



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

1.1 Objective of the manual	-To provide information to the public about the institution
1.2 Who can use this handbook	-The General Public
1.3 Organization of the information in this handbook	-As per the guidelines of the Section 4, of the RTI Act 2005
1.4 Contact persons	
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<p>Ms. Aliscacia Swett Deputy Registrar Email- deputyregistrar@mlcuniv.in Contact no (Office)- 916033182102/919233519538</p>	
<p>Dr. Iadonlang Tynsong Registrar & First Appellate Authority Email- registrar@mlcuniv.in Contact no (Office)- 916033182102/919233519538</p>	
<p>Mr. B Kharlukhi Public Information Officer Email- rti@mlcuniv.in Contact no (Office)- 916033182102/919233519538</p>	

2. Particulars of the Organization, Function and Duties

[Section 4 (1) (b) (i)]

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.

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”.

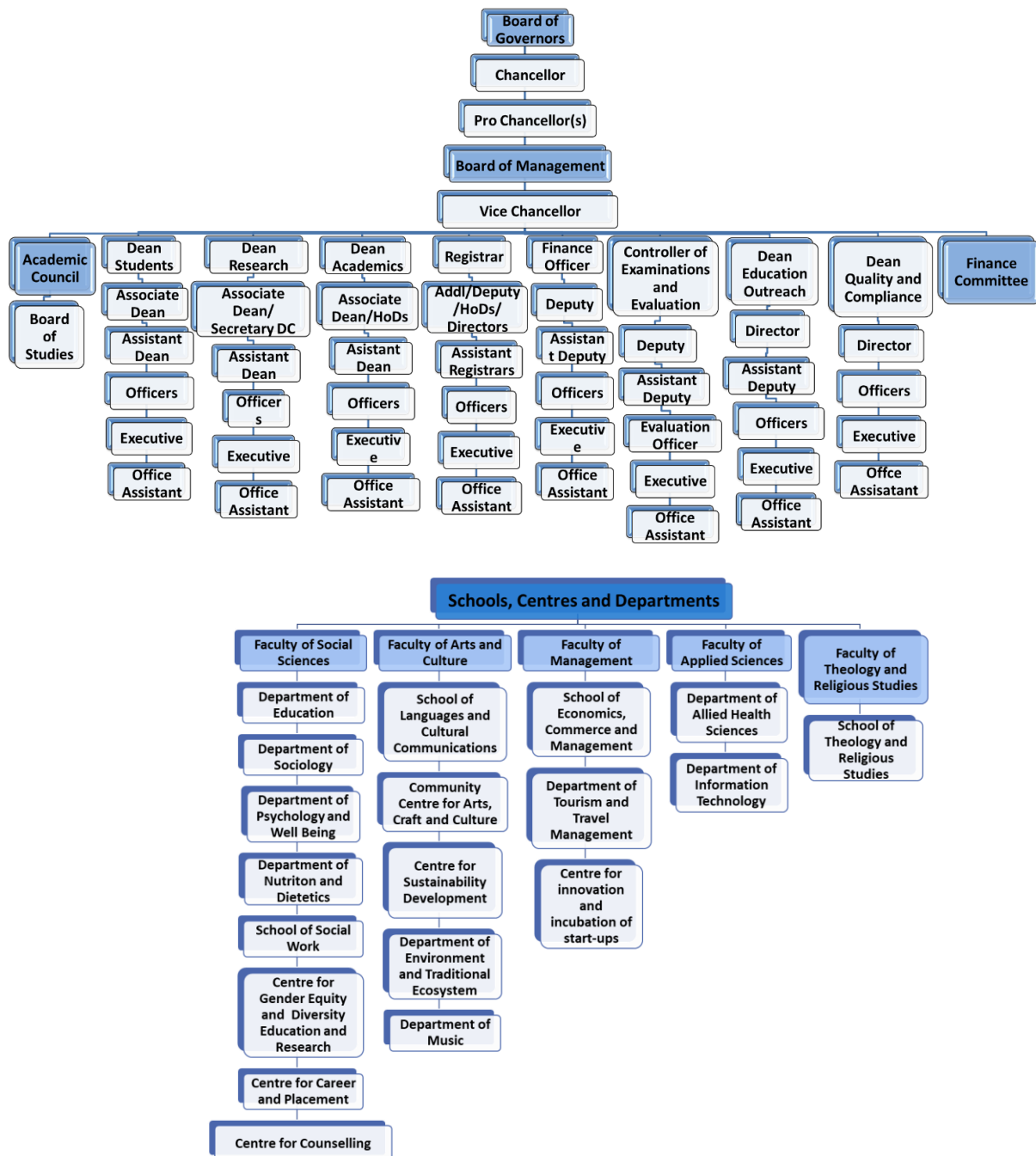
2.4 Objectives of the University: The objective for which the University was established are as follows:

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	Link to the Act: https://www.mlcniv.in/wp-content/uploads/2023/12/Merged-ACTS.pdf
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2.6 Organizational Structure:



2.7 University Working Hours:

Summer:

Monday –Friday (9:30 A.M-5:30 P.M)

Saturday and Sunday-Closed

Winter:

Monday –Friday (9:30 A.M-4:30 P.M)

Saturday and 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)]

3.1	Officers of the University	Chancellor Vice Chancellor Registrar Finance Officer Deans of Faculties Dean, Academics Dean, Research Dean, Students Dean, Education Outreach Controller of Evaluation and Examinations Directors
3.2	The Chancellor	(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	The Vice Chancellor	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 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. 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.

3.4	The Registrar	<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	The Finance Officer	<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	Dean of faculties	<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	Dean, Academics	<p>a) The Dean, Academics shall be responsible for the administration and coordination of the academic matters of the University.</p>
3.8	Dean, Research	<p>a) The Dean, Research is responsible for administration and coordination of research related activities of the University.</p>
3.9	Dean, Students	<p>a) The Dean of Students shall be responsible for all non-academic matters pertaining to the students.</p>
3.10	Dean, Education Outreach	<p>a) The Dean, Education Outreach is responsible for the administration and coordination of the academic</p>

		matters of the collaborative programmes of the university.
3.11	Controller of Evaluation and Examinations	The Controller of Evaluation and Examinations is responsible for the implementation of the evaluation processes of the university.
3.12	Directors	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)]

4.1	Academic matters-	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	Administrative matters-	All administrative matters are deliberated in the meetings of the Board of Management
4.3	Statutory matters-	All Statutory matters are deliberated and approved in the meeting of the Board of Governors
4.4	Financial matters-	All Financial matters are deliberated in the meetings of the Financial Committee and approved by the Board of Governors
4.5	Supervision-	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)]

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

The Board of Governors	<ul style="list-style-type: none"> (a) To appointment the statutory auditors of the University (b) To lay down policies to be pursued by the University (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. (d) To approve the budget & annual report of the University (e) To make new or additional statutes and rules or amend or repeal the earlier statutes & rules (f) To take decision about voluntary winding up of the University (g) To approve proposals for submission to the state government; and (h) To take such decisions and steps as are found desirable for effectively carrying out the objects of the University
The Board of Management	(a) The powers and functions of the board of management shall be such as may be prescribed.
The Academic Council	(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.
The Finance Committee	(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)]

6.1	MLCU Statutes and Rules
6.2	MLCU HR Policy Manual

7. Official documents and their availability

[Section 4 (1) (b) (vi)]

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 nd 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)]

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)]

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://www.mlcuniv.in/board-and-committee-members/>

10. Directory of officers and employees

[Section 4 (1) (b) (ix)]

Subject to change from time to time:

Employee Number	Full Name	Email	Job Title
200800022	Ableman Nohriang	ablenohriang@mlcuniv.in	Evaluation Executive
20240040	Agatha Dondor Blah	agatha@mlcuniv.in	Assistant Professor
201700139	Ainamlang Synnah	synnaha@gmail.com	General Duty Staff
201400077	Aliscacia M Swett	aliscacia@mlcuniv.in	Deputy Registrar
201600092	Allan Paul Nongkynrih	allannongkynrih@mlcuniv.in	Office Supervisor
20240006	Alvin Gavin Nongtri	alvinnongtri@mlcuniv.in	Office Assistant

20240025	Amayda Eden Syiem	amayda@mlcuniv.in	Generation Z Fellowship
20240015	Balaiamon Kharngapkynta	balaiamon@mlcuniv.in	Creative Assistant
20220059	Balajied Shisha Khongkhlad	balajiedshishakhongkhlad@mlcuniv.in	Assistant Professor
20220063	Balency Marwein	balency31@gmail.com	General Duty Staff
20210028	Banehskhem Kharkamni	banehskhemkharkamni@mlcuniv.in	Technical Assistant
20230021	Banisha Sohshang	banishasohshang@mlcuniv.in	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
20240038	Baphrangdor Thangkhiew	baphrangdor@mlcuniv.in	Office Assistant
200800019	Berthalene Kharkongor	berthakkongor@mlcuniv.in	Evaluation Officer
201300065	Bhabok Makdoh	bhabokmakdoh5@gmail.com	General Duty Staff
20220067	Careen Joplin Langstieh	careenjoplin@mlcuniv.in	Associate Professor of Practice
20240044	Casper Syiem	casper@mlcuniv.in	Creative Assistant
20240030	Chongneh Siangshai	chongnehsiangshai4@gmail.com	Project Technical Support III
201600097	Chryssantha Lyngdoh	chryslyngdoh@gmail.com	Director of Admissions
20220058	Daiada Malngiang	daiadamalngiang@mlcuniv.in	Assistant Professor
201900198	Dainasha Kharbteng	daineshakharbteng@mlcuniv.in	Assistant Professor
201000042	Dalari Lyngdoh Nonglait	dalarilnonglait@gmail.com	General Duty Staff
20240005	Dameshua Nongspung	dameshua@mlcuniv.in	Office Assistant
20240008	Daphne Felicia Tariang	daphnetariang@mlcuniv.in	Assistant Professor
20240039	Darian Aikupar Kharsyntiew	darian@mlcuniv.in	Office Assistant
20230014	Dashimti Marwein	dashimti@gmail.com	Assistant Professor
20210022	Deidi Banmer Nongrum	deidibanmernongrum@gmail.com	Assistant Professor
201800168	Deimonlangki M Kharbuki	deimonlangkimkharbuki@mlcuniv.in	Music Lab Technician Cum Office Assistant
201900220	Dipika Hajong	dipikahajong@mlcuniv.in	Assistant Professor
20240031	Dorafiona Bamon	dorafionabamon15@gmail.com	Project Technical Support III
201500087	Dr Badalamshisha Dkhar	badalamdkhar@mlcuniv.in	Project Officer
20210033	Dr Clarissa Jane Rajee	clarissajane@mlcuniv.in	Assistant Professor

20240003	Dr Evarisha Mercy Syiem	evarishasyiem@mlcuniv.in	Associate Professor
20230011	Dr Faithfulness Marngar	faithfulnessmarngar@mlcuniv.in	Assistant Professor
201100053	Dr H S Dawnthingla	dawnthingla@mlcuniv.in	Assistant Professor
201900180	Dr Iadonlang Tynsong	iadonlangtynsong@mlcuniv.in	Acting Registrar
201300066	Dr Ibasaralyne Thabah Synthiang	ibasaralynethabah@mlcuniv.in	Acting Dean Academics
20220047	Dr Iwiwanini Jones D Kharlukhi	iwiwaninijones@mlcuniv.in	Assistant Professor
20230010	Dr Keziah Gangmei	keziahgangmei@mlcuniv.in	Assistant Professor
20230017	Dr Kiria Jamatia	kiriajamatia@mlcuniv.in	Assistant Professor
201100047	Dr Laribha Dohtdong	laribhadohtdong@mlcuniv.in	Assistant Professor
201200056	Dr Lewaka Plain	lewakaplain@mlcuniv.in	Head, Centre for Career Development and Placement
20220065	Dr Mebada Wanka Lyngdoh Nongbri	mebadawanka@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
20240011	Dr Nunchawii Hatlei	nhatlei@mlcuniv.in	Assistant Professor
20240020	Dr PC Laldingliani	laldingliani@mlcuniv.in	Assistant Professor
201500088	Dr Phidari Kharlukhi	phidarikharlukhi@mlcuniv.in	Assistant Professor
20240018	Dr Pragya Tamang	pragyatamang@mlcuniv.in	Assistant Professor
20240010	Dr Ruth Rymbai	ruthrymbai@mlcuniv.in	Assistant Professor
20240017	Dr Sentulal Debbarma	sentulaldebbarma@mlcuniv.in	Assistant Professor
20240021	Dr Shelareen Ediemi Sunn	drshelareen@mlcuniv.in	Assistant Professor
201800154	Dr Wa Era Dann Shylla	waerashylla@mlcuniv.in	Assistant Professor
201600103	Dr Zaman Eddie Tongper	zamaneddie@mlcuniv.in	Assistant Professor
201900205	Dr. Bamonlang M Dkhar	bamonlang@mlcuniv.in	Assistant Professor
201400069	Dr. Chelmelyne Dhar	chelmelynedhar@mlcuniv.in	Associate Professor
200900029	Dr. Colleen Sonia Pariat	colleenpariat@mlcuniv.in	Assistant Professor
201400074	Dr. Donovan Kitborlang Swer	donovanswer@mlcuniv.in	Assistant Professor
201700133	Dr. Lalnunsanga Ralte	lalnunsangaralte@mlcuniv.in	Associate Professor
201000038	Dr. Lenin Thingbajam	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
20220041	Dr. Seilienmang Haokip	seilienmanghaokip@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
200600001	Dr. Glenn C Kharkongor	glenchristo@yahoo.com	Chancellor
200700009	Dr. Iwamon Wara Joyce Laloo	iwamon@mlcuniv.in	Registrar
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	Dean, Quality and Compliance
200600003	Dr. Ryntihlin Jennifer War	jenniferwar@mlcuniv.in	Professor
200600006	Dr. Sairabell Kurbah	sairabell@mlcuniv.in	Dean, Education Outreach
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 Executive
20240046	Elnathan Dickson Warjri	elnathanwarjri@mlcuniv.in	Front Desk 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
20240045	Esther Hmingthansangi Rokhum	estherrokhum4@gmail.com	Assistant Professor

201900211	Fatima Phawa	fatimaphawa@mlcuniv.in	Junior Tutor
20210029	Francis Shangpliang	francisshangpliang@mlcuniv.in	Office Assistant
20240023	Gary Wendell Suchiang	garysuchiang@mlcuniv.in	Public Relations Officer
20210024	Gazania Phira	gazaniaphira@mlcuniv.in	Assistant Professor
20220057	Habashisha Mawlong	habashishamawlong@mlcuniv.in	Assistant Professor
201500086	Hamarbabiang Nongsiej	hamarbabiang1234@gmail.com	Driver
201000039	Higher Maker Syiemlieh	hssyiem@gmail.com	Office Executive
20240028	J Ashitha	ashitha@mlcuniv.in	Lecturer
201000043	Janailang Thabah	janailangthabah@gmail.com	Driver-II
20220050	Joel Wankerbok N Khongwir	joelwnkhongwir@mlcuniv.in	Director of Student Wellbeing
20240001	Joshua Kharbuli	joshuakharbuli@mlcuniv.in	Research Assistant
20240034	Jyoti Ryntathiang	jyoti@mlcuniv.in	Lecturer
20240029	Kali Sema	kali@mlcuniv.in	Assistant Professor
201300064	Khrawbok Kharwanlang	generaladmin@mlcuniv.in	Assistant Registrar, Administration
20220036	Khrawkpar Dkhar	khrawdtkhar97@gmail.com	Security Guard
201600094	Kitboklang Kharsyrman	kitboklangkharsyrman@gmail.com	Security Guard
201500081	Kyrmenskhem Sawkmie	kyrmen9.12skhem@gmail.com	Driver
200900035	Lakynti Kharpuri	lakynti@mlcuniv.in	Director Education Outreach
20240027	Lariphylla Nongrum	lariphylla@mlcuniv.in	Lecturer
20240012	Malcolm David Roy	malcolmdroy@mlcuniv.in	Pro Chancellor
20240016	Manhakani Pasi	manhakani@mlcuniv.in	IQAC Executive
200800020	Martin Marwein	marweinmartin@gmail.com	Office Assistant
20240002	Mebanshanlang Kharmawlong	mebanshanlang@mlcuniv.in	Clinical and Laboratory Posting Coordinator
20240024	Mewanshanbor Lyngdoh	mewanshanbor@mlcuniv.in	MLCU Fellowship
20220035	Nathanial Kharmujai	nathankharmujai@mlcuniv.in	Counselor
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 Executive
20240048	Obediency Savio Syih	obediencysyih@mlcuniv.in	Office Assistant
201100046	Onlity Lamare	onlitylamare@gmail.com	General Duty Staff
201200059	Phibandabet Shabong	phibandabet@mlcuniv.in	Deputy Finance Officer
20240019	Phindaribha Kshir	phindaribha@mlcuniv.in	Lecturer
201600093	Phiralinda Pyngrope	phiralindapyngrope@gmail.com	General Duty Staff

200900036	Pondress Suting	pondress@mlcuniv.in	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	Assistant Professor
200700014	Pyrkhatbha Bareh	pyrkhat@mlcuniv.in	Evaluation Executive
20210027	Riborlang Majaw	riborlangmajaw@mlcuniv.in	Computer Assistant
20210034	Richester Marboh	richestermarboh@mlcuniv.in	Assistant Professor
201600101	Rihokmika Rymbai	rihokmikarymbai@gmail.com	Assistant Professor
201900200	Robert Reuben Phanbuh	robertphanbuh@mlcuniv.in	Office Executive
20220044	Rollingstone Kharkongor	rollingstonekharkongor@mlcuniv.in	Academic Coordinator
20230015	Salmitha J Marak	maraksalmi@gmail.com	Lecturer
20230018	Sawarisa Suiam	sawarisasuiam@mlcuniv.in	Assistant Professor
20240026	Sebastian Bakynsai Kharnaio	sebastiankharnaio@mlcuniv.in	Field Work Coordinator
201400070	Shembharius Myllemngap	shembhariusmyllemngap@gmail.com	Driver
20240037	Solomon D Lamare	solomon@mlcuniv.in	Lecturer
201600098	Sonia Alma L Tron	soniaalma@mlcuniv.in	Finance Officer
20240035	Syrpailang Marwein	syrpailang@mlcuniv.in	Assistant Professor
201800150	Tarsing Ryntathiang	tarsingryntathiang@gmail.com	Security Guard
201300062	Temborlang Dohtdong	temborlangdohtdong@mlcuniv.in	Office Assistant
201100052	Tyngshain Suchen	tyngshain@mlcuniv.in	Administrative Executive
200700011	Wallambok Diengdoh	wallambokdiengdoh@mlcuniv.in	Office Supervisor
20210019	Wandahun Lywait	wandahunlywait@mlcuniv.in	Assistant Professor
200800027	Wankit Kupa 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

11. Remuneration for staffs and faculty

[Section 4 (1) (b) (x)]

SALARY SCALES									
Category	Positions	Designation	Revised 2021						
			Level I			Level II		Level III	
			Min	Inc	Max	Inc	Max	Inc	Max
ADMINISTRATIVE STAFF									
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
ACADEMIC STAFF									
F	Ancillary Staff	Ancillary Staff							
		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
Faculty									
	Faculty	Faculty							
		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	Associate Faculty & Staff							
		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)]

OPERATING BUDGET FOR THE FINANCIAL YEARS 2024-25				
			<i>Amount in Lakhs</i>	
Classification	Budget 2024-25	%	Budget 2023-24	%
OPERATING INCOME				
Income from Academic Activities	1532.96	61%	1491.20	76%
Income from Office of Dean, Students	136.67	5%		
Income from Evaluation	92.17	4%	28.00	1%

Grants & Fees from Research	378.08	15%	260.82	13%
Income from Education & Outreach	41.36	2%	62.99	3%
Income from Other Sources (Admin)	350.46	14%	130.40	7%
TOTAL OPERATING INCOME	2531.70	100%	1973.41	100%
OPERATING EXPENSE				
Academic Expense (others)	957.20	38%	789.60	40%
Academic Expense (Staff cost)	510.84	20%	572.33	29%
Dean Student Expense (Others)	75.24	3%		
Dean Students Expense (Staff cost)	19.05	1%		
Evaluation & Examination Expense (Others)	35.19	1%	23.50	1%
Evaluation & Examination Expense (Staff cost)	31.49	1%	20.83	1%
Research Expense (Others)	202.94	8%	89.13	5%
Research Expense (Staff cost)	61.29	2%	29.40	1%
Education & Outreach Expense (Others)	20.29	1%	8.00	0%
Education & Outreach Expense (Staff cost)	35.19	1%	18.00	1%
Administration Expense (Others)	172.01	7%	121.22	6%
Administration Expense (Staff Cost)	224.77	9%	230.46	12%
OPERATING EXPENSE (Before Finance Cost & Depreciation)	2345.52	93%	1902.48	96%
EBIDTA	18618%	7%	70.93	4%
Finance Cost	5.00	0%	5.00	0%
Depreciation	99.78	4%	41.49	2%
GST				
TOTAL OPERATING EXPENSE	2450.29	97%	1948.97	99%
NET SURPLUS/(DEFICIT)	81.41	3%	24.44	1%

13. Subsidy programmes

[Section 4 (1) (b) (xii)]

MLCU annually provides full scholarships to students coming from economically disadvantaged backgrounds to study in the university. Other	Link: https://www.mlcuniv.in/scholarships/
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scholarships which are funded by individuals are also made available.	
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14. Concessions

[Section 4 (1) (b) (xiii)]

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)]

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

16. Methods available to citizens for obtaining information

[Section 4 (1) (b) (xv)]

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

18.[Section 4 (1) (b) (xvi)]

Name of PIO- Mr. B. Kharlukhi	First Appellate Authority- Registrar
Office Address: Martin Luther Christian University Dongktieh, Block – 1, Nongrah, Shillong 793006 Meghalaya	Office Address: Martin Luther Christian University Dongktieh, Block – 1, Nongrah, Shillong 793006 Meghalaya
Email: rti@mlcuniv.in	Email: registrar@mlcuniv.in
Contact no (Office)- 916033182102/919233519538	Contact no (Office)- 916033182102/919233519538

19. Other useful information

[Section 4 (1) (b) (xvii)]

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