

The Apollo University
Guidelines and Flowchart for Admission of Convener Quota Students

Purpose: To establish a transparent, merit-based and government-regulated procedure for admitting Convener Quota students into programmes offered by The Apollo University, Chittoor, Andhra Pradesh.

1. Convener Quota and University Quota

Category of programmes	Convener Quota	University Quota
All programmes other than Allied Health Sciences	35%	65%
Allied Health Sciences programmes	50%	50%

The applicable seat matrix shall be followed as notified by the Government of Andhra Pradesh for the relevant academic year and programme.

2. Fee structure

Admission category	Fee determination	Applicable procedure
Convener Quota	Government of Andhra Pradesh	Fees shall be as prescribed/notified by the Government through the applicable Government Orders (GOs).
University Quota	Competent Fee Fixation Committee	Fees shall be as approved by the competent Fee Fixation Committee and applicable regulatory authorities.

Important: Convener Quota admissions shall be made strictly according to the applicable Government notification, seat matrix, prescribed fee and counselling rules. The University shall not independently alter the prescribed Convener Quota fee.

3. Admission flowchart for Convener Quota students

1. Government notification

Government of Andhra Pradesh issues the admission notification and applicable Government Orders (GOs), including the seat matrix and prescribed fees.

2. Identify the applicable quota

35% Convener Quota for programmes other than Allied Health Sciences; 50% for Allied Health Sciences, subject to the notified seat matrix.

3. Register and participate in counselling

UG admissions: OAMDC portal, wherever applicable. PG admissions: APPGCET / APPGECET rank-based web counselling, as applicable to the programme and the Government's notification.

4. Merit-based seat allotment

The competent counselling authority allots a seat at The Apollo University according to rank, eligibility, reservation rules, candidate preferences and applicable counselling guidelines.

5. Report to The Apollo University

The student reports within the prescribed deadline with the allotment order and required certificates.

6. Document verification and eligibility confirmation

The University verifies the student's documents, eligibility, allotment details and compliance with applicable admission requirements.

7. Fee payment and admission confirmation

The student pays the prescribed Convener Quota fee in accordance with the applicable instructions and completes the University's admission formalities.

8. Enrolment and commencement of classes

The University completes enrolment, updates admission records and provides academic and student-support information.

4. Detailed policy for Convener Quota admissions

4.1 Policy statement

The Apollo University shall admit Convener Quota students in accordance with the applicable laws, regulations, Government notifications, Government Orders, approved seat matrix and counselling procedures prescribed by the Government of Andhra Pradesh and the competent admission authorities.

Admissions shall be based on the prescribed eligibility criteria, merit/rank, reservation requirements and seat allotment issued through the applicable counselling system.

4.2 Scope and applicability

This policy applies to eligible undergraduate and postgraduate applicants allotted seats under the Convener Quota in programmes offered by The Apollo University.

- Programmes other than Allied Health Sciences: 35% Convener Quota and 65% University Quota.
- Allied Health Sciences programmes: 50% Convener Quota and 50% University Quota.

The actual number of seats available under each quota shall be determined by the approved intake and the seat matrix notified for the relevant programme and academic year.

4.3 Admission procedure

1. Government notification: The University shall obtain and communicate the applicable admission notification, Government Orders, seat matrix, fee details and counselling schedule to the concerned departments and admission team.
2. Candidate registration: Candidates shall register through the designated counselling portal and complete the prescribed application and eligibility requirements.
3. Entrance examination and merit: Candidates shall satisfy the relevant qualifying examination, entrance examination, rank and other programme-specific eligibility criteria.
4. Counselling and allotment: Seats shall be allotted by the competent authority through the applicable counselling procedure. The University shall not independently substitute or override the official allotment.
5. Reporting to the University: Allotted candidates shall report within the prescribed schedule and submit the allotment order and required original documents or approved digital records.
6. Verification: The Admissions Office and concerned academic department shall verify the candidate's identity, educational qualifications, eligibility, category/reservation documents where applicable, allotment order and other prescribed records.
7. Fee payment: Candidates shall pay the fee applicable to their admission category in accordance with the relevant Government Order and official instructions.
8. Admission confirmation: Following satisfactory verification and fulfilment of applicable requirements, the University shall confirm admission, complete enrolment and update the relevant records.

4.4 Counselling portals and admission channels

Level	Counselling portal / mechanism	Procedure
Undergraduate (UG)	OAMDC, wherever applicable	Admissions through the prescribed online registration, merit and seat-allotment process.
Postgraduate (PG)	APPGCET / APPGECET, as applicable	Rank-based web counselling and seat allotment in accordance with the programme-specific notification.
Other AHS programmes	Portal or authority notified by the Government	The University shall follow the applicable statutory admission mechanism and Government instructions.

Note: The applicable portal must be confirmed against the programme, academic year and current Government notification. Not every programme necessarily falls under the same counselling authority.

4.5 Fee payment and financial compliance

- The fee prescribed by the Government of Andhra Pradesh through the applicable Government Orders shall apply to Convener Quota students.
- University Quota fees shall be determined separately by the competent Fee Fixation Committee, subject to applicable approvals.
- The University shall communicate the applicable fee and payment deadlines to allotted candidates.
- Fee receipts and admission-related financial records shall be maintained by the designated office.
- Any refund, cancellation or fee adjustment shall be governed by the applicable Government rules and University regulations.

4.6 Roles and responsibilities

Responsible authority / office	Key responsibilities
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Government of Andhra Pradesh / competent authority	Issue applicable notifications, Government Orders, seat matrix, fee instructions and counselling guidelines.
Competent counselling authority	Conduct counselling and allot seats based on prescribed merit, eligibility and applicable rules.
Admissions Office	Coordinate reporting, verify allotment details, maintain student records and complete admission formalities.
Concerned Department / School	Verify programme-specific eligibility and academic prerequisites, where required.
Finance Office	Verify applicable fee payments and maintain financial records.
Registrar / authorised University authority	Ensure compliance, oversee admission confirmation and maintain official admission records.

4.7 Records and documentation

The University shall maintain the following records, as applicable:

1. Government notifications and relevant Government Orders.
2. Approved programme-wise intake and Convener/University Quota seat matrix.
3. Counselling schedules and official allotment orders.
4. Candidate applications and eligibility documents.
5. Document-verification checklists.
6. Fee notifications, payment receipts and applicable refund records.
7. Admission confirmation, enrolment and student-register records.
8. Reports required by the Government and regulatory authorities.

4.8 General provisions

- No candidate shall be admitted under the Convener Quota without a valid allotment through the applicable authorised process, except where a specific Government order provides otherwise.
- Admission is subject to verification of eligibility, authenticity of documents and compliance with the applicable rules.
- Vacant seats, withdrawals, non-reporting and subsequent rounds of counselling shall be handled strictly in accordance with the applicable Government instructions.
- The University shall maintain transparency, fairness and confidentiality in handling applicants' records.
- In case of any inconsistency between this policy and a subsequent Government notification, Government Order or applicable statutory regulation, the latter shall prevail.