COUNSELLING PROCESS GUIDELINE FOR ARCHITECTURE and SCHEDULE

Candidates are expected to go through the COMEDK UGET 2017 brochure and COMEDK counselling process document of engineering, related notifications and understand the process before applying for Architecture counselling. COMEDK suggest all the candidates to visit the COMEDK website regularly for all updates and notifications.

The process flow, procedure and all other terms & conditions as brought out in the Counseling Process Document for Engineering Courses are applicable for Architecture Courses also. Candidates have to refer to the said Counseling Process Document

SCHEDULE FOR ARCHITECTURE

B.Arch 1st Round Schedule	
Application Form Live date &Option Entry	21st June 2017
Application Closure date & last date for option entry	28th June 2017, 1:00 pm
Rank List and Rank Card Generation	4th July 2017
Mock Allotment results	6th July 2017
Option entry change and Choice Locking	From 6th July 2017, 7:00 PM to 8th July,2017 11:00 AM
Real Allotment-Round 1	10th July 2017,11:00 am
Confirmation of choice and fee payment	From 10th July 2017, 11:00 AM to 12th July 2017, 4:00 pm
Surrender dates	From 14th July,2017 11:00 AM - to 15th July,2017 3:00 PM
Doc Verification for Round 1 and Allotment letter printing	20th July 2017 (schedule will be announced later)

B.Arch 2nd Round Schedule	
Option Entry by eligible candidates	21st July,2017 5:00 PM to 22nd July ,2017,12 noon
Allotment of HKR Round 2 seat	23rd July,2017 12 Noon
Confirmation of choice and fee payment for HKR-Round 2	24th July 2017, 1:00 PM
Allotment of General Merit seats in Round 2	26th July 2017,5:00 PM
Confirmation of choice and fee payment for General Merit seats	26th July 2017 5:00 pm to 27th July ,5:00 PM
Doc Verification for Round 2-Architecture and allotment letter printing.	29th July 2017 (schedule will be announced later)

GUIDELINES

1. Completing Online Application form for Counselling for Architecture

- Please fill the Counselling Application for Architecture Online
- The process involves registering and completing the counselling application for architecture by paying Rs 1150(This includes application and counselling fee of Rs 1000+ service tax of Rs 140 + Swacch Bharat cess of Rs 5+ Krishi Kalyan cess of Rs 5) during the prescribed time as per counselling schedule for Architecture available on www.comedk.org. Convenience charges on transaction will be additional.
- This fee is non-refundable under any circumstance including statutory reasons.

2. Option Entry and subsequent processes

- After successful payment, Option Entry Form will be available for the candidate.
- The option entry form has to be filled by the candidate during the prescribed time as mentioned in schedule.
- The candidate has to select the course and college and assign the preference number for each course and college selected during the prescribed time.
- Refer counselling process document for Engineering for all counselling related process and subsequent steps.

3. Document Verification

Architecture candidates have to bring all documents as mentioned in the counselling process document as applicable to them in addition to the below mentioned document;

- Valid Original NATA score card along with 2 self attested photo copies of the same.
- COMEDK TAT card is not applicable to Architecture candidates.

ANNUAL TUITION FEE PAYMENT AND FEE POLICY

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

Please note that: This fee amount may change subject to any revision in tuition fee by statutory authorities and is only indicative.

HOW TO PAY TUITION FEE

DESCRIPTION OF FEE	AMOUNT	PAYMENT MODE
Part of tuition fee at time of accepting the seat. i.e. • Accept/Accept and Upgrade candidate in Round 1 • Accept candidates in Round 2	Rs 55000/(Rupees Fifty five thousand Only) + *Convenience charges as applicable	Online –By credit card/debit card/ Net banking(Please check *Convenience charges before payment)
Remaining tuition fee as applicable	To be paid at college level at time of admission as informed by them	To be paid at college level at time of admission as informed by them

*CONVIENIENCE CHARGES on TRANSACTION.

TYPE OF TRANSACTION	CONVENIENCE CHARGES	HOW TO CHECK THE CONVENIENCE FEE
Payment using Credit card/Debit Cards	Convenience fee will be between 0.75%-1% of transaction amount (depending on the card)+ service tax as applicable	Once you are directed to Citrus Payment gateway and enter your card details, you will be able to see "convenience charges are applicable "below the "PAY" button. Click on the "convenience charges are applicable" to view your convenience charges
Payment using Net banking	Convenience fee will be between Rs 15 and Rs 20 (may vary from bank to bank)+ applicable service tax	Once you are directed to Citrus Payment gateway and enter your card details, you will be able to see "convenience charges are applicable "below the "PAY" button. Click on the "convenience charges are applicable" to view your convenience charges

- Candidates and their parents/guardians should ensure that sufficient funds are maintained in their bank accounts keeping in view the Bank holidays. Subsequent requests for extension of time for the same will not be entertained.
- Cash or cheque or any other payment mode will not be accepted under any circumstances.
- Candidates have to check status of transaction with their banker and by checking the counselling process tab in applicant login.
- The fee receipt of Rs 55000/- will be available in "document required at time verification" tab in applicant login.

FEE REFUND AND FEE FORFEITURE

The convenience charge collected by payment gateway is non-refundable under any circumstances.

DESCRIPTION OF FEE COLLECTED BY COMEDK	AMOUNT	FEE REFUND PROCESS
Part of tuition fee at time of accepting the seat. i.e. Accept/Accept and Upgrade candidate in Round 1	Rs 55000/(Rupees Fifty five thousand Only)	Fee will be refunded if candidate surrenders the seat during surrender period as mentioned in schedule for architecture post round 1 allotment Fee will not be refunded if candidate surrenders the seat AFTER surrender period as mentioned in schedule for architecture post round 1 allotment
Part of tuition fee at time of accepting the seat i.e. Accept candidates in Round 2	Rs 55000/(Rupees Fifty five thousand Only)	Fee will not be refunded under any circumstance

*Refund, if applicable, will be done only to the same account/card that was used at the time of making the ONLINE fee payment initially. Refund cannot be initiated to any other account.