

M.M. PUBLIC SCHOOL
VASUDHA ENCLAVE, PITAMPURA
DELHI - 110034

ADMISSION PROCESS 2018-19
FOR PRE-SCHOOL
GENERAL INSTRUCTIONS

1. Registration

Registration Forms for admission in General category -

- i) Can be obtained from School reception on **all working days** between **9:00 a.m. to 2:00 p.m.**
- ii) Can be downloaded from the school website (www.mmpublicschool.com)
- iii) Can also be submitted online on school website(www.mmpublicschool.com).

2. Seats for Pre-School during the session 2018-19

Class	Total Seats	General	EWS / DG
Pre-School	64	48	16

The reservation of seats under EWS and Disadvantaged Category may vary on the basis of admission confirmed in General Category of students.

Admission under EWS/DG category will be given in proportionate (i.e. 25%) to the filled in seats under General Category.

3. Submission of Registration Forms

Printout of Online submitted form should be submitted at the school reception along with payment of requisite charges and attested photocopies of documents. Then obtain the Registration Number from the reception for further reference on all working days from **27th December, 2017 to 17th January, 2018** between **9:00 a.m.** and **2:00 p.m.**

Downloaded Registration Forms duly filled up can be submitted at the school reception along with payment of requisite charges and attested photocopies of documents on all working days from **27th December, 2017 to 17th January, 2018** between **9:00 a.m.** and **2:00 p.m.**

Duly filled up Registration Forms other than online or downloaded should be deposited at the school reception along with payment of requisite charges and attested photocopies of documents on all working days from **27th December, 2017 to 17th January, 2018** between **9:00 a.m.** and **2:00 p.m.**

Admission Schedule 2018-2019

Availability & Submission of admission forms	27th December, 2017 to 17th January 2018
Publication of 1st Admission List including waiting list	15th February 2018
Resolution of queries	16th February to 20th February 2018
Verification of originals and submission of fee for 1st list	26th February 2018
Second List (If Any)	28th February 2018

Verification of originals and submission of fee for IInd list / Resolution of queries	1st March to 7th March 2018
Closure of Admission Process	31st March 2018

SESSION STARTS FROM 2nd APRIL 2018

4. Documents to be submitted at the time of Registration .

1. Attested photocopy of Birth Certificate issued by the MCD / appropriate authority.
2. Attested photocopy of Residential Proof (Ration Card / Adhar Card / Election Card / Driving license / Passport / Last paid Electricity OR Water OR MTNL Bill). In case of rental accommodation, the applicant should submit copy of rent agreement that the applicant has been residing at the given address for minimum six months at the time of submission of the form (The date of rent agreement should not be after June 2017).
3. Sibling (Attach Copy of School Identity Card / Report Card/ Fee Slipetc.)
4. In case the child being the first born, affidavit stating the same has to be given by the parents.
5. Alumni (Attach Passing Certificate of having passed Class XII from this schooetc.).