

M.M. PUBLIC SCHOOL

Vasudha Enclave, Pitampura, Delhi-110034

ADMISSION PROCESS 2025-26

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

General Instructions

1. Registration

Registration Forms for admission in General Category -

- i) Can be obtained & submitted offline at school's reception 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	No. of seats in General Category
Pre-School	108
Pre Primary	34
Class-I	35

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	28-11-2024(Thursday)
Registration forms available online & offline	28-11-2024(Thursday) to 20-12-2024(Friday)
Last date of submission of offline & online Registration forms	20-12-2024(Friday)
Date of displaying the list of eligible candidates for draw on School's website.	30-12-2024 (Monday)
Date & time of draw of eligible candidates.	06-01-2025 (Monday) Pre-School(LKG) -10:00 a.m.
List of Selected candidates including First waiting list which can be checked at school website.	17-01-2025 (Friday)
Resolution of queries, verification of originals & submission of fee for First List.	18-01-2025 (Saturday) to 27-01-2025 (Monday) Timings :- 8:30a.m to 12:30 p.m.
Second list, if any, including waiting list which can be checked at school's website.	03-02-2025 (Monday)
Resolution of queries, verification of originals & submission of fee for Second list.	05-02-2025 (Wednesday) to 11-02-2025 (Tuesday) Timings :- 8:30 a.m. to 12:30 p.m.
Closure of admission process	14-03-2025 (Friday)

5. Age Criteria

The age limit for the children to be admitted at the entry level classes as on 31-03-2025 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 must be submitted at the time of registration:

1. Copy of Birth Certificate of the child issued by the MCD/appropriate authority duly attested by either of the parents.
2. Passport size photos 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/Smart 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 of child and 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.