



## RTI Manual

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

Dongktieh, Block – 1,  
Nongrah, Shillong 793006

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## **1. Basic information**

<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>	
<p>Dr. T. K Kharbamon  <b>Vice Chancellor</b>                      Email- <a href="mailto:vc@mlcuniv.in">vc@mlcuniv.in</a>                      Contact no (Office)- 913642535437/919233519538</p>	
<p>Ms. Aliscacia Swett  <b>Deputy Registrar</b>                      Email- <a href="mailto:deputyregistrar@mlcuniv.in">deputyregistrar@mlcuniv.in</a>                      Contact no (Office)- 913642535437/919233519538</p>	
<p>Dr. Iwamon W J Laloo  <b>Registrar &amp;First Appellate Authority</b>                      Email- <a href="mailto:registrar@mlcuniv.in">registrar@mlcuniv.in</a>                      Contact no (Office)- 913642535437/919233519538</p>	
<p>Mr. B Kharlukhi  <b>Public Information Officer</b>                      Email- <a href="mailto:rti@mlcuniv.in">rti@mlcuniv.in</a>                      Contact no (Office)- 913642535437/919233519538</p>	

## **2. Particulars of the Organization, Function and Duties**

[Section 4 (1) (b) (i) of the RTI Act]

**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 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.

**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 create an educational culture that is eco-sensitive, humanitarian, respectful of all cultures and will contribute to the sustainable development of Meghalaya; of India’s North East; of the country; and the world. This educational culture envisages a student and teaching community that is acutely aware of issues afflicting societies and communities and attempts to build bridges instead

of community enclaves. At the heart of education is the need to build professionalism and skill sets that equip students to deal with immediate and future challenges while also inculcating in them the ethos of equity in gender and all human relationships, and inclusivity through focused activism”.

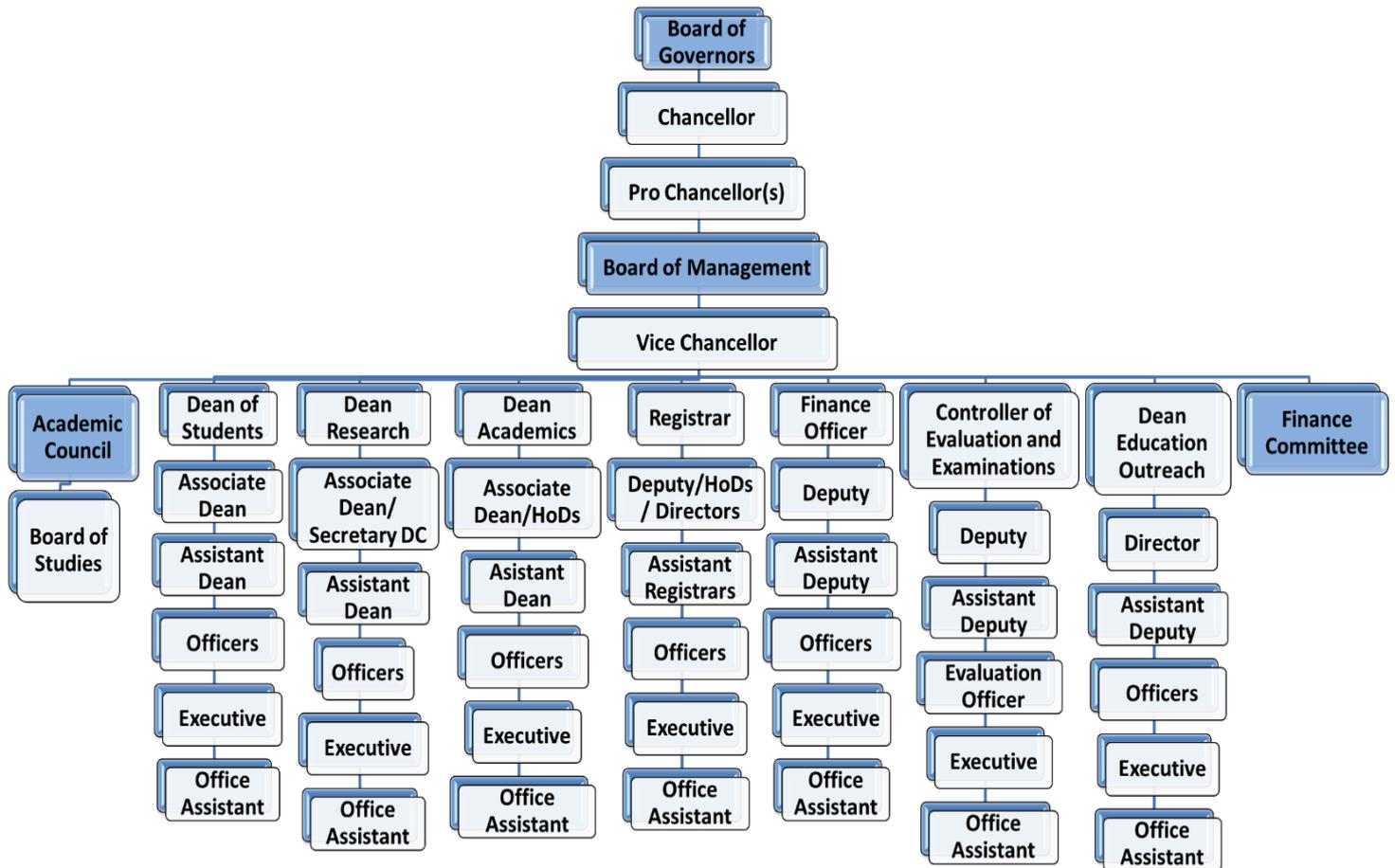
**2.4 Objectives of the University:** The objective for which the University was established are as follows:

1. To establish academic departments, centers, faculties and institutions of excellence to train professionals of high competence and commitment.
2. Set up university centers for interactive, distance, online and other modes of learning in a networked system of learning centers, using modern information and communication technologies.
3. To collaborate with educational and healthcare institutions government and voluntary organizations to offer various academic programmes;
4. To provide education and healthcare for underdeveloped regions, especially tribal areas and their people.
5. To advocate the need and contribution of higher education as a valuable means to individual and societal development;
6. To assist students and graduates in planning, preparing and being placed in their careers;
7. To develop innovative concepts and programmes in higher education;
8. To develop educational programmes that are flexible and responsive to changes in society;
9. To contribute to the development of a knowledge-based society.

### 2.5 Powers of the University:

Refer Section 8 of the Martin Luther Christian University Act, 2005	<b>Link to the Act:</b> <a href="https://mlcu.ac.in/wp-content/uploads/2023/12/Merged-ACTS.pdf">https://mlcu.ac.in/wp-content/uploads/2023/12/Merged-ACTS.pdf</a>
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**2.6 Organizational Structure:**



**2.7 University Working Hours:**

Monday –Friday (9:30 A.M-4:30 P.M)

Saturday: (9:30 A.M-1:00 P.M)

Sunday-Closed

**2.8 Location:**

**Main campus:** Dongkatieh, Block -1, Nongrah, Shillong 793006 Meghalaya

**Umsawli campus-**Wahrisham, Mawpat, Umsawli

### 3. Powers and Duties of the officers

[Section 4 (1) (b) (ii) of the RTI Act]

3.1	<b>Officers of the University</b>	<p>Chancellor</p> <p>Vice Chancellor</p> <p>Registrar</p> <p>Finance Officer</p> <p>Deans of Faculties</p> <p>Dean, Academics</p> <p>Dean, Research</p> <p>Dean, Students</p> <p>Dean, Education Outreach</p> <p>Controller of Evaluation and Examinations</p> <p>Directors</p>
3.2	<b>The Chancellor</b>	<p>(a) To call for any information or record</p> <p>(b) To appoint the Vice-Chancellor</p> <p>(c) To remove the Vice-Chancellor</p> <p>(d) Such other powers as may be conferred on him by this Act or the Statutes made there under.</p>
3.3	<b>The Vice Chancellor</b>	<p>a) The Vice-Chancellor shall be 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> <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) All contracts shall be signed, and all documents and records shall be authenticated by the Registrar on behalf of the University.</p> <p>b) The Registrar shall exercise such powers and perform such other duties as may be prescribed or may be required from time to time, by the Board of Governors.</p> <p>c) The Registrar shall be responsible for the due custody of the records and the common seal of the university and shall be bound to place before the Chancellor, the Vice-Chancellor or any other authority, all such information and documents as may be necessary for transaction of their business.</p> <p>d) 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 of faculties</b>	<p>a) Dean of faculties shall be appointed by the Vice Chancellor in such manner and shall exercise such powers and perform such duties as may be prescribed by the statutes.</p>
3.7	<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>
3.8	<b>Dean, Research</b>	<p>a) The Dean, Research is responsible for administration and coordination of research related activities of the University</p>
3.9	<b>Dean, Students</b>	<p>a) The Dean of Students shall be responsible for all non-academic matters pertaining to the students</p>
3.10	<b>Dean, Education Outreach</b>	<p>a) The Dean, Education Outreach is responsible for the administration and coordination of the academic matters of the collaborative programmes of the university</p>

3.11	<b>Controller of Evaluation and Examinations</b>	The Controller of Evaluation and Examinations is responsible for the implementation of the evaluation processes of the university.
3.12	<b>Directors</b>	The directors shall exercise such powers and duties as may be prescribed for their roles.

#### **4. Decision making process and Supervision**

[Section 4 (1) (b) (iii) of the RTI Act]

4.1	<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
4.2	<b>Administrative matters-</b>	All administrative matters are deliberated in the meetings of the Board of Management
4.3	<b>Statutory matters-</b>	All Statutory matters are deliberated and approved in the meeting of the Board of Governors
4.4	<b>Financial matters-</b>	All Financial matters are deliberated in the meetings of the Financial Committee and approved by the Board of Governors
4.5	<b>Supervision-</b>	Every employee of the University is assigned a reporting officer. The reporting head reports either to the Registrar or the Vice Chancellor of the University

#### **5. Norms set by the University for the discharge of its functions**

[Section 4 (1) (b) (iv) of the RTI Act]

Norms and standards for various activities of the University are set by the statutory bodies of the University such as the Board of Governors, Board of Management Academic Council (AC) and Finance Committee.

#### **Powers**

<b>The Board of Governors</b>	(a) To appointment the statutory auditors of the University (b) To lay down policies to be pursued by the University
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	<p>(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.</p> <p>(d) To approve the budget &amp; annual report of the University</p> <p>(e) To make new or additional statutes and rules or amend or repeal the earlier statutes &amp; rules</p> <p>(f) To take decision about voluntary winding up of the University</p> <p>(g) To approve proposals for submission to the state government; and</p> <p>(h) To take such decisions and steps as are found desirable for effectively carrying out the objects of the University</p>
<b>The Board of Management</b>	(a) The powers and functions of the board of management shall be such as may be prescribed.
<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 the MLCU Act, the statutes and the rules, coordinate and exercise general supervision over the academic policies of the universities.
<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 the MLCU Act, the Statutes, and Rules, coordinate and exercise general supervision over the financial matters of the University.

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

[Section 4 (1) (b) (v) of the RTI Act]

6.1	MLCU Statutes and Rules
6.2	MLCU HR Policy Manual

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

[Section 4 (1) (b) (vi) pf the RTI Act]

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	Audited reports
7.7	Human Resource Policy manual

## 8. Representation by members of the public

[Section 4 (1) (b) (vii) of the RTI Act]

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

## 9. Boards/ Councils/Committees

[Section 4 (1) (b) (viii) of the RTI Act]

**Statement:** Meetings and minutes of the above bodies are not open and accessible to the public. The members nominated to these bodies are as per the MLCU Act.

**Link to the constitution of members:** <https://mlcu.ac.in/board-and-committee-members/>

## 10. Directory of officers and employees

[Section 4 (1) (b) (ix) of the RTI Act]

Subject to change from time to time:

Employee No	Full Name	Email	Job Title
200800022	Ableman Nohriang	ablenohriang@mlcuniv.in	Evaluation Executive
20220051	Adelina Bertha R Shylla	adelina@mlcuniv.in	Counsellor
201700139	Ainamlang Synnah	synnaha@gmail.com	General Duty Staff
20230016	Akumsungla Longkumer	akumkr75@gmail.com	Assistant Professor
201400077	Aliscacia M Swett	aliscacia@mlcuniv.in	Deputy Registrar
201600092	Allan Paul Nongkynrih	allannongkynrih@mlcuniv.in	Office Supervisor
201500087	Badalamshisha Dkhar	badalamdkhar@mlcuniv.in	Project Officer
20220059	Balajied Shisha Khongkhlad	jjedkhongkhlad@gmail.com	Senior Tutor
20220063	Balency Marwein	balency31@gmail.com	General Duty Staff
20210028	Banehskhem Kharkamni	banehskhemkharkamni@mlcuniv.in	Technical Assistant
20230021	Banisha Sohshang	bsohshang5@gmail.com	Library Assistant
201800158	Banpynshngain Kharlukhi	banpynshngainkharlukhi@mlcuniv.in	Assistant Registrar, Academics
2023009	Bansiewdorlang Mylliemngap	bansiewdorlang@mlcuniv.in	Business Manager
20210004	Banteiskhem Dohtdong	banteiskhem@mlcuniv.in	Accountant
20220039	Baskhemjingmut Lyngdoh Marshilong	baskhemjingmut@mlcuniv.in	IQAC Executive
200800019	Berthalene Kharkongor	berthakongor@mlcuniv.in	Evaluation Officer
201300065	Bhabok Makdoh	bhabokmakdoh5@gmail.com	General Duty Staff
20220067	Careen Joplin Langstieh	careenjoplin@mlcuniv.in	Associate Professor of Practice
201600097	Chryssantha Lyngdoh	chrysllyngdoh@gmail.com	Front Desk Assistant
20210033	Clarissa Jane Rajee	clarissajane@mlcuniv.in	Assistant Dean, Academics
20220058	Daiada Malngiang	daiadamalng@gmail.com	Senior Tutor
201900198	Dainasha Kharbteng	daineshakharbteng@mlcuniv.in	Senior Tutor

20100042	Dalari Lyngdoh Nonglait	dalarilnonglait@gmail.com	General Duty Staff
20220060	Damian T Kharsyiemiong	damiankharsyiemiong@mlcuniv.in	Administrative Executive
20230014	Dashimti Marwein	dashimti@gmail.com	Assistant Professor
20210022	Deidi Banmer Nongrum	deidibanmernongrum@gmail.com	Assistant Professor
201800168	Deimonlangki M Kharbuki	deimongc101@gmail.com	Music Lab Technician Cum Office Assistant
201900220	Dipika Hajong	dipikahajong@mlcuniv.in	Lecturer
201600090	Dr Banlamphrang Jyrwa	banlamphrangjyrwa@mlcuniv.in	Assistant Professor
20220052	Dr Barnali Oinam	barnali.o@mlcuniv.in	Director Editing and Publication
20220062	Dr Chingakham Sima Chanu	simachingakham@mlcuniv.in	Assistant Professor
201600091	Dr Evan Donkumar Diengdoh	evandiengdoh@mlcuniv.in	Assistant Professor
20230011	Dr Faithfulness Marngar	faithfulnessmarngar@mlcuniv.in	Assistant Professor
A2023-003	Dr Gideon Arulmani	garulmani@t-p-f.org	Professor
201900180	Dr Iadonlang Tynsong	iadonlangtynsong@mlcuniv.in	Assistant Professor
201300066	Dr Ibasaralyne Thabah Synthiang	ibasaralynethabah@mlcuniv.in	Assistant Professor
20220047	Dr Iwiwanini Jones D Kharlukhi	iwiwaninijones@mlcuniv.in	Assistant Professor
20230017	Dr Kiria Jamatia	kiriajamatia@gmail.com	Assistant Professor
201100047	Dr Laribha Dohdong	laribhadohdong@mlcuniv.in	Assistant Professor
201200056	Dr Lewaka Plain	lewakaplain@mlcuniv.in	Assistant Professor
20220065	Dr Mebada Wanka Lyngdoh Nongbri	mebadawanka@mlcuniv.in	Assistant Professor
201700127	Dr Melissa Dora Kyndiah	melissakyndiah@mlcuniv.in	Assistant Professor
201800169	Dr Melodynia Marpna	melodyniamarpna@mlcuniv.in	Assistant Professor
201600105	Dr Nadeen Pakyntein	nadeenpakyntein@mlcuniv.in	Assistant Professor
201000041	Dr Naphibanmer Wankhar	naphibanmer@mlcuniv.in	Assistant Professor
201500088	Dr Phidari Kharlukhi	phidarikharlukhi@mlcuniv.in	Assistant Professor
201700121	Dr Sangyal Lama Tamang	sangyaltamang@mlcuniv.in	Assistant Professor
201600103	Dr Zaman Eddie Tongper	zamaneddie@mlcuniv.in	Assistant Professor
201900205	Dr. Bamonlang M Dkhar	bamonlang@mlcuniv.in	Assistant Professor
20210008	Dr. Bashisha Shabong	bashishashabong@mlcuniv.in	Assistant Professor
201400069	Dr. Chelmelyne Dhar	chelmelynedhar@mlcuniv.in	Associate Professor
200900029	Dr. Colleen Sonia Pariat	colleenpariat@mlcuniv.in	Assistant Professor
20210005	Dr. Dahun Massar	dahunmassar@mlcuniv.in	Assistant Professor
201400074	Dr. Donovan Kitborlang Swer	donovanswer@mlcuniv.in	Assistant Professor
200900033	Dr. Julian Oscar Dhar	julianoscar@mlcuniv.in	Head, Centre for Career Development and Placement
201700133	Dr. Lalnunsanga Ralte	lalnunsangaralte@mlcuniv.in	Assistant Professor
201900204	Dr. Lavinia Meba Airisa Mawlong	laviniamawlong@mlcuniv.in	Associate Professor
201000038	Dr. Lenin Thingbaijam	lenin@mlcuniv.in	Associate Professor
201700126	Dr. Minorita Lyngdoh	minorita@mlcuniv.in	Associate Professor
201300063	Dr. Nandaris Marwein	nandarismarwein@mlcuniv.in	Assistant Professor
201100050	Dr. Porsara Mesha J Kharbhih	porsara@mlcuniv.in	Assistant Professor
20210017	Dr. Prosperous Nongsiej	prosperousnongsiej@mlcuniv.in	Assistant Professor
A2023-002	Dr Samuel W Meshack	smeshack@mlcuniv.in	Pro Chancellor
200600007	Dr. Sanda Nichell Lyngwa	sanda@mlcuniv.in	Associate Professor
20220041	Dr. Seilienmang Haokip	seilienmangaokip@mlcuniv.in	Assistant Professor
20210031	Dr. Tarun Kumari Bamon	vc@mlcuniv.in	Vice Chancellor
200900028	Dr. Wadahunlin Jones D Kharlukhi	wadahunlin@mlcuniv.in	Assistant Professor
20220045	Dr. Yoowanka Lyngdoh	yoowankalyngdoh@mlcuniv.in	Assistant Professor
201100045	Dr. Ardonister Lyngdoh	ardonister@mlcuniv.in	Controller, Evaluation & Examination
200700012	Dr. Fabian Wanbok Marbaniang	fabianmarbaniang@mlcuniv.in	Associate Professor
200600001	Dr. Glenn C Kharkongor	glenchristo@yahoo.com	Chancellor
200700009	Dr. Iwamon Wara Joyce Laloo	iwamon@mlcuniv.in	Professor
200600004	Dr. Larilin Kharpuri	larilinkharpuri@mlcuniv.in	Professor
200900032	Dr. Marbabiang Syiemlieh	marbasyiemlieh@mlcuniv.in	Associate Professor
200600005	Dr. Marina Bethany Marwein	marina@mlcuniv.in	Professor
201000040	Dr. Mebanlamphang Lyngdoh	mebanlamphang@mlcuniv.in	Assistant Professor
200700016	Dr. Rennie Orson Lakadong	rennielakadong@mlcuniv.in	Professor
200600003	Dr. Ryntihlin Jennifer War	jenniferwar@mlcuniv.in	Professor
200600006	Dr. Sairabell Kurbah	sairabell@mlcuniv.in	Professor
200600008	Drin Syngkli	drinsyngkli@gmail.com	Driver-II
201700141	Edilbert Marbaniang	mahehmarbaniang91@gmail.com	Security Guard
200800024	Elareen Mary H Pyngrope	elareen@mlcuniv.in	Office Assistant
201800155	Emideiwahun K Rangad	emideiwahun@mlcuniv.in	Assistant Professor

201800149	Entinaris Kurbah	entinarisk@gmail.com	General Duty Staff
201700134	Eric Donald Lyngdoh Kynshi	ericdonald@mlcuniv.in	Accountant
201700140	Ernest Uriah	earnestehbokuriah@gmail.com	Security Guard
201900211	Fatima Phawa	fatimaphawa@mlcuniv.in	Junior Tutor
20210029	Francis Shangpliang	francisshangpliang@mlcuniv.in	Office Assistant
20210024	Gazania Phira	gazaniaphira@mlcuniv.in	Field Assistant
201100053	H S Dawnthingla	dawnthingla@mlcuniv.in	Assistant Professor
20220057	Habashisha Mawlong	shisha.mawlong@gmail.com	Senior Tutor
201500086	Hamarbabiang Nongsiej	hamarbabiang1234@gmail.com	Driver
201000039	Higher Maker Syiemlieh	hssyiem@gmail.com	Office Executive
20220048	Ibadondor Syiem	ibadondorsyiem@mlcuniv.in	Front Desk Assistant
20220053	Iwapaka Shullai	iwapakashullai@mlcuniv.in	Assistant Professor
201000043	Janailang Thabah	janailangthabah@gmail.com	Driver-II
20220054	Jemimah Marak	jemimahmarak@mlcuniv.in	Director Social Outreach
20220050	Joel Wankerbok N Khongwir	joelwnkhongwir@mlcuniv.in	Media and Production Executive
201700108	John Heribert Nongkynrih	johnheribert@mlcuniv.in	Deputy Controller of Evaluation and Examinations
20220071	Jomanson N Passah	jomansonpassah@mlcuniv.in	Assistant Professor
20220064	Joshua Leong Nonghuloo	joshuanonghuloo@mlcuniv.in	Computer Assistant
201900208	Kenny Richie Shullai	kennyrichie@mlcuniv.in	Assistant Professor
20230010	Keziah Gangmei	keziahgangmei@mlcuniv.in	Assistant Professor
201300064	Khrawbok Kharwanlang	generaladmin@mlcuniv.in	Assistant Registrar, Administration
20220036	Khrawkpar Dkhar	khrawdkhar97@gmail.com	Security Guard
201600094	Kitboklang Kharsyrman	kitboklangkharsyrman@gmail.com	Security Guard
201500081	Kyrmenskhem Sawkmie	kyrmen9.12skhem@gmail.com	Security Guard
200900035	Lakynti Kharhuri	lakynti@mlcuniv.in	Director Education Outreach
A2023-001	Malcolm D Roy	malcolmdroy@yahoo.co.in	Pro Chancellor
200800020	Martin Marwein	marweihnmartin@gmail.com	Office Assistant
20210001	Mebaaihun Shisha Sunabi	mebaaihunshisha@mlcuniv.in	Assistant Professor
20220035	Nathaniel Kharmujai	nathankharmujai@mlcuniv.in	Counsellor
200700010	Nevercy Wanniang	nevercywanniang@gmail.com	General Duty Staff
201900189	Nibami Myrchiang	nibamimyrchiang@gmail.com	General Duty Staff
20210030	Nilamroi Passah	nilamroipassah@mlcuniv.in	Senior Secretary
2023006	Niteajan Rynghlem	niteajan@mlcuniv.in	Site Engineer
201100046	Onlity Lamare	onlitylamare@gmail.com	General Duty Staff
201200059	Phibandabet Shabong	phibandabet@mlcuniv.in	Deputy Finance Officer
201600093	Phiralinda Pyngrope	phiralindapyngrope@gmail.com	General Duty Staff
200900036	Pondress Suting	sutingpondress@yahoo.com	Systems Executive
201900219	PR Lanhiamliu	library@mlcuniv.in	Assistant Librarian
20230019	Pranjal Dubey	pranjalenv@gmail.com	Assistant Professor
20210023	Priyanka Barua	priyankabarua@mlcuniv.in	Assistant Professor
201800151	Pynhunlin Lyngdoh	pynhunlinlyngdoh@mlcuniv.in	Senior Tutor
200700014	Pyrkhatbha Bareh	pyrkhat@mlcuniv.in	Evaluation Executive
20210027	Riborlang Majaw	riborlangmajaw@mlcuniv.in	Computer Assistant
20210034	Richester Marboh	richestermarboh@mlcuniv.in	Assistant Professor
201400071	Rilanglin Kharhuri	rilanglin@mlcuniv.in	Media and Learning Resource Manager, Academics
201900200	Robert Reuben Phanbuh	robertphanbuh@mlcuniv.in	Office Assistant
20220044	Rollingstone Kharkongor	rollingstonekharkongor@mlcuniv.in	Academic Coordinator
20230015	Salmitha J Marak	maraksalmi@gmail.com	Lecturer
20220049	Samme Wanmi Massar	sammemassar@mlcuniv.in	Computer Assistant
20220055	Saphilarisa Marbaniang	saphilarisamarbaniang@mlcuniv.in	Assistant Professor
20230018	Sawarisa Suiam	suiamsawarisa@gmail.com	Assistant Professor
20220066	Shanborlang Thangkhiew	shanborlangthangkhiew@mlcuniv.in	Internship and Community Engagement Coordinator
201400070	Shembharius Mylliemngap	shembhariusmylliemngap@gmail.com	Driver
201600098	Sonia Alma L Tron	soniaalma@mlcuniv.in	Finance Officer
201800150	Tarsing Ryntathiang	tarsingryntathiang@gmail.com	Security Guard
201300062	Temborlang Dohtdong	temborlangdohtdong@mlcuniv.in	Office Assistant
201100052	Tyngshain Suchen	tyngshain@mlcuniv.in	Administrative Executive
20210018	Victor Reuben Wanrap	victorreuben@mlcuniv.in	Assistant Professor
201800154	Wa Era Dann Shylla	waerashylla@mlcuniv.in	Assistant Professor
200700011	Wallambok Diengdoh	wallambokdiengdoh74@gmail.com	Office Supervisor
20210019	Wandahun Lywait	wandahunlywait@mlcuniv.in	Assistant Professor

200800027	Wankit Kupar Lamin	wankitlamin@gmail.com	Office Assistant
20220056	Wanteibor Gaulbert Kharmih	wanteibor@mlcuniv.in	Office Assistant cum Data Entry Operator
2023007	Yarthotchui Houshu Shimray	yarthotchuishimray@mlcuniv.in	Assistant Professor
20230012	Yimsurenla B Walling	yimsurenla@mlcuniv.in	Assistant Professor
201900203	Z V Jesse	hr@mlcuniv.in	Human Resource Executive

## 11. Remuneration for staffs and faculty

[Section 4 (1) (b) (x) of the RTI Act]

### SALARY SCALES

Category	Positions	Designation	Revised 2021						
			Level I			Level II		Level III	
			Min	Inc	Max	Inc	Max	Inc	Max
<b>ADMINISTRATIVE STAFF</b>									
A3		Vice Chancellor	70,790	2,570	83,640	2,810	97,690	3,050	1,12,940
A2		Senior Finance Officer	59,140	2,330	70,790	2,570	83,640	2,810	97,690
A1	Officers/Dean	Registrar/Finance Officer	48,640	2,100	59,140	2,330	70,790	2,570	83,640
A			40,290	1,670	48,640	2,100	59,140	2,330	70,790
B1	Deputies/Assist	Deputies Registrar/Administrative Officer	33,140	1,430	40,290	1,670	48,640	2,100	59,140
B		Projects Coordinator	26,790	1,270	33,140	1,430	40,290	1,670	48,640
C1	Manager	Management Executive/Finance Executive/Media & Publication Coordinator	22,440	870	26,790	1,270	33,140	1,430	40,290
C2	Executive	Executive (Management/Finance/Counsellor/PR)	19,290	630	22,440	870	26,790	1,270	33,140
D1	Office Staff	Senior Secretary Staff	16,390	580	19,290	630	22,440	870	26,790
D2		Accountant/Cashier/Front Desk Assistant/ Office Secretary/Receptionist	13,890	500	16,390	580	19,290	630	22,440
<b>ANCILLARY STAFF</b>									
F	Ancillary Staff	<b>Ancillary Staff</b>							
		Ancillary Supervisor	13,890	500	16,390	580	19,290	630	22,440
		Driver Grade II	13,210	500	15,710	580	18,610	630	21,760
		Driver Grade I	11,460	350	13,210	500	15,710	500	18,210
		General Duty Staff	9,810	330	11,460	350	13,210	500	15,710
			8,460	270	9,810	330	11,460	350	13,210
<b>ACADEMIC STAFF</b>									
	Faculty	<b>Faculty</b>							
		Professor	48,640	2,100	59,140	2,330	70,790	2,570	83,640
		Associate Professor	40,290	1,670	48,640	2,100	59,140	2,330	70,790
		Assistant Professor- Scale III	33,140	1,430	40,290	1,670	48,640	2,100	59,140
		Assistant Professor- Scale II	26,790	1,270	33,140	1,430	40,290	1,670	48,640
		Assistant Professor - Scale I	22,440	870	26,790	1,270	33,140	1,430	40,290
		Librarian	22,440	870	26,790	1,270	33,140	1,430	40,290
		Assistant Librarian	19,290	630	22,440	870	26,790	1,270	33,140
	Associate Faculty & Staff	<b>Associate Faculty &amp; Staff</b>							
		Senior Tutor / Demonstrator/ Lecturer	19,290	630	22,440	870	26,790	1,270	33,140
		Tutor/Demonstrator	16,390	580	19,290	630	22,440	870	26,790
		Lab Assistant	13,890	500	16,390	580	19,290	630	22,440

## 12. The Budget allocated

[Section 4 (1) (b) (xi) of the RTI Act]

### Operating Budget for the FY 2023-24

Income	Amount in Lakh	Expenditure	Amount in Lakh
Income from Academic Activities	1491.2	Staff cost	871.02
Income from Evaluation	28	Academic activities	789.60
Grants & Fees from Research	260.82	Convocation expense	20.00
Income from Education & Outreach	62.99	Evaluation expense	3.50
Income from Other Sources	130.4	Research Activities	62.03
		Publication	10.00
		Research Grant	17.10
		Education outreach activities	8.00
		Communication Expense	11.81
		Repairs & Maintenance	8.50
		Utilities	10.30
		Office & General Admin Expense	90.61
		Finance cost	5.00
<b>Total</b>	<b>1973.41</b>	<b>Total</b>	<b>1,907.47</b>

## 13. Subsidy programmes

[Section 4 (1) (b) (xii) of the RTI Act]

MLCU annually provides full scholarships to students coming from economically disadvantaged backgrounds to study in the university. Other scholarships which are funded by individuals are also made available.	Link: <a href="https://mlcu.ac.in/scholarships/">https://mlcu.ac.in/scholarships/</a>
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## **14. Concessions**

[Section 4 (1) (b) (xiii) of the RTI Act]

All regular staff of MLCU are eligible to support their direct dependent (s) to obtain higher education at the university. The fee concession as per the level are as follows:

1. Level F- 75%
2. Level C1-D2 and up to Assistant Professor- 50%
3. Level A and B and Associate professor above-20%

## **15. Information available in electronic form**

[Section 4 (1) (b) (xiv) of the RTI Act]

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

## **16. Methods available to citizens for obtaining information**

[Section 4 (1) (b) (xv) of the RTI Act]

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

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

[Section 4 (1) (b) (xvi) of the RTI Act]

<b>Name of PIO-</b> Mr. B. Kharlukhi	<b>First Appellate Authority-</b> Registrar
<b>Office Address:</b> Martin Luther Christian University Dongkatieh, Block – 1, Nongrah, Shillong 793006 Meghalaya	<b>Office Address:</b> Martin Luther Christian University Dongkatieh, 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> 913642535437/919233519538	<b>Contact no (Office)-</b> 913642535437/919233519538

## **19. Other useful information**

[Section 4 (1) (b) (xvii) of the RTI Act]

Citizens can obtain other useful and updated information about the University through its website <https://mlcu.ac.in/>