

## **MAULANA AZAD EDUCATION FOUNDATION**

### **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 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 6<sup>th</sup> July 1989.

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

### **Educational Schemes:-**

- \* Financial assistance for construction/ expansion of Schools belonging to educationally backward minorities,
- \* Financial assistance for purchase of Science/Computer lab equipments/furniture for institutions belonging to educationally backward minorities,
- \* Financial assistance for construction/ Expansion of Vocational Training Centre/ ITI/Polytechnic belonging to educationally backward minorities,
- \* Financial assistance for construction of Hostel building in the institutions belonging to educationally backward minorities,
- \* Financial assistance construction/Expansion of D.Ed / B.Ed. College belonging to educationally backward minorities,
- \* Financial assistance for Purchase of equipments/ machinery/tools/furniture for VTC/ITI/Polytechnic belonging to educationally backward minorities

### **Objective 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

**Eligibility Criteria for grant:-**

- Society/Trust should be registered under the Societies Registration Act/ Indian Trust Act for the last three years,
- Society/Trust must be having proper audit reports with Balance Sheet, Receipt-Payment & Income-Expenditure statements reflecting educational activities carried out for the last three years,
- Society/Trust should be in a position to receive involvement of knowledge-able persons for furtherance of their programmes on voluntary basis,
- Society/Trust should not be run for the profit of any individual or a body of individuals,
- Society/Trust should not be running for profit of any individual or a body of individuals,
- 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,
- Society/Trust should not be functioning for furtherance of the interest of any political party,
- Society/Trust should not in any manner incite communal disharmony,
- The majority of the beneficiary students in the Institution for whose expansion/strengthen assistance is sought should be belonging to educationally backward minorities/target group,
- 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 10<sup>th</sup> standard,
- Society/Trust must be having at least 1000 sq. yard land (in urban areas) or at least one acre land (in rural areas) in its name or on lease for not less than 30 years for the proposed project,
- Society/Trust should be ready to invest at least 10% of the total cost of project as NGO's share on the project

**Guidelines for submission of Proposal:-**

- The Society/Trust seeking assistance under the Scheme shall apply for purposes specified on the prescribed proforma given at Annexure –II,

- Backward areas, particularly areas that are educationally backward should receive appropriate attention/priority,
- Assistance to an individual unit should not exceed Rs.30.00 lakhs. For details and ceiling limit see Annexure –A,
- The grantee should undertake to name the entire beneficiary institution or a part of it after Maulana Abul Kalam Azad,
- 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,
- The applications may be sent to the Foundation by post or may be submitted personally in the Foundation office on all working days between 10.00 A.M to 6.00 P.M. from May 1<sup>st</sup> to 30<sup>th</sup> September every year. The incomplete proposals will not be accepted, and the same will be returned back pointing out the deficiency. Revised complete applications resubmitted will be treated as fresh applications,
- 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,
- Only one proposal (for one purpose) will be entertained at a time,
- Each document/enclosure attached to the application, must be certified/attested by the 1<sup>st</sup> class gazetted officer or Notary Public,
- In case of application for Girls/Boys Hostel building, a note justifying the need of Hostel building in the Institution shall be submitted separately. However while considering the proposals for construction of Hostel buildings, preference will be given to the Institutions, which are already running hostels

**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,
- If the response of the Organization/Institution or the required documents are not received within one month, w.e.f. issuance of registered letter, a reminder will be sent to the Organization/Institution under UPC,
- If the response of the Organization/ Institution or the required documents are not received within two month, w.e.f. issuance of 1<sup>st</sup> reminder, 2<sup>nd</sup> reminder shall be sent to the Organization/Institution under UPC,

- If no response or the required documents are received within two month, w.e.f. issuance of 2<sup>nd</sup> reminder, the proposal shall be returned to the Organization/ Institution by Courier/Registered Parcel,
  - The complete proposals shall be referred for inspection, which shall be carried out through State Government officials, 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,
- .....

**MAXIMUM CEILING LIMITS UNDER VARIOUS CATEGORIES**

<b>S. No.</b>	<b>Category</b>	<b>Ceiling limits</b>
1	If the School is recognized up to 5 <sup>th</sup> standard and to be upgraded up to 8 <sup>th</sup> standard	Rs.5,00,000
2	If the School is recognized up to 8 <sup>th</sup> standard and to be upgraded up to 10 <sup>th</sup> standard	Rs.10,00,000
3	If the School is recognized up to 8 <sup>th</sup> standard and to be upgraded up to 10 <sup>th</sup> standard and number of target group students are approx. 500	Rs.15,00,000
4	If the School is recognized up to 10 <sup>th</sup> standard and to be upgraded up to 12 <sup>th</sup> standard	Rs.15,00,000
5	Up to 10 <sup>th</sup> standard (higher secondary level): (i) for furniture & fixtures for laboratory (ii) for laboratory equipments (iii) for laboratory equipments (physics chemistry & biology)	Rs.1,00,000  Rs.25,000
6	Up to 12 <sup>th</sup> standard (Jr. College/Intermediate College) Furniture & fixture for laboratory	Rs.50,000
7	For purchase of science lab equipments (Physics/Chemistry/biology)	Rs.1,50,000
8	For purchase of 10 computers for computer lab in Schools	Rs.2,50,000
9	For construction of Hostel building: (i) 30 bedded hostel building (ii) 50 bedded hostel building (iii) 100 bedded hostel building	Rs.10,00,000  Rs.15,00,000  Rs.30,00,000
10	(i) For construction of D.Ed. College building (ii) For construction of B.Ed. College building	Rs.15,00,000  Rs.30,00,000
11	(i) For construction of Vocational Training Institute (ii) For purchase of equipments & tools	Rs.10,00,000  Rs.5,00,000
12	(i) For construction of Technical/ITI Institute (ii) For purchase of equipments & tools	Rs.15,00,000  Rs.15,00,000

**CHECK LIST OF DOCUMENTS REQUIRED BE ATTCHED WITH THE APPLICATION  
(To be filled by the Applicant)**

<b>S. No.</b>	<b>Documents</b>	<b>Page No.</b>
1	Duly filled application form, i.e. Annexure –I	
2	Certified copy of Registration Certificate	
3	Certified copy of Memorandum of Association & Rules-Regulations or Trust Deed	
4	Certified copy of the present list of members of the NGO as per Annexure –II	
5	Annual Report/Brief History of the activities of the NGO for last three years	
6	Certified copy of Audit Report with Balance Sheet, Receipt/Payment & Income/Expenditure statements of the NGO for the last three years	
7	Certified copy of permission/recognition/affiliation certificate of the School/ College/Institute	
8	Certified copy of land/building title deed, 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 NGO	
9	Certified copy of the revenue record of land proposed for construction (if the proposal is for civil construction)	
10	Search Report or Title Certificate with brief history of land proposed for construction from an Advocate (if the proposal is for civil construction)	
11	Certified copy of the Certificate for change in use of land, i.e. from Agricultural to Non-Agricultural from SDM, (if the proposal is for civil construction)	
12	Non-encumbrance Certificate pertaining to land proposed for construction from Sub-Registrar	
13	Certified copy of approved site-plan for the proposed construction, (if the proposal is for civil construction)	
14	Detailed Estimate item wise for the proposed construction prepared by Chartered Architect/Licensed Engineer, (if the proposal is for civil construction)	
15	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)	
16	Details of Trades being run & proposed trades with syllabus (if the proposal is for ITI/Polytechnic/VTC)	
17	List of students class-wise/trade-wise as per Annexure –III	

18	Certified copy of the last Board examination result-sheets	
19	Fees structure class-wise/trade-wise for existing classes/trades & proposed classes/trades as per Annexure –IV	
20	Teacher’s details as per Annexure –V	
21	Three post card site photographs, from different angles of the existing School/ College/Institute building	

Note: 1) Please send duly filled prescribed proforma along with all essential documents. If the application is found incomplete & the deficiencies are not removed before last date, i.e. by 30<sup>th</sup> October, the file will be closed and no further correspondence will be entertained,

2) If the proposal is for purchase of lab equipments/computers/furniture/tools & machinery for School/College/VTC/ITI then documents mentioned at S. No.9, 10, 11, 12, 13 & 14 in the Checklist will not be required.

**MAULANA AZAD EDUCATION FOUNDATION**  
(Ministry of Minority Affairs, Govt. of India)  
Social Justice Service Centre, Opp. New Delhi Rail Reservation Centre,  
Chelmsford Road, New Delhi – 110 055

**APPLICATION FOR FINANCIAL ASSISTANCE FOR:**

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

- Construction/Expansion of School building
  - Construction/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
  - \* Purchase of equipments/machinery/tools/furniture for VTC/ITI  
Polytechnic
- .....

- 1) Name & full address of the Society/Trust with ;  
pin-code/phone/fax number
- 2) Name & address of the Institution for which :  
assistance is required with pin-code/phone/fax number
- 3) 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) 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) Brief background/educational activities & other :  
activities of the NGO (use separate sheet)
- 8) Financial assistance required :  
(both in words & figures)
- 9) Financial assistance if any received from Govt., :  
Local Body, other organization (indicate the amount  
received with purpose on each account during  
last three years)
- 10) Financial assistance, if any received from Maulana :  
Azad Education Foundation/Central Wakf Council  
earlier, if yes, enclose copy of Utilization Certificate
- 11) How much amount NGO would be investing :  
investing from its own resources on the proposed  
project
- 12) Funds in the Bank A/c of NGO (attach certified :  
copies of Audit Reports with Balance Sheets,  
Receipt/Payment & Income/Expenditure statements  
of the NGO
- 13) Who are the intended beneficiaries :
- 14) Number of minority institutions in the area :
- 15) Whether the Institution is running in its own or :  
rented building (attach three post card size photo  
of existing building)
- 16) Class-wise/Trade-wise fees charged by the :  
Institution (attach details as per Annexure –V)
- 17) Details of accommodation available :
- 18) Area of land available (mention in sq. yards/acres :  
(attach papers as per checklist)

- 19) Level of Institution (by recognition & without (recognition), attach certified copy of recognition/affiliation certificate, copy of Board result-sheets, details of students as per Annexure –IV & details of teachers as per Annexure –VI
- 20) Proper justification for construction of Hostel :  
Boys/girls building (use separate sheet)
- 21) Details of existing trades :  
(if proposal is for VTC/ITI/Polytechnic)
- 22) 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.

Signature with full name &  
Seal of the authorized person of the NGO

Dated: .....

Place: .....

**General Instructions:**

- Please fill in all columns,
- Please attach documents as per checklist 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,









