

M.M. PUBLIC SCHOOL
Vasudha Enclave, Pitampura, Delhi-110034

ADMISSION PROCESS 2022-23
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 (www.mmpublicschool.com).

2. Total no. of Seats

Class	General	EWS	Total
Pre-School	48	16	64
Pre Primary	15	5	20
Class-I	12	4	16

3. CRITERIA FOR GENERAL CATEGORY ADMISSION

<u>S.No.</u>	<u>Parameters/Criteria</u>	<u>Points</u>
1.	Neighbourhood 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	15-12-2021 (Wednesday)
Registration forms available online & offline from	15-12-2021 (Wednesday) to 07-01-2022 (Friday) As per DOE circular date for registrations have been extended till 21st January 2022 (Friday)
Last date of submission of offline & online Registration forms	07-01-2022 (Friday) As per DOE circular date for registrations have been extended till 21st January 2022 (Friday)
Date of displaying the list of eligible candidates for draw on School's website.	15-01-2022 (Saturday) Revised date – 27th January 2022 (Thursday)
Date & time of draw of eligible candidates.	29-01-2022 (Saturday) Pre-School(LKG) -09:00am Pre-Primary(UKG)-11:00am Class(I) -12:00noon
List of Selected candidates including First waiting list can be checked on school website.	04-02-2022 (Friday)
Resolution of queries, verification of originals & submission of fee for First List.	05-02-2022 (Saturday) to 12-02-2022 (Saturday) 8:00a.m to 12:30 p.m.
Second list, if any, including waiting list can be checked on school's website.	21-02-2022 (Monday)
Resolution of queries, verification of originals & submission of fee for Second list.	22-02-2022 (Tuesday) to 28-02-2022 (Monday) 8:00 a.m to 12:30 p.m.
Closure of admission process	31-03-2022 (Thursday)

5. Age Criteria

The age limit for the children to be admitted at the entry level classes as on 31-03-2022 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. Attested copy of Birth Certificate issued by the MCD/appropriate authority.
2. Passport size photo of child, mother and father.
3. Attested copy of any one of the documents mentioned below, shall be considered as proof of residence.
 - (i) Ration card issued in 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/ Aadhar card/ UID card issued in the name of any of the Parents or child.
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 / in sync with the supporting documents.

2. All documents in original must be brought for verification at the time of admission.