



GOVERNMENT OF NAGALAND

**NAGALAND HIGHER EDUCATION
SERVICE RULES, 2015**

Department of
HIGHER EDUCATION
NAGALAND

GOVERNMENT OF NAGALAND
DEPARTMENT OF HIGHER & TECHNICAL EDUCATION
NAGALAND : KOHIMA

NOTIFICATION

Dated Kohima, the 10th March, 2015.

NO. HTE/HE/1-13/2011 : : : In exercise of the powers conferred by the provision to Article 309 of the Constitution of India, the Governor of Nagaland is pleased to make the following rules for regulating the recruitment and conditions of service of persons appointed to the Nagaland Higher Education Service.

2. Short title and Commencement

- i) These rules may be called the Nagaland Higher Education Service Rules, 2015.
- ii) These rules shall come into force with effect from the date of their publication in the Nagaland Gazette.
- iii) These rules shall be subject to changes as per notifications, circulars and regulations issued by UGC and adopted by the State Government from time to time.

3. Definitions

In these rules unless the context otherwise requires :

- i) "Appointing Authority" means the Governor of Nagaland.
- ii) "Commission" means the Nagaland Public Service Commission.
- iii) "Constitution" means the Constitution of India
- iv) "DPC" means Departmental Promotion Committee.
- v) "Committee" means the DPC
- vi) "Director" means the Director of Higher Education.
- vii) "Government" means the Government of Nagaland.
- viii) "Governor" means the Governor of Nagaland.
- ix) "Gazette" means the Nagaland Gazette.
- x) "He" shall also mean 'She'.
- xi) "HE" means Higher Education.
- xii) "Member of the Service" means a member of the Nagaland Higher Education Service (Group A) recruited to the service before or after commencement of these rules.
- xiii) "Placement" means promotion of a member of the service to a higher pay band or grade along with his own post and with the same nature of duties.
- xiv) "Regular Appointment" means the appointment made against a substantive post in accordance with the provisions of these rules.
- xv) "Secretary" means the Secretary to the Government of Nagaland, Department of Higher Education and shall include Additional Chief Secretary, Principal Secretary, Commissioner & Secretary, Secretary or Additional Secretary holding charge of the Department independently.

- xvi) "State" means the State of Nagaland.
- xvii) "Service" means the Nagaland Higher Education Service.
- xviii) "Scheduled Tribe" shall have the same meaning as in clause 25 of Article 366 of the Constitution of India.
- xix) "Schedule" means the schedule(S) appended to these Rules.
- xx) "Annexures" means annexures to Schedule II of these Rules.
- xxi) "Year" means the calendar year.
- xxii) "UGC" means University Grant Commission.
- xxiii) "B.A./M.A." means Bachelor of Arts/Master of Arts
- xxiv) "B.Sc./M.Sc." means Bachelor of Science/Master of Science
- xxv) "B.Ed/M.Ed" means Bachelor of Education/Mater of Education.
- xxvi) "IQAC" means Internal Quality Assurance Cell.
- xxvii) "CAS," Career Advancement Scheme.
- xxviii) "PBAS" means Performance Based Appraisal System.
- xxix) "API" means Academic Performance Indicator.
- xxx) "HESEC-CAS" means Higher Education Screening cum Evaluation Committee.
- xxxi) "NET" means National Eligibility Test.
- xxxii) "SLET" means State Level Eligibility Test.
- xxxiii) "SET" means State Eligibility Test.
- xxxiv) "ICT" means Information & Communication Technology.
- xxxv) "University" means Nagaland University or any other University recognized by the UGC..
- xxxvi) "Regulations" means University Grant Commission Regulations.
- xxxvii) Higher Education means the undergraduate and above levels of education, or a bench-mark level of education to be determined by the government from time to time.
- xxxviii) Degree of a recognized University means degree of a University incorporated by an Act of the Central or State Legislature in India, or other educational institutions established by an Act of Parliament, or declared to be a Deemed University under the UGC Act, 1956, or an equivalent qualification declared as such by an order of the Government.

4. Constitution of Service.

The Service shall consist of the following persons:

- (i) Persons who at the commencement of these Rules are holding regular appointment to the posts specified in **Schedule – 1**.
- (ii) Persons recruited to the service in accordance with the provisions of these rules.

5. Gradation and strength of the service.

The gradation of various posts in the service, the number of posts in each grade, Pay Band and Academic Grade Pay attached thereof, shall be as indicated in the **Schedules – I & II**.

Provided that the Government may, from time to time, add to or reduce the number of posts included in the service, either on permanent or on temporary basis.

6. Method of recruitment

i) The method of recruitment to posts specified in the **Schedule -I** shall be as follows:

(a) By direct recruitment

(b) By promotion

ii) The respective quotas reserved for direct recruitment and by promotion, the qualifications and conditions required for direct recruitment and for promotion/placement to various grades of the service shall be as specified in **Schedule- II**.

7. Direct Recruitment

- i) Whenever there is a vacancy or expected vacancy in the service to be filled up by direct recruitment under these rules, the Department shall immediately send a requisition in the form prescribed by the Commission indicating the subject (s) or academic disciplines and the number of vacancies.
- ii) The Commission shall advertise the post (s) specifying as far as possible the terms and conditions under these rules and the number of vacancies to be filled up.
- iii) A candidate must apply on or before such date and in such manner and in such form as may be prescribed by the Commission.
- iv) A written examination and interview for selection to the service shall be held at such time and place as may be prescribed in the notice issued by the Commission for the purpose. Every such notice shall, as far as possible, specify the number of vacancies to be filled up.
- v) The Commission shall prepare a list of all candidates who have qualified in the written examination and interview in order of merit, which shall be determined on the basis of the academic records of the candidates, performance in the written examination and the interview. If two or more candidates obtained equal marks, the Commission shall arrange them in order of their dates of birth, the older being senior. The Commission shall forward the names of the successful candidates in order of merit up to the number of vacancies requisitioned for direct recruitment.
- vi) A waiting list, not exceeding 25% of the vacancies advertised, shall be maintained by the Commission in respect of the written examination and interview conducted by it. The waiting list shall remain valid for a period of six months from the date of the results declared by the Commission.

Provided that the arrangement of the names of the qualified candidates in order of merit shall be subject to the reservation policy for Scheduled Tribes and Backward Tribes as per instruction issued by the Government from time to time.

- vii) Selection of candidates in order of merit, shall be on the basis of the performance of candidates in the academic records, written examination and interview with the following weightage:-

| | |
|------------------------|-------|
| a. Academic Records: | = 40% |
| b. Written Examination | = 45% |
| c. Interview | = 15% |

viii) The weightage for academic records for Assistant Professor/College Librarian shall be as provided under :-

| Sl. No | Examination | Weightage |
|--------|---------------------------------|----------------------------|
| a | HSLC examination | 15% of the aggregate marks |
| b | 10 + 2 examination | 15% of the aggregate marks |
| c | Degree level examination | 35% of the aggregate marks |
| d | Post Graduate level examination | 35% of the aggregate marks |
| e | Honours | 5 marks bonus |

- a. The written examination shall consist of a (a) Subject Paper and (b) General English (c) General Knowledge each carrying 200 marks. The Syllabus shall be the common syllabus as provided in the **NPSC (State Civil & other Services) Recruitment (6th amendment) Rules, 2011.**
- b. The procedure for the interview, preparation of merit list and listing of candidates for the interview shall be as provided in the **NPSC (State Civil and Other Service) Recruitment (6th Amendment) Rules,2011.**

8. Qualification for Direct Recruitment.

A. Age

- i) The age of a candidate for direct recruitment under Rule 6 (i) (a) shall not be less than 21 years, and not more than 30 years as on the first day of the year in which recruitment is held. The upper age limit is relaxable by 5 years in the case of candidates belonging to Scheduled Tribe and Scheduled Castes and 10 years for / physically and visually differently abled categories or in accordance with the general or special orders issued by the Govt. in this behalf from time to time.
- ii) Further, age concession for serving Government employees will be allowed, the equal number of years they are in service subject to a maximum of 5 years.
- iii) The upper age limit is also relaxable upto 35 years for candidates having D.Sc/Ph.D. degree and further relaxable by 5 years for SC/ST candidates.

B. Educational Qualifications:

I. The required educational qualifications for direct recruitment to the service Arts, Humanities, Science, Social Science, Commerce, Education and Language shall be as follows :-

- (a) Good Academic record as defined by the concerned university with at least 55% marks (or an equivalent degree from an accredited foreign university) relaxable by 5% for

scheduled tribe/scheduled caste/differently abled candidates, at the master's degree level in the relevant subject from a recognized university,

(b) Besides fulfilling the above qualification, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CISR or similar test accredited by the State like SLET/SET if such tests are established in future.

(c) Candidates, who are, or have been awarded a Ph.D Degree in accordance with the UGC (**minimum standard and procedure for award of Ph.D Degree**) Regulation, 2009 shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment as Assistant Professor or equivalent position in Colleges/Institutions.

(d) NET/SLET/SET shall also not be required for such Master Programmes in disciplines for which NET/SLET/SET is not conducted.

II. The qualification Prescribed for Faculty Positions in the Colleges of Teacher Education shall be as follows:-

a) Foundation Courses

(a) A Master's Degree in Science/Humanities/Arts with 55% marks (or an equivalent grade in a point scale wherever grading system is followed,) relaxable by 5% for scheduled tribe/scheduled caste/differently abled candidate ,

(b) M.Ed with at least 55% marks (or equivalent grade in a point scale wherever grading system is followed), relaxable by 5% for scheduled tribe/scheduled caste/differently abled candidates; and

(c) Any other stipulation prescribed by the UGC/any such affiliating body/State Govt. from time to time for the positions of Principal and teachers, shall be mandatory.

OR

(a) M.A. in Education with 55% marks, (or equivalent grade in a point scale wherever grading system is followed), relaxable by 5% for scheduled tribe/scheduled caste/differently abled candidates,);

(b) B.Ed with at least 55% marks (or equivalent grade in a point scale wherever grading system is followed), relaxable by 5% for scheduled tribe/scheduled caste/differently abled candidates); and

(c) Any other stipulation prescribed by the UGC/any other affiliating body/ State Govt. from time to time for the positions of Principal and lecturers, shall be mandatory.

b) Methodology

- a) A master's Degree in subject with 55% marks or an equivalent grade in a point scale wherever grading system is followed), relaxable by 5% for scheduled tribe/scheduled caste/differently abled candidates ;
- b) M.Ed Degree with at least 55% (or an equivalent grade in a point scale wherever grading system is followed), relaxable by 5% for scheduled tribe/scheduled caste/differently abled candidate; and
- c) Any other stipulation prescribed by the UGC/any other affiliating body/State Govt. from time to time for the positions of Principal and lecturers, shall be mandatory.

Provided that at least one Associate Professor shall have specialization in ICT and another in special education.

III. Minimum Qualification for Recruitment to the posts of College Librarian.

A Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed),relaxable by 5% for scheduled tribe/scheduled caste/differently abled candidates .

9: Stages of Promotion under Career Advancement Scheme of incumbent and newly appointed Assistant Professor/Associate Professors

- i) Entry level Assistant Professors (Stage I) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and stage 3), provided they are assessed to have fulfilled the eligibility and performance criteria as laid out in UGC Regulations.
- ii) An entry level Assistant Professor, possessing Ph.D Degree in the relevant discipline shall be eligible, for moving to the next higher grade (stage 2) after completion of four years of service as Assistant Professor.
- iii) An entry level Assistant Professor possessing M.Phil Degree or Post graduate Degree in professional courses, approved by the relevant statutory body, such as LL.M./M.Tech., etc. shall be eligible for the next higher grade (stage 2) after completion of five years service as Assistant Professor.
- iv) An entry level Assistant Professor who does not have Ph.D or M.Phil or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade (stage 2) only after completion of 6 years service as Assistant Professor.
- v) The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down by the UGC Regulations.

vi) Assistant Professors who have completed five years of service in the second grade (stage 2) shall be eligible, subject to meeting the API based PBAS requirements laid down by the UGC Regulations, to move up to next higher grade (stage 3).

vii) Assistant Professors completing three years of teaching in third grade (grade 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by the UGC Regulations, to move to the next higher grade (stage 4) and to be designated as Associate Professor.

viii) Associate Professor completing three years of service in stage 4 and possessing a Ph. D. Degree in the relevant discipline shall be eligible to be appointed and designated as professor and be placed in the next higher grade (stage 5), subject to (a) satisfying the required credit points as per API based PBAS methodology provided in the UGC Regulations, and (b) an assessment by a duly constituted screening committee for the direct recruitment of Professor.

Provided that no teacher, other than those with a Ph.D shall be promoted or appointed as Professors.

ix) In the case of Associate Professors in colleges, promotion to the post of Professor under CAS shall be further subject to sub-rule (viii) of this rule.

x) Scores for Academic Performance Indicators (APIs) in recruitments and Career Advancement Scheme (CAS) promotions of college teachers shall be as indicated in **Annexure-1** to **Schedule II** to these rules.

xi) The minimum points of the API as provided in the Sub-rule (x) (**Annexure-I**) and weightage for expert assessment to be applied for promotion of college teachers shall be as specified in **Annexure-3** to **the Schedule-II** to these rules.

xii) The assessment of scores for academic performance indicators (APIs) in recruitment and career advancement scheme (CAS) for promotion of college teachers shall be as specified in **Annexure-5** to **Schedule-II** to these rules

xiii) A college teacher who wishes to be considered for promotion under CAS may submit in writing to the Director of Higher Education through the Principal three months in advance of the due date, if he fulfills the minimum API scores indicated in the appropriate API system tables in the prescribed PBAS proforma.

xiv) The API scores of all the college teachers shall be compiled, documented and maintained by the respective IQAC of the colleges.

xv) Professors in Post Graduate Colleges

Ten percent of the number of the posts of Associate Professor in the colleges shall be that of Professors and shall be subject to the same criteria for selection/promotion as that of a professor in the Universities.

10. Stages of Promotion under the Career Advancement Scheme for College Librarians.

i) A College Librarian in the entry level grade, possessing Ph.D. in Library Science, after completing service of four years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in the UGC Regulations, shall be eligible for the higher grade (stage 2).

ii) A College Librarian in the entry level grade, not possessing Ph.D but only M.Phil in Library Science at the entry level after completing service of five years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC Regulations, shall become eligible for the next higher grade (stage 2).

iii) A College Librarian in the entry level grade without the relevant Ph.D or M.Phil shall after completing six years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC Regulations, move to the next higher grade (stage 2).

iv) Scores for Academic Performance Indicators (APIs) in recruitment and Career Advancement (CAS) promotions of College Librarians shall be as specified in **Annexure-2 to Schedule-II** in these rules.

v) The minimum points of the API as provided in the Sub-rule (iv) (**Annexure-2**) to be applied for promotion shall be as specified in **Annexure-4 to Schedule-II** in these rules.

vi) The method of assessment of scores for academic performance indicators (APIs) in recruitment and career advancement scheme (CAS) for promotion of College Librarians shall be the same as that of College Teachers.

vi) A College Librarian who wishes to be considered for promotion under CAS may submit in writing to the Director of Higher Education three months in advance of the due date, if he fulfills the minimum API scores indicated in the appropriate API system tables in the prescribed PBAS proforma.

vii) The API scores of all the college librarians shall be compiled, documented and maintained by the respective IQAC of the colleges.

11. Designations of College Teachers.

i) There shall be only three designations in respect of teachers in the colleges, namely, Asst. Professors, Associate Professors and Professors. However, there shall be no change in the present designation in respect of College Librarian at various levels.

ii) No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph.D and satisfies other academic conditions as laid down by the University Grants Commission (UGC) from time to time. This shall, however, not affect those who are already designated as Professors.

iii) National Eligibility Test (NET) shall be compulsory for appointment at the entry level of Assistant Professor, subject to the exemptions of the degree of Ph.D in respect of those persons obtaining the award through a process of registration, course-work and external evaluation, and have been or may be laid down by the UGC through its regulations. NET shall not be required for such master's programmes in disciplines for which there is no NET.

12. Procedure of Recruitment by Promotion/Placement

i) Before the list of eligible candidates is placed before the DPC, Screening Committee comprising of the following members shall verify the API scores, assess the fitness of the candidates, check the relevant documents and make its recommendations :-

- a) Director, Higher Education, Convener.
- b) Concerned Principal.
- c) HOD of the concerned subject
- d) Two subject experts from Nagaland University.

(ii) Along with the list, the Department shall prepare and send the following papers/documents to the Chairman and members of the DPC :-

- a) A statement showing the number of vacancies to be filled up by promotion during the recruitment year;
- b) A list of eligible officers to be considered for promotion/placement along with the latest seniority list. The list shall contain at least three times the number of vacancies in the case of the posts of Principal to be filled up;
- c) The API and PBAS in respect of all the officers in the list;
- d) The representations of the individual officers, if any, against adverse entries in the API & CAS along with the comments of the Reviewing Officer and the Accepting Authority; and
- e) Integrity Certificate together with Vigilance Clearance.

iii) On receipt of the documents specified in sub-rule (i) by the Commission, and after such clarifications as may be required, the Committee shall meet and prepare based on the principle of merit-cum-seniority, a 'Select List' of officers in order of preference equal to the number of the vacancies or anticipated vacancies to be filled by promotion during the recruitment year.

iv) Whenever a junior candidate is recommended for promotion/placement in preference to a senior one, the Committee shall record in writing the reasons for doing so.

v) In the event of a vacancy meant for promotion having been filled up on officiating basis by the appointing authority before the sitting of the DPC, the Committee shall decide and recommend whether the officiating promotion is to be regularized or whether the officer so officiating shall be reverted, indicating, the date from which such officiating promotion may be regularized or reverted. The DPC shall indicate its recommendations for filling up that post.

vi) In the cases of officers, included in the list for consideration by the DPC, against whom disciplinary proceedings are pending, contemplated or a punishment order is in force, and in the case of officers whose representations against the adverse entries in the ACRs are pending, 'the sealed cover' procedure as followed in respect of Central Govt. officers shall be followed.

13. Departmental Promotion Committee

- i) All recruitment through promotion/placement from a lower grade to a higher grade of the service under Rule 6 (i) (b) shall be done through a Departmental Promotion Committee consisting of the following members :-

| Sl.No | Person | Function |
|-------|------------------------------------------------------------------------|------------------|
| 1 | Chairman of the Commission | Chairman |
| 2 | One member of the Commission to be nominated by the Chairman | Member |
| 3 | Chief Secretary or a senior Secretary appointed by the Chief Secretary | Member |
| 4 | Secretary in Charge of Department of P&AR | Member |
| 5 | Secretary in Charge of Department of Higher Education | Member |
| 6 | Director of Higher Education | Member Secretary |

- ii) The Director shall not, however, be a member of the Committee for the purpose of preparation of the select list for recruitment to the post of Director, in which event, the Secretary of the Department of Higher Education shall become the member Secretary.

14. Fixation of Initial Pay

- i) The initial pay of a member of the service recruited under rule 6(i) (a) shall be fixed at the minimum of the pay band and academic grade pay attached to the post unless, under the Fundamental Rules and Supplementary Rules or under any other rules governing the fixation of his pay for the time being in force in the State.

- ii) The initial pay of a member of the service recruited under Rule 6 (i) (a) shall be fixed in accordance with the rules in force for the time being in this regard.

15. Incentives for Ph.D/M.Phil and other higher qualifications

A – College teachers

- i) Five non-compounded advance increments shall be admissible at the entry level or recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- ii) M.Phil degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to 2 non-compounded advance increments.
- iii) Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/M.Arch/M.E./M.V.Sc/M.D. etc. recognized by the relevant statutory body/council, shall be entitled to 2 non-compounded advance increments at the entry level.
- iv) a) Teachers who complete their Ph.D degree while in service shall be entitled to 3 non-compounded increments if such Ph.D is in a relevant discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation etc.
b) However, teachers in service who have already been awarded Ph.D before the time of coming into force of the UGC Regulations or having been enrolled for Ph.D have already undergone course-work as well as evaluation, if any, and only notification in regard to the award of Ph.D is awaited, shall also be entitled to the award of 3 non-compounded increments even if the university awarding such Ph.D has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- v) In respect of every other case, a teacher who is already enrolled for Ph.D shall avail the benefit of 3 non-compounded increments only if the university awarding the Ph.D has been notified by the UGC to have complied with the process prescribed by the UGC for the award in respect of either coursework or evaluation or both, as the case may be.
- vi) Teachers in service who have not yet enrolled for Ph.D shall therefore derive the benefit of 3 non-compounded increments on award of Ph.D, while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- vii) Teachers who acquire M.Phil degree or a post graduate degree in a professional course recognized by the relevant Statutory Body/Council, while in service, shall be entitled to one advance increment.

B – College Librarians

- i) Five non-compounded advance increments shall be admissible to College Librarians who are recruited at entry level with Ph.D degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.
- ii) A College Librarian acquiring the degree of Ph.D at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to 3 non-compounded advance increments.
- iii) However, persons in posts of College Librarian or higher positions who have already been awarded Ph.D in library science at the time of coming into force of UGC Regulations or having already undergone course-work as well as evaluation, if any, and only notification in regard to the award of Ph.D is awaited, shall also be entitled to the award of 3 non-compounded increments even if the university awarding such Ph.D has not yet been notified by the UGC as having complied with the process prescribed by the UGC.
- iv) In respect of every other case of persons in the posts of College Librarian or higher positions who are already enrolled for Ph.D shall avail the benefit of 3 non-compounded increments only if the university awarding the Ph.D has been notified by the UGC to have complied with the process prescribed by the UGC for the award of Ph.D in respect of either course-work or evaluation or both, as the case may be.
- v) College Librarian and others in higher library positions in service who have not yet enrolled for Ph.D shall therefore derive the benefit of 3 non-compounded increments on award of Ph.D while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- vi) Two non-compounded advance increments shall be admissible for College Librarian with M.Phil degree in Library Science at the entry level, Assistant Librarian/College Librarian and those in higher positions acquiring M.Phil degree in Library Science at any time during the course of their service shall be entitled to one advance increment.

16. Teaching Days

A college shall adopt at least 180 working days i.e. there shall be a minimum of 30 weeks of actual teaching in a 6 days a week and 5 days a week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If a college adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure

equivalent of 30 weeks of actual teaching with a 6 day week, which is summarized as follows :

| | Number of Weeks : 6 | | Number of Weeks : 5 | |
|-------------------------------------------------------------------|---------------------|--------------------|---------------------|--------------------|
| | Day a Week Pattern | | Day a Week Pattern | |
| Categorization | University | College | University | College |
| Teaching & Learning Process | 30(180 days) weeks | 30(180 days) weeks | 36(180 days) weeks | 36(180 days) weeks |
| Admissions/Examinations preparation for Examination | 12 | 10 | 8 | 8 |
| Vacation | 8 | 10 | 6 | 6 |
| Public Holidays(to increase and adjust teaching days accordingly) | 2 | 2 | 2 | 2 |
| Total | 52 | 52 | 52 | 52 |

17. Workload

- i) The workload of the teachers in full employment shall not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It is necessary for the teacher to be available for at least 5 hours daily in the College for which necessary space and infrastructure shall be provided by the College. Direct teaching-learning process hours shall be as follows :-
 - a) Assistant professor = 16 hours
 - b) Associate Professor and Professor = 14 hours.
- ii) A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

18. Character

A candidate shall produce before the Commission a certificate of good character from:-

- a) The Principal or Academic Officer of the University or College in which he last attended.

- b) Two responsible persons (not related to the candidate) who are well acquainted with the candidate.

19. Physical Fitness

A candidate should be of sound health both mentally and physically and be free from organic defects or bodily infirmity likely to interfere with the efficient performance of his duties. A candidate for direct recruitment shall be required to undergo medical examination before final appointment to the service.

20. Disqualification for Appointment

- i) No person shall be qualified for appointment to the service unless he is a citizen of India.
- ii) No person who has more than one spouse living shall be eligible for appointment to the service.

Provided that if any person after joining the service under these rules marries again when the first spouse is living and divorce or separation has not taken place, he shall be immediately discharged from the service unless the Govt. is satisfied that such marriage is permissible under the personal law applicable to such person.

- iii) Candidates who are already in Govt. service or in the service under Statutory Bodies shall not be appointed unless Release Certificate or No objection Certificate from the Govt. or the employer is furnished.
- iv) No person shall be appointed to the service whose character and antecedents are adversely reported upon by a competent authority.
- v) No person who attempts to enlist support for his candidature, directly or indirectly, through any recommendation, either written or oral shall be appointed to the service.

21. Penalty for Misconduct

A candidate who is or has been declared by the Commission guilty of impersonation or of submitting a fabricated document which has been tampered with or of making statement which is incorrect or false or of suppressing materials information, or of using or attempting to use unfair means in the examination hall/interview, or otherwise resorting to any unfair means to gain admission to the examination/interviews, in addition to rendering himself liable to criminal prosecution shall :-

- i) be debarred permanently or for a specified period :
 - a) By the Commission from admission to any examination or appearance at any interview held by the Commission for any appointment.
 - b) By the govt. from any employment under the Govt.
- ii) Be liable to disciplinary action under appropriate rules, if he is already in the service under the Govt./PSU.

22. Appointment to the Service

- i) All appointments to the service shall be made by the appointing authority and shall be duly notified.
- ii) A person appointed under Rule 6 (i) (a) shall join within 30 days from the date of receipt of the order or offer of appointment failing which and unless the appointing authority extends the period, which shall not exceed two months, the appointment shall be cancelled.
- iii) Appointments under Rule 6 (i) (a) shall be made in the order of the merit list prepared and forwarded by the Commission.
- iv) Appointments under Rule 6 (i) (b) shall be made in the order of names as appeared in the select list prepared by the Committee under Rule 12 (i).

23. Posting

- i) Members of the service who were appointed prior to issue of the notification No. EDS/HTE/12-1/95 (VOL-III) dated 09/03/12 shall be considered for posting to any other college as and when clear vacancy arises according to their seniority.
- ii) The new members of the service will not be eligible for transfer to any other college except for posting to the Directorate for a fixed tenure and posting as Professors/Principals on promotion based on merit-cum-seniority.

24. Seniority

- i) Seniority of members of the service recruited under Rule 6 (i) (a) shall be fixed in accordance with the merit list prepared by the Commission provided that if a person does not join service within one month from the date of issue of the offer of appointment or within the period specified or within the period of extended joining time allowed, he shall rank below those who joined before him.
- ii) The seniority of promotees shall be determined in the order of preference or select list prepared by the Committee.
- iii) If the promotion of a member of the service is delayed on account of his failure to qualify all the conditions laid down in the API based and PBAS conditions in the Regulations, he shall lose his benefit in the order of seniority vis-sa-vis such of his juniors who may be qualified earlier than him.
- iv) Supersession of one officer by another having the effect on the inter-seniority of the affected officers can take place only with the specific recommendation of the DPC which shall also mention the reason for recommending such super session.

25. Training

Every officer to be eligible for promotion to the next higher grade must successfully complete the training courses that may be prescribed by the Govt. from time

to time and also pass the examinations at the end of such training courses. If an officer fails to attend such training courses in spite of being nominated by the Govt. for such training courses, he shall render himself liable to be superseded by his juniors who had attended such courses and passed the examinations.

26. Appointing Authority

The Governor shall be the appointing authority for all posts included in the service.

27. Recognized Degree

The recognized degree will be that granted by a University recognized by the University Grants Commission/AICTE.

28. Power to Relax Rules

Where undue hardship is likely to be caused to any person by the application of any of these rules, the Governor shall have the powers to relax the application of that rule in respect of that person for good and sufficient reason which shall be without prejudice to the interests of any other member of the service.

29. Miscellaneous

Except as provided in these rules, all matters relating to pay, allowances, leave, pension, discipline and other conditions of service not specifically provided for in these rules, shall be regulated by general rules, regulations and orders issued under Article 309 of the Constitution or continued to be in force under Article 372 of the Constitution governing such matters.

30. Interpretation :

Any question or doubt arising out of the interpretation of these rules shall be referred to the Govt. whose decision thereon shall be final.

31. Repeal and Saving:

The Nagaland Higher Education Service Rules, 2003 as amended from time to time are hereby repealed.

Provided that all orders made or actions taken under the Rules so repealed shall be deemed to have been validly made or taken.

By order and in the name of Governor of Nagaland.

Sd/-

(F. P. SOLO)

Commissioner. & Secretary to the Govt. of Nagaland

Nagaland Higher Education Service Rules, 2015

Schedule – I

(See Rule – 4 & 5)

| Sl. No. | Grade | Pay Band | Academic & Grade Pay | Special Allowance | No. of Posts |
|---------|-----------------------------------------|-----------------------------|----------------------|-------------------|-----------------------------------------------------------------------------------------|
| 1 | 2 | 3 | 4 | | 6 |
| 1 | Professor Grade | | | | |
| | (i) Director | PB - 4 Rs. 37400-67000 | Rs 10000 | 3000 | 1 |
| | (ii) Additional Director | PB - 4 Rs. 37400-67000 | Rs 10000 | 2000 | 1 |
| | (iii) Principals of Govt. Colleges | PB - 4 Rs. 37400-67000 | Rs 10000 | 2000 | 15 |
| | (iv) Professors in Colleges | PB - 4 Rs. 37400-67000 | Rs 10000 | | 10% of total No. of Associate Professors in the Colleges. under Higher Education Deptt. |
| 2 | Associate Prof. Grade | | | | |
| | (i) Joint Director | PB-4 Rs. 37400-67000 | Rs 9000 | | 1 |
| | (ii) Associate Prof. in Colleges | PB – 4 Rs. 37400-67000 | Rs. 9000 | | |
| 3. | Assistant Prof. Grade | | | | |
| | (i) Asstt. Prof./Dy. Director Stage - 3 | PB – 3 Rs. 15600 - 39100 | Rs. 8000 | | 1 |
| | (ii) Asst. Prof. Stage - 2 | PB – 3 Rs. 15600 – 39100 | Rs. 7000 | | |
| | (iii) Asstt. Prof. Stage - 1 | PB – 3 Rs. 15600-39100 | Rs. 6000 | | |

NAGALAND HIGHER EDUCATION SERVICE RULES, 2015

**Schedule – II
(See Rule 6 (ii))**

| Sl. No. | Grade & Name of the Post | Pay Band & Academic Grade Pay | Percentage to be filled by direct recruitment or promotion/placement | | Qualification, eligibility & other conditions for recruitment, promotion/placement. |
|---------|----------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | Direct recruitment | Promotion/ Placement | |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. | <u>Professor Grade</u> (i) Director | PB-4 Rs. 37400-67000 Academic Grade Pay Rs. 10,000 with Special allowance of Rs. 3000/- p.m. | - | 100% | Appointment from amongst the Addl. Director/Principals on the basis of merit-cum-seniority. |
| | (ii) Additional Director | PB-4 Rs. 37400-67000 Academic Grade Pay Rs. 10,000/- | Nil | 100% | Appointment from amongst the Principals on the basis of Merit –cum-Seniority. |
| | (iii) College Principal | PB-4 Rs. 37400-67000 Academic Grade Pay Rs. 10,000 with Special allowance of Rs. 2000/- p.m. | Nil | 100% | (i) Selection from amongst Associate Professors with Ph.Ds who have completed three years of service in Stage-4. (ii) Minimum yearly/cumulative API scores using the PBAS scoring Performa as per the norms provided in the Annexure-3 to this Schedule II. A |
| | (iv) Principals of B.Ed Colleges | PB-4 Rs. 37400-67000 Academic Grade Pay | Nil | 100% | |

| | | | | | |
|----|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | (v) Professors in Colleges | Rs. 10,000/- PB-4 Rs. 37400-67000 Academic Grade Pay Rs. 10,000/- | NIL | 100% | teacher may combine two assessment periods (in Stage-2 & 3) to achieve the minimum API scores, if required. (iii) A minimum of five publications since the period the teacher is placed in Stage-3. |
| 2. | <u>Associate Professors Grade Stage-4.</u> (i) Jt. Director (ii) Associate Professors in Colleges (iii) Librarian | PB-4 Rs. 37400-67000 Academic Grade Pay Rs. 9000/- | Nil | 100% | (i) Assistant Professors with three years of service in Stage-3. (ii) Minimum API scores using PBAS scoring system as per the norms provided in Annexure-3 to this schedule. (iii) At least three publications in the entire period as Assistant Professor (twelve) years. However, an exemption of one publication will be given to M.Phil holders and an exemption of two publications will be given to Ph.D holders. |
| 3. | <u>Assistant Professor Grade</u> (i) Deputy Director/Asstt. Professor/College Librarian Stage-III | PB-3 Rs. 15600-39100 Academic Grade Pay Rs. 8000/- | Nil | 100% | (i) Assistant Professor with five years of service in Stage-2. (ii) Minimum API scores using PBAS scoring system as per the norms provided in Annexure-3 to this schedule. (iii) One course/programme from among the categories of Refreshers, Methodology Workshop, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skill Development Programmes and Faculty Development Programmes of |

| | | | | |
|-------------------------------------------------------|------------------------------------------------------------------|------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (ii)Asstt. Professor/College Librarian Stage-II | PB-3 Rs. 15600- 39100 Academic Grade Pay Rs. 7000/- | Nil | 100% | 2/3 weeks duration. (i) Assistant Professor in Stage-1 with four years of service with Ph.D or five years of service with M.Phil., PG or Degree in professional courses such as LLM, M.Tech, M.V.Sc., or six years of service who are without Ph.D/M.Phil/PG Degree in professional courses. (ii) Minimum APIU scores using PBAS scoring system as per the norms provided in Annexure-3 to this schedule. (iii) One Orientation and one Refresher/Research Methodology course of 2/3 weeks. |
| (iii)Asstt. Professor/College Librarian Stage-I | PB-3 Rs. 15600- 39100 Academic Grade Pay Rs. 6000/- | 100% | Nil | (i) The posts shall be filled up by direct recruitment of candidates who possess the required qualifications prescribed under Rule 8. |

Nagaland Higher Education Service Rules, 2015

Annexure – 1 to Schedule II

(See Rule 9(x))

SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF COLLEGE TEACHERS.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

Colleges will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

| Sl.No | Nature of Activity | Maximum Score |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1 | Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated | 50 |
| 2 | Lectures or other teaching duties in excess of the UGC norms | 10 |
| 3 | Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students | 20 |
| 4 | Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc. | 20 |
| 5 | Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment. | 25 |
| | Total Score | 125 |
| | Minimum API Score Required | 75 |

Note: Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher.

**CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL
DEVELOPMENT RELATED ACTIVITIES.**

Brief Explanation: Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

The model table below gives groups of activities and API scores. Colleges may detail the activities or, in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

| Sl.No | Nature of Activity | Maximum Score |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1 | Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling) | 20 |
| 2 | Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. | 15 |
| 3 | Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below) | 15 |
| 4 | Minimum API Score Required | 15 |

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion between colleges. The self-

assessment score will be based on verifiable criteria and will be finalized by the screening committee.

| S No. | APIs | Engineering/Agriculture/ Veterinary Science/Sciences /Medical Sciences | Faculties of Languages Arts/Humanities/ Social Sciences/Library/ Physical education/Managem ent | Max. points for college teacher position |
|---------|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| III A | Research Papers published in: | Refereed Journals * | Refereed Journals* | 15 / publication |
| | | Non-refereed but recognized and reputable journals and Periodicals, having ISBN/ISSN numbers. | Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. | 10 / Publication |
| | | Conference proceedings as full papers, etc. (Abstracts not to be included) | Conference proceedings as full papers, etc. (Abstracts not to be included) | 10/ publication |
| III (B) | Research Publications (books, chapters in books, other than refereed journal articles) | Text or Reference Books Published by International Publishers with an established peer review system | Text or Reference Books Published by International Publishers with an established peer review system | 50 /sole author; 10 /chapter in an edited book |
| | | Subjects Books by National level publishers/State | Subject Books by / national level publishers/State | 25 /sole author, and 5/ chapter in |

| | | | | |
|----------------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| | | and Central Govt. Publications with ISBN/ISSN numbers. | and Central Govt. Publications with ISBN/ISSN numbers. | edited books |
| | | Subject Books by Other local publishers with ISBN/ISSN numbers. | Subject Books by Other local publishers with ISBN/ISSN numbers. | 15 / sole author, and 3 / chapter in edited books |
| | | Chapters contributed to edited knowledge based volumes published by International Publishers | Chapters contributed to edited knowledge based volumes published by International Publishers | 10 /Chapter |
| | | Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories | Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories | 5 / Chapter |
| III (C) RESEARCH PROJECTS | | | | |
| III (C) (i) | Sponsored Projects carried out/ ongoing | (a) Major Projects amount mobilized with grants above | Major Projects amount mobilized with grants above | 20 /each Project |

| | | | | |
|------------------|-----------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| | | 30.0 lakhs | 5.0 lakhs | |
| | | (b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs | Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs | 15 /each Project |
| | | (c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh) | Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh) | 10/each Project |
| III (C) (ii) | Consultancy Projects | Amount mobilized with | Amount mobilized with | 10 per every |
| | carried out / ongoing | minimum of Rs.10.00 lakh | minimum of Rs. 2.0 lakhs | Rs.10.0 lakhs and Rs.2.0 lakhs, respectively |
| III (C) (iii) | Completed projects : Quality Evaluation | Completed project Report (Acceptance from funding agency) | Completed project report (Accepted by funding agency) | 20 /each major project and 10 / each minor project |
| III (C) (iv) | Projects Outcome / Outputs | Patent/Technology transfer/ Product/Process | Major Policy document of Govt. Bodies at Central and State level | 30 / each national level output or patent /50 /each for International level, |
| III (D) | RESEARCH GUIDANCE | | | |
| III (D) (i) | M.Phil. | Degree awarded only | Degree awarded only | 3 /each candidate |

| | | | | |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|--------------------|
| III (D) (ii) | Ph.D | Degree awarded | Degree awarded | 10 /each candidate |
| | | Thesis submitted | Thesis submitted | 7 /each candidate |
| III(E) | TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS | | | |
| III(E) (i) | Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points) | (a) Not less than two weeks duration | (a) Not less than two weeks duration | 20/each |
| | | (b) One week duration | (b) One week duration | 10/each |
| III(E) (ii) | Papers in Conferences/ Seminars/ workshops etc.** | Participation and Presentation of research papers (oral/poster) in | Participation and Presentation of research papers (oral/poster) in | |
| | | a) International conference | a) International conference | 10 each |
| | | b) National | b) National | 7.5 / each |
| | | c) Regional/Stat e level | c) Regional/Sta te level | 5 /each |
| | | d) Local - College level | d) Local -College level | 3/each |
| III(E) (iv) | Invited lectures or presentations for | (a) International | (a) International | 10 /each |

| | | | | |
|--|-----------------------|--------------------|--------------------|---|
| | conferences/ symposia | | | |
| | | (b) National level | (b) National level | 5 |

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Notes.

1. It is incumbent on the Coordination Committee proposed in these Regulations and the College to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

Nagaland Higher Education Service Rules, 2015

Annexure – 2 to Schedule II

(See Rule 10 (iv))

ACADEMIC PERFORMANCE INDICATORS (APIs) AND PROPOSED SCORES DEVELOPED BY UGC FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR DIRECT APPOINTMENT/CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS APPLICABLE TO COLLEGE LIBRARIANS.

Category - I : Procurement, organization, and delivery of knowledge and information through Library services

| S.No | Nature of Activity | Maximum Score |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1. | Library resources organization and maintenance of books, journals, reports; Provision of library reader-services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. | 40 |
| 2. | ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management. | 30 |
| 3. | Development, organization and management of e-resources including | |

| | | |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| | their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc. | 25 |
| 4 | User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc. | 20 |
| 5. | Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms | 10 |
| Total Score | | 125 |
| Minimum API score required | | 75 |

Category- II : Co-curricular, extension and professional development related activities.

| Sl. No. | Nature of Activity | Maximum Score |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1 | Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels, | 20 |
| 2 | Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities. | 15 |
| 3 | Professional Development activities (such as participation in seminars, conferences, short term, e- library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general | 15 |

| | |
|----------------------------------------------|----|
| articles, not covered in Category III below) | 15 |
| Minimum API Score Required | |

Category - III - Research and academic contributions

| S No. | APIs | Activity | Maximum Point |
|---------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| III A | Research Papers published in: | Refereed Journals | 15 / publication |
| | | Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. | 10 / Publication |
| | | Conference proceedings as full papers, etc. (Abstracts not to be included) | 10 / publication |
| III (B) | Research Publications (books, chapters in books, other than refereed journal articles) | Text or Reference Books Published by International Publishers with an established peer review system | 50 /sole author; 10 / chapter in an edited book |
| | | Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers. | 25 /sole author, and 5/ chapter in edited books |
| | | Subject Books by Other local publishers with ISBN/ISSN numbers. | 15 / sole author, and 3 / chapter in edited books |
| | | Chapters contributed to edited knowledge based volumes published by International Publishers | 10 /Chapter |
| | | Chapters in knowledge based volumes by Indian/National level | 5 / Chapter |

| | | | |
|------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| | | publishers with ISBN/ISSN numbers and with numbers of national and international directories | |
| III (C) | | | |
| III (C) (i) | Sponsored Projects carried out/ ongoing | (d) Major Projects amount mobilized with grants above 30.0 lakhs | 20 /each Project |
| | | (e) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs | 15 /each Project |
| | | (f) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5.0 lakh) | 10/each Project |
| III (C) (ii) | Consultancy Projects carried out / ongoing | Amount mobilized with minimum of Rs.10.00 lakhs | 10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively |
| III (C) (iii) | Completed projects : Quality Evaluation | Completed project Report (Acceptance from funding agency) | 20 /each major project and 10 / each minor project |
| III (C) (iv) | Projects Outcome / Outputs | Patent/Technology transfer/ Product/Process | 30 / each national level output or patent /50 /each for International level |
| III (D) | | | |
| III (D) (i) | M.Phil. | Degree awarded only | 3 /each candidate |
| III (D) (ii) | Ph.D | Degree awarded | 10 /each candidate |
| | | Thesis submitted | 7 /each candidate |
| III(E) | | | |
| III(E) (i) | Refresher courses, Methodology workshops, Training, Teaching- | Not less than two weeks duration | 20/each |
| | | One week duration | 10/each |

| | | | |
|-------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------|
| | Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points) | | |
| III(E) (ii) | Papers in Conferences/ Seminars/ workshops etc. * | Participation and Presentation of research papers (oral/poster) in | |
| | | • International conference | Each |
| | | • National | / each |
| | | • Regional/State level | /each |
| | | College level | 3/each |
| III(E) (iv) | Invited lectures or presentations for conferences/ / symposia | International | 10 /each |
| | | National level | 5 |

* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Note :

1. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

Nagaland Higher Education Service Rules, 2015

Annexure – 3 to Schedule II

(See Rule 9(xi))

MINIMUM POINT NORMS OF THE APIS AS PROVIDED IN ANNEXURE - 1 AND WEIGHTAGES FOR EXPERT ASSESSMENT TO BE APPLIED FOR THE PROMOTION OF TEACHERS, IN COLLEGES (UG AND PG) UNDER CAREER ADVANCEMENT SCHEME (CAS)

| | Assistant Professor/ equivalent cadres Stage 1 to Stage 2: | Assistant Professor/ equivalent cadres: Stage 2 to Stage 3 | Assistant Professor (Stage 3) to Associate Professor/ equivalent cadre (Stage 4) | Associate Professor to Professor Promotion in Colleges (Stage 5) as per assigned posts |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| I Teaching-learning, Evaluation Related Activities (Category -I) | 75/Year | 75/Year | 75/year | |
| II Co-curricular, Extension and Profession related activities (Category -II) | 15/Year | 15/Year | 15/Year | |
| III Minimum total average annual Score under Categories I and II* | 100/Year | 100/Year | 100/Year | |
| IV Research and Academic Contribution (Category III) | 5/Year (20/ assessment period) | 10/Year (50/ assessment period) | 15/Year (45/assessment period) | 20/Year (60/assessment period) |
| Expert Assessment System | Screening Committee | Screening Committee | Screening Committee | Screening Committee |
| V Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage | No separate points. Screening committee to verify API scores | No separate points. Screening committee to verify API scores | 20% - Contribution to Research 60% - Assessment of domain knowledge and teaching practices. | 30% - Contribution to Research.50% - Assessment of domain knowledge and teaching practices. 20 % - Interview performance |

= 100. Minimum required for promotion is 50)

20 % - Interview performance

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Explanatory note:

1. All colleges will set up verifiable systems for the API related information required in these annexures within THREE months of notification of these rules. They will have to be documented and collated annually by the Internal Quality Assessment cells (IQACs) of the college authorities. In order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually.
2. However, in order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these regulations in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out.
3. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in colleges for one year only with the minimum average scores. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2010, one year API scores for 2009-10 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2011, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
4. The aggregate minimum API score required (given in row III) can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II also for the differing nature of contributions possible in different institutional settings
5. For Category III (research and academic contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over

- two previous stages, taken together. In the case of promotion to Professor, the publication requirement shall be met over the two previous stages.
6. Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores by submitting an application and the required proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible, can also apply at a later date.
 7. If however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.
 8. (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.
(b) If however, the candidate finds that she / he fulfills the eligibility conditions at a late date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application.
(c) If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, her / his promotion will be deemed to be from the later date.

Nagaland Higher Education Service Rules, 2015

Annexure – 4 to Schedule II
(See Rule 10(v))

Minimum APIs as provided in Annexure – 2 to be applied for the Promotion of College Librarians and Weightages for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS)

| | | College Librarian from Senior Grade (Stage 1 to Stage 2) | College Librarian (Selection Grade) (Stage 2 to Stage 3) | College Librarian (selection Grade) (Stage 3 to Stage 4) | College Librarian (Stage 4 to Stage 5) |
|-----|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------|----------------------------------------|
| I | Procurement, organization and delivery of knowledge and information thro' library services (category I) | 75/Year | 75/Year | 75/year | |
| II | Extension and Profession related activities (Category II) | 15/Year | 15/Year | 15/Year | |
| III | Minimum total average annual Score under Categories I and II* | 100/Year | 100/Year | 100/Year | |
| IV | Research and Academic Contribution (Category III) - Minimum Annual Score Required - to be assessed cumulatively | 10/Year (40/assessment period) | 20/Year (100/assessment period) | 30/Year (90/assessment period) | 40/Year (120/assessment period) |

| Expert Assessment System | Screening Committee | Screening Committee | Selection Committee | |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| V Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)) | No separate points. Screening committee to verify API scores | No separate points. Screening committee to verify API scores | 30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organizational skills 20% - Interview performance | 50% Library publication work 30% Assessment of innovative Library service and organization of digital library services 20% Interview performance |

- Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Nagaland Higher Education Service Rules, 2015
Annexure – 5 to Schedule II
(See Rule 9 (xii))

**SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT
SCHEME (CAS) PROMOTIONS OF COLLEGE TEACHER.**

CATEGORY I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES.

Brief explanation : Based on the teachers' self assessment, API scores are proposed for (a) teaching related activities, (b) domain knowledge, (c) participation in examination and evaluation and (d) contribution to innovative teaching, new courses etc. The minimum API score required of teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be scrutinized by the HOD, IQAC and Screening Committee.

| Sl. No | Nature of Activity | Maximum Score | Self Assessment Score (to be filled by applicant) | Verified API Score by HOD | Documentation & Authentication by IQAC of the College | Assessment by Screening Committee |
|--------|-----------------------------------------------------------------------------------------------------------|---------------|---------------------------------------------------|---------------------------|-------------------------------------------------------|-----------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | Lecturers, seminars, tutorials, practical, contact hours undertaken as percentage of lecturers allocated. | 50 | | | | |
| 2 | Lecturers or other teaching duties in excess of the UGC norms | 10 | | | | |
| 3 | Preparation and imparting of knowledge/instruction as per | 20 | | | | |

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|---|----------------------------------------------------------------------------------------------------------------------------|-----|--|--|--|--|
| | curriculum; syllabus enrichment by providing additional resources to students. | | | | | |
| 4 | Use of participatory and innovative teaching learning methodologies; updating of subject content, course improvement, etc. | 20 | | | | |
| 5 | Examination duties (invigilation, question paper setting, evaluation/assessment of answer scripts) as per allotment | 25 | | | | |
| 6 | Total Score | 125 | | | | |
| 7 | Minimum API score required | 75 | | | | |

CATEGORY II : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Brief explanation : Based on the teacher's self-assessment, API scores are proposed for co-curricular and extension activities and professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the HOD, IQAC Screening Committee.

| Sl. No | Nature of Activity | Maximum Score | Self Assessment Score | Verified API Score by HOD | Documentation & Authentication by | Assessment by Screening |
|--------|--------------------|---------------|-----------------------|---------------------------|-----------------------------------|-------------------------|
|--------|--------------------|---------------|-----------------------|---------------------------|-----------------------------------|-------------------------|

| | | | (to be filled by applicant) | | IQAC | Committee |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----------------------------|---|------|-----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | Student related co-curricular extension and field based activities (NSS/NCC/RAW) Farmer's Cell, experimental learning, all India study tour, regional/state field tour, cultural activities, subject related events, advertisement, counseling etc) | 20 | | | | |
| 2 | Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. | 15 | | | | |
| 3 | Professional development activities(participation in seminars, conferences, short term training courses, talks, lecturers, membership of associations, dissemination and general articles no covered in Category III) | 15 | | | | |
| 4 | Minimum API score required | 15 | | | | |

CATEGORY III : RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation : Based on the teachers' self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from the category is different for different levels of promotion. The self-assessment score will be based on verifiable criteria and will be finalized by the HOD, IQAC & Screening Committee.

| Sl. No | APIs | Faculties of Engineering/Agriculture/Veterinary/Medical Science/Science | Faculties of Languages/Arts/Humanities/Social Sciences/Library/Physical Education/management | Maximum points for University/College teachers (UGC) | Maximum points for Nagaland University/College teachers (proposed) |
|----------|---------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| III A(i) | Research Papers published in journals | Refereed Journal * with ISBN/ISSN numbers | Refereed Journal* with ISBN/ISSN numbers | 15/ Publication | 20 Publication |
| | | Refereed Journals and periodicals without ISBN/ISSN numbers | Refereed Journals and periodicals without ISBN/ISSN numbers | | 15 Publication |
| | | Non-refereed Journals and periodicals with ISBN/ISSN numbers | Non-refereed journals and periodicals with ISBN/ISSN numbers | 10/ publication | 10/ publication |
| | | Conference proceedings as full papers etc, (Abstracts not to be included) | Conference proceeding as full papers etc (Abstracts not to be included) | 10/publication | 10/publication |
| IIIA(ii) | Member of Editorial Board of journals | Refereed journals with ISBN/ISSN number | Refereed journals with ISBN/ISSN numbers | | 15each |
| | | Refereed journals and periodicals without ISBN/ISSN numbers | Refereed journals and periodicals without ISBN/ISSN numbers | | 10each |
| | | Non-refereed journals and periodicals | Non- refereed journals and | | 5each |

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|---------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------|----------------|
| | | with ISBN/ISSN numbers | periodicals with ISBN/ISSN numbers | | |
| III A(iii) | Reviewer/Refereed of journals | Refereed journals and periodicals without ISBN/ISSN numbers | Refereed journals and periodicals without ISBN/ISSN numbers | | 10each |
| | | Refereed journals and periodicals without ISBN/ISSN numbers | Non-refereed journals and periodicals with ISBN/ISSN numbers | | 5each |
| | | Non refereed journals and periodicals with ISBN/ISSN numbers | Non-refereed journals and periodicals with ISBN/ISSN numbers | | 3each |
| III A(iv) | Research publications books proceedings chapter in books | Text of Reference Books Edited | Text of Reference Books/ Edited Books published by International | 50/Sole author | 50/sole author |
| | | Books proceedings by International Publishers with an established peer review system | Books published by International Publishers with an established peer review system | 10/chapter edited books | 20 editor |
| III E (iii) (max: 70points)# | Papers in conferences Seminars Workshop etc | Participation and presentation | Participation and presentation | | |
| | | Researched papers oral poster at International level | Researched papers oral poster at International level | 10 Each | 10Each |
| | | National level | National level | 7.5Each | 8Each |
| | | Regional / State level | Regional / State level | 5Each | 5Each |
| | | Local (University/ College level | Local (University/ College level | 3Each | 3each |
| III E(iv) | Invited Lectures. Presentations Resource Person for Conferences Symposia. Refresher | International level | International level | 10Each | 15Each |
| | | National level | National level | 5Each | 10Each |
| | | Regional/State level | | | 8Each |
| | | Local (University / College level | Local (University / College level | | 5Each |

| | | | | | |
|----------|-------------------------------------------------|-----------------------------------------------|-----------------------------------------------|-----------------------|---------|
| III E(v) | Chairing sessions all Conference Symposia etc | International national / Regional local level | International national / Regional local level | | 5Each |
| III | Office Bearer of Advisor of professional bodies | International level | International level | | 15Each |
| | | National level | National level | | 10 Each |
| | | Reasonal State level | Reasonal State level | | 8 Each |
| III G | Awards / Honours/ Recognitions | | | | |
| | Government Institutions Reputed Organization | International level | International level | | 30 |
| | | National level | National level | | 20 |
| | | Regional State level | Regional / State level | | 10 |
| III H | Best Research Paper Poster Presentation | | | | |
| | | Awards in | International | International | 10 |
| | | Seminars | National | National | 8 |
| | | Symposia, Etc. | Regional / State level | Regional /State level | 5 |

Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows (i) indexed journals by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

Justification : A teacher has to attend a minimum of one orientation & two refresher course of two to three week duration, and one faculty development related programme of one week duration with total of 70 points (20 + 20 + 20 +10) during the period of Assistant Professorship.

Definitions used : JS – Joint Supervisor; I Principal Investigator ; Co-PI Co – Principal Investigator ; ACM Advisory Council Member :
AS- Associating Scientist; RA – Research Associate; SRA Senior Research Associate; SRF – Senior Research Fellow.

It is incumbent on the IQAC proposed in these rules and the College to prepare and public within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time Screening Committee will verify the categorization scores of the publications.

The API for Joint Publications shall be calculated in the following manner of the total score for the relevant category of publication, the first Principal Author and the Corresponding Author / Supervisor / Mentor would each earn 60% of the total points and all other authors would earn 40% each.

Example : In a paper with three or more authors having an API score of 10, the First/ Principal Author and Corresponding Author would earn a point each and the other authors would earn 4 points each.