The following documents should be produced, "ONLY if applicable":
h. Income Certificate obtained from concerned Tahasildar to claim "Supernumerary Quota" seats.
i. Kannada Medium Study Certificate counter signed by the concerned BEO, for the candidates claiming Kannada Medium reservation benefits.
j. Rural Study Certificate counter signed by the concerned BEO and a verification certificate (only for GM candidates).
k. Caste Certificate / Caste Income Certificate / Income Certificate obtained from the concerned Tahasildar, for the candidates claiming Reservation benefits. (Caste and Income Certificate in Form 'D' in case of Scheduled Castes and Scheduled Tribes and in Form 'E' in case of Category-I and a Caste Income Certificate in Form 'F' for other backward classes like 2A, 2B, 3A and 3B, issued by the jurisdictional Tahasildar)

1. Candidates claiming Hyderabad-Karnataka Region Reservation (Article 371 (j)) must submit the certificate in Annexure - A (eligibility certificate - rule 3(3)) issued by the concerned Assistant Commissioner during document verification.
m. Parent's study certificate / Parent's Hometown certificate / Parent's Domicile certificate / Parent's Employment certificate / Parent's Cumulative Record / Parent's Marks Card, etc., for the candidates claiming eligibility for Government seats based on the domicile / study / employment of the parent.
n. Duly sworn in Affidavit of the candidate who claims eligibility under Horanadu and Gadinadu Kannadiga clauses.
o. IDENTITY CARD issued by the Jurisdictional Deputy Commissioner / District Magistrate / Rehabilitation Commissioner, for the candidates claiming eligibility for Government seats under Jammu \& Kashmiri Migrants quota
NOTE: Further, candidate belonging to SC, ST and Category-I claiming seat under reserved category shall also produce Income certificate issued by the jurisdictional Tahasildar for verification.
Provided further that the candidate shall be eligible to claim caste, category and income benefit only if he has claimed the same in the online application form.

## (3) VERIFICATION SCHEDULE :

## (For General Merit, all Reserved Categories and all Special Category Candidates)

All General Merit, Reserved Categories and Special Category candidates can verify their documents in any of the assigned Helpline Centres as per the schedule given at page 8 . However, Horanadu \& Gadinadu Kannadiga Candidates, Jammu \& Kashmiri Migrant candidates, Defence, Ex-Defence, Scouts \& Guides, CAPF, Ex-CAPF and Anglo Indian and NCC (only 8th Preference) and Sports (only 5th Preference) should attend the documents verification in Bangalore centre only as per their ranks.

## NOTE

$\checkmark \quad$ Verification of documents will be done for all the disciplines once only to which the candidate is eligible. If the candidate is eligible for more than one discipline i.e., for Medical / Dental, Engineering, ISM \& H, Farm Science, BPharm and Pharm-D, 2nd year B-Pharm (Lateral Entry) then for all the disciplines documents will be verified at once.
$\checkmark$ If a candidate has got multiple ranks, then he / she can come to the Helpline Centre on the scheduled date as per his / her highest rank either in Medical or Veterinary or ISMH or Engineering or Architecture or Farm University course and need not come again for other ranks in other disciplines.
$\checkmark$ The candidates SHOULD NOT attend the verification process based on Agriculturist Quota Rank (Practical Rank).
$\checkmark$ The original documents to be produced during verification have been detailed in Item -6 of Chapter $-I$ and at Page 42-41 of the Brochure and all other documents as per their eligibility.
$\checkmark$ Candidates who seek admission to Government seats should compulsorily produce all the required documents in ORIGINAL with ONE set of Gazetted Officer attested photocopies of all the original documents and two passport size photographs when they come for document verification at the Helpline Centre.
$\checkmark \quad$ The candidates who become eligible after verification only be considered for entry of options.
$\checkmark$ Candidates have to be personally present in the Helpline Centre as per the below schedule for document verification and no one can represent them.
$\checkmark$ If a candidate has not received the original marks card of Qualifying Examination for 2016 from the concerned boards, then the candidate should obtain the signature of the Principal of the institution where he / she has passed 2nd PU / 12th Standard examination on the provisional marks card. Internet downloaded marks cards will not be accepted.
$\checkmark$ KEA will publish the details of eligible candidates on the website http://kea.kar.nic.in at the end of every day after verification.
N.B.: No individual intimation will be sent to the eligible rank holders regarding the date and time of Verification process.

Details of the Helpline Centre / సదాయిః శాండ్రగళ దిఐర

| HELPLINE CENTERS |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| BANGALORE | BIJAPUR | GULBARGA | MANGALORE | SHIMOGA |
| BELGAUM | DAVANGERE | HASSAN | MYSORE |  |
| BELLARY | DHARWAD | KARWAR | RAICHUR |  |


| SI. <br> No. | Candidates belonging to the following Districts should go to to <br> the Helpline Centre attached to their Native district* only | Name of the District where the Helpline centre <br> will be established for verification of <br> documents and other allotment related works. |
| :---: | :--- | :---: |
| 01 | Bangalore - Bangalore Rural - Tumkur - Kolar - Ramanagara <br> -Chikkaballapur - Mandya | Bangalore - Karnataka Examinations <br> Authority |
| 02 | Mysore - Mandya- Kodagu- Chamarajanagar | Mysore |
| 03 | Hassan- Chikkamagalur - Tumkur - Mandya - Kodagu | Hassan |
| 04 | Mangalore - Udupi - Kodagu -Chikkamagalur | Mangalore |
| 05 | Shimoga - Haveri - Chikkamagalur- Udupi | Shimoga |
| 06 | Karwar - Haveri | Karwar |
| 07 | Belgaum - Bagalkot | Belgaum |
| 08 | Bijapur - Bagalkot | Bijapur |
| 09 | Gulbarga - Bidar - Yadagir | Gulbarga |
| 10 | Raichur - Koppala - Yadgir | Raichur |
| 11 | Dharward - Haveri - Gadag - Karwar | Dharward |
| 12 | Bellary - Koppala - Chitradurga | Bellary |
| 13 | Davangere - Chitradurga - Haveri | Davangere |

[^0]SECRET KEY: The candidate who becomes eligible after verification of documents will be given high security secret key, the candidate has to use this secret key to register and create a password as per his/her choice for login at online option entry portal. For any reason secret key and Password should not be made known or revealed to others as it might enable modification / tampering options. The Candidate will solely be responsible for maintaining secrecy of the Password and secret key. KEA will not take any responsibility in this regard. Password is important and shall be held confidentially. It is as important as the PIN of ATM card. Password is essential for candidate's login, entry of options, change of options, saving and deletion of options and for printing of allotment details.

Interaction Session: During verification of documents an Interaction Session will be conducted at all Helpline Centres. In the Interaction session candidate will be briefed with regard to entry of options, procedure involved in allotment of seats, payment of fee etc.

## (4) ENTRY OF OPTIONS BY CANDIDATES.-

(i) Entry of options by the candidates will begin only after the receipt of seat matrix from the Government. The details of the College wise, Course wise and Category wise seats available for allotment will be published on the KEA website http://kea.kar.nic.in which can be downloaded and printed.
(ii) The candidate who becomes eligible after verification will only be considered for entry of options. The candidate may enter the course / college of his choice from among the seats available which is displayed at the time of entry of options i.e., college wise, category wise and course wise, discipline wise. The candidate will be allowed to enter all the options in the discipline to which he/she is eligible. Candidate shall enter the options for all the discipline at once. If the candidate is eligible for multiple disciplines i.e., both for Medical / Dental and Engineering or for Medical / Dental / Farm Science courses / B.Pharm, options can be exercised for all the discipline in the same entry form. Upon entry of preliminary information by the candidate on the internet at the specified URL, the option entry form will be displayed. (Candidate has to enter his secret key and valid Password.) The candidate has to first select the Discipline in the option entry form. Upon selection of a discipline, the entry form display the list of colleges in case of Medical, Dental, Farm Science courses, B-Pharm, Pharm-D and for Architecture courses. In case of Engineering discipline the entry form display the list of colleges with their engineering courses. The candidate has to enter the priority number in front of the displayed college / course to which they are eligible and interested.

That means, first option may be Medical, second option may also be Medical, third option may be Engineering, fourth one may be again Medical, fifth option can be Architecture, the sixth may be Farm Science etc and so on.

Please refer pages from 103 to 140 for details about college information i.e., College Code and Course Codes. Entering the priority numbers means you are interested to join that particular college and courses.

There is no limit for entry of options. A Candidate can enter any number of options as he / she wishes to exercise on his / her own priority. Candidates are advised to enter more number of options to avoid the disappointment of not securing a seat. Any candidate has to enter the option in the priority as he / she desires. Candidates are advised to do thorough home assignment regarding the choices which they want to exercise, the college which they prefer, the course which they are interested to join etc. It is better to write the order of options on a sheet of white paper and discuss the same with your parents / guardians / mentors etc before actually entering same in the system. Your interest in the discipline, college infrastructure, course, distance from your place, availability of hostel etc may be some of the issues to guide your choices of options and advice of your parents. As it will save your time and minimize your chance of making mistake in option entry on the online option entry form. A candidate can enter any number of options through Online (Internet) of his choice of College / Colleges and courses in the order of the choice he / she desires to enter either in the Helpline Centres or on his / her own arrangement. Entry of options invited as per the schedule notified by KEA in all newspapers and on the website http://kea.kar.nic.in The allotment will not proceed to the next rank candidate till the list of your options is completely searched for availability of a seat. The candidate may change the options as many times as he / she desires before the last date and time notified for entry of options. After entry of options candidate has to select the button submit and logout.

Options recorded in the server on the last day and time of the notified schedule in each round will be frozen and only the frozen options will be considered for allotment of seats. The candidates are advised to take a print out of the option entered by them in each round after the last date and time for entry of options is over.
(iii) Please enter URL or Website address http://kea.kar.nic.in or as indicated in the notification. Upon entry of URL you will find link like "UGCET-2016-OPTION ENTRY" and select the links regarding the information on many items.

NOTE: Candidates are advised not to start entering the options directly on the online option form on the internet without preparatory work at home on choice of options, as it leads to commission of mistakes / wrong entries / wrong order of preferences.
Preparatory work at home:
Allotment of seats depends entirely on the priority of options given by the candidates as per the merit / rank. Hence it is of utmost importance to familiarize oneself with the operation of the computer, the locking of seats so that the correct choice and options are entered. Practice of entering of options has to be undertaken as even an expert in computers would require a minimum of one hour for entry of about 500 options. Familiarity with the computer, prior knowledge of the college, course is essential to fill up options. Even a small mistake in entering the options may deprive a valuable seat in the desired college / course even though he / she is eligible for that seat as per his / her rank. Therefore, KEA suggests that the student should familiarize themselves in entering the options in the online option entry form. A home work of about an hour everyday is necessary for the students to familiarize themselves with the allotment. The following steps may be taken by the candidates before entering their options in the online option entry form.
( The candidate should note the name of the college, the course offered in a separate sheet of paper.
$\square$ The cut off rank for that particular college and course may be seen so that the candidate will get an idea about where he / she stands vis-à-vis his ranking.
— Preparatory work should be commenced only after asserting their merit / rank order.
$\square$ The priority of options among the colleges selected should be noted down.
$\square$ KEA will also hold interactive sessions at the Helpline Centres to the candidates to familiarize them with the entry of options as per their choice.

- A mock allotment on real time data given by the candidates will also be done before the actual commencement of the First Round, so that the candidate can know the college and course allotted as per his options. The candidate can also change his options after seeing the mock allotment. This will help him to find out his standing as per his merit and as per options. The mock test is only to help the candidates familiarize and show them the course and college allotted to them and it should be in no way presumed that the same seat and college will be allotted to them in the actual allotment of seats. Because, the candidates have the option of changing the priority of the options entered by them after the mock allotment.
$\square$ The verification slip issued to the candidates indicates the category which he / she belongs, rank number for each discipline to which he / she eligible, special category if any etc. It will help in choosing the college or course or place of the college.
It is better to write the order of options on a white paper and discuss the same with your parents / guardians / mentors etc before actually entering in the system.
CUT OFF RANK: The cutoff ranks for 2015-16 and for earlier years for all discipline college wise, course wise and category wise is hosted on the KEA Website http://kea.kar.nic.in The cut off rank shows the name of the college, course, category and the last rank in the particular college for a particular course during 2015-16. The cutoff rank is only for the information of the students and no inference shall be drawn on the availability of seats college wise and course wise for the year 2016-17. KEA does not take any responsibility whatsoever in this regard. The cutoff ranks give a fair idea about the last rank under each category admitted to a particular college / course during the previous year. Do not exercise your options based on cut-off ranks. The options should be exercised purely based on the candidate interest for college/course because cut-off ranks will not be same every year. And the candidate should make sure that he/she has not missed out any college/course he/she wishes to take admission and the same is ordered according to the priority.

The entire process of allotment is controlled by sophisticated software and high end computers which examine minutely the options given by the candidates for allotment of the best possible seat to the candidate as per the rank and options given. Therefore, it is very important that the candidate should be very clear about the choice of the course, discipline which he is interested in. For example if a candidate is interested only in Medical seats then he can give all the options in all the colleges for allotment of Medical seats only. If there are 42 Medical colleges and the candidates can give 42 options. The computer will decide the best seat available for allotment as per the rank and order of options of the candidate. Similarly a candidate may be interested only in Engineering and there are about 200 Engineering Colleges and a candidate is interested only in Electronic branch, then he can give his preference for Electronic course only in all the colleges. The computer will pick up the best options available as per merit and order of options. In other words the candidate is free to give as many options in as many courses in as many colleges as he deems fit. The more number of options the better it is for the candidate to secure a seat of his choice.

If a candidate is eligible for both Medical and Engineering discipline and his first desire is the Medical Stream then in such case he has to give as much options as possible for Medical. The order of preference for Medical should be more than other disciplines. The computer in such case will find the best options as per the rank and allot a seat to the candidate.

Likewise if a candidate is interested only in Engineering he may skip the option of giving choice for Medical and concentrate only on Engineering courses. Even in Engineering stream if the candidate is particular about a particular course then he has to give more options for that particular course in his options.

The candidates are advised to gather information about the colleges, the courses offered, infrastructure available, teaching faculty, laboratory facilities, hostel facilities and any other information which would help him / her in narrowing his options. The distance from his / her house, the mode of transport, the hostel facilities and the environment etc are also prime factors in deciding priority of options.

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 నిలడలాగిది.






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(5) DETAILED INSTRUCTIONSAND GUIDELINES ABOUT ONLINE ALLOTMENT OF SEATS.
— For the online seat allotment process, NIC, Karnataka along with KEA has worked out a simple user friendly software to make your experience of choosing a professional college and course as simple and convenient as possible. This helps you to navigate through the entire process of accessing the seat allotment, keying in your options in order of priority, securing an allotment of seat, and finally joining the college of your choice. We advise you to read this thoroughly. As always we are there with you, and you can communicate with as on email: keauthority-ka@nic.in, Website: http://kea.kar.nic.in
— All candidates are advised to read the following instructions carefully and understand the process clearly before keying in options.
$\square$ Candidates are required to make the right choices thereby ensuring that the seat allotment process is completed successfully. KEA will bring out important and relevant information from time to time for smooth implementation of online counseling.
— All such information that is periodically updated would be available on KEA website http://kea.kar.nic.in, Helpline Centres and through newspaper notifications.
$\square$ Every candidate and parent is advised to read and understand thoroughly their roles and responsibilities. Karnataka Examinations Authority will not be responsible for any consequences arriving due to parents / candidates not reading the brochure carefully and not fulfilling their role and responsibility as indicated in the brochure and following the schedule issued through Press Notifications, Website Notifications and Helpline Centres from time to time.
The candidate must have the following when they leave the Helpline Centre after successful verification of your documents are-
(a) Verification Slip
(b) Secret Key

Verification Slip: A Verification Slip will be given to all the candidates on successful verification of their documents. Candidates are advised to verify all the details printed on it and if any wrong / incorrect entries are made therein, bring it to the notice of the Verification Officer / Nodal Officer of your Helpline Centre immediately before signing the verification slip. No changes will be entertained / accepted after the verification process is completed.
(b) Secret Key: Secret Key consisting of eight alphanumeric characters will be printed on the Verification Slip. This Secret Key is UNIQUE to every candidate. You are required to keep it confidential and this is to be used for your access to the Option Entry Login on the KEA website.

## HOW TO LOG IN KEA WEBSITE

Open any browser and enter http://kea.kar.nic.in in the address bar and then hit Enter. © http://kea.kar.nic.in

After successful entry in to the website address candidates have to select the link titled as "UGCET-2016-OPTION ENTRY" which will take you to next screen.

## How to Login for the First Time?

Every Candidate has to enter his / her CET Number, CET Application Number along with the unique keyword which is printed on the verification slip issued to him / her after verification.

Step 1:

- Open any browser and enter the website address as http://kea.kar.nic.in in the address bar. Hit Enter Button in the key board.

Step 2:

- Enter the random text shown in the image (CAPTCHA)
- Click Submit button

Step 3:

- Enter Application Number which is printed on the application form.
- Enter Secret Unique Keyword Provided after completion of verification of documents.
- Enter New Password (should consist of at least one alphabet and one number and should be of at least eight characters) (This is your secret Password, do not disclose your password to others to prevent misuse)
- Confirm New Password (should same as your New Password)
- Enter your Mobile Number (should be a valid mobile number in India, this is the number to which SMS alerts will be sent by KEA, so it is very important that you enter the correct number carefully. Just as you have done in the Application Form that you filled in the Verification Centre)
- Enter your E-Mail Id: (should be a valid e-mail id and this is the e-mail id to which $\log$ in and $\log$ out details will be sent, so it is important that you enter carefully and check the details)
- Select Secret Hint question from the List
- Type hint answer for the secret question (Remember the Secret Hint Question selected and the answer you have provided to it)

Step 4:
USER ID and Password will be created for future access. Please remember the same and keep it confidential. KEA will not be responsible for consequences arising from misuse of Password and secret key.


Step 5:
$\square$ Click "Login" Button.

- Candidates should verify their basic information such as name, category, rank, etc.
- You will enter your Homepage on the Option Entry website.
- Check your details appearing on this page-you will see your name, CET Rank, your Rank discipline wise, whether you are eligible to the Supernumerary Quota etc.


## How to Logout?

Each time you log in remember you have accessed your homepage. Take care to see that you logout completely by clicking on the log out button. The candidate must logout after completing the session for option filling at any time and should not close the window as such.

How to change Password?
Correctly, check all the basic details which you have entered earlier. After ascertaining the correctness of the entry the system will allow the candidate to enter the new password. Please remember this password for continuation of the process of registration, option filling and option saving. This password or changed password will be required till completion of Online Allotment Process. You can change your password any number of times.

Change Password option is used to change password of the candidate login. You can change your Password for secured login.

Step 1:

- Go to Home Page.
- Click the link "Change Password."

Step 2:
Enter Current Password
Enter New Password
Re-enter New Password and click the button Change Password. You have successfully changed your password.


ADMISSION TO PROFESSIONAL DEGREE COURSES- 2016

Welcome AJAY iomarap

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Your password needs to be carefully and confidentially retained by you. KEA will not be responsible for any consequences arising due to forgotten password / misuse of your password.

## OPTION WORK SHEET

By Clicking on the hyper link "Option Work Sheet," a new window will be loaded. The Window will load the "Option Work Sheet" take a print of the same by clicking on the link "Click here to Print Report".

The hard copy of "Option Work Sheet" will be useful to work out with option entry of courses in various colleges under various course / streams depending on the candidate rank over the course stream.

Step 1：Go to Home Page．
Step 3：A Pop up window will be loaded
Step 2：Click the link＂Option Work Sheet＂
Step 4：Click the link＂Click here to Print Report＂to take the print out of＂Option Work Sheet＂．

| OPTION WOMKSMEET |  |  |  |  |  |  |  |  |  |  |  |  |
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| M | $c$ | MStive | 1 1 | 0 | N | Dis：40E | $\pm 1$ | ＋ | 1 | E | mimar | 1 1 |
| M | 5 | NYTME | 1 1 | D | M | DGIate | $\pm 1$ | 1 | 1 | E | 17344 | I I |
| H | 5 | MOSEME | I 1 | D | M | DL2ace | I 1 | † | 1 | E | 刀口3at | ［ 1 |
| 解 | M | MOU50 | 11 | ［ | M | DU24be | 11 | † | 1 | E | D4say | 11 |
| M | M | MOptue | $\pm 1$ | D | M | pa31PE | t 1 | ， | 1 | E | 774tar | ［ 1 |
| M | N | Msode | 1.1 | D | M | Dastie | 11 | 1 | 1 | E | patay | 1 1 |
| M | M |  | 11 | D | M | DAMTE | 11 | t | 4 | 5 | ［744ar | t 1 |
| M | M | W012ME | ＋ 1 | D | M | D4uTE | ¢ 1 | $\dagger$ | 7 | 18 | 17454\％ | 1 1 |
| 晰 | M | H033NE | ¢ 1 | 0 | M | DS51DE | $\pm 1$ | 1 | 1 | 0 | 1745ay | t 1 |
| M | M | M0190\％ | 1－1 | D | H | DESGDE | $\pm 1$ | I | 1 | 崖 | mayay | 11 |
| \％ | M | MO4324 | 1： 1 | ！ | 9 | \＄T01ay | ¢ 1 | $\dagger$ | 1 | E | D4Eay | ［ 1 |
| M | M | MCsouF | 11 | 1 | 6 | Tri3ay | 11 | † | 1 | E | 切浐 | 11 |
| 0 | 4 | Proide | 11 | 1 | 9 | inscay | 1 1 | 1 | 1 | E | meser | 1 I |
| h | 0 | thaing | 1 1 | $t$ | 4 | intion | 1 | 1 | 1 | \＃ | ifmay | 1 |

## Detailed Option Work Sheet

By Clicking on the hyper link＂Detailed Option Work Sheet＂，a new window will be loaded．The Window will load with＂Detailed option work sheet＂take a print by a clicking link＂Click here to Print Report＂．

The hard copy of＂Detailed Option Work Sheet＂will have the details of Group，Type，College，Option Number， Course Description，and College Description，so that a candidate will have clear overview of college details．This report will be useful to work out the option entry of courses in various colleges under various course streams based on the candidate＇s rank．

Step 1：Go to Home Page．
Step 2：Click the link＂Detailed Option Work Sheet＂

| OPTION EWHRY |
| :---: |
| Candidate＇s Ontion Entry |
| Option Entry Examole |
| Ontion Work Sheet |
| Detailed Ontton Work Sheet |
| Print Option Report Short Detailed |
| Unable to view reports？ <br> Click bere Download PDF Reader |



Step 3: A Pop up window will be loaded.
Step 4: Click the link "Click here to Print Report" to take the print out of "Detailed Option Work Sheet".

## When Can a Candidate Key in their Preferred Options?

The date and time of beginning of Option Entry will be notified in the Newspapers, KEA Website and in all Helpline Centres. Candidates are required to pay attention to the same and should key in their Options before time and last date for option entry. KEA will not be responsible if any candidate claims ignorance of the schedule for Option Entry and fails to key in options within the specified time and date period. Candidates are advised not to wait till the last time and date but should key in their options well within the last minute and date specified. KEA will not be responsible if a candidate fails to key in his / her options due to any reasons.

## NOTE ON MOCK ALLOTMENT

After the entry of options are completed, based on the options entered by the candidates in the order of merit and by following the Roster System MOCK SEAT ALLOTMENT will be carried out as per the procedures explained in this Brochure. This Mock Seat Allotment is only an INDICATIVE seat status which candidate may or may not get in the real allotment. It will help the candidate to revise, update, add or delete already the entered options.

Candidates are required to verify their allotted seat status on the KEA Website http://kea.kar.nic.in, if they desire they are free to change, reorder, delete and add to their choices of courses / colleges as per their preference. All the candidates must enter their final options before the last date prescribed. Candidates will not be able to change their options after the last date and time fixed to do so. Even though the candidate may not like to modify the options after the Mock Allotment, he / she may not get the same seat during the Real Allotment as other candidates may change their earlier entered options.

Access to mock result will be enabled to the candidates. Candidates can enter their CET Number to know their mock result. It will be hosted on the website http://kea.kar.nic.in Candidates will also be able to view the details of seat allotted as per their options priority. Candidates can also view the College-wise, Course-wise, Category-wise cut off rank of Mock Allotment. Candidates, who have not been allotted any seat in the Mock allotment, should verify the options entered by them and are advised to enter more options in which they are interested.

This is only an indicative exercise, candidates need not report to the college, but should wait for the real allotment result. However, ALL CANDIDATES CAN CONTINUE TO ACCESS THEIR LOGIN ACCOUNTS TO UPDATE/ ADD/DELETE/ GIVE FRESH OPTIONS TILL THE LAST DATE AND TIME FOR OPTION ENTRY FOR REAL ALLOTMENT.

## WHY DO WE CONDUCT MOCK ALLOTMENT?

Based on the Mock Allotment a candidate can get an indicative allotment of college / course / stream as per his / her priority of options. This gives a clear idea to the candidate to change or retain the entered options. Candidates can get to know that the other candidate with lower merit is allotted a seat which he / she was eligible but for his / her not entering that option. Therefore, candidates will be given one more chance to change the priority of options or deletion or addition or re-ordering of the options.

Due to change in the options by candidates after Mock Allotment, one may not get the same seat in the real allotment as was allotted in the mock allotment.

## Candidate's Options Entry

(Your Priority Number (or your ranking for your seat allotment))
Candidates have to enter priority which is given in Numbers. Your priority number starts from 1 and ends with total number of colleges / courses against each discipline / specific course stream. The priority number is unique number for each course of all Streams. There will not be any separate priority number for each discipline i.e., Medical, Dental, Engineering, Architecture, ISM\&H, Farm Science, B-Pharm, Pharm-D.

For instance, if you are giving priority number 1(one) for Medical then that number should not be repeated to any other course of the other discipline such as Architecture, Engineering \& ISM\&H. While selecting course in another stream the priority number should be given as 2 (two), 3 (Three), 4 (Four)..... as per your ranking preference.
The following table will give an idea of entering options, disciplines, and course details as an example,

| Course Stream | Course | Priority of Option |
| :---: | :---: | :---: |
| Medical | M001ME | 1 |
| Engineering | E001EE | 2 |
| Architecture | E041AR | 3 |
| ISM\&H | I701AY | 4 |
| Medical | M021ME | 5 |


| Course Stream | Course | Priority of Option |
| :---: | :---: | :---: |
| Medical | M024ME | 6 |
| Engineering | E001CS | 7 |
| Dental | D101DE | 8 |
| Dental | D448DE | 9 |

The above table is only indicative and no inference shall be drawn from it. Candidates have the liberty of giving priority / preferences of colleges / courses / stream as many as they are willing to join. Remember that at any stage, the priority of option column the same number should not repeat. Candidates are entering the priority numbers means they are interested in taking up a seat if it is allotted in the order of merit and they should not claim ignorance at a later stage.

## HOW TO GET THE COLLEGE WISE AND COURSE WISE LIST?

Step 1:

- Go to Home Page. Click the Link "Candidate's Option Entry" College wise and Course wise list. After entering the basic details, candidate will be guided to the following screen.
- Click "Course List" Menu on the right top corner of the home page
- Course List will be loaded in the new tab sheet.
- Click College List Menu on the right top corner of the home page to view the college list.
- Select any one of six colleges list
(Note: Medical Counseling for Medical and Dental Colleges, Engineering Counseling for Engineering Colleges \& Architecture Colleges and ISM\&H Counseling for ISM\&H Colleges, Farm Science counseling for Farm Science Colleges, B-Pharm Counseling for B-Pharm Colleges and Pharm -D counseling for Pharm-D colleges
Select any one of six colleges list.
- College list will be loaded in the new tab sheet.

From One College list there is a link to go to Other College list and Course \& Description.


## Courses 8 Descipitions



## Step 2:

Click on the Discipline which you have to apply i.e. Medical - both for Medical and Dental courses
ISM \& H - for Ayurveda, Homoeopathy, Unani, Naturopathy, and Yoga courses
Engineering - for Engineering / Technology
courses
Architecture - for Architecture course
Farm Science- for Farm Science Course
B-Pharm - for B-Pharm course
Pharm-D - for Pharm-D course
(Note: Candidate can apply for more than one discipline by selecting and giving the options numbers in sequential manner)


Step 3:

- Courses and Colleges will be listed for particular selected course type
- Enter the option in the box by giving numbers $1,2,3,4 \ldots$ depending on the priority of the course and college. (The Option Number is unique for each course of all Course Stream)


Step 4:

- Click "Save" button

Option will be loaded in the sequential order in "Selected view Option" window.
The above table is only indicative for the information of the candidate and no inference shall be drawn in this regard. There is no limit for entry of options and a candidate can enter any number of options as he / she wishes to exercise on his / her own priority. Candidates are advised to enter more number of options to avoid the disappointment of not securing a seat. Any candidate has to enter the option in the priority as he / she desires. Candidates are advised to do thorough home assignment regarding the choices which they want to exercise, the college which they prefer, the course which they are interested to join etc. It is better to download the option entry sheet and discuss the same with your parents / guardians / mentors etc before actually entering same in the system. Your interest in the discipline, college infrastructure, course, distance from your place, availability of hostel etc may be some of the issues to guide your choices of options and advice of your parents. As it will save your time and minimize your chance of making mistake in option entry on the online option entry form. The allotment will not proceed to the next rank candidate till the list of your options is completely searched for availability of a seat. The candidate may change the options as many times as he / she desires before the last date and time notified for entry of options.

Options recorded in the server on the last day and time of the notified schedule in each round will be frozen and only the frozen options will be considered for allotment of seats.

NOTE: Candidates are advised not to start entering the options directly on the online option form on the internet without preparatory work at home on choice of options, as it may leads to committing mistakes / wrong entries / wrong order of preferences. In order to avoid last minute rush candidates are advised not wait till the last day and KEA will not be responsible for any network related problems / issues.

## NOTE:

1. Candidate can enter priority of options for more than one discipline Medical / Dental and Engineering or for Engineering and Architecture or for Engineering, ISM \& H Farm Science, B-Pharm and Pharm-D disciplines to which he / she is eligible.
2. Candidate can enter priority of options for all the disciplines, if he / she is eligible.
3. Candidate need not enter separately for Supernumerary Quota Seats in the option entry form.

Example 1: Candidate applying for one course type
A Candidate is applying for one course type for e.g. Engineering. He / She willing to apply for 6 Courses in 3 different Colleges.
Step 1: Go to "Option Entry" panel. Click "Engineering" in the "Option Entry" panel.

| Option Entry |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Scarch | Medical Food Sci | Dental Agri(Bsc) | $\begin{aligned} & \text { ISM\&H } \\ & \text { Veter Sai } \end{aligned}$ | Engineering <br> furmoterill | Architecture |
|  | to. | lege Course |  | Option tho |  |

Step 2: Govt. College

- Type 1 against Course - E001CS - Type 2 against Course - E002EC

${ }^{K} E_{A}$

Step 3: Engineering - Private Aided College

- Type 3 against Course -E003IM
- Type 4 against Course-E004IM


Step 4: Private - Unaided College

- Type 5 against Course - E005TC
- Type 6 against Course - E006IT

Step 5: Click "Save" Button
Example 2: Candidate applying for more than one discipline
A Candidate applying for more than one course type for e.g. Medical, Architecture \& Engineering. If she/he is going to apply for 12 courses Out of four colleges,

- 4 options in Medical, 4 options in Architecture and 4 options in Engineering discipline.

Step 1: Go to "Option Entry" panel.
Step 2: Medical: Click "Medical" in the "Option Entry" panel.
Step 3: Govt. College

- Type 1 against Course - M021ME
- Type 2 against Course - M001ME


Step 4: Medical - Private Minority

- Type 3 against Course-M005ME

Medical - Minority (L,R)
Khaja Bande Navaz Institute Of Medical Sciences, Rouza Buzurq.,Gulharga
49 Moosme
M.V.J.Medical College and Research Hospital, 30 th $\mathbf{K M}$, 1 WH

4,Hoskote,Channassandra, Bangalore
50 M008FHE
Vydehi Institute of Medical Science and Research Centre,Mo. 82, EPIP Area, Wallurahall, Mahadevpura, White Field Road,Bangalore

51 Hoosme
A.J.Institute of Medical Scinences, WH 17, Kuntilcana, Mangalone

Step 5: Medical - Private Unaided College

- Type 4 against Course - M004ME

```
Medical - Private UnAided
Dr, B.R. Amberlkar Medical College,Kadugondanahalli, Bangalone
    13 M002ME
Kempegovuda Institute of Medical Scienoes,B.S.K. II Stage,Bangalore
    14 M003ME
M.S.Ramaiah Medical College,MSR Nagar, MSRIT Post,Mathikere,Bangalore
    15 Mo04HE 4
Sri Basaveshvwara Medical College and Hospital,NH-4, S.3.M
Campus,0,Chitrndurgaz
    16
                            M020ME
```

Step 6: Architecture: Click "Architecture" in the "Option Entry" panel.


Step 7: Govt. College - Type 5 against Course - E001AR

## Step 8: Private- Aided College

- Type 6 against Course - E041AR

Step 9: Private- Unaided College

- Type 7 against Course - E03AR


Step 10: Engineering: Click "Engineering" in the "Option Entry" panel.


## Step 11: Government College

- Type 9 against Course - E001CS
- Type 10 against Course - E001CE


Step 12: Private- Aided College
Type 11 against Course -E003IM
Step 13: Private- Unaided College -
Give 12 against Course - E005TC

- Click "Save" Button
(Note: Priority will be given in the order as $1,2,3 \ldots$. . where top priority is 1,2 is second top priority, 3 is third top priority.... and Priority Number is unique for all Course stream in common)



## FAQ's on OPTION ENTRY

How to save Options entered?
Just below the option entry panel a button called "SAVE" is available on the website. Every time a candidate enters the options and wishes to exit the website he has to click the button "SAVE" and then he / she can logout from the website without any loss of information.
Does a candidate have to enter all the options at once?
No, a candidate can enter and alter the entries as many times as he wants, but before the last date and time prescribed for option entry. But each time candidate has to SAVE his options by clicking on the SAVE button.

How to make changes in Options saved and entered?
After completion of process of options entry is over, and if a candidate wants to change the options he can do so by changing
the preference order in the "Modify Selected Option" panel. Then save the options. He / she can see the changed order of preference in the "Selected Option View" which shows all the saved options. But this can be done only before the last date and time for option entry is over in each round.

Is it essential that a candidate key in all his / her Options in one sitting in front of the computer?
No, a candidate can enter as many times as he / she wants 24 X 7 at any number of sittings, but before the last date and time prescribed for option entry. But each time candidate has to SAVE his options by clicking the SAVE button.
Till what time can a candidate make changes in the Option Entry Form?
Before the last date and time prescribed for Option Entry in each round.
How to Change Order of Priority?
Once the option entry is completed, the computer will display all such entered options in a separate panel "Modify Selected Option". The candidate by viewing this can rearrange the options. For example, 54th option may be changed to 30th in the following method. Scroll down to the 54th option number, place the curser in front of it and enter as 30 . Now this modified option will be placed at the position at 30, this can be viewed at the separate panel "Saved Options". Like this a candidate can change the order of options and he can delete the entered options by entering zero in the order number.

Therefore, it is better to enter the options after you have written it down in the option entry sheet to avoid confusion

## Modifying Order of Options

If you want to change the order of options of the college and courses.
Step 1: Go to "Modify Selected Option" window.
Step 2: Change the Numbers / Type the new numbers in the option field for new priority.
(Note: Take care that same number will not repeat in the options entry since the Priority number against each course is unique)
Step 3: Click Update Button in the Options
Step 4: Newly Modified option will be loaded in the "Selected view Option" window
Example 1: Candidate who's wants to change the priority of courses
A Candidate is needs to change the priority of the courses. The process of changing the course priority is instructed below

The Current option priority is given below in "Table X"
The Candidate wants to change the priority of College course as follows in "Table Y"

Table X:

| College Course | Option No |
| :---: | :---: |
| E001CS | 1 |
| E002EC | 2 |
| E003IM | 3 |
| E004IM | 4 |
| E005TC | 5 |
| E006IT | 6 |

Table Y:

| College Course | Option No |
| :---: | :---: |
| E001CS | 4 |
| E002EC | 6 |
| E003IM | 1 |
| E004IM | 2 |
| E005TC | 3 |
| E006IT | 5 |

If the candidate gives same option number for more than one course then the system would automatically sort those options as per alphabet sorting of course
Step 1: Go to "Modify Selection Option" panel.
Step 2: Change 4 against Course - E001CS - Change 6 against Course - E002EC
Step 3: Change 1 against Course -E003IM - Change 2 against Course -E004IM
Step 4: Change 3 against Course - E005TC - Change 5 against Course - E006IT
Step 5: Click "Update" Button
(Note: Care should be taken that there should not be two same options for the different disciplines since Priority number against each course / discipline is unique)

Example 2: Candidate who wants to change the priority of Disciplines (More than One Discipline)

The Current option priority is given below in "Table X"

Table X:

| College Course | Option No |
| :---: | :---: |
| M021ME | $\mathbf{2}$ |
| M001ME | $\mathbf{1}$ |
| M005ME | $\mathbf{7}$ |
| M006ME | $\mathbf{8}$ |
| E001AR | $\mathbf{3}$ |
| E041AR | $\mathbf{6}$ |
| E024AR | $\mathbf{1 0}$ |
| E007AR | $\mathbf{1 1}$ |
| E001CS | $\mathbf{4}$ |
| E002EC | $\mathbf{5}$ |
| E003IM | $\mathbf{9}$ |
| E005TC | $\mathbf{1 2}$ |

The Candidate wants to change the priority of College course as follows in "Table Y"

Table Y:


Change 1 against Course - M001ME


Similarly

- Change 7 against Course - M005ME

Step 3:

- Change 3 against Course - E001AR
- Change 10 against Course - E03AR

Step 4:

- Change 4 against Course - E001CS
- Change 9 against Course - E003IM
- Change 8 against Course - M006ME
- Change 6 against Course - E041AR
- Change 11 against Course - E007AR
- Change 5 against Course - E002EC
- Change 12 against Course - E005TC

Step 5:

- Click "Update" Button
(Note: Care should be taken that there should not be two same options for the different courses since Priority number against each course is unique)


## Delete Options

How to delete Options entered?
In the "Modify Selected Option" if a candidate enters zero (0) then automatically that option will get deleted from the list.
Step 1: Go to Modify Selected Option window.
Step 2: Enter the number " 0 " (Zero) in the option field to delete.
(Note: More than One Option can be deleted at the same time)

Step 3: Click Update Button in the Options
Step 4: Deleted Entry option(s) will not be there in "Selected view Option" window
Step 5: Click "Update" Button
(Note: Option 1 and Option 2 is left unchanged, since option 3 is deleted and priority will be changed after option 3)
Example 2: Candidate who wants to change the priority of courses (More than One Course)

A Candidate " $\mathbf{B}$ " needs to delete some courses from Options Entry. The process of deleting the courses priority is as given below:

The Current Courses are given below in "Table X": The Candidate wants to delete some of College course given below in "Table Y"

Table X:


Table Y:

|  |  |
| :---: | :---: |
| cogleytarcoures | Gratonils |
| Pozare | 0 |
| Poospat | 2 |
| Proasput | 3 |
| H0068-4E | 4 |
| Eoazar | 0 |
| cossart | 6 |
| co24ar | 0 |
| EOOFAR | 18 |
| cooscs | 0 |
| roonce | 0 |
| zoosam | 11 |
| Eepstc | 12 |

- Click "Update" Button

You can re-order or delete options. Enter 0 to delete options.

## Update

(Note: Care should be taken that there should not be two same options for the different courses)

## Print Option Report (Summary/Detailed)

Once the "Options entry" is over. You can have the report printed in both summary and detailed manner.
Step 1: Go to "Selected Options View" window.
Step 2: Cross verify the courses and colleges depending on the priority of Courses, Colleges and Course type Step 3: Click hyperlink "short" or "detailed" to get the short or detailed report respectively.

Admission for CET-2016

| CET No:22001 |  |  | Name:AJAY KUMARP |
| :---: | :---: | :---: | :---: |
| Option Mo | Cotiege Courss | Courne Name | College Name |
| 1 | Mbiter | leebis |  |
| 2 | MS07te | Nats |  |
| 3 | Moenat | Mines |  |
| 4 | Mathue | Nutis | Kappai ination aif Mentical Iicenoin Kappi |
| 5 | MGsatie | Mib5 |  |
| 5 | Whate | Whins |  |
| 7 | MStsut | MEBS |  |
| $\frac{1}{1}$ | M5011建 | Mebes | Kammana matnin of Modical Soption thel |
| 4 | Munsut | unils |  |
| 19 | Maxidic | Untites |  |
| 11 | M207ut | Menes | Endgaum hative of Moded Soiences Dr E RAmbedief fool. Bujpram |
| 12 | Moctur | MEE5 | Mptaer Medeal Cologelinan Fibad Mphore |
|  |  |  |  |
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|  |  |  |  |
| Lat Updatect awchaone is 10 is |  |  |  |
| Dater 9493/2016 16.245\% |  |  |  |

Can I take a printout of My Options Entry sheet? If so at what stage?
Provision is made to take the print out of options at every interval. Candidate has to SAVE his options whenever he changes his options. For the purpose of allotment of seats the computer will consider the last saved options. So it is advised that the candidate take print out of the final options at the end, that is, if you have done your final option entry and you will not change your options further, then you can take the print out of the entered and saved options for your reference.

## Options Entry Example

By a Click on the hyper link "Option Entry Example", a new tab sheet will be loaded by the browser. The tab sheet will have the details of instruction how a candidate can register options for the courses.

If a candidate has one or more ranks in following streams such as Architecture, Engineering, ISM\&H, Medical, Farm Science, B-Pharm and Pharm-D they can apply for one or more courses respectively.

Step 1: Go to Home Page.
Step 2: Click the link "Option Entry Example"

## View Login Details

Click the link "View Login Details" to view your latest login details in the web page.

Step 1: Go to Home Page. Step 2: Click the link "View Login Details".
Step 3: A Window will load with Login details.
This uptimes the history of your log in and log out in to your account. You can access this information and be assured that as long as you have not disclosed your unique keyword and password to others; no one can access your account.


| St.No | togin lime | tepoutilime | topstatus |
| :---: | :---: | :---: | :---: |
| 1 | 194-02-2016 16imis | - | Hiot Lagpied Oat Propirly |
| 2 | 04-02-2015 25:16:30 | - | Fioc Lagpid Oan Propinty |
| 3 | 10+022016 13-22.59 | (104-02-2046 13:53:20 | Saccenifuny Lagond Dut |

## How does a candidate know his/her account is not accessed by others?

It is very clearly informed to all the candidates that the USER ID, Secret Key and PASSWORD should not be revealed to anybody. Further, KEA sends SMS alerts and e-mail each time a candidate logs in and logs out of the website for this the candidate has to enter his correct mobile number and valid e-mail ID. Based on the Keyword provided by KEA the
candidate has to generate his own password. It is the duty of the candidate to safeguard the credentials of unique Keyword, login and password provided by KEA. Therefore, other than the candidate it is not possible to access / edit the candidate accounts by others or even by KEA.

## (6) ILLUSTRATION FOR ALLOTMENT OF SEAT

After the verification of documents and exercising options by the candidate the seats will be allotted as in previous years in three rounds i.e., (1) First Round (2) Second Round (3) Second Extended Round
The following system will be followed for allotment of seats. Here is a sample illustration of choice of options by a candidate:
Name of the candidate: Vrunda
Category: GM Medical Rank: 262 Engineering Rank: 1200
Architecture Rank: 140 ISMH Rank: 300
In this case the candidate is interested only in Medical seat. Hence her priority of options will be Medical only and she has given the following options.

| Priority Number | Options |
| :---: | :---: |
| Option1 | M001ME |
| Option 2 | M013ME |
| Option 3 | M003ME |
| Option 4 | M051ME |
| Option 5 | M031ME |


| Priority Number | Options |
| :---: | :---: |
| Option 6 | M025ME |
| Option 7 | M004ME |
| Option 8 | M041ME |
| Option 9 | M 024 ME |

The computer starts Medical Round allotment with Rank 1. Then after completing allotment till rank 261, it reaches rank 262. Vrunda's Medical rank is 262 and hence option number 1 is not available. Similarly option number 2 is not available as the candidate above her rank has already been allotted and no vacancy exists. The next option is 3 and the college code is M003ME and that option is available. Hence the computer will allot option number 3 to the candidate. The candidate can now download her allotted details and join the college and report her joining status to KEA through the Option Entry Portal, if she is satisfied with the allotment otherwise she has to exercise her options and exercise fresh options in the next round after verifying the availability of seats. The option exercised is now number 3 and the college allotted is number M003ME Name of the candidate: Sheeba

Category : 3B Medical Rank : 850
Engineering Rank : 1450

| Priority Number | Options |
| :---: | :---: |
| Option 1 | E003EC |
| Option 2 | E005CS |
| Option 3 | M002ME |
| Option 4 | I702AY |
| Option 5 | I801HO |
| Option 6 | D102DE |


| Priority Number | Options |
| :---: | :---: |
| Option 7 | M015ME |
| Option 8 | E010CE |
| Option 9 | E010CS |
| Option 10 | N002AG |
| Option 11 | F006AM |
| Option 12 | F006FT |

The candidate is considered as per her rank in each discipline as per her options in the order of priority mentioned by the candidate.

The allotment starts with the Medical discipline. All candidates who have a Medical rank will be considered and their options will be noted by the computer. In the instance, in this case her Medical option is 3 hence, the first two options which are Engineering options will not be considered during Medical allotment stage.

CASE I:
At Stage I : - During Medical seats allotment the candidate is picked as per her Medical rank. All her Medical options are considered i.e., 3,6 in the order of priority. If the candidate gets her seat for the option of priority no. 6 (Dental, 102, DE) then the seat will be allotted. The choice list for further stages like Engineering, ISMH, Architecture etc., will be reduced to priority from 1 to 5 .
At Stage II: - During ISMH seats allotment the candidate is picked as per his/her ISMH rank. All his ISMH options are considered i.e., 4,5 in the order of priority. The candidate does not get any ISMH seats for that rank, so her Medical seat is retained. The choice list from (1 to 5) for further stages will remain unchanged.

At Stage III:- During Engineering seats allotment the candidate is picked as per her Engineering rank. All his Engineering options above 6 (i.e., from 1 to 5) are considered. i.e., , 2 in the order of priority. If the candidate gets his/her seat for the options of priority no. 2 (E005CS) then that seat will be allotted and the previously allotted seat (M003ME) will be returned to the seat matrix. The choice list for further stages like Architecture will be eliminated.

CASE No. II
At Stage I:- During Medical seat allotment the candidate is picked as per his/her Medical rank. All his Medical options are considered i.e., option no. 3,6 in the order of rank and priority. However, both these seats have been allotted to candidates higher in the merit order claiming seat in this round. The candidate is not getting any Medical seat. The choice list for further stages like Engineering, ISMH, Architecture Farm Science, B-Pharm, Pharm-D will remain unchanged.
At Stage II:- During ISMH seat allotment the candidate is picked as per his/her ISMH rank. All his ISMH options are considered i.e., 4,5 in the order of priority. The seat at option 4 is available. The candidate is allotted the ISMH seat at priority no. 4 (I 702, AY). Hence, the choice list for further stage like Architecture etc., will be reduced to priority 1 to 3.
At Stage III:- During Engineering seat allotment the candidate is picked as per his/her Engineering rank. All his Engineering options above priority 6 (from 1 to 5 ) are considered i.e., 1,2 in the order of priority. If the candidate gets his/her seat for the option of priority no. 1 (E003EC) then the seat will be allotted. The choice list for further stages like Architecture etc., will be eliminated.

## CASE No. III

At Stage I:- During Medical seat allotment the candidate is picked as per his/her Medical rank. All his Medical options are considered i.e., 3,6 in the order of priority. If the candidate gets his/her seat for the options of priority no. 6 (D102DE) then the seat will be allotted. The choice list for further stages like Engineering, ISMH, Architecture .....will be reduced to priority from 1 to 5 .
At Stage II:- During ISMH allotment the candidate is picked as per his/her ISMH rank. All his ISMH options are considered i.e., 4,5 in the order of priority. The candidate does not get any ISMH rank. The choice list for further stages will remain unchanged (1 to 5).
At Stage III:- During Engineering seat allotment the candidate is picked as per his/her Engineering rank. All his Engineering options above priority $6(1$ to 5$)$ are considered i.e., 1,2 in the order of priority. The candidate is not getting any Engineering seats. The choice list for further stages will remain unchanged.
At Stage IV:- During Architecture seat allotment the candidate is picked as per his/her Architecture rank. His Architecture rank is not considered since the priority (7) is greater than 5 . System assumes that his higher option is satisfied.
The same procedure is followed for all the stages and each stage is known as one iteration. Therefore there may be many iterations in each Phase. The iteration will stop when the seats are exhausted or the choice of the candidate is over. By this method the candidate gets the best of the best seat as per his choice and options and as per his rank. The candidate can track the allotment of seats. The different phase of iteration are detailed in the brochure.

## (7) PROCESS OF ALLOTMENT OF SEATS AND ADMISSION

The seat matrix issued by the Government for each discipline will be adopted for allotment of seats. College wise, course wise and category wise seat matrix issued by Government will be hosted on the KEA website for the information of the candidates and parents before the beginning of the first round and from time to time.
The allotment of seats will be conducted in the following three rounds and each round consists of three phases and each phase consists of number of iterations.

1. First Round.
2. Second Round.
3. Second Extended Round.

## 1. FIRST ROUND OF SEAT ALOTMENT:

(i) After the last date and time fixed for entering the options is over and as per the seat matrix issued by the Government, action will be taken to allot the seats in the order of merit based on the priority of the options entered by the candidates and by following the reservation policy of the Government.
(ii) The computer begins allotment with the Special Category seat for Physically Disabled, NCC and Sports Category.
a. The computer starts the allotment with the Physically Disabled persons as per their rank and options. As per the Act, $3 \%$ of the seats in all Government, Aided and Unaided private colleges in Medical / Engineering / Architecture / ISMH / Farm Science /B-Pharm / Pharm-D courses are reserved and candidates belonging to the Physically Disabled Category can give options as per the seat matrix in these colleges.
b. After allotment to Physically Disabled candidates, seat allotment to NCC candidates holding preference 1 to 8 will be allotted under NCC quota as per their preference and if the preference is the same the interse merit among the candidates will be considered. Likewise candidates in Sports category in Preference 1 to 5 will be allotted in Sports quota and where the preferences are equal the interse merit will be considered. For Engineering seats all candidates will be considered first against Supernumerary Quota (SNQ) seats if they are eligible. (Please Refer Page 94 for eligibility / details).
c. General Merit category candidates will be considered only in the General Merit quota. The rank list will be invariably followed for allotment of seats. All Reserved category candidates will be first considered for allotment in General Merit as per their merit and rank and as per the options given by them. After the General Merit seats are exhausted the candidate belonging to the respective categories will be allotted the seats in their respective category as per their rank and as per the options given by them.
d. Reserved Kannada Medium and Rural Category candidates will be first allotted in General Merit Category, then in the Rural and Kannada Medium of General Merit category and respective general of the reserved category and finally in the Kannada Medium and Rural of the respective category subject to availability of seats.
e. Hyderabad-Karnataka reservation (371 (j)) will also be considered for allotment of seats as per the reservation criteria.
f. While allotting to Special Category candidates namely, Defence, Ex-Defence, Scouts \& Guides, CAPF, Ex-CAPF, first allotment will be made under General Merit category as per their ranks, if the seat is not available in GM, then it will be allotted in the respective reserved category if seats are available and then finally the seats will be allotted under Special Category if seats are available in the order of merit.
g. *While allotting to Reserved Categories and Special Category candidates in Engineering, first allotment will be considered under Supernumerary Quota if eligible, then under General Merit category, if the seat is not available in GM, then it will be allotted in the respective reserved category if seats are available and then finally the seats will be allotted under Special Category if seats are available in the order of merit.
h. If the candidate has been allotted an engineering seat other than Supernumerary Quota, then if the same seat is available under Supernumerary Quota in any of the subsequent rounds, then such candidate will be allotted under Supernumerary quota.

## FLOW CHART FOR FIRST ROUND

| Special Category | All eligible (SC, ST, CAT-I, OBC \& GM) | Order of Allotment |
| :---: | :---: | :---: |
| ( PH , NCC and Sports ) | candidates | a) Medical / Dental |
|  | Including Special Categories. | b) ISM \& H |
|  | (D, XD, S-G, AGL, CAPF, Ex- CAPF) | c) Engineering (Including Supernumerary)* <br> d) Architecture |
|  |  | e) Farm Science |
|  |  | f) B-Pharm |
|  |  | g) Pharm-D |

## 1st Phase of allotment of seats:

1st Phase: i) Allotment of seats to all the disciplines as per the seat matrix issued by the Government.
(a) Physically Disabled candidates.
(b) NCC candidates.
(c) Sports Candidates
ii) Allotment of seats to Medical / Dental.
iii) Allotment of seats to ISM \& H
iv) Allotment of seats to Engineering.
v) Allotment of seats to Architecture
vi) Allotment of seats to Farm Science
vii) Allotment of seats to B-Pharm, Pharm-D and 2nd year B-Pharm

Based on the merit and priority of options the first phase of allotment begins. The computer will first allot the seats in the above mentioned order and continues in the same order. While allotting the seats in the 1st Phase at any stage, the seat allotted if any, will automatically get cancelled upon allotment of a seat in the subsequent discipline and such cancelled seat will be considered for allotment of a seat in the next iteration.
Therefore, multiple iterations may take place in the 1st Phase. The computer will stop the allotment only if the last seat is allotted or when it reaches the last rank in each discipline. That means the candidates will always be climbing upwards both in options and in roster. The order of allotment as shown above will be repeated in the 1st phase until there is no change in the allotment of any candidate.

## 2nd Phase of allotment.

After allotment of seats in the first phase, action will be taken to allot the seats for the 2nd phase allotment of seats. After completion of the 1st Phase of allotment of seats, the seats that remain unfilled under all the Rural and Kannada medium quota of the reserved categories will be converted to General of the respective reserved categories (SCR \& SCK to SCG, STR \& STK to STG, 1 R \& 1 K to $1 \mathrm{G}, 2 \mathrm{AR} \& 2 \mathrm{AK}$ to $2 \mathrm{AG}, 2 \mathrm{BR}$ \& 2 BK to $2 \mathrm{BG}, 3 \mathrm{AR} \& 3 \mathrm{AK}$ to $3 \mathrm{AG}, 3 \mathrm{BR} \& 3 \mathrm{BK}$ to 3 BG ) before the commencement of 2nd Phase and offered ONLY to the reserved category candidates including GMR \& GMK category candidates. Consequential vacancies which arise during this allotment of seats will remain in the same category and will be offered to the same reserved category candidates.
In this phase only reserved category candidates will be considered for allotment and GM candidates will not be considered. Further, GM and SNQ seats will also be not considered for allotment of seats.

## IMPORTANT:

This procedure for conversion of seats will be adopted before the commencement of 2nd Phase of allotment. Further, if the reserved category candidates are allotted with a General Merit / respective reserved category seat during the 2nd phase of allotment, then a reserved category seat becomes vacant. Such seats are treated as 'CONSEQUENTIAL VACANCIES'. These consequential reserved category vacancies that arise during the 2nd phase of allotment will remain under the same categories and will be offered only to the candidates belonging to the same reserved categories.

NOTE: All GM consequential vacancies which arise in this phase will be considered for allotment in the 3rd Phase of allotment.

In this phase also, the order of seat allotment remains same which is as follows:
2nd Phase : i) Allotment of seats to all the disciplines as per the seat matrix issued by the Government.
(a) Physically Disabled candidates.
(b) NCC candidates.
(c) Sports Candidates
ii) Allotment of seats to Medical/Dental.
iii) Allotment of seats to ISM \& H
iv) Allotment of seats to Engineering.
v) Allotment of seats to Architecture
vi) Allotment of seats to Farm Science
vii) Allotment of seats to B-Pharm, Pharm-D and 2nd year B-Pharm

Based on the merit and priority of options the second phase of allotment begins. The computer will first allot the seats in the above mentioned order and continues in the same order. While allotting the seats in the 2nd Phase at any stage, the seat allotted if any, will be released automatically upon allotment of a seat in the subsequent discipline and such released seat will be considered for allotment of a seat in the next iteration.

Therefore, many iterations may take place in the 2 nd Phase also. The computer will stop the allotment only if the last seat is allotted or when it reaches the last rank in each discipline. That means the candidate will always be climbing upwards both in options and roster. The order of allotment as shown above will get repeated in the 2 nd Phase until there is no change in the allotment of any candidate.

## 3rd Phase of Allotment of seats:

After the allotment of seats in the second phase of allotment, the seats that remain unfilled under various reserved General categories such as SCG, STG, 1G, 2AG, 2BG, 3AG, 3BG, GMR and GMK, along with unfilled special category seats, if any, will be converted to the General Merit category and offered to GM candidates along with all other reserved category candidates in the 3rd Phase of allotment. However, the consequential Rural and Kannada medium reserved category seats that arise during the 3rd Phase of allotment and if remains un-allotted then the same seat will be converted to the General of the respective reserved categories only if there are no seats in the respective general category and will be made available for allotment only to the respective reserved category candidates during 3rd Phase of allotment.

In this round also, the order of seat allotment remains same which is as follows:
3rd Phase : i) Allotment of seats to all the disciplines as per the seat matrix issued by the Government.
(a) Physically Disabled candidates.
(b) NCC candidates.
(c) Sports Candidates.
ii) Allotment of seats to Medical / Dental.
iii) Allotment of seats to ISM \& H
iv) Allotment of seats to Engineering.
v) Allotment of seats to Architecture
vi) Allotment of seats to Farm Science
vii) Allotment of seats to B-Pharm, Pharm-D and 2nd year B-Pharm

All the candidates will be considered for allotment of seats in this iteration. Before commencement of 3rd phase the computer will display the number of seats that got allotted in each discipline, total number of candidates allotted and the number of seats remained unfilled and number of candidates unallotted.
While allotting the seats in the 3rd Phase at any stage, the seat allotted if any, will be automatically released upon allotment of a seat in subsequent stage and such released seat will be considered for allotment of a seat in the next iteration.
Based on the merit and priority of options the third phase of allotment begins. The computer will first allot the seats in the above mentioned order and continues in the same order. While allotting the seats in the 3rd Phase at any stage, the seat allotted if any, will be released automatically upon allotment of a seat in the subsequent discipline and such released seat will be considered for allotment of a seat in the next iteration.
Therefore, many iterations may take place in the 3rd Phase also. The computer will stop the allotment only if the last seat is allotted or when it reaches the last rank in each discipline. That means the candidate will always be climbing upwards both in options and roster. The order of allotment as shown above will get repeated in the 3rd Phase until there is no change in the allotment of any candidate
Speciality of 3rd Phase of allotment is, after completion of last stage of allotment of seats, the seats remained unallotted if any, in any reserved category will be converted to GM automatically and will be offered to all the eligible candidates from 1 st to last rank based on the priority of options entered. That means repetition of phase 3 allotment process will take place. Phase 3 allotment stops only when there is no seat in reserved category and no change in the allotment.

## Summary:

This illustrates that at each stage, the options are getting shrunk before moving to the next stage, if seats are allotted. If seats are not allotted, the options list remains unchanged.
The seats which are returned back to seat matrix in the process of allotment stages will be allotted to the next candidate as per rank and options. This way there will be a number of iterations till the candidate gets the best seat of his choice governed by rank. This means, the system halts allotment when no seats are available for a candidate as per his options.
All the steps taken together as detailed above will form one round and the stages mentioned above, are known as iteration stage / phase. The iteration stage in each round will go on as long as the choice of the candidate is not fulfilled or the availability seat is not exhausted. In this way each candidate may get either a Medical seat or an Engineering seat or ISMH seat as per his/her rank and priority in the respective disciplines. However it is possible that if all seats are exhausted then a candidate might not be allotted a seat at all. Therefore it is very important to candidates to give their options very carefully and after considerable thought and after discussing with their parents and elders. If by chance the options given by the
candidate is not well thought he may lose a seat in a good college as he may not have given option for that particular college or would have given lower options. For example a candidate is interested in college A, but by mistake or by oversight he has given a lower preference for that college and has given higher preference for some other college. The computer then will allot a seat as per his rank and as per his higher priorities. In this way he may tend to lose a seat in the college of his choice merely because he has not given a correct priority of options.

The iteration stage starts with Medical/Dental seats, and goes on till the Medical seats is exhausted or choice of candidate is exhausted. Similarly in the 2nd iteration stage the choice of the candidates in ISMH discipline is considered and in the 3rd iteration stage the choice of candidates in Engineering is considered and finally the 4th iteration stage the choice of the candidate for Architecture discipline is considered. If the candidate has given his first choice as Engineering and 2nd choice as Medical then in the 1 st stage of iteration the Medical seat at option no. 2 will be considered and a Medical seat will be allotted to him as per his priority and rank if seats are available. So in the 1 st iteration the candidate will get a Medical seat and immediately in the Engineering iteration stage the candidate will be allotted the Engineering seat as per his rank and priority by cancelling the Medical seat as the first priority is engineering. The Medical seat so cancelled will be added to seat matrix of the same college and category and allotted to the next candidate as per his/her rank and priority. Therefore the candidate ultimately gets the seats of his choice/priority. In the final analysis the candidate gets the best of the best seats of his choice.

## (8) POST SEAT ALLOTMENT PROCEDURE - CHOICES BEFORE A CANDIDATE

After the entire iteration of all the discipline in all the three phase is complete the final list will be announced on the website and this is known as the First Round. Therefore, many iterations may take place in one round as per the choice of the candidate and as per the availability of seats. The candidate can track down the movement of seats in the different iteration stages to satisfy himself that the best of the choices is allotted to him. Virtual tracking of the process of allotment by the computer can be viewed by the candidate after allotment. This ensures transparency in the entire allotment stage and KEA is known for its motto Trust Through Total Transparency. The final list of the First Round will be hosted on the website, in the Helpline Centres and individual allotment will be sent by SMS, e-mail and the candidates are requested to note the allotment of seats to them in the First Round. The candidate here has 4 choices. The choices are: -

## CHOICES

Choice 1: I am Satisfied with the allotted seat and am willing to report to the allotted college, therefore I should not be considered for further allotment of seats in any subsequent round for any college / discipline. I will pay the prescribed fees by downloading the Challan / allotted details from the KEA website, I will download the admission order and report to the college. Immediately afterwards, I will login to my Option Entry Log-In-Id and I will report to KEA that I have joined the College.
Further the College Authority will have to login to their College Login-ID and report that the respective candidate has joined the College. If a candidate fails to report back to KEA that he / she has joined, then seat will be cancelled even though they might have physically joined.
Further any candidate who has paid the fees and obtained the Admission Order and fails to report to the College on or before the last date and time specified by KEA in the Admission Order, for such candidates no extension of time will be given and the allotment made in his / her favour shall be treated as Cancelled and he / she has no claim further on such allotment and they will not be considered for allotment of seats in the subsequent round. Such seats shall revert back to the pool and fee paid by them will be forfeited.

Implication: Not eligible to participate in the subsequent rounds.
Important: Before opting this choice candidate is advised to make sure that he / she cannot come back to Option Entry Process in CET-2016.

| Choice2: | I am Satisfied with the allotted seat but wish to participate in the next round. If higher options are allotted then earlier allotted seat gets cancelled automatically OR if higher options seats are not allotted then earlier allotted seat shall remain in candidates favour. <br> Implication: Eligible to participate in the subsequent round keeping the seat allotted on hold. However, if a seat in the higher options gets allotted the candidate loses his old seat. There is no choice between the earlier allotted and newly allotted seats. <br> Important: Fresh options entry will be permitted only when the new college / courses are included in the seat matrix after the allotment of the first round. |
| :---: | :---: |
| Choice3: | I am not satisfied with allotted seat but wish to participate in the next round with all the already entered options except the allotted options by surrendering the allotted seat and also re-ordering of already entered options. <br> Implication: Eligible to participate in the subsequent round by rejecting the allotted seat. <br> NOTE: Chances of getting the lower order options is subject to availability of seats as the other candidates next to your rank might have entered those options and seats would be allotted to them based on merit. |
| Choice4: | I am Not satisfied with KEA allotted seat and I have got seat elsewhere, so I am quitting and not to be considered for allotment of seats in any of the further rounds. <br> Implication: Not eligible to participate in the subsequent round no hold on the allotted seat and seat allotted earlier will get cancelled. |

## NOTE: FOR SEAT ALLOTTED CANDIDATES

If a candidate fails to exercise any of the above 4 choices within the stipulated date and time then the seat allotted to such candidate stands cancelled automatically without any further notice in this regard and such a candidate will not be allowed to participate in further rounds.

## NOTE: FOR ANY SEAT NOT ALLOTTED CANDIDATES

Candidates need not exercise any choice entry, already entered options will be made available for re-ordering for further allotments.

It is the endeavor of the Government that no seat should mis-utilized as all seats under Government quota are subsidized for the meritorious students.

NOTE: If a candidate fails to exercise any of the above 4 choices within the stipulated date and time then the seat allotted to such candidate stands cancelled automatically without any further notice in this regard and such candidates will not be allowed to participate in further rounds.

## NOTE TO CANDIDATES

To exercise the Choices, to download the Challan, to make payment in the bank and to download the admission order candidate need not visit any of the helpline centre. For all the activities please visit KEA Website http://kea.kar.nic.in

## First round of seat allotment - Instructions to Candidates

As per the seat matrix which will be issued by the Government, Seat Allotment will be made by following the Roster System based on the Merit / Rank of the candidate and based on priority of options entered by the candidates.
After verifying the seat allotment results, the candidates can take the decisions as detailed below:
a) The candidates have to confirm themselves about their seat allotment in the first round. If the candidate is satisfied with the allotted seat, then exercise Choice-1 on the KEA web-portal.
b) If the candidate feels that the seat allotted to him / her in the first round is acceptable but wishes to participate in the next round for higher order options above the seat allotted, then exercise Choice-2 on the KEA web-portal.
c) If the candidate is not satisfied with the allotted seat in the first round but wishes to participate in the next round for better options, then exercise Choice- $\mathbf{3}$ on the KEA web-portal.
d) If the candidate is not satisfied with the allotted seat in the first round and also not interested to participate in any rounds as the candidate has got seat elsewhere, then exercise Choice-4 on the KEA web-portal.

The candidates who exercise Choice-1 Should follow the guidelines detailed below:
a. The candidate has to confirm that he / she is satisfied with the allotted seat in the first round.
b. If satisfied, exercise Choice-1 on the KEA Web-portal.
c. Then candidate has to download / print the Challan from the KEA website which is in Triplicate.
d. In the Challan, the details of the candidate will be pre-printed, such as Name, CET Number, College / Course Allotted details, Fee to be paid, Bank Account Number. Candidate has to confirm the printed details and affix the signature on the Challan.
e. After downloading the Challan, candidate has to pay the prescribed fee in any nearest Bank which will be notified by KEA.
f. After receipt of the payment, bank will return the candidate copy to the candidate by retaining the KEA and Bank copy.
g. After one hour of making the payment, candidate will be able to download the Admission Order.
h. Download the Admission Order and print the same and affix the signature on the Admission Order.
i. Report to the college along with the Original Documents on or before the last date mentioned in the Admission Order.

The candidates who exercise Choice-2 should follow the guidelines detailed below:

- The candidates who exercise Choice-2 need not pay the fees for the allotted seat in the first round.

C Candidates who exercise Choice-2 are participating in the second round by holding the seat allotted to them in the first round. If higher order options are allotted to them, the earlier seat will automatically stand cancelled. OR if any of the Higher Order Options are not allotted, then the seat allotted to them in the first round will remain with the candidate.
( Higher order options means, presume that the candidate has entered 180 options, and the seat is allotted for his / her priority number 123 in the first round, then the priority number 1 to 122 are the higher order options.

I If any of the Higher Order Options are not allotted, then the seat allotted to them in the first round will remain with the candidate.

The candidates who exercise Choice-3 should follow the guidelines detailed below:

- The candidates who exercise Choice-3 need not pay the fees for the allotted seat in the first round.
- The candidates who exercise Choice-3 are NOT satisfied with the allotted seat.

T The candidates who exercise Choice-3 are participating in the second round by rejecting the seat allotted to them in the first round.

## The candidates who exercise Choice-4

Candidate is Not satisfied with KEA allotted seat and he / she has got seat elsewhere, so he / she is quitting and he / she should not to be considered for allotment of seats in any of the further rounds. Such candidates have no hold on the allotted seat.

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[^0]:    * Native District: Native District means the district in which the residential address furnished by the candidates in the CET-2016 online Application Form is located. The details of the Helpline Centre will be updated on the KEA Website http://kea.kar.nic.in before the commencement of document verification.

