

# **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:*

Shri S. Mujeeb Hashmi, Section Officer and Public Information Officer, Maulana Azad Education Foundation, Maulana Azad Campus, Chelmsford Road, New Delhi - 110 055. Phone: 011- 45607264 / 42131783

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

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 through DD favouring 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.221.64 crore (approx.) to 1673 NGOs for various educational purposes till 31.03.2023. The Scheme of "Begum Hazrat Mahal National Scholarship" for meritorious girl's

students belonging to the Minority Communities was earlier known as “Maulana Azad National Scholarship”. This scholarship scheme was launched in 2003-04. The objective of this scheme is to assist meritorious girl students belonging to notified minorities who cannot continue their education without financial support. The MAEF has sanctioned Scholarships amounting to Rs.884.87 crore (approx.) to 12,88,954 girls till 31.03.2022.

2.4 *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 NGO**

The Foundation is implementing Grant in Aid to NGOs Scheme for infrastructure development of institutions run by NGO's. Under this Scheme, financial assistance is provided to the NGOs for the following purposes:

- i. Construction /expansion of schools belonging to educationally backward minorities,
- ii. Purchase of Science/Computer lab equipments / furniture for institutions belonging to educationally backward minorities,
- iii. Construction/Expansion of Vocational Training Centre/ITI/ Polytechnic belonging to educationally backward minorities,
- iv. Purchase of equipment/tools/machinery for VTC/ITI/Polytechnic,
- v. Construction of hostel building in the institutions belonging to educationally backward minorities,
- vi. Construction/expansion of D.Ed./B.Ed. college belonging to educationally backward minorities,
- vii. Financial assistance for construction of toilet blocks,
- viii. Establishment of Digital/Virtual/SMART classrooms (For purchase of Podium, Speakers, Laptops, Projectors, etc.)
- ix. Establishment of Digital Library.

**(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/guardian annual income from all resources is less than Rs. 2.00 Lakh (Rupees Two Lakh).

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

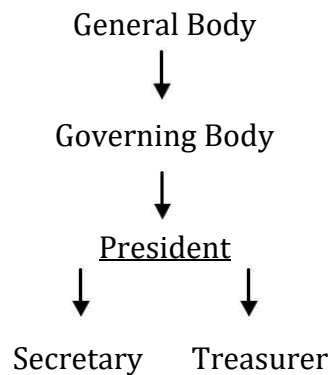
The Gharib Nawaz Employment Scheme is the Scheme which provides quality skills training as per the demand of the market and provides unique opportunity to the drop out students for the placement of the minority Communities. The Scheme was implemented in the FY 2017-18.

The aim of GNES is to meet skill development/ skill up-gradation needs of minority communities by providing meaningful and sustainable livelihood options, in terms of wage employment/ self-employment opportunities to all minority youths.

(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 MAEF).

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

Organizational structure Diagram of the Foundation



- 2.8 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:

MAEF has its office in New Delhi at following address and it has no branch office anywhere in the country:

Maulana Azad Education Foundation,  
Maulana Azad Campus, Chelmsford Road,  
New Delhi – 110 055.

Phone: 011-45607264/011-42131783

Website: [www.maef.nic.in](http://www.maef.nic.in), Email: [secy-maef@nic.in](mailto:secy-maef@nic.in)

- 2.12           Opening hours of the Office:           09.30AM (Monday to Friday)  
                  Closing hours of the Office:           06.00PM (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 - [www.maef.nic.in](http://www.maef.nic.in) and also with the Office of MAEF.

### **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. 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	Smt. Smriti Zubin Irani, Minister of Minority Affairs, GoI	M/o Minority Affairs, 11th Floor, Pt. Deendayal Antyodaya Bhawan, C.G.O. Complex, Lodhi Road, New Delhi- 110003, Ph: 011- 24360585, 24360586	President, MAEF
2	Shri C P S Bakshi, JS- MOMA	M/o, Minority Affairs, 11th Floor, Pt. Deendayal Antyodaya Bhawan, C.G.O. Complex, Lodhi Road, New Delhi- 110003	Member, MAEF
3	Shri Ravi Chandra, US MOMA*	M/o, Minority Affairs, 11th Floor, Pt. Deendayal Antyodaya Bhawan, C.G.O. Complex, Lodhi Road, New Delhi- 110003	Treasurer, MAEF
4	Prof. Mohammad Gulrez, (Vice-Chancellor, AMU)	Aligarh Muslim University, Aligarh – 202002 (UP) Ph.: +91-571 2100994/ 2702167	Member, MAEF
5	Prof. Najma Akhtar, (Vice- Chancellor, Jamia Millia Islamia)	Office of the Vice Chancellor, Jamia Millia Islamia, New Delhi-110025	Member, MAEF
6	Secretary, Central Waqf Council	P-13/14, Sector-6, Pushp Vihar, Opposite Family Court, Saket, New Delhi- 110017, Tel No.: 011-29562146/7	Member, MAEF
7	Mrs. S. Munawari Begum, Chairperson, Education & Women Welfare Committee of the Central Wakf Council	1/320, Pudiya Panjaliyur, Peddethalapalli, Post, Krishnagiri- 635002, Tamil Nadu 23073205	Member, MAEF
8	Shri Zahid Hussain	H.No. 259/6 Hindalwali House, Chota Chowk, dargah sharif Ajmer (Rajasthan)-305001	Member, MAEF
9	Shri Ali Raza	H.No. T-453, Street No. 18, Gautampuri, New Seelampur, Delhi- 110053	Member, MAEF
10	Shri Nawabzada Salim Khan	Firdos Mansion, Ramta Ram Road, Ghaziabad- 201001 (U.P)	Member, MAEF
11	Dr. Zafreen Mehjabin	House#65 Near Border Police Headquarters, Simantapur, Guwahati- 781032 (Assam)	Member, MAEF
12	Dr. Ali Mohd Mir	Kulbugh, District Budgam-191111, Kashmir (J&K)	Member, MAEF
13	Vacant		Member, MAEF
14	Vacant		Member, MAEF
15	Vacant		Member, MAEF

### 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	Smt. Smriti Zubin Irani, Minister of Minority Affairs, GoI	M/o Minority Affairs, 11th Floor, Pt. Deendayal Antyodaya Bhawan, C.G.O. Complex, Lodhi Road, New Delhi- 110003, Ph: 011- 24360585, 24360586	President, MAEF
2	Shri Ravi Chandra, US MOMA*	M/o, Minority Affairs, 11th Floor, Pt. Deendayal Antyodaya Bhawan, C.G.O. Complex, Lodhi Road, New Delhi- 110003	Treasurer, MAEF
3	Prof. Mohammad Gulrez, (Vice- Chancellor, AMU)	Aligarh Muslim University, Aligarh – 202002 (UP) Ph.: +91-571 2100994/ 2702167	Member, MAEF
4	Dr. Zafreen Mehjabin	House#65 Near Border Police Headquarters,	Member, MAEF

		Simantapur, Guwahati- 781032 (Assam)	
5	Vacant		Vice President, MAEF
6	Vacant		Member, MAEF

\* Shri Ravi Chandra, US MOMA\* has been appointed as Treasurer, MAEF by the Ministry of Minority Affairs as an Interim Arrangements. He is not a member of MAEF.

### Chapter -6

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

S. No.	Category of 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 Establishment/ Registration of MAEF	-do-	-do-
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-

### Chapter -7

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

1	Name and address of the Affiliated Body	Not applicable
2	Type of Affiliated Body	Not applicable
3	Brief introduction of the Affiliated Body	Not applicable
4	Role of the Affiliated Body	Not applicable
5	Structure and member composition	List of members of MAEF General Body is available in the Chapter No.5 above
6	Head of the Body	President, MAEF
7	Address of the main office and its branches	Maulana Azad Education Foundation, Chelmsford Road, New Delhi - 110 055, Phone: 011-45607264/ 011-42131783, Website: <a href="http://www.maef.nic.in">www.maef.nic.in</a> (MAEF has no branch)
8	Frequency of meetings <ul style="list-style-type: none"> <li>• General Body</li> <li>• Governing Body</li> </ul>	At least twice in a calendar year At least once in two months
9	Can public participate in the meetings	No
10	Are minutes of the meetings prepared?	Yes

## Chapter –8

(The names, designations and other particulars of the Appellate Authority & Public Information Officer)

Details	Name	Designation	Phone No.	Email Id	Address
Appellate Authority	Shri Pawan Kumar	Secretary & CEO	011-45607264 / 42131783	secy-maef@nic.in	Maulana Azad Education Foundation, Maulana Azad Campus, Chelmsford Road, New Delhi-110055
Public Information Officers	Shri S. Mujeeb Hashmi	Section Officer		gia-maef@nic.in	

## 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 MAEF
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 MAEF
Contact information of above mentioned officers	Secretary, MAEF, Ph: No.011-45607264/ 011-42131783
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	STD Code	Phone No. (O)	Phone No. (H)	Fax	Email Id	Address	
1	Sh. Pawan Kumar	Secretary & CEO	011	45607264	-	-	secy-maef@nic.in	Maulana Azad Education Foundation, Maulana Azad Campus, Chelmsford Road, New Delhi-110055	
2	Sh. Ravi Chandra	Treasurer			-	-			
3	Sh. S. Mujeeb Hashmi	Section Officer			-	-	gia-maef@nic.in		
4	Sh. S. M. Salman Khaleeq	Accountant			42131783	-	-		financemaef@gmail.com
5	Sh. Shakeel Ahmed	UDC			-	-	admin-maef@gov.in		

### 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 Pawan Kumar	Secretary	37,400-67,000 (G.P. 10,000)	As per Central Govt. pay scales
2	Shri S. Mujeeb Hashmi	Section Officer	93,00-34,800 (G.P. 48,00)	-do-
3	Shri S. M. Salman Khaleeq	Accountant	52,00-34,800 (G.P. 42,00)	-do-
4	Shri Shakeel Ahmed	UDC	52,00-20,200 (G.P. 24,00)	-do-
5	Shri Ramzan Khan	Driver	52,00-20,200 (G.P. 20,00)	-do-
6	Shri Ghufuranullah	Peon	44,40-74,40 (G.P. 18,00)	-do-

**Chapter -12**  
**The Annual Plan Expenditure /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 2023-24:

S. No.	Schemes	Budgeted outlay proposed (Amount in Crore)
1	Grants-in-aid to NGOs	25.00
2	Begum Hazrat Mahal National Scholarship*	-
3	Awareness Program, Seminars, Conferences, Memorial Lecture, Vocational Training Centre, Motivation and Counselling centre's	5.20
4	Evaluation Study	0.50
5	Infrastructure Development (Construction of Proposed New Building of MAEF)	-
6	Establishment of Institutes/Schools	37.92
7	Gharib Nawaz Employment Scheme for minorities	87.30
8	Establishment of Model School	-
	<b>Total</b>	<b>155.92</b>

\*The Begum Hazrat Mahal National Scholarship scheme has been subsumed by Ministry of Minority Affairs.

**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:**

The Foundation is implementing Grant in Aid to NGOs Scheme for infrastructure development of institutions run by NGO's. Under this Scheme, financial assistance is provided to the NGOs for the following purposes:

- i. Construction /expansion of schools belonging to educationally backward minorities,
- ii. Purchase of Science/Computer lab equipments / furniture for institutions belonging to educationally backward minorities,
- iii. Construction/Expansion of Vocational Training Centre/ITI/ Polytechnic belonging to educationally backward minorities,
- iv. Purchase of equipment/tools/machinery for VTC/ITI/Polytechnic,

- v. Construction of hostel building in the institutions belonging to educationally backward minorities,
- vi. Construction/expansion of D.Ed./B.Ed. college belonging to educationally backward minorities,
- vii. Financial assistance for construction of toilet blocks,
- viii. Establishment of Digital/Virtual/SMART classrooms (For purchase of Podium, Speakers, Laptops, Projectors, etc.)
- ix. Establishment of Digital Library.

**(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). Now from FY2023-24 onwards the scheme is subsumed with the scheme of the Ministry of Minority Affairs.

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

The Gharib Nawaz Employment Scheme is the Scheme which provides quality skills training as per the demand of the market and provides unique opportunity to the drop out students for the placement of the minority Communities. The Scheme was implemented in the FY 2017-18.

The aim of GNES is to meet skill development/ skill up-gradation needs of minority communities by providing meaningful and sustainable livelihood options, in terms of wage employment/ self-employment opportunities to all minority youths.

(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**

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**

Question No.1	When was the Maulana Azad Education foundation established?
Answer No.1	The Foundation was established on 6th 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 Employment Scheme for Minorities
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 the Scholarship. The applications are to be made online through dedicated portals linked to website: <a href="http://www.maef.nic.in">www.maef.nic.in</a> .
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 of each financial year.
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 MAEF only to 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, MAEF 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 along with 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 Schemes through independent agencies. Three such evaluation studies have been conducted so far.

**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  
applicant

Name & signature of the

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**

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