

Ashoka Education Foundation – Higher Education		
Policy for Financial Assistance to staff for Research related activities		
Policy No.: AEF-HE/	Rev.: 00 Date: 15.01.2022	Page 01/01

Research being the most important aspect in the field of education; AEF always try to create and promote a culture of research among the faculty and staff. Financial assistance will be provided to the staff to participate in various conference /seminars /FDPs and present papers or to publish papers in reputed journals as per following guidelines.

1. Financial assistance for paying registration fees:

	Criteria as on date of publication or participation	NON APPROVED Faculty	APPROVED Faculty
1. Participation at Seminar / Conference - with paper presentation 2. Research papers publication in reputed National / International journals 3. Publishing Case or Chapter in a ISBN Book	Below 1 year exp. at AEF	NIL	1500/-
	01 to 02 years exp. at AEF	2000/-	2500/-
	Above 2 to 5 years exp. at AEF	3000/-	3500/-
	Above 5 years exp. at AEF	4500/-	5000/-

2. If the participant has to travel out of Nashik; Payment of TA will be as per norms; DA will be paid only if participant confirms that food facilities were not provided by the organizers.
3. All above claims should be submitted by individual within 10 days of attending seminar or conference or publishing paper /case or chapter in a book with valid payment receipt duly recommended by the unit head to HR. Claim received after 10 days will not be entertained for the payment.
4. HR and Accounts Dept. will keep a record of all disbursements and will ensure that payments are disbursed as per policy.

Prepared By: (HR Dept.)	Checked By (Admin Officer)	Reviewed By: (Administrator & Director)	Approved by: (Chairman)

	MASTER COPY
Controlled Copy	Master Copy

Ashoka Education Foundation – Higher Education		
Policy for Financial Assistance to staff for Research related activities		
Policy No.: AEF-HE/	Rev.: 00 Date: 15.01.2022	Page 01/01

Research being the most important aspect in the field of education; AEF always try to create and promote a culture of research among the faculty and staff. Financial assistance will be provided to the staff to participate in various conference /seminars /FDPs and present papers or to publish papers in reputed journals as per following guidelines.

1. Financial assistance for paying registration fees:

	Criteria as on date of publication or participation	NON APPROVED Faculty	APPROVED Faculty
1. Participation at Seminar / Conference - with paper presentation	Below 1 year exp. at AEF	NIL	1500/-
	01 to 02 years exp. at AEF	2000/-	2500/-
2. Research papers publication in reputed National / International journals	Above 2 to 5 years exp. at AEF	3000/-	3500/-
3. Publishing Case or Chapter in a ISBN Book	Above 5 years exp. at AEF	4500/-	5000/-

2. If the participant has to travel out of Nashik; Payment of TA will be as per norms; DA will be paid only if participant confirms that food facilities were not provided by the organizers.
3. All above claims should be submitted by individual within 10 days of attending seminar or conference or publishing paper /case or chapter in a book with valid payment receipt duly recommended by the unit head to HR. Claim received after 10 days will not be entertained for the payment.
4. HR and Accounts Dept. will keep a record of all disbursements and will ensure that payments are disbursed as per policy.

			 17/02/22
Prepared By: (HR Dept.)	Checked By (Admin Officer)	Reviewed By: (Administrator & Director)	Approved by: (Chairman)

CONTROLLED COPY	MASTER COPY
Controlled Copy	Master Copy