

# **Information Handbook under RTI Act 2005**

## **Chapter –1**

### **Introduction**

#### *1.1 Background of this Handbook:*

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India brought out the Act, namely “The Right to Information Act, 2005” (RTI Act) which came into force on 15.6.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Maulana Azad Education Foundation has brought out this handbook for information and guidance of the general public.

#### *1.2 Objective/purpose of this handbook:*

To provide basic information to public,

#### *1.3 Intended users of this handbook:*

Citizens of India, particularly Non-Governmental Organizations

#### *1.4 Organization of the Information in this handbook:*

Maulana Azad Education Foundation,

#### *1.5 Definitions:*

In these presents unless there be something in the subject or context inconsistent therewith

“Foundation or MAEF” means Maulana Azad Education Foundation,

“Act” means Societies Registration Act, “RTI Act” means Right to Information Act,

“Office” means the registered office of the Foundation,

“Member” means members of the Foundation including office bearers,

“President” means President of the Foundation, “Vice-President” means Vice-President of the Foundation,

“Treasurer” means Treasurer of the Foundation including any person appointed to perform the duties of Treasurer temporarily,

“Secretary” means Secretary of the Foundation including any person appointed to perform the duties of Secretary temporarily,

1.6 *Details of contact person for additional information:*

- (i) Shri S. Mujeeb Hashmi, Section Officer and Public Information Officer (P.I.O), Maulana Azad Education Foundation, Maulana Azad Campus, Chelmsford Road, New Delhi – 110 055. Phone: 23583788/23583789,

1.7 *Procedure & fee structure for getting information not available in the Handbook:*

a) The applicant seeking information under RTI Act may apply on prescribed format with a Demand Draft (DD) of Rs.10/- in favour of Maulana Azad Education Foundation and submit the same to the Public Information Officers as mentioned at (i) & (ii) above. Apart from this fee shall be charged as following:

- (i) Rs.2/- for each page (in A-4 or A-3 size paper) created or copied,
- (ii) Actual charge or cost price of a copy in larger size paper,
- (iii) Actual cost or price for samples or models; and
- (iv) For inspection of records, no fee for first hour; and a fee of Rs.5/- for each fifteen minutes (or fraction thereof) thereafter.

b) For providing information under sub-section (5) of the RTI Act, the request shall be made as at (a) above and the fee shall be charged by way of DD at the following rates:

- (i) For information provided in diskette or floppy @ Rs.50/- (fifty only) per diskette or floppy; and
- (ii) For information provided in printed form, at the price fixed for such publication or Rs.2/- per page of photocopy for extracts from the publication.

Payment of these amounts will have to be made though DD favoring Maulana Azad Education Foundation, New Delhi-110 055.

**Chapter –2**  
**(Particulars of Organization, Functions & Duties)**

2.1 *Introduction:*

Maulana Azad Education Foundation is a voluntary non-political, non-profit making, social service organization. The Foundation was established and registered as a Society under the Societies Registration Act 1860 in July, 1989. The Foundation is fully funded by the Govt. of India. The Hon'ble Minister of Minority Affairs is ex-officio President of the Foundation.

The General Body of the Foundation consists of 15 members out of which six members are ex-officio including the President, MAEF and rest nine members are nominated by the President, MAEF. The management of the Foundation is entrusted with its Governing Body, which consist of six members (including President, MAEF) selected from amongst the members of the General Body.

2.2 *Mission/vision statement of the public authority:*

The Foundation was established to promote education amongst the educationally backward minorities in particular and other weaker sections in general. The Foundation is a voluntary, non-political, non-profit making social service organization, established to promote education amongst educationally backward minorities.

2.3 *Brief history of the public authority and context of its formation:*

Though the Foundation was established & registered in July 1989, but its activities gained momentum only from the Financial Year 1993-94, when the Government of India released 1<sup>st</sup> installment of Corpus Fund amounting to Rs.5.00 crore; the Government released 2<sup>nd</sup> installment amounting to Rs.25.01 crore during Financial Year 1995-1996. Since then Corpus Fund has been augmented gradually up to Rs.1362.00 crore so far.

The Corpus Fund of the Foundation remains intact and kept invested in Banks/other financial institutions and the interest accrued thereon is the amount available for implementation of the Schemes of the Foundation.

The Foundation has also received donations towards its Corpus Fund from Hindustan Petroleum Corporation Ltd. (HPCL, Rs.5.00 lakh), Steel

Authority of India Ltd. (SAIL, Rs.2.00 lakh) and IDBI Bank Ltd. (Rs.5.00 lakh).

Since its inception, the Foundation has sanctioned grant-in-aid Rs.209.14 crore (approx.) to 1601 NGOs for various educational purposes till 31.03.2019. The Scheme of Maulana Azad National Scholarships for Meritorious Girls belonging to Minorities was started from the Year 2003-04 and upto 31.03.2020, total 8,73,346 girls have been granted scholarships of Rs.655.54 crore (approx.) under the Scheme.

The Foundation is running a Vocational Training Centre for Women in the old building of Dr. Zakir Hussain College at Ajmeri Gate, Delhi for the benefit of girls belonging to the target group. At this centre free training is provided to the girls for vocational courses like Cutting & Tailoring, Textile Designing, Beauty Culture, Arts & Crafts & Computers.

2.3 *Duties of public authority:*

To formulate and implement schemes and plans for the educational benefit of educationally backward minorities in particular and other weaker sections in general.

2.5 *Main activities/functions of the public authority:*

To provide financial assistance by way of grant-in-aid to registered Non-Governmental Organizations (NGOs) for strengthening infrastructure and to provide Scholarships to the meritorious girls belonging to educationally backward minorities,

2.6 *List of services being provided by the public authority with a brief write-up on them:*

At present, the Foundation is providing financial assistance under the following Schemes:

**(A) Grant-in-Aid to NGOs:**

- (i) Financial assistance to NGOs for infrastructure development of Institutions.

- (ii) Financial assistance for construction/expansion of Schools belonging to educationally backward minorities,
- (iii) Financial assistance for purchase of Science/Computer lab equipments/furniture for institutions belonging to educationally backward minorities,
- (iii) Financial assistance for construction/ Expansion of Vocational Training Centre (VTC)/Industrial Training Institute (ITI)/Polytechnic belonging to educationally backward minorities,
- iv) Financial assistance for construction of Hostel building in institutions belonging to educationally backward minorities,
- (v) Financial assistance for construction/expansion of D.Ed/B.Ed. College belonging to educationally backward minorities,
- (vi) Financial assistance for Purchase of equipments/ machinery/tools/ furniture for VTC/ITI/Polytechnic belonging to educationally backward minorities.
- (vii) Financial assistance for construction of Toilet Blocks.

**(B) Begum Hazrat Mahal National Scholarship:**

Scholarship will be awarded to minorities' girl students who are studying in Class 9<sup>th</sup> to 12<sup>th</sup>, and have secured at-least 50% marks or equivalent grade in aggregate in previous class and parent's/guardians annual income from all resources is less than Rs. 2.00 Lakh (Rupees Two Lakh).

**(C) Gharib Nawaz Employment Scheme for minorities:**

Gharib Nawaz Employment Scheme for Minorities is a special skill development programme of MAEF by providing meaningful and sustainable livelihood options, in terms of wage employment/ self-employment opportunities to all minority youths. The scheme would be implemented through Program Implementing Agencies (PIAs) to be empanelled with MAEF.

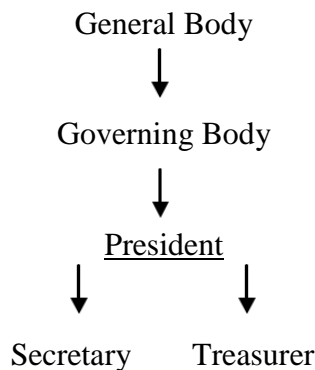
**(D) Swachh Vidyalaya Initiative:**

Under Swachh Vidyalaya Scheme MAEF will provide financial assistance for separate projects for construction of toilet blocks with water facility in the schools / institutions. The project will be implemented through PIAs to be empanelled by MAEF.

(Booklet containing prescribed application formats & guidelines for submission of applications on the above Schemes may be downloaded from website: [www.maef.nic.in](http://www.maef.nic.in) or may be collected from the office of the Foundation)

2.7 *Organizational Structure Diagram at various levels namely State, directorate, region, district block etc (whichever is applicable):*

Organizational structure Diagram of the Foundation



2.7 *Expectation of the public authority from the public for enhancing its effectiveness and efficiency:*

To keep strict watch on the projects financed by the Foundation and if any short coming come to their notice, they should inform the Foundation immediately with necessary documentary evidences,

2.9 *Arrangements and methods made for seeking public participation/ contribution:*

The objective of the Foundation and its duties have been circulated and publicized by various modes throughout the country.

2.10 *Mechanism available for monitoring the service delivery and public grievance resolution:*

The decision of the Governing Body is final & binding, however, if any applicant is not satisfied with the decision of the Foundation, they can represent their grievance to the President/Secretary of the Foundation for further appropriate action.

2.11 *Address of the main office and other offices at different levels (Please categorize the addresses district wise for facilitating the understanding the user:*

The Foundation has its office in New Delhi and it has no branch office anywhere in the country. The office address of the Foundation is mentioned below:

Maulana Azad Education Foundation,  
Maulana Azad Campus, Chelmsford Road,  
New Delhi – 110 055.  
Phone: 23583788/23583789, Fax No.23561945  
Website: www.maef.nic.in  
Email: secy-maef@nic.in

- 2.12 Opening hours of the Office: 09.30 a.m. (Monday to Friday)  
Closing hours of the Office: 06.00 p.m. (Monday to Friday)

### **Chapter –3 (Powers and Duties of Officers and Employees)**

The Officers and employees of the Foundation are governed as per Memorandum of Association & Rules Regulations of the Foundation. For details please refer to the linked document.

### **Chapter –4 (Rules, Regulations, Instructions, Manual and Records for Discharging Functions)**

The copy of the Rules & Regulations, instructions, Manual and Records are available on its website and also with:

The Secretary,  
Maulana Azad Education Foundation,  
Maulana Azad Campus, Chelmsford Road,  
New Delhi – 110 055.  
Phone: 23583788/23583789, Fax No.23561945  
Website: www.maef.nic.in  
Email: secy-maef@nic.in

### **Chapter –5 (Particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation thereof)**

- 5.1 *Formulation of Policy:*

The General Body of the Foundation which formulates the policy of the Foundation consists of 15 members including the following 6 ex-officio members:

- (i) Minister of Minority Affairs,
- (ii) Vice-Chancellor, Aligarh Muslim University, Aligarh,
- (iii) Vice-Chancellor, Jamia Millia Islamia, New Delhi,
- (iv) Joint Secretary (IM), Ministry of Minority Affairs,
- (v) Chairman, Education & Women Welfare Committee of Central Wakf Council, New Delhi,
- (vi) Secretary, Central Wakf Council, New Delhi

The other 9 (nine) members of the General Body are nominated by the President, MAEF for a period of three years. These members come from the public. The list of present members of the General Body of the Foundation is as follows:

S. No.	Name of Member	Address with phone number	Designation
1	<b>Shri Mukhtar Abbas Naqvi (Cabinet Minister of Minority Affairs, Govt. of India)</b>	<b>M/o Minority Affairs, 11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, C.G.O. Complex, Lodhi Road, New Delhi-110003 Ph: 011- 24360585, 24360586, 24360587(Fax)</b>	<b>President, MAEF</b>
2	Shri Ashfaq Saifi	46/1110/F-3, Satyanagar, Jagdishpura, Agra (UP)	<b>Vice-President, MAEF</b>
3	Shri Shakir Hussain Ansari,	983, Mohalla Kishanganj Azad Market, Delhi-110006	<b>Treasurer, MAEF</b>
4	Shri S.K Dev Verman, IAS, Additional Secretary, M/o Minority Affairs, Govt. of India	M/o Minority Affairs, 11 <sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi-110003, Ph: 011-24364280, 4366444(Fax)	<b>Member, MAEF</b>
5	Prof. Tariq Mansoor, VC, AMU	Vice-Chancellor, AMU, VC Lodge, Aligarh Muslim University, Aligarh – 202002 (UP) Ph.: +91-571 2100994/2702167 Fax: +91-571 2102607	<b>Member, MAEF</b>
6	Prof. Najma Akhtar, (Vice-Chancellor, Jamia Millia Islamia)	Vice-Chancellor, JMI, Office of the Vice Chancellor, Jamia Millia Islamia, New Delhi-110025	<b>Member, MAEF</b>
7	Shri Syed Shahid Hussain Rizvi,	G-16, Nizamuddin West, New Delhi – 110 013, Ph: 011-41827449, 9810019968	<b>Member , MAEF</b>
8	Dr. SAS Naqvi, Secretary, Central Waqf Council	P-13/14, Sector-6, Pushp Vihar, Opposite Family Court, Saket, New Delhi-110017, Telephones No.: 011-29562146/47, Fax No.: 011- 29562137	<b>Member , MAEF</b>
9	Mrs. S. Munawari Begum, (Chairperson, Education & Women Welfare Committee of the Central	1/320, Pudiya Panjaliyur, Peddethalapalli, Post, Krishnagiri-635002, Tamil Nadu 23073205	<b>Member , MAEF</b>



	Wakf Council)		
10	Smt. Shaheen Akhtar	W/o Dr. Murtaza, 221/5, Zakir Nagar, Okhla, New Delhi – 110 025 Ph: 98113 16798, 97173 67295	<b>Member, MAEF</b>
11	Shri Sahun	S/o Shri Abdul Majeed, Ward No.16, Near Nagar Palika, Tijara, Alwar – 301 411 (Rajasthan) Ph: 09672918881	<b>Member, MAEF</b>
12	Shri Nafees Ahmad	S/o Shri Abdul Aziz, E-33, Gali No.17, Madhu Vihar, IP Extension, Delhi – 110 092, Ph: 88267 74786,	<b>Member , MAEF</b>
3	Shri Surender Pal Singh	B-83, Ashok Nagar, Ghaziabad, Uttar Pradesh-201001	<b>Member , MAEF</b>
14	Shri Shaikh Abdul Karim (Ex-President, M.C. Parli)	Opp. Panchayat Sameetee, back to Baba body builders, new malikpura, Parli-Vajinath, District-Beed, Maharashtra-431515	<b>Member , MAEF</b>
15	Shri Ashraf Ali Sheikh	R/o Zangsti, Leh, Laddakh (J&K)-194101, Email:ashleyleh96@gmail.com	<b>Member , MAEF</b>

## 5.2 Implementation of Policy:

The implementation of policies is looked after by the Governing Body, which consist of six members including Hon'ble Minister/President, MAEF. The other members of the Governing Body are selected from amongst the members of the General Body. The present members of the Governing Body are as follows:

S. No.	Name of Member	Address with phone number	Designation
1	<b>Shri Mukhtar Abbas Naqvi (Cabinet Minister of Minority Affairs, Govt. of India)</b>	<b>M/o Minority Affairs, 11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, C.G.O. Complex, Lodhi Road, New Delhi-110003 Ph: 011- 24360585, 24360586, 24360587(Fax)</b>	<b>President, MAEF</b>
2	Shri Ashfaq Saifi	46/1110/F-3, Satyanagar, Jagdishpura, Agra (UP)	<b>Vice-President, MAEF</b>
3	Shri Shakir Hussain Ansari,	983, Mohalla Kishanganj Azad Market, Delhi-110006	<b>Treasurer, MAEF</b>
4	Prof. Tariq Mansoor, VC, AMU	Vice-Chancellor, AMU, VC Lodge, Aligarh Muslim University, Aligarh – 202002 (UP) Ph.: 2700994, 2702167 ext: 1125	<b>Member , MAEF</b>
5	Shri Syed Shahid Hussain Rizvi	G-16, Nizamuddin West, New Delhi – 110 013, Ph: 011-41827449, 9810019968	<b>Member , MAEF</b>
6	Shri Surender Pal Singh	B-83, Ashok Nagar, Ghaziabad, Uttar Pradesh-201001	<b>Member , MAEF</b>

## Chapter –6

(A statement of the categories of documents that are held by it or under its control)

S. No.	Category of the Document	Name of the Document	Procedure to obtain the document	Held by
1		Minutes of the General Body/ Governing Body/ Sub-Committee meetings of MAEF	By submission of application on prescribed format	Shri S. Mujeeb Hashmi Section Officer & P.I.O
2		Documents/files pertaining to sanction of grants to NGOs	-do-	-do-
3		Documents relating to	-do-	-do-

		registration/establishment of the Foundation		
4		Documents pertaining to investment of Corpus Fund and other financial matters	-do-	-do-
5		Documents related to sanction/release of Scholarships	-do-	-do-
6		Documents related to sanction/release of Gharib Nawaz Skill Development Training for Minorities.	-do-	-do-
7		Documents related to sanction/release of Swachh Vidyalaya Scheme	-do-	-do-

### Chapter –7

(A statement of boards, councils, committees and other bodies constituted as its part)

- (i) Name and address of the Affiliated Body : Not applicable
- (ii) Type of Affiliated Body : Not applicable
- (iii) Brief introduction of the Affiliated Body : Not applicable
- (iv) Role of the Affiliated Body : Not applicable
- (v) Structure and member composition : List of members of MAEF  
General Body is available in the Chapter No.5 above,
- (vi) Head of the Body : President, MAEF,
- (vii) Address of the main office and its branches : Maulana Azad Education Foundation, Social Justice Service Centre Chelmsford Road, New Delhi – 110 055, Phone: 23583788/23583789, Fax: 23561945 Website: www.maef.nic.in (MAEF has no branch)
- (viii) Frequency of meetings
- (a) General Body : At least twice in a calendar year,
- (b) Governing Body : At least once in two months
- (ix) Can public participate in the meetings : No
- (x) Are minutes of the meetings prepared : Yes

### Chapter –8

(The names, designations and other particulars of the Public Information Officers)

#### Public Information Officers:

S.	Name	Designation	STD	Phone	Phone	Fax	E-	Address
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No.			Code	(Office)	(Home)		mail	
1	Shri S. Mujeeb Hashmi	Section Officer	011	235837 88/2358 3789	-	235619 45	gia- maef @nic .in	Maulana Azad Education Foundation, Maulana Azad Campus, Chelmsford Road, New Delhi – 110 055

**Appellate Authority:**

S. No.	Name	Designation	STD Code	Phone (Office)	Phone (Home)	Fax	E-mail	Address
1	Shri P.K. Thakur	Secretary	011	235611 30	-	235619 45	Secy - maef @nic .in	Maulana Azad Education Foundation, Maulana Azad Campus, Chelmsford Road, New Delhi – 110 055

**Chapter –9**

(Procedure followed in Decision Making Process)

*9.1 What is the procedure followed to take a decision for various matters?*

All important decisions are taken by the Governing Body of the Foundation, which is fully empowered according to Rules and Regulations of the Foundation, to take decision on all matters. The Governing Body takes the decision on the recommendations of the Sub-Committee, if any, constituted for this purpose. In case of emergency, the President, MAEF, take decisions and the same are placed before the Governing Body at its next meeting for ratification.

*9.2 What are the documented procedure / laid down procedures / defined criteria / Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?*

To take decision on any important matter, the agenda notes for the same are prepared and distributed amongst members of the Governing Body of the Foundation. The Governing Body considers the same during its meeting and passes resolutions on the matters, which are recorded in the minutes of the meeting.

*9.3 What are the arrangements to communicate the decision to the public?*

The decision of the Governing Body is communicated by post to the concerned.

9.4 *Who are the officers at various levels whose opinions are sought for the process of decision making?*

The Sub-Committee is competent body for giving opinion on various issues. However, the Secretary of the Foundation may also give his opinion while processing the proposals for decisions.

9.5 *Who is the final authority that vets the decision?*

The Governing Body of the Foundation is the final authority that vets the decision on the functioning of the Foundation.

9.6 *Please provide information separately in the following format for the important matters on which the decision is taken by the public authority*

Subject on which the decision is to be taken	Proposals of NGOs/students seeking grant-in-aid/scholarships under various educational schemes of the Foundation,
Guideline / Direction, if any	Mentioned in the respective booklet/application format
Process of Execution	As above,
Designation of the officers involved in decision making	Secretary, MAEF, and the Governing Body of the Foundation
Contact information of above mentioned officers	Secretary, MAEF, 23583788, 23583789
If not satisfied by the decision where & how to appeal	President, MAEF

## Chapter –10

(Directory of Officers & Employees)

*Please provide information in the following format:*

S. No	Name	Designation	ST D Code	Phone Office	Phone Home	Fax	E-mail	Address
1	Shri P.K. Thakur	Secretary & CEO	011	23561130	-	23561945	-	Maulana Azad Education Foundation, Maulana Azad Campus, Chelmsford Road, New Delhi-110055
2	Shri Shakir	Treasurer	011	-do-	-	-do-	-	-do-

	Hussain Ansari,							
4	Shri S. Zubair Ahmed	Sr. Research Officer	011	-do-	-	-do-	-	-do-
5	Shri S. Jamal Ali	Accounts Officer	011	-do-	-	-do-	-	-do-
6	Shri S.Mujeeb A. Hashmi	Section Officer	011	-do-	-	-do-	-	-do-
7	Shri S.M.Salman Khaleeq	Accountant	011	-do-	-	-do-	-	-do-
8	Shri Shakeel Ahmed	UDC	011	-do-	-	-do-	-	-do-

### Chapter –11

(The Monthly remuneration received by each of its Officers and employees including the System of Compensation as Provided in Regulations)

11.1 Please provide information in following format:

S. No.	Name	Designation	Monthly Remuneration (Pay Scales)	The procedure to determine the remuneration as given in the regulation
1	Shri P.K. Thakur	Secretary	37,400-67,000 (G.P. 10,000)	As per Central Govt. pay scales
2	Shri S.Zubair Ahmed	Sr. Research Officer	15,600-39,100 (G.P. 66,00)	-do-
3	Shri S. Jamal Ali	Accounts Officer	93,00-34,800 (G.P. 48,00)	-do-
4	Shri S. Mujeeb A. Hashmi	Section Officer	93,00-34,800 (G.P. 48,00)	-do-
5	Shri S. M. Salman Khaleeq	Accountant	52,00-34,800 (G.P. 42,00)	-do-
6	Shri Shakeel Ahmed	UDC	52,00-20,200 (G.P. 24,00)	-do-
7	Shri Ramzan Khan	Driver	52,00-20,200 (G.P. 20,00)	-do-
8	Shri Ghufranullah	Peon	44,40-74,40 (G.P. 18,00)	-do-

## Chapter –12

### The Budget allocated to each Agency

(Particulars of all plans, proposed expenditures and reports on disbursement)

- 12.1 Please provide information about the details of the budget for different activities under different schemes for the year 2017-18:

Sl. No.	Schemes	Budgeted outlay proposed (Rs. in Crore)
1	Grants-in-aid to NGOs	30.00
2	Begum Hazrat Mahal National Scholarship	66.00
3	Nai Manzil Scheme	6.00
4	Awareness Program, Seminars, Conferences, Memorial Lecture, Vocational Training Centre, Motivation and Counseling centre's	4.25
5	Evaluation Study	0.50
6	Infrastructure Development (Construction of Proposed New Building of MAEF)	10.00
7	Establishment of Institutes/Schools	10.00
8	Swachh Vidyalaya Scheme	15.00
9	Khwaja Gharib Nawaz Skill Development Training for minorities	61.00
10	Establishment of Model School	10.00
	<b>Total</b>	<b>212.75</b>

## Chapter –13

### The Manner of Execution of Subsidy Programmes

- 13.1 Please provide the information as per the following format:

The Foundation is implementing the following Schemes under which financial assistance is provided to NGOs/girls students:

**(A) Grant-in-Aid to NGOs:**

- (i) Financial assistance for construction/expansion of Schools belonging to educationally backward minorities.
- (ii) Financial assistance for purchase of Science/Computer lab equipments/furniture for institutions belonging to educationally backward minorities.

- (iii) Financial assistance for construction/ Expansion of Vocational Training Centre (VTC)/Industrial Training Institute (ITI)/ Polytechnic belonging to educationally backward minorities.
- (iv) Financial assistance for construction of Hostel building for institutions belonging to educationally backward minorities.
- (v) Financial assistance construction/Expansion of D.Ed/B.Ed. College belonging to educationally backward minorities.
- (vi) Financial assistance for Purchase of equipments/ machinery/tools/ furniture for VTC/ITI/Polytechnic belonging to educationally backward minorities.
- (vii) Financial assistance for construction of Toilet Blocks.

**(B) Begum Hazrat Mahal National Scholarship:**

Scholarship will be awarded to minorities' girl students who are studying in Class 9<sup>th</sup> to 12<sup>th</sup>, and have secured at-least 50% marks or equivalent grade in aggregate in previous class and parent's/guardians annual income from all resources is less than Rs. 2.00 Lakh (Rupees Two Lakh).

**(C) Khwaja Gharib Nawaz Skill Development Training for minorities:**

Khwaja Gharib Nawaz Skill Training for Minorities is a special skill development programme of MAEF by providing meaningful and sustainable livelihood options, in terms of wage employment/ self-employment opportunities to all minority youths. The scheme would be implemented through Program Implementing Agencies (PIAs) to be empanelled with MAEF.

**(D) Swachh Vidyalaya Initiative:**

Under Swachh Vidyalaya Scheme MAEF will provide financial assistance for separate projects for construction of toilet blocks with water facility in the schools / institutions. The project will be implemented through PIAs to be empanelled by MAEF.

(Booklet containing prescribed application formats & guidelines for submission of applications on the above Schemes may be downloaded from website: [www.maef.nic.in](http://www.maef.nic.in) or may be collected from the office of the Foundation)



## **Chapter –14**

### **Particulars of Recipients of Concessions, permits or authorization granted by it**

14.1 *Please provide the information as per the following format:*

No such Scheme is administered by the Foundation

## **Chapter –15**

### **Norms set by it for the discharge of its functions**

15.1 *Please provide the details of the Norms / Standards set by the department for execution of various activities / programmes:*

The Foundation administered the Schemes for educational upliftment of educationally backward minorities as given under Chapter No. 2 &13. Every Scheme has its norms/standards. (Booklet containing prescribed application formats & guidelines for submission of applications on the above Schemes may be downloaded from website: [www.maef.nic.in](http://www.maef.nic.in) or may be collected from the office of the Foundation)

## **Chapter –16**

### **Information available in an Electronic form**

16.1 *Please provide the details of the information related to the various schemes, which are available in the electronic format.*

Details of information related to the various schemes of MAEF is available on the following website of the Foundation

**[www.maef.nic.in](http://www.maef.nic.in)**

The details can be downloaded from the above said website

## **Chapter –17**

### **Particulars of the facilities available to citizens for obtaining information**

17.1 *Means methods or facilities available to the public which are adopted by the department for dissemination for information:*

- a. Through newspapers,
- b. Through website: **www.maef.nic.in**
- c. Free distribution of booklet of Schemes and other information at the office of the Foundation,
- d. Free distribution of booklet of Schemes of the Foundation at various public functions.

## Chapter –18

### Other useful information

#### 18.1 Frequently asked questions and their answers by Public:

- Question No.1: When was the Maulana Azad Education foundation established?  
 Answer No.1: The Foundation was established on 6<sup>th</sup> July 1989 under the Societies Registration Act 1860.
- Question No.2: What is the aim to establish the Foundation?  
 Answer No.2: The Foundation has been established to formulate, implement educational schemes & plans for the benefit of educationally backward minorities in particular and other weaker sections in general.
- Question No.3: What are the schemes being implemented by the Foundation?  
 Answer No.3: The Foundation is implementing following schemes: (i) Grant-in-aid to NGOs and (ii) Scholarship to girl students (iii) Gharib Nawaz Skill Development Training for Minorities (iv) Swachh Vidyalay Initiative
- Question No.4: Who are entitled to get the benefit from the Schemes?  
 Answer No.4: (i) Non-Government Organizations (NGOs), which are registered under Societies Registration Act 1860/Public Trust Act 1950 and in existence since last three years (ii) Scholarship will be awarded to minorities girl students who are studying in Class 9<sup>th</sup> to 12<sup>th</sup>, and have secured at-least 50% marks or equivalent grade in aggregate in previous class and parent's/guardians annual income is less than Rs. 2.00 lakh.
- Question No.5: How to get the application form?  
 Answer No.5: The MAEF has developed online portals for Grant-in-aid and Scholarship. The applications are to be made online through the dedicated portals linked to website: [www.maef.nic.in](http://www.maef.nic.in).
- Question No.6: Is there any fee charged for application forms?  
 Answer No.6: No fee is charged.
- Question No.7: What is the maximum ceiling limit of grant-in-aid for an NGO?  
 Answer No.7: Rs. 50 lakhs (Rupees fifty lakhs only)
- Question No.8: Who should be intended beneficiaries?

- Answer No.8: The students belonging to educationally backward minorities shall be the intended beneficiaries.
- Question No.9: What is the last date to submit the applications?  
 Answer No.9: The last date for submission of applications for Scholarship and Grant-in-aid is 30<sup>th</sup> September.
- Question No.10: What are the office timings?  
 Answer No.10: 9.30 a.m. to 6.00 p.m. on all working days (Monday to Friday).
- Question No.11: Whether the grant-in-aid is given for recurring expenditure of the institutions run by NGOs?  
 Answer No.11: No grant is given for meeting out the recurring expenditure of the institutions. The grant-in-aid is given only for infrastructure development of the institutions run by the NGOs i.e., for construction / expansion of school building, hostel, purchase of lab equipment etc. For details the booklet on educational schemes may be referred.
- Question No.12: Whether grant is given to open new schools?  
 Answer No.12: No. The grant is given by the Foundation only to for a recognized institution where more than 25% of the students belonging to minorities / target group are studying.
- Question No. 13: Whether any grant is given for Madarsas?  
 Answer No. 13: No. The Foundation does not provide grant-in-aid for Madarsas.
- Question No.14: What is the source of income of the Foundation?  
 Answer No.14: The Foundation has received a Corpus Fund of Rs.1362 crores from the Govt. of India which is kept invested in fixed deposit and only the interest income is utilized by the Foundation for implementation of its schemes.
- Question No.15: Whether the Govt. of India provides any recurring grant to the Foundation on yearly basis?  
 Answer No.15: No. The Govt. of India does not provide any recurring grant on yearly basis to the Foundation. It gives grant to the Foundation only for augmentation of its Corpus Fund.
- Question No.16: What is the annual income of the Foundation?  
 Answer No.16: From the investment of present Corpus Fund of Rs.1362 crore, the Foundation is able to earn interest income of Rs.110.00 crore approx. per annum.
- Question No. 17: Whether there is any system of monitoring of the proposals sanctioned for construction of school, college, hostel buildings by the Foundation?  
 Answer No. 17: Yes. The Foundation has a panel of its inspecting authorities who physically verify the projects / proposals before and after sanctioning of the grant.

Question No. 18: What action is taken by the Foundation in case of misuse of grant by the assisted NGOs:

Answer No.18: Before releasing the grant the assisted NGOs are required to submit an agreement bond accepting the terms & conditions mentioned in the sanction letter for grant. The amount of released grant is recovered from the NGOs alongwith interest in case of misuse of grant and such NGOs are blacklisted.

Question No.19: Whether any survey or evaluation of the projects have been conducted by the Foundation?

Answer No. 19: Yes. The Foundation has been conducting evaluation study of its schemes through independent agencies. Three such evaluation studies have been conducted so far.

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**MAULANA AZAD EDUCATION FOUNDATION (Ministry  
of Minority Affairs, Govt. of India) Maulana Azad Campus,  
Chelmsford Road, New Delhi – 110 055**

**Format to seek information**

1. Name of the applicant :
2. Permanent Address :
3. Present Residential Address :
  
- Telephone No. with STD Code :
- E-mail :
4. Brief description of the document relating to which information is required:
  
5. Mode in which information is / are required:
  - (a) Hard copy / photocopy of the documents
  - (b) Soft copy, i.e. C.D / Floppy

In case information is required in soft copy, i.e. CD/Floppy, it can be collected from MAEF's office in person between 3.00 p.m. to 5.00 p.m. on the given date.

Date of application

Name & signature of the applicant

Place:

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**ACKNOWLEDGEMENT**

Received request from Shri \_\_\_\_\_ for supply of information  
\_\_\_\_\_ under the provisions of RTI Act 2005. the information will be supplied  
on \_\_\_\_\_ from Public Information Officer.

Signature of Public Information Officer, MAEF

**FOR OFFICE USE ONLY**

1. Date on which application received: Dy. No.  
Date:
  
2. Date by which information required:
  
3. Date on which information supplied: Dispatch No,  
Date:
  
4. Mode of furnishing the information Hard copy / Soft copy
  
5. Brief description of the Information supplied:
  
  
6. Name & signature of person receiving the information: Signature