



THE LIGHT OF TRUTH

## RTI Manual

(INFORMATION PUBLISHED IN PURSUANCE OF SECTION 4(1) (b) OF THE  
RTI ACT 2005)

Dongktieh, Block – 1,  
Nongrah, Shillong 793006  
Meghalaya

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## 1. Basic Information under the RTI Act 2005

<b>1.1 Objective of the manual</b>	-To provide information to the public about the institution
<b>1.2 Who can use this handbook</b>	-The General Public
<b>1.3 Organization of the information in this handbook</b>	-As per the guidelines of the Section 4, of the RTI Act 2005
<b>1.4 Contact persons</b>	
Dr. Vincent T Darlong <b>Vice Chancellor</b> Martin Luther Christian University Email- <a href="mailto:vc@mlcuniv.in">vc@mlcuniv.in</a> Contact no (Office)- 916009602012	Dr. Iwamon W J Laloo <b>Registrar &amp; First Appellate Authority</b> Martin Luther Christian University Email- <a href="mailto:registrar@mlcuniv.in">registrar@mlcuniv.in</a> Contact no (Office)- 916009602012
Ms. Lakynti Kharपुरi <b>Deputy Registrar</b> Martin Luther Christian University Email- <a href="mailto:deputyregistrar.mlcu@gmail.com">deputyregistrar.mlcu@gmail.com</a> Contact no (Office)- 916009602012	Mr. B Kharlukhi <b>Public Information Officer</b> Martin Luther Christian University Email- <a href="mailto:rti@mlcuniv.in">rti@mlcuniv.in</a> Contact no (Office)- 916009602012

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## **2. Particulars of Organization, Function And Duties**

**2.1 About the University:** Martin Luther Christian University was created by Act No. 11 of 2005 of the Legislative Assembly of Meghalaya and received the assent of the Governor on July 06, 2005. The Government of Meghalaya issued the Gazette Notification on February 22, 2006. The creation of the University is as per the University Grants Commission Act, 1956 under Section 2(f) and the University is empowered to grant degrees under Section 22 of the UGC Act. MLCU commits itself to render service to the community and to provide its students with a high-quality education that will enable them to graduate as well-rounded professionals, to serve with purpose, integrity and efficiency anywhere in the world. As global citizens, these students will provide the leadership for tomorrow.

MLCU is sponsored by the National Lutheran Health and Medical Board (NLHMB), a registered trust established in 1986 and engaged in Health Care, Education, Community Outreach and Disaster Management.

With job-oriented academic courses, MLCU is prepared to meet the challenges and requirements of the present-day workplace. MLCU emphasizes skills and experiential learning and offers hands-on projects for its students, to acquire not only knowledge and skills, but real-life expertise needed to pursue gainful and fulfilling careers.

MLCU recognizes its opportunity and responsibility to contribute to the sustainable development of the region, participating in vocational education, healthcare, information and communication networks, environmental protection, disaster education, peace studies, and developmental projects. The University will collaborate with government, NGOs, community organizations, self-help groups and industry in the development of the community.

**2.2 Vision: *Christian education and values for the betterment of society, especially its youth and Christian community***

The Vision of the University has encapsulated the mandate and commitment of the founders of the University which have been recorded verbatim in the minutes of the first meeting of the Board of Governors and is extracted as below:

“The role and responsibility of the church is to transform society in a manner that is relevant in today’s context. The process of transformation must come about in such a way that it solves the problems of unemployment among young people, poverty, health, education and development. The University has come at the right time and should help our people to help themselves. Our state has a rich potential in nature and the University should help to tap these resources in a proper way. The University should be rooted in the local culture.”

“The University should help to define the role of the church in this society. It should serve the people of Meghalaya. Historically, the church has provided school and higher education in Meghalaya but the University will be the crown of our educational efforts in Meghalaya. The praxis of faith, grace and scripture is education.”

**2.3 Mission Statement:** *To contribute to the sustainable development of Meghalaya and Northeast India, by providing knowledge, skills and values that will enable our students to become global citizens while upholding gender, ethnic and religious equity for all, conserving its bio-cultural heritage, and by recognizing its Christian legacy and commitment.*

**2.4 Objectives of the University:** The objective for which the University was established are as follows:

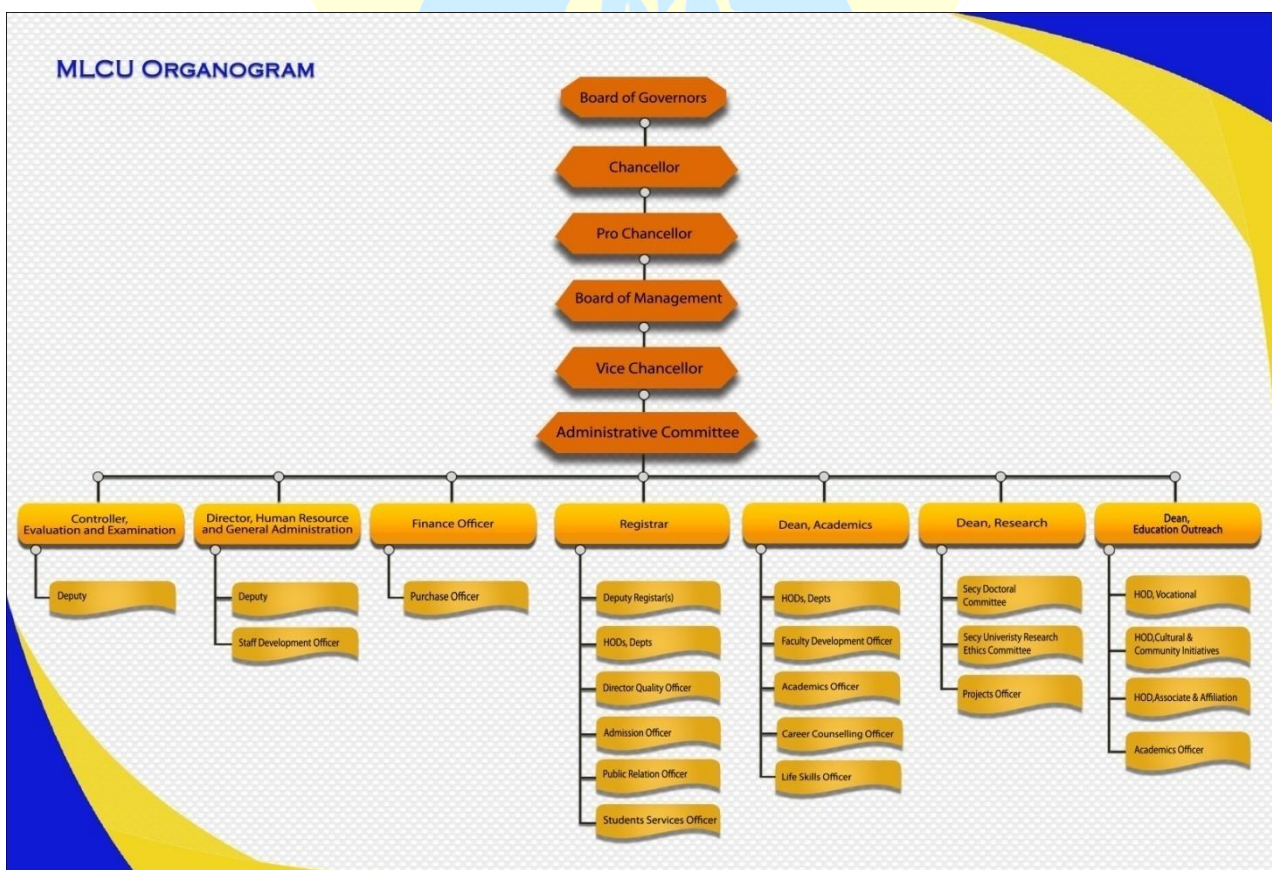
- a) To establish academic departments, centers, faculties and institutions of excellence to train professionals of high competence and commitment.
- b) Set up University centers for inter active, distance, online and other modes of learning in a networked system of learning centers, using modern information and communication technologies;
- c) To collaborate with educational and healthcare institutions government and voluntary organizations to offer various academic programmes;
- d) To provide education and healthcare for underdeveloped regions, especially tribal areas and their people.
- e) To advocate the need and contribution of higher education as a valuable means to individual and societal development;

- f) To assist students and graduates in planning, preparing and being placed in their careers;
- g) To develop innovative concepts and programmes in higher education;
- h) To develop educational programmes that are flexible and responsive to changes in society;
- i) To contribute to the development of a knowledge-based society.

## 2.5 Powers of the University:

Refer <b>Section 8</b> of the Martin Luther Christian University (amendment) Act, 2014	<b>Link to the Act:</b> <a href="https://www.mlcuniv.in/wp-content/downloads/Legal%20Status/amendedmlcuAct.pdf">https://www.mlcuniv.in/wp-content/downloads/Legal%20Status/amendedmlcuAct.pdf</a>
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## 2.6 Organizational Structure:



## 2.7 University Working Hours:

Monday –Saturday (9:00 A.M-5:00 P.M)

Sunday-Closed

**2.8 Location:** Dongkatieh, Block -1, Nongrah, Shillong 793006 Meghalaya

## **3. Powers and Duties of the Officers**

3.1	<b>Officers of the University</b>	(a) The Chancellor (b) The Vice-Chancellor (c) The Registrar (d) The Finance Officer (e) Dean, Academics (f) Dean, Research (g) Dean, Students (h) Other Officers
3.2	<b>The Chancellor</b>	(a) To call for any information or record; (b) To appoint the Vice-Chancellor; (c) To remove the Vice-Chancellor; (d) Such other powers as may be conferred on him by this Act or the Statutes made there under.
3.3	<b>The Vice Chancellor</b>	(a) The Vice-Chancellor is the Principal executive and academic officer of the University and shall exercises general supervision and control over the affairs of the University and give effect to the decision of the authorities of the University.

		<p>(b) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be laid down by the Statutes or the Rules.</p> <p>(c) The Vice-Chancellor shall preside at the convocation of the University in the absence of both the Visitor and the Chancellor, for conferring degrees, diplomas, Charters, Designations or Certificates</p>
3.4	<b>The Registrar</b>	<p>(a) The Registrar shall exercise such powers and perform such duties as may be prescribed or may be required from time to time, by the Board of Governors.</p> <p>(b) The Registrar shall exercise such powers and perform such duties as may be prescribed by the Statutes</p>
3.5	<b>The Finance Officer</b>	<p>(a) The Finance officer shall be appointed by the Board of Governors in such manner and shall exercise such powers and duties as may be prescribed</p>
3.6	<b>Dean, Academics</b>	<p>(a) The Dean, Academics shall be responsible for the administration and coordination of the academic matters of the University</p>
3.7	<b>Dean, Research</b>	<p>(a) The Dean, Research is responsible for administration and coordination of research related activities of the University</p>



3.8	<b>Dean, Students</b>	(a) The Dean of Students shall be responsible for all non-academic matters pertaining to the students
3.9	<b>Other Officers</b>	(a) The manner of appointment, terms and Conditions of service and powers and duties of the other officers of the University shall be such as may be prescribed

#### **4. Authorities of the University**

4.1	<b>Authorities of the University</b>	<ul style="list-style-type: none"> <li>(a) The Board of Governors</li> <li>(b) The Board of Management</li> <li>(c) The Academic Council</li> <li>(d) The Finance Committee</li> <li>(e) The Administrative Committee</li> <li>(f) Other authorities</li> </ul>
4.2	<b>The Board of Governors</b>	<ul style="list-style-type: none"> <li>(a) To appointment the statutory auditors of the University</li> <li>(b) To lay down policies to be pursued by the University</li> <li>(c) To review decision of the other authorities of the University if they are not in conformity with the provisions of this Act, or the statutes or the rules.</li> <li>(d) To approve the budget &amp; annual report of the University</li> <li>(e) To make new or additional statutes and rules or amend or repeal the earlier statutes &amp; rules</li> <li>(f) To take decision about voluntary winding up</li> </ul>

		<p>of the University</p> <p>(g) To approve proposals for submission to the state government; and</p> <p>(h) To take such decisions &amp; Steps as are found desirable for effectively carrying out the objects of the University</p>
4.3	<b>The Board of Management</b>	(a) The powers & functions of the board of management shall be such as may be prescribed
4.4	<b>The Academic Council</b>	(a) The Academic Council shall be the principal academic body of the University and shall subject to the provisions of this Act, the statutes and the rules, coordinate and exercise general supervision over the academic policies of the universities
4.5	<b>The Finance Committee</b>	(a) The Finance Committee shall be the principal financial body of the University to take care of financial matters and shall, subject to the provisions of this Act, the Statutes, and Rules, coordinate and exercise general supervision over the financial matters of the University
4.6	<b>The Administrative Committee</b>	<p>(a) To recommend policy, develop, upgrade of the general administration, infrastructure and amenities for students and staff that are needed to ensure the smooth and proper functioning of the University.</p> <p>(b) To review the human resources policies and to make recommendations as necessary</p> <p>(c) To exercise general supervision of the academic and non-academic support</p>

		departments
4.7	<b>Other Authorities</b>	(a) The constitution, powers & functions of the other authorities of the University shall be such as may be prescribed

### 5. Decision making process & Supervision

5.1	<b>Academic matters-</b>	All matters related to academics are recommended from the Board of Studies constituted for the different departments and approved by the Academic council of the University
5.2	<b>Administrative matters-</b>	All administrative matters are deliberated in the meetings of the Administrative Committee & Board of Management
5.3	<b>Statutory matters-</b>	All Statutory matters are deliberated and approved in the meeting of the Board of Governors
5.4	<b>Financial matter-</b>	All Financial matters are deliberated in the meetings of the Financial Committee and approved by the Board of Governors
5.5	<b>Supervision-</b>	Every employee of the University are assigned a reporting officer. The reporting head reports either to the Registrar or the Vice Chancellor of the University

## **6. Rules, Regulations & Manuals**

6.1	<b>Statutes &amp; Rules</b> —(Refer Chapter 5 of the Martin Luther Christian University (amendment) Act, 2014	<b>Link to the Act:</b> <a href="https://www.mlcuniv.in/wp-content/downloads/Legal%20Status/amendedmlcuAct.pdf">https://www.mlcuniv.in/wp-content/downloads/Legal%20Status/amendedmlcuAct.pdf</a>
6.2	<b>MLCU HR Policy Manual</b>	<b>Link to the Manual:</b> <a href="https://www.mlcuniv.in/wp-content/uploads/2020/03/FINALHRPOLICY.pdf">https://www.mlcuniv.in/wp-content/uploads/2020/03/FINALHRPOLICY.pdf</a>

## **7. Official documents and their availability**

7.1	Martin Luther Christian University Act, 2005
7.2	Martin Luther Christian University (amendment) Act, 2014
7.3	Martin Luther Christian University (amendment) Act, 2019
7.4	Notification of establishment of the University-Dated Shillong the 22 <sup>nd</sup> February, 2006
7.5	UGC letter on the Status of Martin Luther Christian University- Dated 19, April 2018
7.6	Human Resource Policy Manual
7.7	Policy on Appointment, Promotion and Tenure of Faculty members

## **8. Representation by Members of the Public**

Martin Luther Christian University encourages public participation through representations in the Board of Studies, Academic Council & Finance Committee

## **9. List of Members: Board of Governors, Board of Management, Academic Council, Finance Committee & Administrative Committee**

**Statement:** Meetings & Minutes of the above bodies are not open & accessible to the public as members nominated to the bodies are as per the MLCU Act and the minutes contains private matters of the University

<b>9.1 The Board of Governors</b>	
1. Chancellor, MLCU <i>Chairperson</i>	2. Educationist of repute nominated by the State Government
3. Registrar, MLCU <i>Ex-officio Secretary</i>	4. Person of repute from the State nominated by the Sponsor
5. Member nominated by the Sponsor	6. Member nominated by the Sponsor
7. Vice Chancellor, MLCU Member	8. Member nominated by the Sponsor
9. Representative of the State Government	

<b>9.2 The Board of Management</b>	
1. Vice Chancellor, MLCU <i>Chairperson</i>	2. Representative of the State Government
3. Registrar, MLCU <i>Secretary</i>	4. Member nominated by the Sponsor
5. Dean, Academics, MLCU Member nominated by the Chancellor	6. Member nominated by the Sponsor
7. Dean, Research, MLCU Member nominated by the Chancellor	8. Member nominated by the Sponsor
9. Person of repute from the State nominated by the Sponsor	

<b>9.3 The Academic Council</b>	
1. Vice Chancellor, MLCU Chairperson	2. Teacher from other institutions, nominated by the Vice Chancellor
3. Registrar, MLCU <i>Secretary</i>	4. Finance Officer, MLCU <i>Member</i>
5. Chancellor, MLCU <i>Member</i>	6. Dean, Academics <i>Member</i>
7. External Member nominated by the Chancellor	8. Controller of Evaluation and Examination, MLCU Member
9. External Member nominated by the Chancellor	10. Faculty members of the University less than the rank of a Professor, Members
11. External Member nominated by the Chancellor	12. Heads of Departments, Members

13. Teacher from other institutions, nominated by the Vice Chancellor	14. Two students Members nominated by the Vice Chancellor
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<b>9.4 The Finance Committee</b>	
1. Vice Chancellor <i>Chairman</i>	2. Finance Officer, MLCU <i>Member</i>
3. Registrar, MLCU <i>Secretary</i>	4. Head of Department, Department of Economics, Commerce and Management, MLCU <i>Member</i>
5. External Member nominated by the Chancellor	6. Dean, Academics, MLCU <i>Member</i>
7. External Member nominated by the Chancellor	

<b>9.5 Administrative Committee</b>	
1. Registrar, <i>Chairperson</i>	2. Controller of Evaluation and Examination
3. Finance Officer	4. Deputy Registrar, <i>Secretary</i>
5. Dean, Academics	6. Two heads of Department by rotation

## **10. Directory of Employees & Officers**

**Subject to change from time to time:**

<b>10.1 MLCU Administration</b>	
1.	Chancellor
2.	Pro Chancellor
3.	Vice Chancellor
4.	Registrar
5.	Deputy Registrar
6.	Finance Officer

7.	Dean, Academics
8.	Associate Dean
9.	Dean, Research
10.	Associate Dean, Research
11.	Director, Publications
12.	Secretary Doctoral Committee
13.	Controller of Evaluation and Examination
14.	Deputy Controller of Evaluation and Examination
15.	Evaluation Officer
16.	Associate Dean of Students
17.	Assistant Dean of Students
18.	Student Service Officer
19.	Public Relations Manager
20.	Assistant Librarian
21.	Human Resource Executive
22.	Office Executive-General Administration
23.	Director, Systems
24.	Systems Manager
25.	Director, Marketing & Development
26.	Internal Quality and Compliance Coordinator
27.	National Service Scheme (NSS) Programme Coordinator

### **10.2 Academic Departments**

The academic departments consist of the Head of Department, Assistant Head of Department and the faculty and others as required for Laboratory and fieldwork. For a school, it consists of a Dean, Head of Department and the faculty members.

### **10.3 Members of staffs**

The MLCU members of staffs consists of the Front desk assistant, System executive, Accountant, Administrative executive, Finance Executive, Office assistants, Office executives, Evaluation executives, Office supervisors, Security guards, Housekeeping and Drivers.

## **11. Remuneration for staffs & faculty**

Remunerations for staffs and faculty is made as recommended by the Finance Committee and approved by the Board of Governors from time to time

## **12. The Budget Allocated**

Martin Luther Christian University is a self financed institution and does not avail grants from the University Grants Commission

## **13. Available Scholarships**

Details of available scholarships can be seen through the following link

**Link:** <https://www.mlcuniv.in/scholarships/>

## **14. Concessions Availed By The University**

Till date the University has not availed any concessions for implementation of Academic or infrastructure development

## **15. Information Available In Electronic Form**

All relevant and necessary information about the University is available on its website <https://www.mlcuniv.in/>



## **16. Means, Methods and Facilities available to citizens for obtaining information**

Citizens can obtain relevant information about the University through an application addressed to the Public Information Officer of the University with name & complete postal address of the applicant.

## **17. Public Information Officer & First Appellate Authority**

<b>Name of PIO-</b> Mr. B. Kharlukhi	<b>First Appellate Authority-</b> Registrar
<b>Office Address:</b> Martin Luther Christian University Dongktieh, Block – 1, Nongrah, Shillong 793006 Meghalaya	<b>Office Address:</b> Martin Luther Christian University Dongktieh, Block – 1, Nongrah, Shillong 793006 Meghalaya
<b>Email:</b> <a href="mailto:rti@mlcuniv.in">rti@mlcuniv.in</a>	<b>Email:</b> <a href="mailto:registrar@mlcuniv.in">registrar@mlcuniv.in</a>
<b>Contact no (Office)-</b> 916009602012	<b>Contact no (Office)-</b> 916009602012

## **18. Other Useful Information**

Citizens can obtain other useful information about the University through its website <https://www.mlcuniv.in/>

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