

## **Enclosure-5**

**Smt. Chandaben Mohanbhai Patel Institute of Computer Applications,**  
**CMPICA-CHARUSAT, Changa**

### **Mechanism/Norms and Procedure for Democratic / Good Governance:**

The management identifies the need for decentralization for the development of the institute and accords autonomy proportionate with the level of management.

The roles and responsibilities of administrators' / decision makers for numerous assigned jobs listed below clearly represents the allocation of authority, providing operational autonomy leading to a decentralized governance system.

#### **Principal:**

To implement and monitor the education system to cater to the institute's vision and mission.

#### **Dean R & D:**

Monitors Research and Development activities in the institute

#### **Administrative Committees:**

Staff members are appointed in various committees such as examination, time table, T& P cell, Infrastructure, Library etc. The coordinator of the committee has given rights to take appropriate decision.

At the institute level, academic calendar based on time frame set by the Dean for planning and organizing various activities. The regular teaching-learning slot is managed by Time Table coordinator. Each course has a course coordinator who sets course objectives, prepares the teaching plan for the semester, conducts regular sessions based on teaching scheme, assess the students based on examination scheme and prepare attainment of course outcomes. The faculty member also plays a role of counselor. Every faculty member assigns group of students for counseling. The counselor keeps track of academic records of students assign to him/her and conduct regular meetings with them in order to know their difficulties in academic matter.