



Date: 09.07.2016
(revised on 11.07.2016)

NOTIFICATION

Sub: COMEDK UGET 2016 – Procedure for surrendering the seats taken during the first round of Engineering and Architecture counseling.

COMEDK in its notification dtd. 02.07.2016 has hosted on its website the surrender policy, eligibility norms for participation in second and final round of counseling besides a detailed set of schedule of counseling. A seat which has been selected during the first round can only be surrendered earlier to the commencement of second round so that such seats can be offered to eligible candidates during the second round. Similarly a seat cannot be surrendered during the second round as well.

In Annexure – I to the notification dtd. 02.07.2016 surrender policy has been explained. The candidates are advised to refer to the same. It has been mentioned therein that surrender would be accepted only online for which a separate set of procedure would be notified shortly.

Accordingly, the following would be the procedure for online surrendering of seats:

a) Schedule for Surrender;

Stream	Allotment Made as From	as to	Surrender Start At	Surrender End At
Engineering	28/06/2016	to	9:00 AM of	6:00 PM of
	9/07/2016		12/07/2016	15/07/2016
Engineering	11/06/2016	to	2:00 PM of	6:00 PM of
	12/06/2016		13/07/2016	15/07/2016
Architecture	On 13/07/2016		10:00 AM of	6:00 PM of
			20/07/2016	23/07/2016

Note: After End Date and Time mentioned above ,this surrender option would get automatically disabled and any plea for extending the last date is not acceptable.

- b) A candidate has to access the surrender procedure after logging in through his/her unique user ID and password communicated at the time of registration. **There is no separate email or fax or any other mode of communication for seat surrender.**
- c) Once the candidate logs in, he will have to fill in a **seat surrender form** which explains the seat (college and course) that the candidate has selected during the first round.
- d) Once the above details are gone into, the candidate has to furnish a declaration to the effect that;
- i) He/she has read and understood the COMEDK surrender policy including the mode and refund after surrender,
 - ii) **Dispatch of original allotment letter, bank receipt and verification card by Speed Post only to reach COMEDK Office on or before 25th July 2016 at the below mentioned address:**

**COMEDK, #132,Second Floor,11th Main,
17th Cross, Malleshwaram, Bangalore-560055**
The refund will be processed by COMEDK within four working days of receipt of Original Allotment letter by COMEDK.
 - iii) If the candidate desires to attend the second round counseling as per the schedule notified earlier, he/she has to take out a fresh DD for Rs. 5,000/- in addition to Rs. 50,000/- available with COMEDK (after deducting Rs. 5,000/- towards the process fee for the first round). **Similarly, the printout of the receipt or acknowledgment for having surrendered the seat will have to be brought at the time of attending the second round. Also, the candidates desirous of attending the second round after surrendering need not send the original allotment letter, bank receipt and verification card through speed post and the same has to be submitted at the time of their counseling session.**

- e) If the candidate does not wish to participate in the second round, he/she can claim the refund of Rs. 50,000/- out of Rs. 55,000/- deposited with COMEDK during the first round and for this he/she has to furnish the bank details, Account number and this amount would be sent through NEFT/RTGS within four working days from the date of receipt of original allotment letter, bank receipt and verification card; the bank details will have to be given in the form available after the candidate logs in. however, if the candidate changes his/her mind and desires to attend second round, he/she shall bring apart from original documents, a DD for Rs. 55,000/- payable to COMEDK.

NOTE : Ensure that the bank data entered is correct, under no circumstances change request will be entertained and COMEDK will not be held responsible for wrong data.

- f) After giving all the above details, the candidate has to confirm to the effect that for surrendering the seats and to claim refund he has taken the consent of his/her parents.

Further, the terms and conditions set out in the seat selection process document notified on 09.06.2016 and surrender policy notified on 02.07.2016 shall prevail to the extent not contrary to the surrender procedure explain herein.

NOTE: In a nutshell, those who are attending the second round after seat surrender shall bring the following:

- a) The original allotment letter for which the seat was surrendered;**
- b) DD for the remaining Rs. 5,000/- in the name of COMEDK (TAT No. XXXXXX);**
- c) The printout of the receipt/acknowledgment for having surrendered the seat.**
- d) All original documents produced during the first round counseling;**

A detailed Step by Step Guide on How to Complete the surrender process Online is available in **Annexure –I** of this notification.

Sd/-
Chief Executive, COMEDK

Annexure-I

HOW TO SURRENDER THE SEAT ONLINE-STEP BY STEP GUIDE

Step 1 : Log in with User id and Password, which has been shared at the time of COMEDK Registration ;

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ERA FOUNDATION

Login

User ID.

Password

Enter the USER ID and Password

Login... Forgot Password

Version 11.01.00

Step 2: Click on the **Seat Surrender Tab**

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ERA FOUNDATION

Note : Your application has been successfully submitted.
Please click on "+" sign to fill your Seat Surrender Form.

Print Form Logout

Click on Seat Surrender

Application Form	Opt for Additional St...	Challenge Form	Seat Surrender
Application Seq No:		6	
Faculty Stream:		PCB	
Preferred Course Applying For:		Medical	
Applicant Full Name:		.S.DFKSLDFHSDLFJWOLTYHSRI FCHDFKHPSKWDPQWERUWEHRKWERV	
Father's/Guardian Full Name:		ZXVJKXCF.SDKT'OUHLF.SDF.SDFJSDKHFSDFLMSD.FLERTIOERHKERHYK	
Mother's Full Name:		.alsf'p'isd'p'ubmsdfksdfbhsksdfmsd sdfmsldyfgsdfjsdfsjkdgfsd	
DOB(DD/MM/YYYY):		17/01/1991	
Gender:		Male	
Nationality:		Indian National	
ID Proof:		Voter ID	
Unique ID Proof No:		asdewt,rot-er9t0890545bnmergert	
Parent's/Guardian Proof:		Voter ID	

Step 3 : Click on “+” Sign to fill your Seat Surrender Form

Print Form Logout

COMEDK **COMEDK UGET 2016 / Uni-GAUGE EMeD 2016** ERA FOUNDATION

Note : Your application has been successfully submitted.
Please click on "+" sign to fill your Seat Surrender Form.

Application Form Opt for Additional St... Challenge Form **Seat Surrender**

Click on Plus sign to fill your Seat Surrender Form

Your Selection + ↺

Create

Account 0 to 0 of 0 Entries.

Version 11.01.00

Step 4 : Seat Selected in 1st Round of Counseling : Application Number , Name , College Selected and Course Selected will be Auto populated.

Please select whether you would like to surrender seat or not ie (YES/NO)

Step 6 : If you Select “YES”, Accept the declaration and click on “YES” for confirmation.

Seat Surrender Confirmation

Select Declaration

*Do you want to surrender the seat Yes No

Declaration

- I certify that I have read and understood the ComedK Surrender Policy explained in the counselling process document notified on 9th June 2016 and the notification issued on 2nd July 2016.I agree to abide by the terms and conditions mentioned there in.
- I understand that the refund will be made to the bank account mentioned by me , details of which I am furnishing in this form, for online remittance.
- I undertake to submit the original seat allotment letter issued by ComedK by SPEED POST only to reach ComedK office on or before 25th July 2016 at the following address: COMEDK,#132,SECOND FLOOR, 11TH MAIN, 17th CROSS,MALLESWARAM, BANGALORE – 560055.
- I understand that the refund will be processed by ComedK within 4 (Four) working days from the date of receipt of original Seat Allotment Letter by COMEDK.

Click “YES” for confirmation

Seat Surrender Confirmation

*Are you sure you want to surrender the seat Yes No

Step 7 : If you want to attend 2nd round counseling after surrendering the seat than select “YES”.

Note: You have to produce all the original documents and DD of Rs 5000/- at the time of 2nd Round Counselling.

*Do you want to attend to 2nd Round of counselling Yes No

Note: Candidate to Produce all original documents along with a DD of Rs. 5,000/- issued by nationalised banks and in the format as mentioned in the counselling process document.

Note: Please click on Preview button to verify all details before submitting your form online.Please note that no changes can be made once the candidate submits the form online.

[Preview Application](#) [Submit](#)

Step 8 : If you don't want to attend 2nd round of counseling ,then click on "NO" and go through the note in the surrender form.

You have to enter Bank details as per the Notification and Notes provided .

*Do you want to attend to 2nd Round of counselling Yes No

Note: If candidate wishes to participate in the Second Round of UGET 2016 Counselling, candidate will have to produce all original documents along with a DD of Rs. 55,000/- issued by nationalised banks and in the format

Enter bank account holder name ,account number,Bank name , branch, IFSC code details

Bank Details

*Account Holder Name :

*Re-Confirm Account Holder Name :

NOTE: Please check your bank account number and IFSC code for NEFT transfer with your Banker before entering the details as the refund will be made only to the bank account number mentioned below.

*Account Number for NEFT/RTGS Transfer :

*Re-Confirm Account Number for NEFT/RTGS Transfer :

*Bank Name :

*Re-Confirm Bank Name :

*Branch Name :

*Re-Confirm Branch Name :

*IFSC Code of Bank Branch :

*Re- Confirm IFSC Code of Bank Branch :

I have consulted my parents and taken their consent for filling up and submitting the seat surrender form and bank details for refund.

Select the Check box for confirmation

NOTE: Please check and verify your Bank and Account details again ,as any change requests after the Surrender Form is submitted online will not be entertained. In case of any discrepancies in the Bank Account Number and IFSC Code details furnished by you, COMEDK will not be held responsible for transaction of refund.

Note: Please click on Preview button to verify all details before submitting your form online. Please note that no changes can be made once the candidate submits the form online.

Step 10 : Click on Submit button to complete the form.

I have consulted my parents and taken their consent for filling up and submitting the seat surrender form and bank details for refund.

NOTE: Please check and verify your Bank and Account details again ,as any change requests after the Surrender Form is submitted online will not be entertained.
In case of any discrepancies in the Bank Account Number and IFSC Code details furnished by you, COMEDK will not be held responsible for the transaction of refund.

Note: Please click on Preview button to verify all details before submitting your form online.Please note that no changes can be made once the candidate submits the form online.

[Preview Application](#) [Submit](#)



NOTE : INCASE OF REFUND, CLICKING ON SUBMIT BUTTON IS MANDATORY, WITHOUT WHICH REFUND ACTIVITY /SURRENDER PROCESS WILL NOT BE INITIATED.CLICKING ON “SUBMIT” BUTTON AFTER FILLING IN ALL DETAILS AS REQUIRED IS MANDATORY FOR SURRENDERING PROCESS.

Step 11: After clicking on ‘submit’ button of the surrender form, you will be able to view the surrender application and take the print out by clicking on ‘view ‘button and there after the “ print” button.

Print Form Edit Logout

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Note : Application form has been saved successfully.Kindly Click Edit button on the top right side of this page to proceed.

Application Form Challenge Form **Seat Surrender**

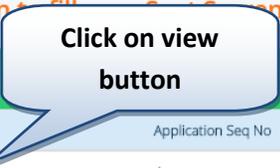
Click on Plus sign to view the Surrender Form

Your Selection [+](#) [-](#)

Action	Application Seq No
View	4

Account 1 to 1 of 1 Entries.

Version 11.01.00





Click on print

Print Form

Surrender form Details:

College and Course Details

Application Number : 7
Applicant Name : DFGFDGDF
College Selected : fgdfg
Course Selected : PCM

Seat Surrender Confirmation

Do you want to surrender the seat : No