



MAEF

GRANT-IN-AID SCHEME



Maulana Azad Education Foundation

(Ministry of Minority Affairs, Government of India)



MAEF Grant -in-Aid Scheme



Maulana Azad Education Foundation

(Ministry of Minority Affairs, Government of India)

Maulana Azad Campus, Chelmsford Road, New Delhi - 110055

Telephone : 011 - 23583788, 23583789 Fax : 011-23561945

Website : www.maef.nic.in



Maulana Azad Education Foundation

(Ministry of Minority Affairs, Government of India)



मुख्तार अब्बास नक़वी
MUKHTAR ABBAS NAQVI



अल्पसंख्यक कार्य राज्य मंत्री (स्वतंत्र प्रभार)
एवं संसदीय कार्य राज्य मंत्री
भारत सरकार

MINISTER OF STATE FOR MINORITY AFFAIRS (I/C)
& PARLIAMENTARY AFFAIRS
GOVERNMENT OF INDIA



Preface

I am delighted to write about the flagship scheme of Grants-in-aid to Societies/Trusts/NGOs being implemented by the Maulana Azad Education Foundation (MAEF) under the aegis of Ministry of Minority Affairs, Govt. of India. This scheme is intended to strengthen infrastructure of educational institution catering to the needs of minorities. Under this scheme, financial assistance is provided to the Societies/Trusts/NGOs for various purposes enabling them to enhance their capabilities of improving educational institutions managed by them. The MAEF is implementing this scheme in all parts of the country, which has shown visible impacts on educational development of minorities. Recently, the ceiling limits of Grants-in-aid for various purposes under this scheme have been revised upward keeping in view the increasing cost of construction over a period of time. The documentation for applying has also been simplified by removing complicated documents and criteria. The process of making this scheme online has been started through the NICS for transparency. A dedicated portal is being developed, which will facilitate the online submission and processing of proposals from the Societies/Trusts/NGOs under this scheme, thereby reducing the paper formalities and expediting the process besides making instant availability of the updated information on each proposal. I understand that this Grants-in-aid scheme will now deliver the much needed effect on educational empowerment of minorities.

The other initiatives of MAEF include Khwaja Gharib Nawaz Skill Development Training Scheme for gainful employment of the educationally backward minorities, the scholarship under Begum Hazrat Mahal National scholarship scheme for Meritorious Girls belonging to minorities. A high level committee has been constituted for making a blue print for the establishment of world class Institutions for imparting education and skill training. Another Committee has been constituted to consider giving the benefits of Grants in aid scheme to Madrasas, which are imparting mainstream education.

Imparting of education to the minorities is a major need for their socio-economic empowerment. I am confident that valuable and innovative suggestions of the stakeholders from time to time would be helpful in accomplishing the mission of educational empowerment of minorities.

(Mukhtar Abbas Naqvi)

Minister of State for Minority Affairs (Independent Charge),
Government of India & President, MAEF

New Delhi, the 31st December, 2016

Ministry of Minority Affairs: 1st Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003

Ph.: 011-24360585, 24360586 Fax: 011-24360587

Ministry of Parliamentary Affairs : Room No. 64, Parliament House, New Delhi-110001 Ph.: 011-23017651, 23034642 Fax: 011-23013495

Residence : 7, Safdarjung Road, New Delhi - 110029 Ph.: 011-23011977, 23011978



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GUIDELINES/ APPLICATION FORM FOR GRANT-IN-AID TO NGOS

INTRODUCTION:

The Foundation was established on the occasion of Maulana Abul Kalam Azad's birth centenary celebrations. His eventful life was packed with outstanding achievements in the diverse fields. He was towering figure on the Indian political and social scene and a scholar rated high in the realms of Urdu Literature. To this, he added a trend-setting innings as a journalist. But his greatest claim to fame was his contribution as a thinker with a world vision and humanist outlook. A dogged freedom fighter and an un-failing upholder of secular and democratic values. Maulana Azad deserves to be introduced afresh to the modern generation of Indians.

The Foundation is a voluntary, non-political, non-profit making social service organization, established to promote education amongst educationally backward sections of the Society. It is fully funded by the Ministry of Minority Affairs, Govt. of India. The Hon'ble Minister of Minority Affairs is Ex-Officio President of the Foundation. It was registered under the Societies Registration Act, 1860 on 6th July 1989.

The details about the programmes undertaken by the Foundation and the prescribed formats of application are given in the following pages.

Objectives of the Scheme:-

To provide basic educational infrastructure and facilities in the area of concentration of educationally backward minorities which do not have adequate provision for elementary, secondary schools and Sr. Sec. Schools / Jr. Colleges / Professional & Vocational Training Institutes.-

Purpose for which grant-in-aid is provided:-

- Financial assistance for construction/expansion of Schools working for the educationally backward minorities,
- Financial assistance for purchase of Science/Computer lab equipments/furniture for the Institutions working for the educationally backward minorities,
- Financial assistance for purchase of equipments / construction / Expansion of Vocational Training Centre/ITI/Polytechnic working for the educationally backward minorities,
- Financial assistance for construction of Hostel building in the institutions working for the educationally backward minorities,



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- Financial assistance construction/Expansion of D.Ed/B.Ed. College working for the educationally backward minorities,
- Financial assistance for construction of Toilet Blocks.

Eligibility criteria For Grant:-

- (i) Society/Trust (NGO) should be registered under the Societies Registration Act/ Indian Trust Act for the last three years,
- (ii) Society/Trust (NGO) should be registered on NGO-DARPAN of NITI Aayog Portal,
- (iii) Society/Trust (NGO) must be having properly constituted Managing Committee with its powers clearly defined in its bye-laws,
- (iv) Society/Trust (NGO) must be having proper audit reports with Balance Sheet, Receipt- Payment & Income-Expenditure statements reflecting educational activities carried out for the last three years,
- (v) Society/Trust (NGO) should be in a position to receive involvement of knowledgeable persons for furtherance of their programmes on voluntary basis,
- (vi) Society/Trust (NGO) should not be run for the profit of any individual or a body of individuals/ family and it should not be controlled by any individual or a body of individuals/ family. The members from one family should not be more than 50% in the Managing Committee. The NGO will have to attach an affidavit on Rs.100/- stamp paper that the members belonging to one family are less than 50%,,
- (vii) The institutions for whose construction/ expansion the assistance is required should be in existence and recognized/ affiliated to the concerned State/Central Board/ Council/ University,
- (viii) Society/Trust should promote communal harmony and social unity,
- (ix) More than 25% of the beneficiary students in the Institution for whose expansion/ strengthen assistance is sought should be belonging to educationally backward minorities/ target group,
- (x) For seeking assistance for construction of hostel building, it is necessary that the Institution for which the hostel is required should be recognized at least up to 12th standard and 10th standard for North Eastern States and Jammu & Kashmir,
- (xi) Society/Trust (NGO) must be having at least 500 sq. yard land (in urban/semi-urban areas) or at least half acre land (in rural areas) in its name or on lease for not less than 30 years for the proposed project or as per criteria laid down by recognizing/ affiliating body of respective State /Central Board/ Council/University,

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- (xii) Society/Trust (NGO) should be ready to invest at least 15% of the total cost of project as NGO's share on the project,
- (xiii) Society/Trust (NGO) will not take loan on the building constructed/being constructed with MAEF assistance/on the land on which the building has been constructed with the assistance of the Foundation. However, if it becomes necessary, then prior permission of the Foundation for the same will be necessary,
- (xiv) Society/Trust (NGO) will have to inform about the funds received under FCRA, if any, or funds likely to be received under FCRA,
- (xv) Institutions running as Study/ Examination Centres of NCPUL, NIOS, MANNU etc. are not entitled for getting grants from MAEF,
- (xvi) Madarsas which are registered, recognized or reputed are eligible for receiving grant in aid for the construction of Toilet Blocks only,

Guidelines for submission of proposal:-

- (i) Society/Trust (NGO) seeking assistance under the Scheme shall apply for the purposes specified on the prescribed proforma given at Annexure –I to VII,
- (ii) Backward areas, particularly areas that are educationally backward should receive appropriate attention/priority,
- (iii) Assistance to an individual unit should not exceed Rs.50.00 lakh. For details and ceiling limit see Annexure –A,\
- (iv) NGO will display board on the building constructed with the support of MAEF clearly stating “Funded by MAEF, under the aegis of Ministry of Minority Affairs, Govt. of India” on the building constructed,
- (v) The Scheme may be revised as and when required and no claim will be entertained from any organization/Institution for consideration as a permanent beneficiary,
- (vi) The applications shall be submitted online to MAEF from May 1st to 30th September every year with complete documents. Applications received after 30th September will be considered only after processing of the applications received within due date. The incomplete proposals will not be accepted, and the same will be returned back pointing out the deficiency. Revised complete application will be treated as fresh application,



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- (vii) The Checklist available at Annexure –I should be filled carefully and the page numbers of each document should be mentioned properly. No column should be left blank. Each page must be signed,
- (viii) Only one proposal will be entertained at a time,
- (ix) Each document/enclosure attached to the application must be certified / attested by Society/Trust (NGO) Official or Notary Public,
- (x) In case of application for Girls/Boys Hostel building, a note justifying the need of Hostel building in the Institution should be submitted separately. However while considering the proposals for construction of Hostel buildings, preference will be given to the Institution, which are already running hostels,
- (xi) Three post card size photographs / Video / CD, from different angles of the existing School/ College/ Institute building must be attached to the proposal,
- (xii) Society/Trust (NGO) must include separate Toilet block for girls/boys, as the case may be, in the site plan of the project proposal,
- (xiii) The assisted Society/Trust (NGO) will also submit the soft copies in the form of Video/CDs of various stages of construction along with photographs,
- (xiv) Society/Trust (NGO) will furnish the details of foreign funding with FCRA registration number, if any, in their application,
- (xv) The applicant Society/Trust (NGO) will furnish UC of any grant received earlier from MAEF/ CWC or any other Government Agency,

Procedure for Sanctioning Financial Assistance under the Scheme:

- On receipt of proposal, it will be scrutinized in the office of the Foundation, and the shortcomings will be communicated to the Organization/ Institution by registered post within one month,
- The complete proposals shall be referred for inspection, which shall be carried out by MAEF empanelled Inspecting Authorities (IAs) or through State Government officials or members of the Foundation or by any other person to whom the Foundation may entrust this job,
- The inspection reports shall be placed before the Sub-Committee/Governing Body of the Foundation for consideration and decision and the decision shall be communicated to the Organization/Institution,
- In special circumstances or in case of any dispute relating to sanction / release of Grant-in-aid from MAEF, the decision of President, MAEF shall be final and binding.



**Ceiling Limits For Sanction of
Grant-in-aid Under Various Categories**

S. No.	Categories	Ceiling Limit
1	If School is recognized up to 5th standard, running in rented building & own building is required	Rs.15,00,000/-
2	If School is recognized up to 5th standard & to be upgraded up to 8th standard	Rs.10,00,000/-
3	If the School is recognized upto 5th Class, running in its own building and expansion is required.	Rs. 10,00,000/-
4	If School is recognized up to 8th standard, running in rented building & own building required	Rs.25,00,000/-
5	If School is recognized up to 8th standard & to be upgraded up to 10th standard	Rs.15,00,000/-
6	If the School is recognized upto 8th Class, running in its own building and expansion is required.	Rs. 10,00,000/-
7	If School is recognized up to 10th standard, running in rented building & own building required	Rs.30,00,000/-
8	If the school is running up to 10th standard and to be upgraded up to 12th standard/Jr. College/Intermediate level	Rs.20,00,000/-
9	If the School is recognized upto 10th Class, running in its own building and expansion is required.	Rs. 15,00,000/-
10	If the school is running up to 12th standard, running in rented building & own building is required	Rs.35,00,000/-
11	If the school is running up to 12th standard and expansion of building is required	Rs.20,00,000/-
12	Purchase of lab equipments (physics/chemistry/biology) in Schools recognized up to 10th standard),	Rs.5,00,000/-
13	Purchase of lab equipments in Schools recognized up to 12th standard (physics/chemistry/biology/computers)	Rs.10,00,000/-
14	Purchase of furniture & fixtures/computers for schools recognized up to 05th/8th standard (both)	Rs.10,00,000/-



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S. No.	Categories	Ceiling Limit
15	For construction of Hostel buildings	
	a) 100 bedded dormitory type hostel building	Rs.50,00,000/-
	b) 50 bedded dormitory type hostel building	Rs.30,00,000/-
	c) 30 bedded dormitory type hostel building	Rs.20,00,000/-
16	(i) For expansion of D.Ed. College building (ii) For expansion of B.Ed. College building	Rs.10,00,000/- Rs.15,00,000/-
17	(i) For construction of Vocational Training Centre (VTC)/ Polytechnic building (ii) For purchase of equipments/tools/machines for VTC/Polytechnic	Rs.25,00,000/- Rs.10,00,000/-
18	(i) For construction of Technical Institute/ITI/ITC/bldg. (ii) For purchase of equipments/tools/machines for Technical Institute/ITI/ITC	Rs.25,00,000/- Rs.15,00,000/-
19	Toilet Blocks: (i) Girls Toilet – one block consisting of 3 WCs (ii) Boys Toilet – one block consisting of 1 WC + 3 urinals (The toilet blocks should have water facility)	Rs.3,00,000/-

**Check list of documents required to be
Attached with the application****(To be filled by the Applicant)**

S. No.	Documents	Page No.
1	Duly filled in application form, i.e. Annexure –I to VII	
2	Certified copy of registration certificate of the Society/Trust (NGO)	
3	Certified copy of Memorandum of Association & Rules-Regulations or Trust Deed	
4	Certified copy of Unique ID/registration Number received from NITI Aayog	
5	Certified copy of the present list of members of the Society/Trust (NGO) as per Annexure –III. The members from one family should not be more than 50% in the Managing Committee. The Society/Trust (NGO) will have to attach an affidavit on Rs.100/- stamp paper that the members belonging to one family are less than 50%.	
6	Annual Report/Brief History of the activities of the Society/Trust (NGO) for last three years	
7	Certified copy of Audit Report with Balance Sheet, Receipt-Payment & Income-Expenditure statements of the Society/Trust (NGO) for the last three years	
8	Certified copy of permission/recognition/affiliation certificate/letters of the School/College/Institute	
9	Certified copy of land/building papers, i.e. registered Sale Deed/Gift- Deed/Exchange-Deed or Allotment Order or Lease-Deed (for not less than 30 years) in the name of Organization/Institution or Notarized copy of revenue record certifying the title of land in the name of Organization/Institution	
10	Title Certificate with brief history of land proposed for construction or obtained from an Advocate	
11	Certified copy of the Certificate for change in use of land, i.e. from Agricultural to Non-Agricultural from competent authority, if the land is agricultural & if the proposal is for civil construction	
12	Certified copy of approved site-plan for the proposed construction, (if the proposal is for civil construction)	



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S. No.	Documents	Page No.
13	Detailed Estimate item wise for the proposed construction prepared by Chartered Architect/Licensed Engineer, (if the proposal is for civil construction)	
14	Quotations from at least three standard firms for the equipments/ computers/furniture to be purchased with comparative statement (if the proposal is for purchase of equipments)	
15	Details of Trades being run & proposed trades with syllabus (if the proposal is for ITI/Polytechnic/VTC)	
16	Three post card size photographs / Video / CD, from different angles of the existing School/ College/ Institute building	
17	An Affidavit on Rs.100/- Non-judicial stamp paper that the Institution for which Grant-in-Aid is sought is being run and managed by the applicant Society/Trust(NGO) and the NGO has not received grants from any Government or private organization/individual for the said project/purpose for which grant-in-aid is being sought.	
18	Details of funds received under FCRA along with its Utilization Certificates submitted or an Affidavit on Rs.100/- non-judicial Stamp paper that the Society/Trust (NGO) has not received any foreign contribution under FCRA. The Society/Trust (NGO) which do not have FCRA registration or have not received any foreign contribution, will have to inform the MAEF allotment of FCRA number for getting any sort of contribution under FCRA immediately.	
19	Three Certificates issued by Advocate, Chartered Accountant and Chartered Architect as per the specimen attached as 'A', 'B' & 'C'	

Note:

- 1) Please send duly filled in prescribed proforma along with all essential documents. If the application is found incomplete & without major documents, i.e. registration certificate, Unique ID / Registration Number received from NITI Aayog, Institution's recognition/affiliation/permission letter/ certificates, land papers, approved site-plan then the proposal will be returned to the NGO with an advice to re-submit the same with complete documents,
- 2) The documents in regional language will have to be submitted along with notarized Hindi/English version,
- 3) If the proposal is for purchase of lab equipments/computers/furniture/tools & machinery for School/College/VTC/ITI then documents mentioned at S. No.11, 12, 13 in the Checklist and Architect Certificate 'C' regarding proposed building will not be required. Similarly, if the proposal is for civil construction, then documents at Sl. No.14 shall not be required.

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Annexure -II

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Maulana Azad Campus, Opp. New Delhi Rail Reservation Centre,
Chelmsford Road, New Delhi – 110 055

Receipt Of Application Forms: 1st May To 30th September

APPLICATION FOR FINANCIAL ASSISTANCE FOR :

(please tick (✓) the purpose in the appropriate box)

- Construction/Expansion of School building
- Expansion of D.Ed/B.Ed. College building
- Construction of Girls Hostel building
- Construction of Boys Hostel building
- Purchase of Science/Computer lab equipments/furniture
- Construction/Expansion of Vocational Training Centre/ITI/Polytechnic building
- Purchase of equipments/machinery/tools/furniture for VTC/ITI/Polytechnic
- Construction of Toilets

- 1) Name & full address of the Society/Trust (NGO)
with pin-code/phone/fax number/E-mail
- 2) Name & address of the Institution for which
assistance is required with pin-code/phone/fax
number/E-mail



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- 3) Name of contact person (with name, designation, address and phone number)
- 4) Status of application (Society/Trust)
- 5) Nearest Railway Station with distance in K.M.
- 6) Society /Trust/NGO's registration number date & place of registration (attach certified copies of registration certificate, Memorandum of Association & Rules Regulations/Trust & list of members, as per Annexure –III)
- 7) NGO's registration number with NITI Aayog
- 8) Whether the Society/Trust (NGO) is registered under FCRA, if yes, FCRA number & details of Funds received under FCRA and its utilization Certificates. Give details project-wise & year-wise (use Separate sheet)
- 9) Brief background/educational activities & other activities of the NGO (use separate sheet)
- 10) (a) Financial assistance required
(both in words & figures)
(b) Purpose of financial assistance

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- 11) How much amount NGO would be investing
From its own resources on the proposed project
- 12) Financial assistance if any received from Govt./
Local Body, other organization (indicate the amount
received with purpose on each account during
last three years)
- 13) Financial assistance, if any received from Maulana
Azad Education Foundation/Central Wakf Council/
Any Govt. agency /local body earlier, if yes,
enclose copy of Utilization Certificate
- 14) Funds in the Bank A/c of NGO (attach certified
copies of Audit Reports with consolidated Balance
Sheets, Receipt/Payment & Income/Expenditure
statements of the Society/Trust (NGO)
- 15) Who are the intended beneficiaries
- 16) Number of minority institutions in the area
- 17) Whether the Institution is running in its own or
rented building (attach three post card size photo
of existing building)
- 18) Level of Institution (by recognition & without



(recognition), attach certified copy of permission/
Recognition / Affiliation certificate, copy of Board
result-sheets or details of results as per Annexure –V
Details of students as Annexure –VI and
Details of teachers as per Annexure –VII

- 19) Class-wise/Trade-wise fees charged by the
Institution (attach details as per Annexure IV)
- 20) Details of accommodation available
- 21) Area of land/Total building available (mention in
sq. yards/acres (attach papers as per checklist)
- 22) Whether the Institution and the land proposed for
Construction is in Urban/Semi-Urban or Rural Area
- 23) Proper justification & need for construction of
Hostel for Boys/Girls building (use separate sheet)
- 24) Details of existing trades :
(if proposal is for VTC/ITI/Polytechnic)
- 25) Details of new trades
(if proposal is for VTC/ITI/Polytechnic)

I hereby declare that the information given in this application are true & correct to the best of my knowledge & belief.

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Signature with full name &
Seal of the authorized person
of the Society/Trust/NGO

Dated:

Place:

General Instructions:

- Please fill in all columns,
- Please attach documents as per checklist, given as Annexure –I, carefully with proper numbering on each page,
- If the required documents are in regional language, then certified English/Hindi version of the same shall also be attached,
- Each page of the application/document attached, must be signed/stamped by the President/ Secretary/Manager of the Society/Trust (NGO)



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Annexure -III

LIST OF MEMBERS

S. No.	Name of Member	S/o / D/o	Full Address with Telephone Number	Designation

Seal & Signature of the Principal
of Institution

Seal & Signature of the President/
Secretary/Manager of the Society/Trust/NGO

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Annexure -IV

FEE STRUCTURE **(Class wise / Trade wise)**

S. No.	Class / Trade	Fees Charged Monthly	Fees Charged Yearly	If any concession are given

Seal & Signature of the Principal
of Institution

Seal & Signature of the President/
Secretary/Manager of the Society/Trust/NGO



Details of Board Exams Results

[illegible]

Seal & Signature of the President/
Secretary/Manager of the Society/Trust/NGO

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Annexure -VI

MAULANA AZAD EDUCATION FOUNDATION

(Ministry of Minority Affairs, Govt. of India),
Maulana Azad Campus, Chelmsford Road, New Delhi: 110055

Name & address of the Society/Trust:

Name & address of the Institution/School:

DETAILS OF STUDENTS ENROLLED FOR THE ACADEMIC YEAR 20____-20____																		
S. No.	Class	Students Belonging to Minorities													Students belonging to other communities			GRAND TOTAL
		Muslim		Christian		Buddhist		Sikh		Parsi		Jain		Total	Boys	Girls	Total	
		Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls					
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
Total																		

Seal & Signature of the Principal
of Institution

Seal & Signature of the President/
Secretary/Manager of the Society/Trust/NGO



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Annexure -VII

Details of Teachers

S. No.	Name of the Teachers	Qualification	Work experience	Trained / Untrained

Seal & Signature of the Principal
of Institution

Seal & Signature of the President/
Secretary/Manager of the Society/Trust/NGO



“A”

(Certificate to be furnished by Advocate)
Land Title Clearance Certificate

Certified that I have investigated the ownership of land bearing S.No./Khasra No./ Patta No. _____ of Village/Ward _____ of Tehsil _____, Distt. _____ having an area of _____ sq. ft. equal to _____ sq. meter/yards is owned by _____ and is in possession of _____. The name of said owner is recorded in the village/city revenue records and the title is free, marketable & free from any encumbrance.

2. It is also certified that the site plan of the proposed School / College / ITI / VTC / Polytechnic / Hostel is sanctioned by the _____ on _____, which is the competent authority under the law to sanction the said building plan.
3. It is further certified that the Non-agricultural use of the land is permitted by _____ on _____ bearing No. _____, who is competent to grant such permission,
4. I further certify that the applicant Society/Trust/NGO is registered with the Registrar of Societies / Charity Commissioner on _____ bearing No. _____ with its constitution and as on today the Managing Committee is consisting of:
 - (i)
 - (ii)
 - (iii)
 - (iv)



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(v)

(vi)

(vii)

5. The change report showing the above names is approved by the Registrar of Societies / Charity Commissioner vide No. _____ dated _____ or change report bearing No. _____ filed on _____ is pending with the Registrar.
6. I am enclosing detailed search report of the title of land owned by the applicant Society / Trust _____ dated _____ with this Title Certificate.

Signatures with Seal & complete address of the advocate

Mobile No. _____

E-mail: _____

Registration No. with Bar Council of: _____

Place: _____

Date: _____



“B”

(Certificate to furnished by Chartered Accountant)

Certified that I have audited the books of accounts of _____
Society / Trust /NGO for the last three years, i.e. from _____ to
_____ and found that the books of accounts are properly and regularly
maintained by the Society / Trust/NGO.

2. I further certify that the said Society / Trust /NGO run (i)
_____ (ii) _____ (iii)
_____ Schools / Colleges from _____ (year)
and the said Schools / Colleges is / are permitted / recognized / affiliated by the
Government on _____ bearing permission No. _____.

3. I also certify that the School / College / ITI / VTC / Polytechnic
_____ (for whose expansion/strengthen
grant-in-aid has been sought from the MAEF) receive grant-in-aid from the
Government since _____ or it is an unaided school / college.

4. I further certify that for construction of _____
building, the _____ Society/Trust (NGO) will be able to provide
_____ (Rupees _____
only) as its share of cost of construction.

Signature with Seal & complete address of the Chartered Accountant

Mobile No. _____

E-mail: _____

Registration No. _____

Place: _____

Date: _____



**(Certificate to be furnished by Architect or Engineer)
(If the proposal is for civil construction)**

Certified that I have prepared the building plan of _____ building for _____ Society/Trust/NGO, to be constructed on the land bearing S.No./Khasra No./ Patta No. _____ of Village/Ward _____ of Tehsil _____, Distt. _____. The proposed building plan is approved by _____ on _____ vide order/certificate No. _____. I certify that the said officer is competent to sanction / approve the building plan under the Law. The area of the proposed building is _____ sq.ft, equivalent to _____ sq. meter/ yards and is of ground plus _____ floors.

2. The estimated cost of the construction of the proposed building including my fee, RCC designers fee is Rs. _____ (Rupees _____ only), which comes to Rs. _____ per sq. ft.

3. I also certify that Non-agricultural use permission has been granted for the proposed building _____ by _____ on _____ bearing No. _____.

Signature with Seal & complete address of the Chartered Architect

Mobile No. _____

E-mail: _____

Registration No.: _____

Place: _____

Date: _____



Other Schemes of MAEF for welfare of minorities:

1. Begum Hazrat Mahal National Scholarship for meritorious girls belonging to minorities
2. Nai Manzil: Bridge Course for Madarsa Students
3. Khwaja Gharib Nawaz Skill Development Training for Minorities

Schemes of Ministry of Minority Affairs for welfare of minorities:

Educational Empowerment

- Pre-Matric Scholarship scheme
- Post- Matric Scholarship scheme
- Merit-cum-Means Scholarship scheme
- Maulana Azad National Fellowship (MANF)
- Padho Pardesh
- Free Coaching & Allied scheme
- Nai Udaan

Economic Empowerment

- Seekho aur Kamao
- USTAAD
- Nai Manzil: An integrated education & livelihood initiative for minority communities
- Maulana Azad National Academy of Skills (MANAS)
- Concessional Credit through NMDFC

Infrastructure Development

- Multi-sectoral Development Program (MsDP)

Special Needs

- Nai Roshni – The Leadership Development of Minority Women
- Hamari Dharohar



Maulana Azad Education Foundation

(Ministry of Minority Affairs, Government of India)

- Jiyo Parsi – Scheme for Containing Population Decline of Parsis in India

Waqf Management

- Scheme for strengthening State Waqf Boards
- Computerization of the records of State Waqf Boards scheme
- Research/Studies, Monitoring & Evaluation of Development Scheme including Publicity

Important Websites:

- www.minorityaffairs.gov.in
- www.maef.nic.in
- www.centralwakfcouncil.org
- www.nmdfc.org
- www.ncm.nic.in
- www.gharibnawaz.in
- www.nclm.nic.in

Samadhaan Helpline (Ministry of Minority Affairs)

1800- 11- 2001 (9.00 A.M to 5.30 P.M, Monday to Friday)



Maulana Azad Campus

Chelmsford Road, New Delhi - 110055

Telephone : 011-23583788, 23583789

Fax : 011-23561945

Website : www.maef.nic.in

Updated & Published on April, 2017