- vi) **10th standard / SSLC** or School Leaving Certificate or any School or Government record indicating the date of birth.
- vii) **12th standard / 2nd PUC** or equivalent qualifying examination Marks Card (Should satisfy the eligibility criteria).

- viii) Demand Draft **drawn only from the nationalized banks in favor of 'COMEDK' and indicating the Test Admission Ticket Number (TAT No. XXXXXXXX) thereon, payable at Bangalore; the list of Nationalized Banks is given at Annexure – I. Sample copy of the Demand Draft is shown below.**

DD in favour of COMEDK with your TAT No

DD to be payable at Bangalore

Note:

- 1) Demand draft has to be drawn only from the nationalized banks listed in Annexure – I.
- 2) Demand Draft will not be accepted without the candidate's TAT number on it. For E.g. "COMEDK: (TAT No. XXXXXXXX)"
- 3) Demand Draft drawn on a bank not listed in annexure-I is NOT ACCEPTABLE.

- ix) Candidates belonging to SC/ ST and OBC (of Karnataka State) would be considered for lower eligibility criteria, provided they furnish the following Certificates:

- a) SC / ST: certificate issued by competent authority (Authorized to issue such a certificate, but not below the rank of a Tahsildar) valid for the year of admission (namely 2016).
- b) OBC: Category I, IIA, IIB, and IIIA, IIIB: As notified by the Government of Karnataka; Caste and income certificate issued by Tahsildar or higher revenue Jurisdictional Authority authorized to issue such certificate valid only for the year of admission (namely 2016).

Note: The declaration made by the candidates in their Application Form with regard to SC/ST/OBC is only for lower eligibility marks; whereas no separate reservations of seats in favor of SCs/STs/OBCs are made available from COMEDK for UGET 2016.

x) **Minority candidates:**

- a) Minority candidates -Religious (Christian), Linguistics (Telugu/Tamil/ Tulu) shall produce certificate as per **Annexure – II enclosed**). **A certificate issued by an authority other than the school where the candidate has studied is not admissible.** A certificate, for example issued by a revenue officer of the State Government is **NOT ACCEPTABLE**.
- b) Residential/Domicile certificate issued by the competent authority to show that he/she or his/her parents (Father/Mother) **has been a resident of Karnataka State for a period of not less than seven years** shall be produced as per **Annexure – III enclosed**.
- c) In the event of furnishing of residential /domicile certificate of parents, proof of them **having studied in Karnataka State for a continuous period of seven years shall also be produced.**

xi) **Candidate belonging to H - K region:**

Candidates claiming Hyderabad Karnataka Region status should produce a certificate, confirming the Hyderabad – Karnataka Region status, issued by the jurisdictional Assistant Commissioner of the corresponding Sub division in the district concerned as per **Annexure – IV enclosed**.

Note:

- i) **The Certificate** claiming Category / Minority / Hyderabad – Karnataka Region should have been procured in **the name of the candidate only**.
- ii) During the first round of counseling, candidates can select their seat under General Merit category. However 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. The Similar process shall apply *mutatis mutandis* for candidates belonging to H-K Region.

14. **For Architecture:**

- i) **Candidate's Photo Identity** proof which was declared and submitted in the Online Application Form should be produced at the time of counseling. (Any ID proof other than what has been mentioned in Online Application form is not acceptable).

- ii) **Parent / Guardian** accompanying the candidate must carry any one of the **photo ID proofs** mentioned in original viz., a) Passport, b) Driving License, c) Voter ID, d) PAN card, e) Aadhar Card.
- iii) **10th standard / SSLC** or School Leaving Certificate or any School or government record indicating the date of birth.
- iv) **12th standard / 2nd PUC** or equivalent qualifying examination Marks Card or Marks Cards of **10+3 Diploma** recognized by Central or State Government (**Should satisfy the eligibility criteria**).
- v) **Score Card of National Aptitude Test (NATA)** in Architecture conducted by Council of Architecture.
- vi) Demand Draft **drawn only from the Nationalised banks in favor of 'COMEDK' and Indicating the Test Admission number (TAT No. XXXXXXXX) there on payable at Bangalore; the list of Nationalized Banks is given at Annexure – I.**
- vii) Candidates belonging to SC/ ST / OBC (of Karnataka State) would be considered, provided they furnish the following Certificates:
 - a) SC / ST: certificate issued by competent authority (Authorized to issue such a certificate, but not below the rank of a Tahsildar) valid for the year of admission (namely 2016).
 - b) OBC: Category I, IIA, IIB, and IIIA, IIIB: As notified by the Government of Karnataka; Caste and income certificate issued by Tahsildar or higher revenue jurisdictional authority authorized to issue such certificate valid only for the year of admission (namely 2016).

Note: The declaration made by candidates in their Application Form with regard to SC/ST/OBC is only for lower eligibility marks; whereas no separate reservations of seats in favor of SCs/STs/OBCs are made available from COMEDK for UGET 2016.

- viii) **Candidate belonging to H - K region:**

Candidates claiming Hyderabad Karnataka Region status should produce a certificate, confirming the Hyderabad – Karnataka Region status, issued by the jurisdictional Assistant Commissioner of the corresponding Sub division in the district concerned as per **Annexure – IV** enclosed.

Note:

1. **The Certificate** claiming Category, Minority, Hyderabad – Karnataka Region should have been procured in **the name of the candidate only**.
 2. During the first round of counseling, candidates can select their seat under General Merit category. However candidates belonging to Hyderabad Karnataka Region of Karnataka state can select a seat either under General Merit or in the respective quota in the order of merit.
15. 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 as indicated in para-13 and para-14, along with the acknowledgement and the original allotment letter issued by them: (This is possible only during the first round of COMEDK counseling).
- a) Karnataka Examination Authority (KEA).
 - b) IIT – JEE

Note: All other candidates have to show the original documents specified as above without which they will not be allowed to participate in the counseling.

VII. ANNUAL TUITION FEE

16. The upper limit of annual tuition fee as agreed between the State Government and the Association of Engineering Colleges is ₹1,70,000/- or ₹1,21,000/- whichever is opted by the respective institutions.

Note:

- i) The Candidates are required to deposit a sum of **₹55,000/- (Rupees fifty five thousand only)** at the time of seat allotment and remaining tuition fee at the college level when they get admitted.
- ii) The Annual tuition fee amount for the first year, for different courses should be paid by the candidates in the form of a **Demand Draft drawn only on Nationalized Banks in favor of COMEDK and indicating the Test Admission Ticket Number (TAT Number) thereon, payable at Bangalore** when they come for Centralized Counseling. Demand Draft drawn on Bank not listed in Annexure – I is **NOT ACCEPTABLE**.

- iii) The candidates should come prepared with the proper Demand Draft before registering themselves for selecting a seat, failing which he/she will not be allowed to participate / enter the counseling hall.
- iv) **Cash or cheque, will not be accepted under any circumstances.** The candidates are advised to retain a photo copy of the Demand Draft so submitted for their reference.
- v) **Candidates** are advised to indicate their Name, TAT No, Rank Number and contact details on the reverse of the Demand Draft.

VIII. PROCEDURE AT THE COUNSELING CENTRE

17. IMPORTANT STEPS OF SEAT SELECTION

A. Verification and submission of documents:

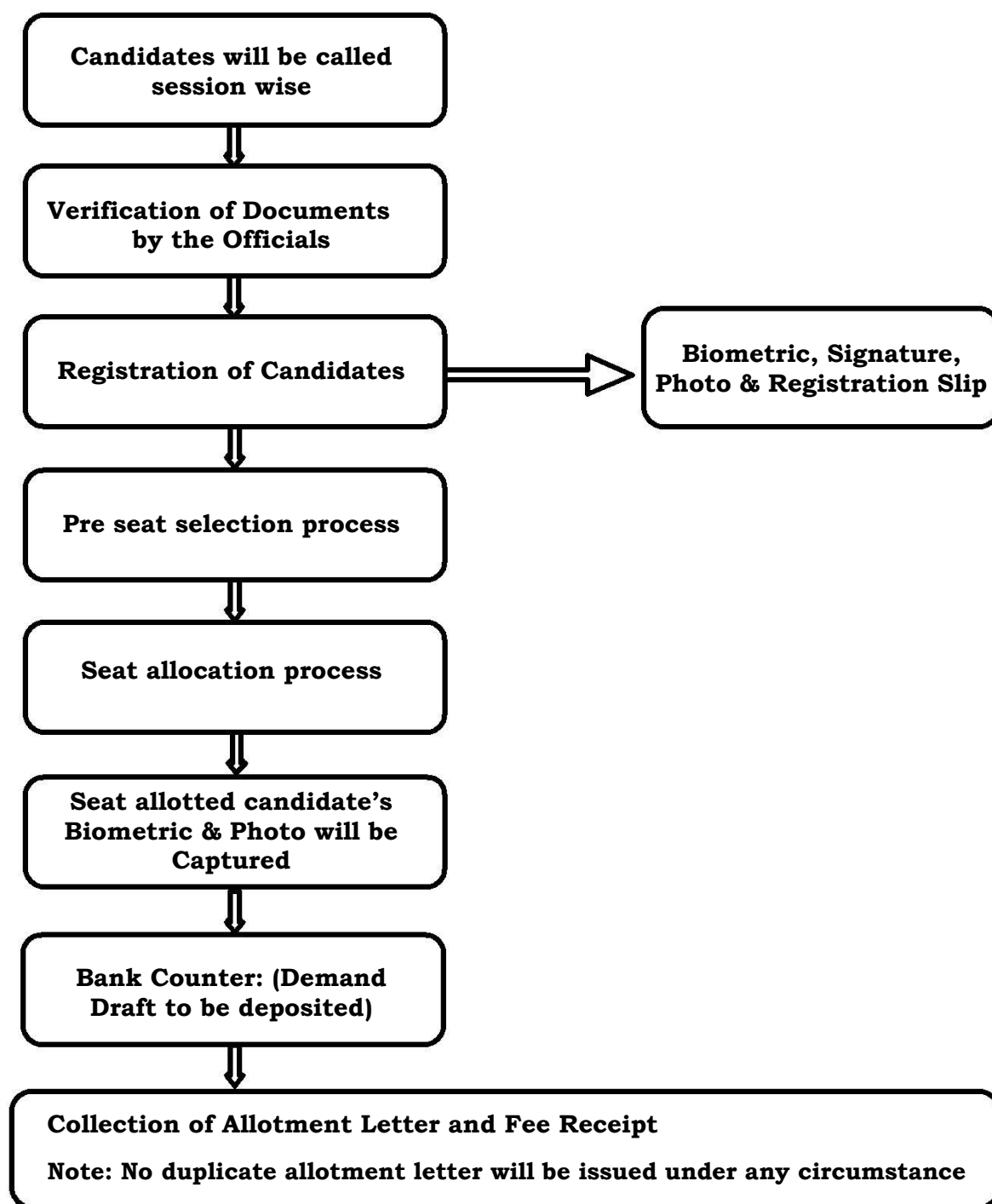
- i) Verification of all original documents including the photo ID proof and their photo copies besides Demand Draft towards the tuition fee.
- ii) The photo copies of all the required original documents will be collected at the Verification counter.
- iii) Registration of the candidates: It involves the process of:-
 - a) Biometric verification.
 - b) Signature.
 - c) Photo verification.
 - d) Issue of Registration slip.

B. The candidates shall have to fill the Demand Draft details and three choices of Course / College that are available at the time and which he / she wishes to opt during the seat selection.

C. Exercising the option by the registered candidates involving selection of a seat in the order of merit subject to the availability of seat and the college.

IX. SEAT SELECTION STAGES AT THE COUNSELING CENTRE

18. **Selection of a seat by a candidate and allocation thereafter at the COMEDK centralized counseling will comprise of the following stages:**



X. FIRST ROUND OF COUNSELING / SEAT SELECTION PROCESS

19. A day is divided into multiple sessions and the first session begins at 8:30AM. The candidate will be allowed to participate in accordance with the notified time schedule and as per the stipulated rank ranges only.
20. The candidates are required to get the original documents verified and later to register themselves in the counter where it gets entered into the computer system. **Unless the candidate is registered, he/she cannot participate in the seat selection process.** As

biometric, photo and signature process will be executed, the candidate's physical presence is compulsory.

21. Once the registered candidate comes to the seat selection after verification of documents, a merit list is generated for each of the session. Unless a candidate who has a higher rank gets the opportunity to select a seat, a candidate who has the rank next to him cannot think of bypassing him. The candidate has to wait for his/her turn at the seat selection terminal.
22. A dynamic screen will show course-wise and college-wise availability of seats, which helps the candidates to make up their mind in advance. The moment the option is exercised, the computer will show one seat less against the course and college from which the candidate has selected the seat. **Therefore, once a candidate selects a seat according to order of merit, it cannot be changed subsequently. The selection of an available seat in a college based on individual merit is entirely the responsibility of the candidate concerned and the staff managing the process will only facilitate such seat selection and the onus cannot be shifted to them.**
23. Candidate/parent/guardian must have clear idea about the institution, course, location of the institution, facilities available in the institution etc. prior to the selection of seat in a particular institution.
24. The entire seat selection process is computerized right from the stage of registration till the stage of printing of the Seat Allotment letter. The highly sophisticated software used in the system has the ability to control the initial registration, provide data for selection of the seats by the candidates in the order of merit, payment of fees and finally printing of **Allotment letter**.
25. **Allotment letter** has built in security features and cannot be duplicated. No duplicate Allotment letter will be issued for any reason. If it is found that the allotment letter issued to the candidate is tampered, the COMEDK reserves the right to cancel such allotment and the candidate will forfeit the entire fee paid. **If the original Allotment Letter is lost, the candidate will lose the selected seat as well.** Hence the candidates are cautioned to be more careful. Excuses such as a police complaint is filed in this behalf, FIR lodged etc. will not be entertained.
26. **No candidate will be allowed to change the 'seat' once selected during the same counseling round.** Hence, the candidates are cautioned to be very careful during the counseling process.

27. After verifying the original documents, one set of attested photocopies of all the originals and Demand Draft drawn on Nationalized Bank in favor of COMEDK (TAT No. XXXXXX), payable at Bangalore for ₹55,000/- (Rupees fifty five thousand only) 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.
28. After seat selection, the Candidate will go to the Bank counter and deposit the Demand Draft for ₹55,000/- and obtain fee receipt and the allotment letter which has security features. **This allotment letter will enable him/her to join the college concerned.**

XI. SECOND ROUND OF COUNSELING / SEAT SELECTION PROCESS

29. After the completion of the first round seat selection, unfilled, surrendered, forfeited, cancelled and newly added seats, if any, will be offered during the second round.
30. 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.
31. **Rollover Policy:** In the second round of counseling, when a candidate changes his/her seat from one course/college to another course/college, the seat left by the candidate is added to the seat matrix and the same may be selected by the candidates who are registered next to him/her.
32. The second round of seat selection will be held as per the schedule to be notified separately.
33. The letter of Allotment issued by the COMEDK is to enable the candidate to report and complete the process of admission in the concerned college, with reference to the prescriptions of AICTE/COA and the concerned University in Karnataka. Hence at the college level, all the original documents are again verified before acceptance.
34. COMEDK's responsibility is only to ensure fair and transparent evaluation of merit followed by single window counseling. Issues and grievances, if any, subsequent to the selection of seats is the responsibility of the concerned college to which the candidate is allotted and the regulatory agencies.
35. **COMEDK having thus become '*functus officio*' does not take any responsibility with regard to admission, refund of fees etc. when once it forwards the list of**

selected candidates based on entrance test followed by single window centralized counseling and as such the candidates and others cannot subsequently set up any grievance against COMEDK.

36. After the second round of Counseling, the list of selected candidates would be sent to all the regulating agencies of the Government and the Colleges concerned.
37. After the second round of counseling depending upon the seats available for any reason there may be one more round in the form of Second extended / Third round of Counseling at **the discretion of COMEDK.**

XII. GENERAL

- 38.
- a) A candidate who selects an Engineering seat in the first round may also attend the first Round of Architecture. In the event of selecting an Architecture seat during the first round, the earlier selected Engineering seat automatically gets surrendered and added to the Second round of engineering seat matrix. **Such a candidate will not be eligible to attend any further round of engineering counseling.**
 - b) A candidate who has not selected a seat in Engineering in the first round can attend the first round counseling of Architecture and select a seat. Further such a candidate is eligible to attend the second round of engineering counseling. In the event of selecting a seat in the second round of Engineering counseling, the earlier selected Architecture seat automatically gets surrendered and added to the Second round of Architecture seat matrix. **However, such a candidate will not be eligible to attend any further round counseling of Architecture.**
 - c) Also, the candidates who either **attend or not** or **select an Architecture seat or not** during the first round of Architecture counseling are eligible to attend the second round of Architecture counseling.

XIII. SEAT SELECTION PROCEDURE FOR MINORITY CANDIDATES

39. During the common first round of counseling explained as at paras 19 to 27, the seats reserved for Minority category in Minority institutions would be available to the candidates coming under this category, whether Christian or Tulu or Telugu or Tamil for selection in the order of merit. Those candidates of this category by birth/domicile in Karnataka are first eligible to select the seats so reserved. All other Minority candidates

are permitted to choose seats under General Merit category only according to their merit ranks.

NOTE: 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 only.

40. However, there will be an exclusive round of counseling i.e. the first session of the second round of counseling for candidates belonging to minority category, only if the seats reserved for them are available. In this round, again Minority candidates by birth/domicile in Karnataka have preference in selecting the seats meant for Minority category and thereafter the leftover seats under the Christian Minority category can be selected by such Christian Minority candidates hailing from States other than Karnataka. As Non-Karnataka candidates will not be able to claim Tulu / Telugu / Tamil Minority, the above said opportunity is not available for them.
41. If the seats are still left unfilled under minority quota they will be moved to General Merit category and the General Merit candidates would be counseled in the order of merit during the second round.
42. 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 Round. Also, **the candidate who is holding a minority seat will not be eligible to participate in the subsequent General Merit sessions of this round.**

XIV. SEAT SELECTION PROCEDURE FOR HYDERABAD KARNATAKA REGION CANDIDATES

43. During the common first round of counseling explained as at paras 19 to 27, the seats reserved for Hyderabad Karnataka region in the COMEDK Member Institutions would be available to the candidates coming under this class only.

NOTE: During the first round of counseling, candidates belonging to Hyderabad Karnataka region can select a seat either under General Merit or in the respective Hyderabad Karnataka region quota seats in the order of merit only.

44. However, there will be an exclusive round of counseling i.e. the second session of the second round of counseling for candidates belonging to Hyderabad Karnataka region only if the seats reserved for them are available.

45. If the seats are still left unfilled under Hyderabad Karnataka region quota those seats will be moved to General Merit category and the General Merit candidates would be counseled in the order of merit during the second round.
46. The candidate who is holding a seat under Hyderabad Karnataka quota selected during the first round of counseling is eligible to participate only in the Hyderabad Karnataka region session of the Second Round. Also, the candidate who is holding Hyderabad Karnataka region seat will not be eligible to participate in the subsequent General Merit sessions of this round.

XV. LATECOMER POLICY

47. Candidate who fails to report in time at the venue as per his/her time of the schedule along with all the required documents and Demand Draft drawn on any of the notified Nationalized Banks in favor of COMEDK (TAT No. XXXXXXXX) 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.
48. However, **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 on any subsequent session during the said counseling round.

XVI. GROUND FOR REJECTION

49. **On verification-**
- i) if the documents are found to be not in order or if there is a likelihood of 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, biometric, signature of the candidate, photo ID produced or if there is any reasonable doubt that there is malafide intent of impersonation, such of the candidate/s will be debarred and criminal proceedings may be initiated. The decision of the expert committee shall be final in this regard.
 - iii) Candidate who does not submit the prescribed amount in the form of Demand Draft from any of the notified Nationalized Banks in favor of COMEDK (TAT No.

XXXXXXX) payable at Bangalore. **A Demand Draft from a non-Nationalized bank will not be accepted under any circumstances.**

XVII. REFUND AND FORFEITURE OF FEE

50. 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). Such of the candidates are required to bring COMEDK original allotment letter, Bank receipt for having deposited the tuition fee and Verification card all in original received by them.
51. If any candidate is permitted to change the college or course during the second round of Counseling, it will not result in loss of fee amount but will be adjusted with necessary refund. **Refund, if any, will be paid by crossed A/c payee cheque in the name of the candidate only.** However if it results in payment of additional amount as from the candidate, it shall be paid through a Demand Draft drawn from a Nationalized bank in favour of COMEDK (TAT No. XXXXXXXX) payable at Bangalore.
52. Any candidate, who surrenders his/her seat during the dates to be notified, will be refunded the fee paid after deducting Rs.5,000/- only, towards administrative expenses. Remaining amount will be refunded as crossed A/c payee cheque in the name of the candidate only. **Such candidates are required to bring the COMEDK original allotment letter, Bank receipt for having deposited the tuition fee and Verification card all in original received by them.**
53. No surrender of seat would be accepted after the date notified in this behalf.
54. **Surrender of seat by the candidates is not allowed during or after COMEDK second round of counseling. COMEDK will not be responsible for any subsequent consequences arising thereon.**
55. The seat selection process for the Engineering stream would close as on 31st July 2016; the results of NEET examination are reported to be published only on 17th August 2016 by which time admissions to Engineering colleges also would have come to an end. In other words, candidates who have joined Engineering course will have to obtain the original documents from the Engineering colleges concerned in case they wish to attend and seek admission to Medical / Dental stream. In such circumstances, getting back the originals 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 in so far as Engineering counseling is concerned. All candidates and their parents should note this position which is in accordance with Hon'ble Supreme Court judgment in Parshavanath

Charitable Trust & Ors. Vs. AICTE & Ors. in Civil Appeal No. 9048 of 2012 dtd. 13.12.2012 and the judgment of Division Bench of Hon'ble High Court of Karnataka in Miss Smruthy BS Vs. D.A. Pandu Memorial R.V. Dental College & Hospital in W.P. No. 13792 of 2009 (EDN-RES) dtd. 18.03.2014.

XVIII. CONSEQUENCES OF MALPRACTICES

56. COMED-K recognizes that the examination related malpractice is a social evil that can damage society to the extent of possibly leading to a failed State. We believe that there is a chain effect of such malpractices on the educational system and the society as a whole. It is only the candidates who have studied very hard for the entrance test, and no one else and certainly not the touts and agents, who would face the adverse consequences leading to their professional life becoming totally miserable. The parents and the candidates are therefore advised to be extremely careful.
57. COMEDK does not have any agents, liaison, admission offices, representatives or any other office/s other than the office mentioned in the website. The parents/ candidates are requested not to depend upon or deal with any person or organization/s claiming to be associated with the COMEDK activities or claiming to help with admissions. COMEDK will not be responsible for the same. www.comedk.org is the only official website of the Consortium. **COMEDK is not responsible for information available on other websites or elsewhere. COMEDK will not be responsible if any other agency claims to be a consortium of professional institutions and uses similar sounding names and logos.**
58. COMED-K considers the following as some of the illustrations (not necessarily exhaustive) of malpractices:
- ❖ Impersonation;
 - ❖ Creating disturbance at the Counseling Venue;
 - ❖ Giving or receiving unauthorized help;
 - ❖ Frustrating a deserving candidate from getting a seat of his / her choice based on merit, like jamming, contracting, trading, misusing, producing of duplicate, color Xeroxed, fake documents etc.
 - ❖ Candidates found entertaining the Touts and agents.

XIX. PREVENTIVE MEASURES ADOPTED

- a) Rigid Counseling Centre Management
- b) Insistence on Photo ID (in original) of the candidate and the Parent / Guardian and production of TAT and Rank Card together with a copy of the online application form.

- c) Biometric data & Photo collection with digital recording at counseling centre.
- d) Debarring such candidates from participating in the counseling process besides handing over to law enforcing authorities.
- e) Publishing photo and other details of candidates resorting to malpractices on COMED-K and all Colleges' web-site and requesting all Examination Authorities in the country to ban such candidates from appearing in future entrance tests.

XX. CERTIFICATES THAT MAY BE REQUIRED AT THE COLLEGE LEVEL AT THE TIME OF ADMISSION

- i) **ALLOTMENT LETTER** issued by COMEDK allocating a UG seat.
- ii) **ALL ORIGINAL DOCUMENTS verified at the time of counselling.**
- iii) **TRANSFER CERTIFICATE** issued by the Institution last studied.
- iv) **MIGRATION CERTIFICATE** (As applicable).

XXI. LEGAL JURISDICTION AND MISCELLANEOUS

59. Any dispute that may arise in respect of the seat selection process and admission is subject to the jurisdiction of the Hon'ble High Court of Karnataka. Also, Language of communication, oral or written, must be only in English or Kannada.

XXII. ASSISTANCE

60. Candidates seeking clarification or assistance for specific problems with regard to the seat selection process are required to contact the following:-

Timings: Monday to Friday – 11:00 AM to 01:00 PM and 03:00 PM to 05:00 PM

Saturdays - From 11:00 AM to 01:00 PM

Telephone No: Toll Free: 18001036182, Office No. 080 – 40921612

Email: helpdesk@erafoundationindia.org **Website:** www.comedk.org

61. COMEDK suggest all the candidates to visit the COMEDK website regularly for all updates.

NOTE:

- 1) ***COMEDK reserves the rights to make appropriate changes/modifications to the above seat selection process and the same would be notified on its website.***
- 2) ***All information provided regarding college facilities, are as per the information provided by the respective colleges, COMEDK is not responsible for the same.***

Annexure - I**List of Nationalized Banks**

Sl. No.	Banks Name	Sl. No.	Banks Name
1	Allahabad Bank	14	Punjab National Bank
2	Andhra Bank	15	Reserve Bank of India
3	Bank of Baroda	16	State Bank of Bikaner & Jaipur
4	Bank of India	17	State Bank of Hyderabad
5	Bank of Maharashtra	18	State Bank of India
6	Canara Bank	19	State Bank of Mysore
7	Central Bank of India	20	State Bank of Patiala
8	Corporation Bank	21	State Bank of Travancore
9	Dena Bank	22	Syndicate Bank
10	Indian Bank	23	UCO Bank
11	Indian Overseas Bank	24	Union Bank of India
12	Oriental Bank of Commerce	25	United Bank of India
13	Punjab & Sind Bank	26	Vijaya Bank

ATTENTION: Demand Draft from any Bank other than the above are not acceptable.

Annexure – II

Format for Religious & Mother Tongue Certificate

This certificate has to be submitted at the time of counseling (if applicable)

Note: The certificate must be in the name of the candidate only

PROFORMA FOR RELIGIOUS & MOTHER TONGUE CERTIFICATE

(Candidates who Claim Seats in Colleges of religious & linguistic Minority Status)

Name, full postal address and telephone number of the institution from where the candidate has passed SSLC / 10th standard examination / Institution Last Studied

Date

This is to certify that Sri./Kum/Smt. S/o / D/o / W/o has studied from standard to standard in our institution during to academic years. He / She belongs to Religion and the Mother Tongue of the above student is as per the Admission Register maintained in the institution

The above details are true and correct to the best of my knowledge.

Signature of Head of the Institution

Institution seal

(Name in Block letters)

.

Annexure – III

Format for Residence/Domicile Certificate

This certificate has to be submitted at the time of counseling (if applicable)

Note: The certificate must be in the name of the candidate only

No.:

Date:

Residence / Domicile Certificate

This is to certify that Sri/Smt

.....

... Son/Daughter Sri/Smt

.....

.....Residing at

.....

has Domiciled/Resided in the State of Karnataka for the last(in figures and words) years and months.

This Certificate is issued for

..... purpose.

Place:.....

Tahsildar _____

Date:.....

Taluk _____

Annexure – IV

Format for HK Region Eligibility Certificate

This certificate has to be submitted at the time of counseling (if applicable)

Note: The certificate must be in the name of the candidate only

ELIGIBILITY CERTIFICATE [Under Article 371 (J)](see rule 3(3))

[The Karnataka Public employment (Reservation in Appointment for Hyderabad-Karnataka Region) Rules for Issual of Certificates, 2013.]

Sri / Kum S/o /
D/o

..... is a Local Person of the
Village / Town of
Taluk of District of Karnataka
State.

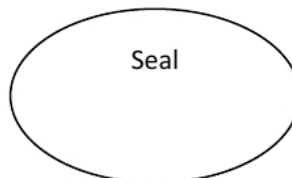
File No: _____

Place: _____

Name: _____

Date : _____

Asst. Commissioner (Revenue Dept)



_____ Sub Division

_____ District

Annexure – V

A ready checklist of original documents to be produced at COMEDK counselling centre along with one set of photocopies:

- 1) A copy of the Online Application Form submitted to COMEDK.
- 2) Candidate's Photo Identity proof which was declared and submitted in the Online Application Form (OAF) (Any ID proof other than what has been mentioned in OAF is not acceptable).
- 3) Parent / Guardian accompanying the candidate must carry any one of the photo ID proof mentioned in original a) Passport, b) Driving License, c) Voter ID, d) PAN card, e) Aadhar Card.
- 4) COMEDK UGET – 2016 TAT Card. (PRINTED ONLINE COPY from COMEDK website).
- 5) COMEDK UGET-2016 – Rank Card. (PRINTED ONLINE COPY from COMEDK website).
- 6) 10th standard / SSLC or School Leaving Certificate or any School or Government record indicating the date of birth.
- 7) 12th standard / 2nd PUC or equivalent qualifying examination Marks Card (Should satisfy the eligibility criteria).
- 8) Demand Draft drawn only from the **Nationalized Banks** in favor of „COMEDK“ and indicating the Test Admission Ticket Number (TAT No. XXXXXXXX) thereon, payable at Bangalore; the list of Nationalized Banks is given at Annexure-I.

Architecture : In addition to above mentioned documents (Sl No: 1 to 8), candidates seeking admission to **Architecture course must produce original Nata score card.**

In addition to above mentioned documents (Sl.No: 1 to 8), minority candidates must produce the following original documents **(if applicable):**

1. Minority candidates:-

- a) Religious (Christian), Linguistics (Telugu/Tamil/ Tulu) shall produce certificate as per Annexure – II.
- b) Residential/Domicile certificate issued by the competent authority to show that he/she or his/her parents (Father/Mother) has been a resident of Karnataka State for a period of not less than seven years shall be produced as per Annexure – III.
- c) In the event of furnishing of residential /domicile certificate, proof of either father/ mother of the candidate having studied in Karnataka State for a continuous period of seven years shall also be produced.

2. Candidate belonging to H - K region: Candidates claiming Hyderabad Karnataka Region status should produce a certificate, confirming the Hyderabad – Karnataka Region status, issued by the jurisdictional Assistant Commissioner of the corresponding Sub division in the district concerned as per Annexure – IV. **(if applicable).**

3. SC / ST: certificate issued by competent authority **(if applicable).**

4. OBC: Category I, IIA, IIB, and IIIA, IIIB: As notified by the Government of Karnataka; Caste and income certificate. **(if applicable).**