

M.M. PUBLIC SCHOOL

Vasudha Enclave, Pitampura, Delhi-110034

ADMISSION PROCESS 2023-24

FOR PRE SCHOOL (LKG), PRE PRIMARY (UKG) & CLASS I

General Instructions

1. Registration

Registration Forms for admission in General category -

- i) Can be obtained from School reception & submitted on **all working days between 8:30 a.m to 2:30 p.m.**
- ii) Can also be obtained & submitted online on school's website <https://www.mmpublicschool.com/> .

2. Total no. of Seats

Class	General	EWS	Total
Pre-School	48	16	64
Pre Primary	10	--	10
Class-I	21	--	21

3. CRITERIA FOR GENERAL CATEGORY ADMISSION

<u>S No.</u>	<u>Parameters/Criteria</u>	<u>Points</u>
1.	Neighborhood (0-12) km	50
2.	Girl Child	20
3.	Sibling studying in M. M. Public School	10
4.	First Born Child	10
5.	Parent Alumni of M. M. Public School	10
	Total	100

4. Schedule for General category Registration/Admission

Commencement of Admission Process	01-12-2022 (Thursday)
Registration forms available online & offline from	01-12-2022 (Thursday) to 23-12-2022 (Friday)
Last date of submission of offline & online Registration forms	23-12-2022 (Friday)
Date of displaying the list of eligible candidates for draw on School's website.	03-01-2023 (Tuesday)
Date & time of draw of eligible candidates.	07-01-2023 (Saturday) Pre-School (LKG) - 09:00 a.m Pre-Primary (UKG) - 11:00 a.m Class (I) - 12:00 noon
List of Selected candidates including First waiting list can be checked on school website.	20-01-2023 (Friday)
Resolution of queries, verification of originals & submission of fee for First List.	21-01-2023 (Saturday) to 30-01-2023 (Monday) Timings :- 8:00 a.m to 12:30 p.m.
Second list, if any, including waiting list can be checked on school's website.	06-02-2023 (Monday)
Resolution of queries, verification of originals & submission of fee for Second list.	08-02-2023 (Wednesday) to 14-02-2023 (Tuesday) Timings :- 8:00 a.m to 12:30 p.m.
Closure of admission process	17-03-2023 (Friday)

5. Age Criteria

The age limit for the children to be admitted at the entry level classes as on 31-03-2023 is as under:

For LKG/ Pre-School	:	Between 3-4 years
For UKG/ Pre-Primary	:	Between 4-5 years
For Class I	:	Between 5-6 years

6. **Hard copy of the online filled Registration Form must be submitted at the time of admission along with the documents.**

7. **Documents to be submitted at the time of registration (offline).**

The following documents to be submitted at the time of registration:

1. Birth Certificate issued by the MCD/appropriate authority self attested by parent of child.
2. Passport size photo of child, mother and father.
3. Self attested copy of anyone of the documents mentioned below shall be considered as proof of residence.
 - (i) Ration card issued on the name of Parents (mother/father bearing name of the child).
 - (ii) Domicile certificate of child or of his/her Parents.
 - (iii) Voter I-card (EPIC) of any of the Parents.
 - (iv) Electricity bill/ MTNL telephone bill/ Water bill/ Passport in the name of any of the Parents or child.
 - (v) Aadhar Card / UID card issued in the name of any of the parents.
4. Sibling:- (Copy of School Identity card/ Report card/ Fee slip)
5. In case the child is First born, undertaking stating the same has to be given by the parents.
6. Alumni (Passing Certificate of having passed from M. M. Public School)
7. Attested copy of Caste Certificate i.e. SC/ST/OBC issued by Revenue Department, if any.

Kindly note:

1. Information filled in admission form must strictly match / should be in sync with the supporting documents.
2. All documents in original must be brought for verification at the time of admission.