



Ashoka Education Foundation - Higher Education

Policy For Financial Assistance for Research Related Activities

Policy No : AEF-HE/

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Research is the 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

1. Participate and present papers in various conference / seminars.
2. Publish papers in UGC care / IEEE/ Scopus etc reputed journals,
3. Publishing case or chapter of ISBN book.





The financial assistance will be provided as per following guidelines.

1. Financial assistance for paying registration fees:

Year of experience in AEF	Qualified as per approval norms	Not Qualified as per approval norms
Up to 10 years	Rs 5000 per instance for maximum 2 instances	Rs 2500 per instance for maximum 2 instances
10 and above	Rs 8000 per instance for maximum 2 instances	Rs 8000 per instance for maximum 2 instances

2. Financial Assistance to students:

All students studying in the institutions of AEF -HE will get financial assistance/ reimbursement of **Rs 2000 per instance** for participation at seminar, conference with paper presentation, Research paper publication in reputed national and international journals like UGC care, Scopus, IEEE etc. There will not be any limit on the instances of participation/ publication for students.

			
Prepared By (QAG Head)	Checked By (Unit Heads)	Reviewed By (Administrator)	Approved by (Hon. Secretary)



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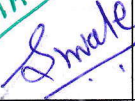


3.If Participation is out of Nashik, Travelling Allowances (TA) will be as per norms. DA will be paid if participant confirms that food facilities were not provided by the organizers.

4.The highly valuable research activity incurring higher payments (amount is much more than mentioned in above table) shall also be eligible for claims with special management permission before the publication. The financial assistance amount will be at the discretion of the management on case to case basis.

5.All research publications will have plagiarism check in AEF and must produce certificate of less than 10 % plagiarism provided by the research coordinator or unit head at respective units.

6.All above claims should be submitted by individual within 15 days of attending seminar or conference or publishing papers /case or chapter in a book or book with valid payment receipt duly recommended by unit head to HR. Claims received after 15 days will not be entertained for the payment.

7.HR and Accounts department will keep record of all disbursements and will ensure that payments are disbursed as per policy.

	  		
Prepared By (QAG head)	Checked By (Unit Heads)	Reviewed By (Administrator)	Approved by (Hon. Secretary)

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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.

<i>[Signature]</i> Prepared By: (HR Dept.)	<i>[Signature]</i> Checked By: (Admin Officer)	<i>[Signature]</i> Reviewed By: (Administrator & Director)	<i>[Signature]</i> Approved by: (Chairman) 17/02/22
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