

**M.A.E.F.**

**CODE OF PROCEDURE**

---

*Maulana Abul Kalam Azad Award  
For Excellence in Education  
For Promoting Education Amongst Educationally  
Backward Minorities*

---

**MAULANA AZAD EDUCATION FOUNDATION**

---

**M.A.E.F.**

**CODE OF PROCEDURE**

---

*Maulana Abul Kalam Azad Award  
For Excellence in Education  
For Promoting Education Amongst Educationally  
Backward Minorities*

---

**MAULANA AZAD EDUCATION FOUNDATION**

**(Ministry of Minority Affairs, Govt. of India)**

Chelmsford Road, New Delhi – 110 055

Telephone : 23583788, 23583789, Fax : 23561945

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

---

**Description of the Award**

1. The Award shall be given to an Institution having done commendable work to promote education amongst educationally backward Minorities.
2. There shall be Four Awards every year. Each Award shall carry an amount of Rs. 5.00 Lakh which will be given to an outstanding institution in each region of the country rendering yeomen services in the field of general education and technical education, particularly for girls of educationally backward Minorities. Amount of the Award will be reviewed after every three years.
3. **Joint Award:** The Award may be divided between two institutions which are considered by the Jury to be equally deserving of recognition in a given year.

**Eligibility for Award**

1. The Award is open to all Indian Institutions.
2. To be eligible for the Award, it would ordinarily be necessary that an Institution is recommended in writing by someone competent therefor in accordance with Chapter-IV of this Code.
3. Personal applications for the Award shall not be considered.
4. The Universities are not eligible for the Award.
5. The recommending person cannot recommend his or her own Institutions.

---

## Chapter-III

### Period of Award

1. The Award shall be made annually starting from the year 2003 and every year thereafter.
2. If, however, it is considered that none of the proposals that have been made merits recognition, the Jury will be free to withhold the Award for that year.
3. Only recent work achieved within five years immediately preceding the nomination shall be considered for the Award. However, older work may be considered if its significance has become apparent only recently.

---

## Chapter-IV

### Competence to Submit Proposals

1. Competence to submit proposal for the Award shall be enjoyed by:
  - (a) Members of Parliament of India;
  - (b) Former members of the Jury;
  - (c) Members of Maulana Azad Education Foundation;
  - (d) Vice-Chancellors and former Vice-Chancellors of Indian Universities;
  - (e) Secretary, Department of Education, Ministry of Human Resource Development;
  - (f) Director, National Council for Educational Research & Training;
  - (g) Director, National Institute of Education Planning & Administration;
  - (h) Chairperson, University Grants Commission;
  - (i) Director, National Council for Teachers Education;
  - (j) Directors of State Council for Educational Research & Training;
  - (k) Prominent social activists, distinguished academicians and prominent organisations;
  - (l) Ex. Members of MAEF;
  - (m) The Governing Body may constitute a 'Search Committee' for recommending such NGOs for the same.
  - (n) Ministry/Department of the State Government/UTs dealing with the minority affairs or educational matters.

- 
- (o) 'Screening Committee' constituted by the MAEF to shortlist such NGOs from data bank prepared by the Foundation countrywide;
  - (p) Members of the Central Wakf Council;
  - (q) In addition to above Prominent Educational Institution/ NGOs may apply directly to the MAEF for this purpose;
  - (r) Any other person whom the Jury may wish to invite to submit a proposal for the Award.
2. Every year the secretariat shall issue letters in the first week of January inviting nominations from competent persons in accordance with the provisions of Section 1.
  3. **Date for submission of proposal:** The Jury shall consider such proposals as have been received in the office of the Maulana Azad Education Foundation, New Delhi, up to and including 30th July of the year for which the Award is to be given, unless the Chairperson is of the opinion that such time should be extended either in general or with reference to a particular proposal.
  4. Ordinarily, only proposals emanating from competent persons shall be considered. However, a proposal shall not be invalid for consideration by the Jury merely on the ground of not having emanated from competent persons mentioned in Section 1 of Chapter-IV. In all such cases, the decision of the Jury shall be final.
  5. Proposals should be made in the prescribed proforma as per Appendix I with necessary documents.

### Evaluation or Proposals

1. No work shall merit an Award unless it is in the opinion of the Jury outstanding in promoting the cause of education amongst educationally backward minorities.
2. The Award may be made to an Institution which has done commendable work to promote education amongst educationally backward minorities.
3. The Award may be made to an Institution which has worked selflessly for the improvement of standards of schools/colleges particularly for girls.
4. The Award may be made to an Institution which has established a chain of schools/colleges in the country to improve the status of educationally backward minorities in particular and other weaker sections in general.
5. The Award may be made to an Institution which has consistently been arranging training in relevant skills and entrepreneurship to artisans' children and has helped them in setting up self-employment ventures.
6. The Award may be made to an Institution which has done recognized commendable work to update and enrich the knowledge of a particular subject by evolving new teaching skills.

---

## Chapter-VI

### Selection

1. The requisite scrutiny and final selection for the Award shall be made by a Jury to be appointed by the Government of India for this purpose.
2. The Jury shall consist of Seven members.
3. The President, Maulana Azad Education Foundation and Secretary, Ministry of Minority Affairs, Govt. of India and Joint Secretary (Incharge of MAEF), Govt. of India shall be permanent ex-officio members of the Jury. The other four members shall be nominated by the President of the Foundation in the following manner:
  - (i) Vice-Chancellor of an Indian University.
  - (ii) Three eminent Educationists.
4. Members of the Jury shall be appointed for a period of three years. After the expiry of three years the nominated members shall retire. The retiring persons shall however be eligible for reappointment.
5. If a nominated member of the Jury retires or dies before the expiry of the term of his office, another shall be appointed in his place for the unexpired part of that term.
6. The President of the Foundation shall be the Chairperson of the

Jury. If for some reason it is not possible for the Chairperson to be present then the Secretary, Ministry of Minority Affairs, Govt. of India shall act as the Chairperson.

7. The Jury shall not be competent to take a decision unless at least four of its members are present.
8. Voting shall be by open ballot. The decisions of the Jury shall be by a majority of vote. In the event of the votes on both sides being equal, the Chairperson presiding over the meeting shall have a casting vote.
9. The discussions, deliberations, opinions and proceedings of the Jury in connection with the Award shall not be made public or otherwise revealed.
10. The Jury shall announce its decision as far as possible by 30th August, every year.
11. Decisions of the Jury shall not be subject to confirmation by any other authority and no appeal or protest can be made against them.

---

## Chapter-VII

### Presentation of Award

1. Presentation of Award shall be made at New Delhi at a special ceremony on 11th November every year.
2. In addition to the amount of the Award, a Citation will be presented to each awardee.
3. Payment of Award: Maulana Azad Education Foundation will make payment of the Awards at the Award ceremony by mode of a Bank Draft.
4. Non-acceptance of Award: If an awardee declines the Award, the Award money will immediately revert to the Maulana Azad Education Foundation. But if an awardee accepts the Award and yet fails to draw the amount within the period of 36 months then the amount shall revert to the Maulana Azad Education Foundation.

---

## Chapter-VIII

### General

1. It will be competent for any member of the Jury to propose an amendment in the Code. The members of the Jury for the time being shall decide whether such a change should be made or not but a change so proposed will not be incorporated in the Code until the consent of the Government of India or the concerned Ministry is obtained.
2. The Government of India shall have the right to make changes in the Code after prior consultation with the Jury.
3. The necessary finance for the Award and for all expenses incidental thereto shall be provided by the Maulana Azad Education Foundation.
4. The Secretarial assistance for the Award shall be provided by the Maulana Azad Education Foundation.

---

**Appendix-I**

**FORMAT FOR RECOMMENDING INSTITUTION FOR  
MAULANA ABUL KALAM AZAD LITERACY AWARD**

Name, Designation & Address of :  
The recommending person

Name and address of the Institution :

Aided/Unaided :

Name of the Parent Organisation/ :  
Registered Body (attach certified  
Copy of the certificate

Date of Establishment :

Year-wise achievements of last three :  
Years (attach separate sheet)

Recognized/affiliated upto :  
(attach certified copies of certificates)

List of Managing Committee :  
Members with their qualification,  
Occupation & address

Results of the last three years :  
(attach details as per Annexure-A)

---

Details of Co-curricular activities :  
During last two years

Details of teachers serving the :  
Institution with their names,  
Qualification & experiences  
(attach details as per Annexure-B)

Details of Awards/Honours received, :  
If any (attach citation)

JUSTIFICATION FOR THE AWARD :



---

**Annexure – A**

**Details of Board Exams' Results**

Class	Total number of students appeared	1st Div.	2nd Div.	3rd Div.	Pass	Fail
-------	-----------------------------------	----------	----------	----------	------	------

---

**Annexure – B**

**Details of Teachers**

S. No.	Name of Teacher	Qualification	Experience	Trained/ Untrained
--------	-----------------	---------------	------------	-----------------------