

BAPATLA ENGINEERING COLLEGE

POLICY DOCUMENT

Document Title	BENCHMARKING POLICY				
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Activity	Committee	Date	Signature of Chairperson
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Reviewed by	HODs Committee		
	IQAC		
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Summary of changes if revised

Date of Revision	Summary of changes

BENCHMARKING POLICY

Bapatla Engineering College (BEC) recognizes the need for benchmarking (BM) of the programs as it offers an effective approach towards fulfilling the mandate of “continuous quality assessment and quality improvement” part of quality assurance.

BEC thus undertakes

- Benchmarking through comparison with providers of similar academic programs through publicly available data;
- Benchmarking through formal benchmarking agreements with identified Regional and International reputed Universities which offer similar programs;
- Benchmarking is carried out against agreed standards issued by professional bodies, and national and/or international institutions.

POLICY:

It is mandatory to benchmark a program while revising it in complete as per the Policy to revise existing programs of BEC or to benchmark while developing a new program as per the New program development Policy of BEC.

BM is carried out with Universities of high standard and high international ranking.

Both national and international Universities must be considered and at least one University in each category to benchmark with.

BM is carried out, as far as possible, with a University by seeking its consent and involvement.

BM is based on the best practices in addition to the criteria stated below:

Benchmarking Criteria

The following criteria (these are suggestive and not exhaustive) are used for Benchmarking. However, they can be chosen based on the type of program.

- Identify the best graduate attributes, program aims and PILOs

- Identify the curriculum structure and the courses

Identify and compare for

- the balance between general courses and the program discipline courses
- the balance between core courses and elective courses
- teaching and learning methods and practices;
- the assessment and evaluation methods and weightage and the examination process
- the learning resources such as text books, Journals
- the practices of internship and research component such as project/dissertation
- admission requirements and prior learning recognition practices
- the practices of student advising/mentoring and counseling
- Use of technology in teaching/learning process
- The practices in Co-curricular and Extra-curricular activities.
- areas where a potential for quality improvement exists

Benchmarking Process and Procedure

PDCA Cycle:

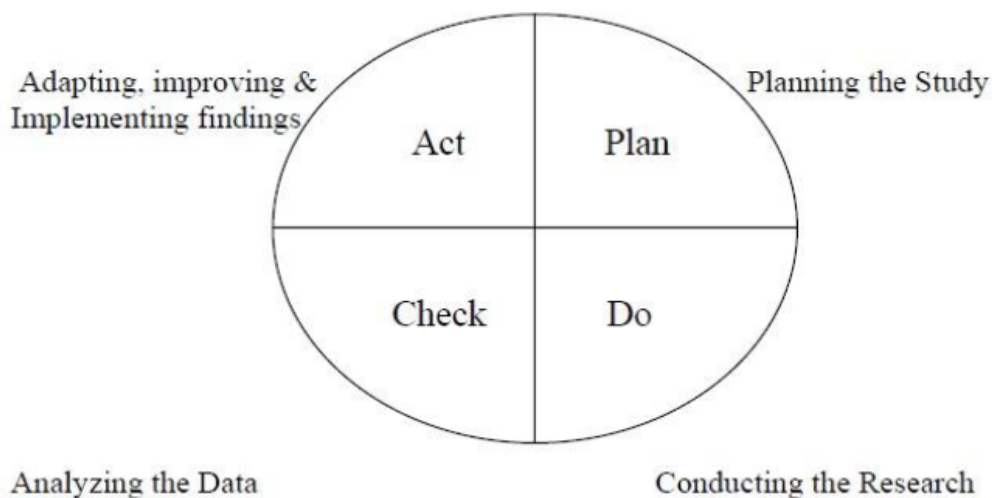


Figure : Alstete's Benchmarking process.

- The first step is planning, which means selecting administrative or teaching process to be studied. In other words, it involves planning what to benchmark and who to benchmarking.
- The second step uses primary and or secondary research to gather the data. This can involve researching publicly available information about the target colleges and universities through professional associations, personal contacts, a library, or on-line computer services.
- The third step in benchmarking consists of analyzing the data gathered to calculate the research findings and develop recommendations. This is the critical point in study where the differences or gaps between the participants performance are identified.
- Adapting, improving & implementing findings is the final step.

Plan:

➤ ***What to benchmark***

- Identify critical processes
- Collect internal data for comparison – how measure performance; Understand strengths and weaknesses of current process

➤ ***Who to benchmark***

- Internal Units - comparison within an institution
- Other Colleges and Universities – comparison across institutions
- Functional Comparisons - across diverse settings - higher education, corporate, industry, etc.
- Best in Class–compare with exceptional performers

Analyze:

➤ ***Collect data***

- Collect comparative data – qualitative/quantitative
- Calls, surveys, site visits, interviews, review of websites
- Systematic collection

➤ ***Analyze data***

- Gap between performance - Are others better? Why are they better?
- New strategies/practices for adoption -What practices could we adapt and adopt

Act:

➤ ***Implement improvements***

- Action plan for change
- Implement changes
- Measure results for effectiveness

1. The Department committee, as part of the program review cycle, proposes to conduct benchmarking study of a program by selecting at least one international university and national university offering similar programs for benchmarking. It submits the proposal to the Academic council through HODs Committee.
2. HODs Committee after its review, forwards it to the Chairperson of the Academic council.
3. The Academic council reviews the proposal and approves. It communicates its approval to the Head of the department.
4. The Head of the department or the Principal writes to the counter part in the University to be benchmarked with seeking their consent and involvement.
5. Department Committee nominates a Benchmarking Team with two faculty members of the Department and one faculty member from the General Studies Department and it also nominates one among them as the coordinator.
6. The Team submits its Benchmarking schedule within a week, after appointment of the Team, to the Head of the Department.
7. The Team meets the designated faculty from the University to be benchmarked with either in person or virtually and discusses various criteria to be benchmarked and prepares a comparison mapping between the Programs of the two Universities.
8. The Team submits the final Benchmarking Report to the Department Committee.
9. After review, the Department committee forwards the Report to the HODs Committee and IQAC
10. HODs Committee and IQAC after review forwards to the Academic council.
11. Academic Council reviews and communicates the approval to the Head of the Department for use in curriculum development of the program being revised.

Monitoring of Benchmarking Report

1. The Department Committee (DC) periodically monitors the progress of the Benchmarking study as per the milestones set in the Benchmarking Study Schedule.
2. DC communicates its suggestions, if any, to the Benchmarking Team.

Implementation of Benchmarking Report

1. The Department committee initiates the Program review as per the Program Review process of the BEC to incorporate the recommendations of the Benchmarking Report.