



PRE-SCHOOL ADMISSION PROCESS

SESSION: 2025-26

ADMISSION SCHEDULE:

**Commencement of online Registration
and Availability of Application Forms**

Thursday, 28 November 2024

12:00 noon onwards

**Submission of printed online application
form at the School Gate Office from**

Friday, 29 November 2024

9:00 am - 12:00 noon

**Last Date of submission of printed
application forms in school**

Friday, 20 December 2024

9:00 am - 12:00 noon

Display of list of Registered candidates

Friday, 03 January 2025

4:00 pm (on the school website)

**Display of list of Registered candidates
with points**

Friday, 10 January 2025

4:00 pm (on the school website)

**Display of First List of selected and
waitlisted candidates**

Friday, 17 January 2025

4:00 pm (on the school website)

Resolution of queries of parents (if any)

18 to 27 January 2025

10:00 am - 12:00 noon (written/telephonic)

Display of Second List (if any)

Monday, 03 February 2025

4:00 pm (on the school website)

Resolution of queries of parents (if any)

05 Feb to 11 Feb 2025

10:00 am - 12:00 noon
(written/ telephonic)

Subsequent list of admission (if any)

Wednesday, 26 February 2025

4:00 pm (on the school website)

Admission Process Closes

Friday, 14 March 2025

AGE CRITERIA:

Pre-School: Eligibility 3+ as on 31 March 2025
[Applicable for children born between 01.04.2021 to 31.03.2022]
*[Your child may be considered eligible for the admission process (DOE Circular No.F.DE.15(172)/PSB/2016/6455-6464 dated 11/11/2024) if he/she is born 30 days prior to 01.04.2021 or 30 days after 31.03.2022 only upon exemption by the School Principal through a manual application after consideration. This application must be submitted with the printout of the online application form]

SEATS AVAILABILITY:

Total seats for Preschool: 120 no.
EWS /DG Category: 30 no. (25%)
Staff Quota: 06 no. (05%)
Management Quota: 24 no. (20%)
Open Seats: 60 no. (50%)

ADMISSION CRITERIA: Open Seats

S.NO	CRITERIA	DETAIL	POINTS	TOTAL
1.	Neighbourhood - Distance	0-8 KM Above 8 upto 12 KM	45 25	Upto 45
2.	School Transport	On designated School Bus Routes	10	10
3.	Sibling (only 2nd child)	Studying in Manava Bharati India International School	10	10
4.	Alumni of Manava Bharati	Father / Mother (Class XII pass out)	10	10
5.	Girl Child	-	15	15
6.	First born	Applicable for boys only	10	10
TOTAL				100

* Kindly download and refer to the list of Neighborhood and School Bus Routes in the pdfs on the website and carefully fill the same in the form online.

NOTE:

Admission Registration Fees:

To confirm the application for Preschool admission, you are required to make a payment of Rs. 25/- using this link - <https://forms.edugfix.com/admi/add> and attach the printed receipt along with the self attested documents when submitting the Application form at the Gate Office.

- Submission of application form will be treated as acceptance of all terms and conditions laid down by the school authority.
- A draw of lots will be conducted only if seats are available for admission and in cases where multiple applicants have identical final points.
- For future correspondence refer to the 'Registration Number' sent by email upon submission of form in school.
- For queries related to Preschool admissions, please contact: preschool.admission@mbiis.in, 011-41021688

DOCUMENTS REQUIRED:

The calculation of the total points of your application will be done on the basis of the self-attested copies of documents (listed below) submitted along with the printed online form.

- 1. Birth Certificate issued by Municipal Corporation with the child's name endorsed by the Registrar of Birth:** [Minimum Age 3+ as on 31.03.2025]
- 2. Proof of Residential Address: Any two proofs of residential address. One must be current and one at-least six months prior to date of the application for admission:** [Passport/ Registered Sale Deed/ Voter ID Card / UID (Aadhaar) card of Father/ Mother/ Child/ Lease Deed made at least six months prior to the submission of the application form/ Current Electricity Bill / Current Water bill/ Current MTNL phone Bill]
- 3. Sibling Applicants:** [Latest fee receipt]
- 4. Alumni of Manava Bharati (father/mother/both):** [XII CBSE Board Certificate]
- 5. First Born (applicable for boys only):** [Affidavit stating the same on a non-judicial stamp paper of a value of Rs.10/- attested by a Notary Public]
- 6. UID (Aadhar card in the name of the child)**
- 7. Immunisation chart of the child.**
- 8. * For proof of Parents Qualification:** [Only Highest Educational Degrees]
- 9. * Proof of Employment (father/mother/both):** [From current employer/ firm]
- 10. * Incase of Single Parent custody, legal documents and court order must be provided.**

NOTE: * Mandatory for school record only

IMPORTANT:

- Final Admission is subject to verification of the above listed documents in original.
- It is mandatory to submit the Admission Registration fee along with all specified documents as outlined in the required documents list, along with the printed application form. No complaints or queries will be entertained thereafter.
- No substitutes or undertaking in lieu of the original documents mentioned above will be accepted during the document verification process.
- The school reserves the right to cancel the application of any candidate at any stage in-case of incomplete form, wrong/ incorrect information/ documents or incomplete submission of any required document(s) along with the printed online application form.
- The School also retains the right to verify the residential address of the applicants through home visits.