



**COMEDK MEDICAL/DENTAL
COUNSELLING PROCESS
DOCUMENT**



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COMEDK UG 2016-MEDICAL AND DENTAL ADMISSIONS
SEAT SELECTION PROCESS DOCUMENT

I. ABOUT COMEDK

1. 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 of Karnataka for merit determination of students seeking admissions to the Member Institutions.
2. 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 proposes to conduct seat selection counselling process based on National Eligibility Cum Entrance Test (NEET) results of published by CBSE. Accordingly, applications have been invited from the interested candidates, and accordingly a provisional COMEDK Counselling Merit List will be published on 30th August, and a final Merit List is proposed to be published on 6th September 2016.

II. RULES OF PROCEDURE

4. With a view to make the merit determination/seat selection process fair, transparent and non-exploitative, certain rules have to be laid down and this Document provides a fair idea as to how and what the candidates have to follow as procedure for counselling, the mandatory original certificates/documents required for submission to participate in the Counseling

process, allocation of seats based on merit, the mode of tuition fee deposit, joining the selected college, malpractices and the measures required to be observed for avoiding the same, consequences of such malpractices, etc.

5. *The Hon'ble High Court of Karnataka in its Division Bench Judgment dated 31/05/2012 in W.A.No.2579/2012-held that the candidates should ensure due compliance with all reasonable stipulations laid down by the Counselling Authority and accordingly the candidates are required to go through these stipulations and adhere to them stricto sensu (strictly).* Further, COMEDK's only official 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.

III. COUNSELING ANNOUNCEMENT

6. Seat selection process of ComedK is being carried out on the basis of mandate given to it by the Association comprising 13 medical and 19 dental colleges called Karnataka Professional Colleges Foundation (KPCF) which accept the centralized counseling procedure of ComedK. The KPCF has entered into a consensual agreement with the State Government for seat sharing and fee determination.
7. **There are no Agents appointed by COMEDK and the website (www.comedk.org) is the only official website of COMEDK. COMEDK will not be responsible if any other agency claiming to be a consortium of professional institutions and using similar sounding names and logos makes any promise; similarly, if any individual/organization represents to be acting on behalf of ComedK, the candidates are requested not to get carried away by such assertions and are requested to lodge police complaint against such individuals or Organizations.**

IV. RESERVATION OF SEATS

8. The Government order in No. DPAR06 PLX 2012, dated 06/11/2013 providing for reservation under Art.371 J of the Constitution has been directed to be limited to the institutions located in Hyderabad Karnataka region only, namely (i) Gulbarga, (ii) Yadgir, (iii) Bidar, (iv) Koppal, (v) Raichur and (vi) Bellary, vide the direction of the Hon'ble High Court of Karnataka dated 31st July 2014 in W.P. No.36482-36483/2014 (EDN-RES) filed by Karnataka Professional Colleges Foundation Trust (KPCF). Similarly, there shall be reservation of seats, as indicated in the seat matrix for candidates belonging to religious and linguistic minority communities in the respective minority institutions in the order of merit.

With a view to get an idea of the chances of getting a seat through ComedK merit determination process, the cut-off rank and the percentage marks secured by the candidate with the last rank who got a seat during the past five years are given below. Of course, the details are based on the entrance tests conducted by the ComedK and the said tests were on all India basis almost on the lines of NEET 2016. This has also been notified separately on 24th August 2016.

MEDICAL UGET CUT-OFF RANK DETAILS						
SL.NO	PARTICULARS	YEARS				
1	MEDICAL (GENERAL MERIT)	2011-12	2012-13	2013-14	2014-15	2015-16
	A) Cut-off Rank	1972	2176	2995	2456	2802
	B) Percentage score of cut-off Rank for Maximum of 180 marks	61.11	64.44	78.33	77.77	77.22
2	MEDICAL (TULU QUOTA)					
	A) Cut-off Rank	10517	13700	16587	23100	14860
	B) Percentage score of cut-off Rank for Maximum of 180 marks	50.01	51.80	51.11	51.66	60
3	MEDICAL (CHRISTIAN)					
	A) Cut-off Rank	11137	14970	16684	22333	25842
	B) Percentage score of cut-off Rank for Maximum of 180 marks	51.15	52.40	56.11	52.22	56.11
4	MEDICAL (HK REGION)					
	A) Cut-off Rank	N/A	N/A	N/A	18130	13129
	B) Percentage score of cut-off Rank for Maximum of 180 marks	N/A	N/A	N/A	56.11	61.66

V. COUNSELING VENUE

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

VI. COUNSELING SCHEDULE

10. The counseling schedule is notified separately on COMEDK website (www.comedk.org). The status of the Counseling/seat selection process are notified live and the candidates are requested to log on to COMEDK website (www.comedk.org) to check the counseling status and all updates frequently.

VII. ELIGIBILITY NORMS FOR PARTICIPATION IN THE COUNSELING

11. Following are the eligibility norms:

- i. The eligibility norms notified on 10th August 2016 in the COMEDK Medical Counselling Brochure will be strictly followed.
- ii. There shall be **only two rounds** of counselling so that all candidates will get an opportunity twice either to retain the seat selected during first round or confirm the seat selected or to change their seat depending on the circumstances. Providing more than two opportunities is not permissible.
- iii. As biometric, photo and signature process will be followed, the candidate's physical presence is compulsory; hence Candidate must be physically present and no proxy registration is permissible under any circumstances. Only genuine and bona-fide candidates possessing original documents are allowed for counseling. Medical certificates/affidavits for any physical non-presence will not be accepted.
- iv. Any mismatch at any stage with regard to any of the above 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.
- v. All candidates have to show the original documents notified on 15/07/2016 as required and reiterated and further specified as at Para VIII (12) (i to xiii) and Para 13 below without which they will not be allowed to enter the Auditorium where the counseling is held.

- vi. 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.
- vii. 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.
- viii. 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.
- ix. The declaration made by candidates in their Application Form with regard to SC/ST/OBC (for lower eligibility marks) and Tulu/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.
- x. Candidates who have passed in the recent supplementary 2nd PUC or 10+2 higher secondary examination 2016 are not eligible to participate in the medical seat selection process.

VIII. DOCUMENTS TO BE PRODUCED FOR COUNSELING:

12. Only the original Certificates and one set of self-attested Photocopies of all the documents shall be furnished compulsorily at the time of counseling. (Ensure to have enough photocopies of original documents for your use)

- i. Admit card of NEET UG 2016.
- ii. NEET – UG 2016 Results Sheet indicating Marks Secured/All India Overall Rank Obtained.
- iii. Copy of COMEDK Online Application Form for participation in COMEDK counseling pursuant to NEET results.
- iv. SSC (or equivalent) passing certificate or any other Government document as proof of Date of Birth.
- v. PUC/12th std. (or equivalent) examination marks sheet.
- vi. Applicable Caste Certificate issued by the Competent Revenue Authority (for Karnataka Candidates only), valid for the year of admission (namely 2016).
- vii. OBC certificate issued by the Competent Revenue Authority (for Karnataka Candidates only), valid for the year of admission (namely 2016).
- viii. Minority certificate issued by the educational institution concerned (for Christian and Tulu Minority of Karnataka and Non-Karnataka Christian candidates) as in Annexure II. **A certificate issued by an authority other than the school where the candidate has studied is not admissible. Similarly, a certificate for Minority issued by a revenue officer of the Government is NOT ACCEPTABLE.**
- ix. (a). Domicile certificate, wherever necessary (for Karnataka Candidates claiming Linguistic/Religious/HK Region seats). 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**.

(b). 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.**

(c) Parent domicile certificate, wherever necessary (for Karnataka Candidates only).

- x. Eligibility Certificate for claiming seats reserved for Hyderabad Karnataka Region, issued by the Assistant Commissioner of the respective sub-division (applicable for Karnataka Candidates only). The said certificate should be in the name of the candidate only and not in the name of parent(s)
- xi. Anyone of the valid photo ID proof of the Candidate:
- a) Passport
 - b) PAN Card
 - c) Driving License
 - d) Aadhar Card / acknowledgment for Aadhar Card
 - e) Voter's ID
 - f) Certificate with photo issued by the Head of the Institution last studied
 - g) School/College ID
- xii. A Demand Draft drawn only on the nationalized banks (in favor of 'COMEDK' and indicating the ComedK Counseling Application Number (APP No. XXXXXXXXX) there on payable at Bangalore towards the first year tuition fee. The list of Nationalized Banks is given at Annexure-I.



- 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 Application number on it. For E.g. "COMEDK: (APP. No. XXXXXXXX)"
 - 3) Demand Draft drawn on a bank not listed in annexure-I is NOT ACCEPTABLE.
 - 4) Candidate can carry multiple DD's to the extent of tuition fee.

xiii. **CANDIDATES WHO HAVE SECURED A MEDICAL/DENTAL SEAT THROUGH AIPMT/KEA**

Candidates who have secured a medical/dental seat for the academic year 2016-17 through Karnataka Examination Authority (KEA) or through AIPMT (All India Quota) are eligible to attend first round of counseling with proof of having submitted their originals with the respective counseling authority/institute. Such candidates will be allowed to choose only a "Provisional Seat" as per their rank assigned by COMEDK. Such candidates availing a provisional seat have to submit all their originals as listed in COMEDK Brochure and Counseling process document on or before the last date notified for conversion of provisional seat to a confirmed seat. The above listed opportunity is NOT provided during the second round of Counselling by COMEDK

13. SUMMARY OF DOCUMENTS REQUIRED FOR ATTENDING COUNSELLING

S.NO	Document	Original	Photocopy	Applicable to
1	ID proof of Candidate	Yes	Yes	All
2	ID proof of Guardian/Parent	Yes	Yes	All
3	COMEDK Counselling Merit Card	Yes	Yes	All
4	NEET Rank card	Yes	Yes	All
5	NEET Admit Card	Yes	Yes	All
6	COMEDK Counselling Application Print Out	Yes	Yes	All
7	10 th Marks Card/Government Document showing DOB	Yes	Yes	All
8	12 th /PUC Marks card	Yes	Yes	All
9	DD from Nationalized Bank in Format as provided	Yes	Yes	All
10	HK Region Eligibility Certificate	Yes	Yes	Candidates claiming HK Region
11	Domicile/Residence Certificate from Revenue authority not below the rank of Tahsildar	Yes	Yes	Karnataka Candidates claiming Linguistic/Religious/HK Region
12	SC/ST/OBC certificate	Yes	Yes	Candidates claiming lower eligibility as mentioned in brochure

13	Locomotoray Disability of Lower Limbs Proof and Medical certificate	Yes	Yes	Candidates claiming lower eligibility as mentioned in brochure
14	Religious/Mother Tongue Certificate from School	Yes	Yes	Candidates claiming Religious/Linguistic Minority
15	Parents study proof in Karnataka for 7 years	Yes	Yes	Karnataka candidates claiming Linguistic/Religious Minority, if the candidate has not studied for 7 years in Karnataka but has studied 11 th and 12 th in Karnataka
16	Candidates study proof in Karnataka for 7 years including 10 th or 12 th in Karnataka	Yes	Yes	Karnataka candidates claiming Linguistic/Religious Minority, if the candidate has studied for 7 years in Karnataka and has studied 10 th /12 th in Karnataka.
17	Acknowledgement Receipt for having submitted original documents in Karnataka Examination Authority (KEA) or AIPMT (All India Quota) for Medical / Dental streams			Candidates who have secured a medical/dental seat for the academic year 2016-17 through Karnataka Examination Authority (KEA) or through AIPMT (All India Quota) are eligible to attend first round of counseling with proof of having submitted their originals with the respective institution. This opportunity is NOT provided during the second round of Counseling by COMEDK

IX. SEAT SELECTION BY MINORITY AND HYDERABAD Karnataka (H.K.) REGION CANDIDATES

14. 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 candidates belonging to Non-Karnataka Christian Category can select a seat under General Merit or a seat ear-marked for them in the respective minority institution. The Similar process shall apply mutatis mutandis for candidates belonging to H&K Region. A candidate selecting and retaining a minority/HK Region seat in first round will not have the option to select seats under General Merit in the second Round.

X. ANNUAL TUTION FEE

15. The tuition fee structure per annum is as follows:

For MBBS

Rs. 5, 75,000.00/ -

for BDS

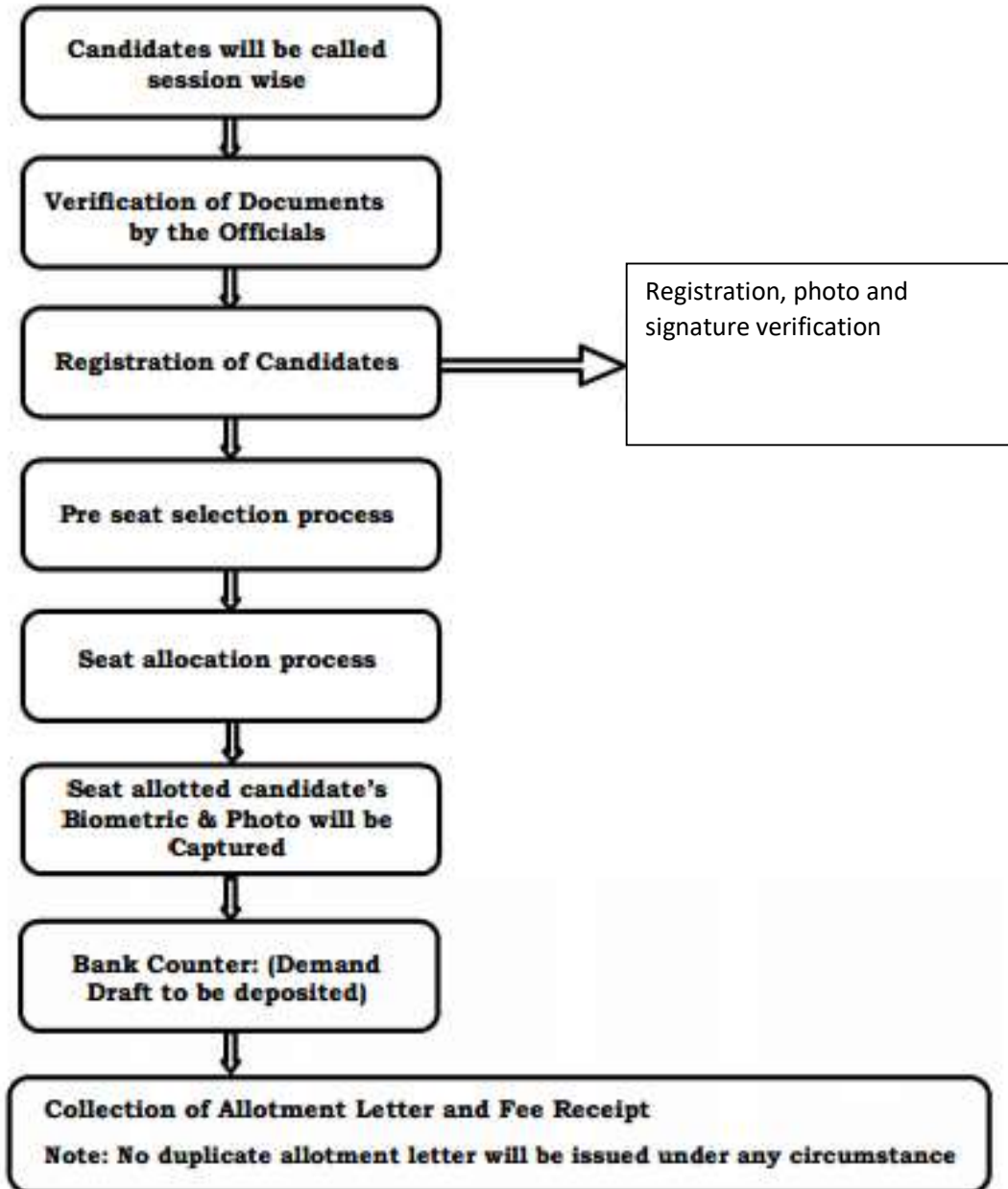
Rs. 3, 90,000-00 /-

XI. PROCEDURE AT THE COUNSELING CENTRE

16. IMPORTANT STEPS OF SEAT SELECTION

- i. Verification of all original documents including the photo ID proof and their photo copies besides Demand Draft towards the tuition fee. The original documents and their photo copies will be collected at the Verification counter. **It is the responsibility of the candidates to procure and submit the required originals and the pleas such as they have been submitted to other colleges for getting some other seats in Engineering or other courses etc. and hence not available are not acceptable.**
- ii. Registration of the candidates. It involves process of:
 - a. Signature and Photo verification and (b) Issue of Registration slip
- iii. 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.
- iv. 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.
- v. Photo capture and Biometric Capture
- vi. Remittance of Fees in the form of Demand Draft at the Bank Counter and thereafter collecting the Seat Allotment letter.

SEAT SELECTION STAGES AT THE COUNSELLING CENTRE



XII. FIRST ROUND OF COUNSELING / SEAT SELECTION PROCESS

17. STEP BY STEP PROCEDURE

- i. 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.
- ii. 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.
- iii. Once the registered candidate comes to the seat selection area, after verification of documents, a merit list is generated for each of the session.
- iv. Unless a candidate who has a better rank gets the opportunity to select a seat, a candidate who has the rank next to him cannot select a seat. The candidate has to wait for his/her turn at the seat selection terminal.
- v. A dynamic screen will show 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 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.** 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.

- vi. 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.
- vii. 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 Provisional / Confirmed Allotment letter.
- viii. 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.
- ix. A candidate opting for a seat in Member Institution drops the seat (other than by way of valid surrender) either before joining the college or after joining the college will not only lose the tuition fee deposited but also attracts criminal prosecution.

PROVISIONAL/CONFIRMED ALLOTMENT

18. At the time of submission of original record and seat selection, the candidate has the option of choosing either Provisional or Confirmed seat chosen letter depending on his prudence and preference. Once the candidates select the seat at the seat selection terminal no changes can be made to the same. Before obtaining the allotment letter, either Provisional or Confirmed, the candidates are required to deposit the necessary tuition fee as explained at para X (15) above.

19. Provisional Allotment Letter

- i. Provisional Allotment Letter will be issued (only during first round counseling), if the candidate wishes to retain the original documents and submit only a set of attested photocopies of the documents and the Demand Draft for the prescribed annual tuition fee. **However the Candidate cannot report to the college with the provisional allotment letter.**
- ii. A candidate who has taken provisional allotment can confirm his seat by converting the Provisional Allotment into confirmed allotment DURING THE DATES NOTIFIED, which enables the candidates to report to the college allotted. However, once a candidate obtains confirmed allotment letter by converting the provisional allotment further surrender of such seat is not permissible.
- iii. The candidates are required to get the Provisional letter of allotment converted into to Confirmed Allotment on or before the prescribed date by submitting all the Original Documents and then report to the allotted college.

- iv. If the candidates fail to get provisional allotment letter converted into Confirmed Allotment Letter on or before the prescribed date, they will not only forfeit the selected seat but also lose a sum of Rs.50,000/- of the fee deposited as penalty and receive the balance in the form of Crossed Cheque in the name of the Candidate only. Seats thus falling vacant due to forfeiture will be added to the pool and offered in the Second and Final round of Counseling.

20. Confirmed Allotment Letter

- i. Confirmed Allotment letter will be issued only, if the candidate submits all the Original documents along with the Demand Draft for the prescribed annual tuition fee. Candidates can report to the college with the Confirmed Allotment Letter. Candidates are required to make photocopies of confirmed allotment letter that will be required for final round of counseling. This is all the more applicable for candidates who might have reported to the colleges by submitting their original confirmed allotment letters at the college level.

XIII. SECOND ROUND OF COUNSELING / SEAT SELECTION PROCESSPROCESS

21. 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. The second round of seat selection will be held as per the schedule to be notified separately. 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 along with the original documents of the candidates.

22. 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. COMEDK becomes 'functus officio' and thus does not take any responsibility with regard to admission, refund of fees etc. when once it forwards the list of selected candidates based on single window centralized counseling.
23. 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 prescription of MCI/DCI and the concerned Universities of Karnataka. Hence at the college level, all the original documents are again verified before acceptance.
24. There is a separate Notification published for Surrender Policy and Eligibility Norms of ComedK for Second Round of counseling and the candidates are requested to refer to the same and get familiarized with the procedure.

XIV. SEAT SELECTION PROCEDURE FOR MINORITY CANDIDATES

25. During the common first round of counseling explained as at Para IX (14), the seats reserved for Minority category in Minority institutions would be available to the candidates coming under this category, whether Christian or Tulu for selection in the order of merit. Those candidates of this category by birth/domicile in Karnataka are eligible to select the seats reserved for the said category. Similarly, Non-Karnataka Christian Candidates are eligible to select seats earmarked for them. 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.

26. 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 Minority, the above said opportunity is not available for them.
27. 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.
28. 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. Candidates who are holding a minority seat will not be eligible to participate in the subsequent General Merit sessions of this round.

XV. SEAT SELECTION FOR HYDERABAD KARNATAKA REGION CANDIDATES

29. During the common first round of counseling explained as at Paras IX (14), the seats reserved for Hyderabad Karnataka region in the COMEDK Member Institutions would be available to the candidates coming under this category 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.

30. 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.

31. 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.

32. 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. Candidates who are holding Hyderabad Karnataka region seat will not be eligible to participate in the subsequent General Merit sessions of this round.

XVI. LATECOMER POLICY

33. Candidates who fail to report in time at the venue as per their date and time of the schedule along with all the required documents and Demand Draft drawn on any of the notified Nationalized Banks in favour of COMEDK (App 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. are not acceptable.
34. 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.

XVII. GROUNDS FOR REJECTION

35. On verification, the Candidature would be rejected:
- i. If the documents are found to be not in order or if there is a likelihood of falsification or if 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, signature of the candidate, photo ID produced, or if there is any reasonable doubt that there is mala-fide 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 get the prescribed amount in the form of Demand Draft from any of the notified Nationalized Banks in favour of COMEDK

(App No. XXXXXXXX) payable at Bangalore. A Demand Draft from a non-Nationalized bank will not be accepted under any circumstances.

XVIII. REFUND AND FORFEITURE OF FEE

36. 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.
37. If any candidate decides to choose a different stream/college during the second round of Counseling the same will not result in loss of fee amount but will be adjusted with necessary refund/additional payment, if any. 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 (App No.XXXXXXXX) payable at Bangalore.
38. Any candidate, who surrenders his seat on or before the date 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.

39. No surrender of seat would be accepted after the date notified in this behalf. Also, 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.

XIX. CONSEQUENCES OF MALPRACTICES

40. 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.

41. COMED-K considers the following as some of the illustrations of malpractices

- i. *Impersonation;*
- ii. *Creating disturbance at the Counseling Venue;*
- iii. *Giving or receiving unauthorized help;*
- iv. *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.*
- v. *Candidates found entertaining the Touts and agents.*

XX. PREVENTIVE MEASURES ADOPTED

42. The following are the illustrations of a few measures adopted:

- i. *Rigid Counseling Centre Management*
- ii. *Insistence on Photo ID (in original) of the candidate and the Parent / Guardian and production of NEET Admit Card and Rank Card in original.*
- iii. *Biometric data & Photo collection with digital recording at counseling centre.*
- iv. *Debarring such candidates from participating in the counseling process besides handing over to law enforcing authorities.*
- v. *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 future entrance tests.*

XXI. CERTIFICATES REQUIRED TO BE FURNISHED AT THE COLLEGE LEVEL AT THE TIME OF ADMISSION

- i. CONFIRMED ALLOTMENT LETTER issued by COMEDK allocating a Medical/Dental seat.
- ii. ELIGIBILITY CERTIFICATE (As applicable).
- iii. TRANSFER CERTIFICATE issued by the Institution last studied.
- iv. MIGRATION CERTIFICATE (As applicable).

XXII. LEGAL JURISDICTION AND MISCELLANEOUS

43. 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.

XXIII. ASSISTANCE & ANNEXURES

44. Candidates seeking clarification or assistance for specific problems with regard to the seat selection process are required to contact COMEDK officials well in advance and followed up by written representation at the following email below:

helpdesk@erafoundationindia.org

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: 1800-103-6182

Email: helpdesk@erafoundationindia.org

Helpdesk facility will not be operational on Sundays and Public holidays

45. COMEDK suggests 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



(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 _____