



Benchmarking Developed for Documents Upkeep

Benchmarking within the Internal Quality Assurance Cell (IQAC) of a college or university is an essential quality assurance process. IQAC aims to systematically improve academic and administrative performance through consistent evaluation, feedback, and benchmarking against recognized standards.

Here is an outline of how IQAC benchmarking might be effectively established in an educational institution:

IQAC Benchmarking Policy

1. Purpose of Benchmarking

The purpose of IQAC benchmarking is to:

- Establish and maintain quality standards in academic and administrative functions.
- Ensure continuous improvement by setting performance targets and comparing against best practices.
- Enhance accountability and transparency within the institution.

2. Key Areas for Benchmarking

IQAC benchmarks various areas critical to institutional growth, including:

- Academic Performance:
 - Student success rates, including graduation and retention rates.
 - Placement and employability rates for graduates.
 - Student feedback on teaching quality and curriculum relevance.
- Curriculum and Teaching:
 - Course design, relevance, and innovation.
 - Faculty qualifications and professional development activities.
 - Learning resources, including library and digital resources.
- Research and Development:
 - Research output, including publications, patents, and projects.
 - Collaboration with industries and institutions.
 - Funding and grants obtained for research.
- Student Support and Progression:
 - Student counseling, mentorship, and wellness programs.



- Availability and effectiveness of support services.
 - Extracurricular and co-curricular activities participation.
 - Infrastructure and Learning Resources:
 - Quality of physical and technological infrastructure.
 - Access to laboratories, workshops, and e-learning platforms.
 - Feedback from users on resource availability and functionality.
 - Governance and Administration:
 - Decision-making transparency and stakeholder involvement.
 - Efficiency and effectiveness of administrative services.
 - Compliance with policies, audits, and reviews.
 - Social Responsibility and Outreach:
 - Community engagement initiatives and outcomes.
 - Environmental sustainability practices.
 - Alumni involvement and contributions to society.
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3. Benchmarking Process

IQAC can follow a structured process to implement benchmarking:

1. Identify Benchmarks:
 - Define key performance indicators (KPIs) aligned with institutional goals.
 - Set quantitative or qualitative benchmarks based on internal targets or industry standards.
2. Data Collection and Analysis:
 - Collect relevant data from internal and external sources, such as academic records, survey responses, and peer institutions.
 - Analyze data to assess current performance and identify areas of improvement.
3. Compare with Best Practices:
 - Compare institutional performance against similar institutions or recognized leaders in the field.
 - Use data to identify gaps and areas for growth.
4. Implement Improvements:
 - Develop action plans to address identified gaps.
 - Engage stakeholders, including faculty, students, and administration, to implement changes.
5. Review and Feedback:



- Regularly monitor progress and review benchmarks.
- Collect feedback from all stakeholders to ensure improvements are effective and sustainable.

4. Setting Targets and Standards

- Targets should be SMART (Specific, Measurable, Achievable, Relevant, Time-bound).
- Benchmarks can be set at three levels: Minimum Standard, Target Standard, and Excellence Standard.
- Standards should be realistic and tailored to the institution's resources, but aim to push for continuous improvement.

5. Monitoring and Reporting

- Internal Reporting: Regular reports on benchmarking progress are shared with college stakeholders.
- External Reporting: IQAC reports are often submitted to external accreditation bodies or made available to the public for transparency.
- Annual Quality Assurance Report (AQAR): The AQAR includes data on key metrics and progress toward benchmarks, which is crucial for external audits and quality certification.

6. Reviewing and Revising Benchmarks

To maintain relevance, IQAC should periodically:

- Review benchmarks based on the institution's evolving goals.
- Update benchmarks based on new industry standards, technological advancements, and feedback from stakeholders.

By implementing a well-defined benchmarking process, IQAC helps institutions meet or exceed standards, enhancing the educational experience and reinforcing accountability across all levels.



1. Benchmarking Developed for Documents' Upkeep

As per the functions laid by NAAC for creating benchmarks for the effective functioning of the institution. KACC-IQAC has developed quality mandates for document upkeep.

1.1 Input Session/ Guest Lecture

2. Face Sheet- (Name of the activity, Date, Venue, Beneficiaries, Name of the Resource Person, Area: Syllabus/Beyond the Syllabus – Employability/Skill Development/ General Topic)
3. Notice regarding the programme duly signed by the authority
4. Poster prepared for promotion (Attach a copy)
5. Official invite to the resource Person and Consent letter
6. Profile of the Resource Person
7. Attendance Sheet
8. Fact Sheet
9. Report with photographs and Feedback result
10. Thank You Letter to the Resource Person
11. Copy of Press Release (If there is)

(For Every Activity One File need to be ready in the above order; Use Sticky notes to segregate)

1.1 Competitions

1. Notice regarding the competition duly signed by the authority
2. Poster prepared for promotion (Attach a copy)
3. Official invite to the judges and Consent letter
4. Filled Registration Form/s
5. Judgement Sheet duly signed by the Judges with date
6. Fact Sheet prepared for Data Cell



7. Report with photographs and Feedback result (Few remarks could be mentioned if Google form has not administered)
8. Copy of the Certificate
9. Thank You Letter to the Judges
10. Press Release (If there is)

(For Every Activity One File need to be ready in the above order; Use Sticky notes to segregate; also preserve few models/ posters as specimen)





1.3 Exposure Visits/ Industrial Visits

1. Face Sheet : (Name of the Industry, Date, Venue, Beneficiaries)
2. Request letter to the organization and Approval
3. Attendance Sheet
4. Fact Sheet prepared for Data Cell
5. Report with photographs and Feedback result (Few remarks could be mentioned if Google form has not administered)
6. Thank You Letter to the Organization
7. Press Release (If there is)

(For Every Activity One File need to be ready in the above order; Use Sticky notes to segregate)

1.4 Seminars/Conferences/Workshop

1. Face Sheet – Name of the Conference , Sponsoring Agency, Organized by , Date , List of the organizing Committee members, Total No: of participants, No: of Resource Persons, No: of Papers Presenters)
2. Proposal of Seminars/Conferences/Workshop
3. Brochure
4. Programme Schedule
5. Letter to the Resource Persons and Consent letter
6. List of the Resource Persons
7. List of Participants
8. Minutes of Pre-Conference Preparation Meetings and Duty Allocation Chart
9. Filled registration Form and the Register
10. For Each Track/Technical Session the paper presenters list should be duly signed by the presenters and counter signed by the Chairperson to avoid complications in the future



11. Thank You Letter to the Resource persons
12. Press Release
13. Fact Sheet and Brief report for Data Cell
14. Souvenir/ Book (If prepared)
15. Report (Detail report)
16. Copy of Certificate to the Resource Persons & Participants

2. Guest Lectures/input Sessions/Expert Talks

- 2.1 The Resource person should have minimum 3 years of experience in the concerned field.
- 2.2 Profile of the expert should be scrutinized by the HOD and senior teachers of the department prior to finalizing the session.
- 2.3 A pool of Resource persons should be created by the department and the data should specify their area of expertise with sufficient information.
- 2.4 The session should be of minimum one hour.

3. Seminars/Conferences

- 3.1 The Expert Speaker should have minimum eight years of experience in the relevant field for national as well as state.
- 3.2 Profile of the expert should be scrutinized by the HOD and senior teachers of the department / Convener and Organizing secretary prior to the finalization of the session.
- 3.3 A pool of Expert speakers should be created by the department and the database should specify their area of expertise with the contact details.
- 3.4 If the Seminar/Workshop/Symposium is organized at national level, minimum participation from five states including Madhya Pradesh need to be ensured. For state level, participation from outside Vidisha need to be ensured.



3.5 Information regarding the event need to be made available on the public domain atleast five months prior (National), three months (State).

3.6 The organizing team should ensure the submission of full length paper by the participants. To enhance the quality and promote fruitful academic discourses the organizers should take keen interest in the selection process of full length paper for presentation.

4. Workshops

4.1 The Resource person should have minimum 3 years of experience in the concerned field for departmental level workshop; for national as well as state he/she should have more than eight years of experience in the relevant field.

4.2 Profile of the expert should be scrutinized by the HOD and senior teachers/ of the department or Convener and Organizing secretary prior to the finalization of the session.

4.3 A pool of Resource persons should be created by the department and the data should specify their area of expertise with the contact details.

4.4 The session should be of minimum five hours.

4.5 The session should provide hands-on training experience to the participants, simulations, exercises need to be included for better participation.

4.6 If the workshop is organized at national level, minimum participation from five states including Madhya Pradesh need to be ensured. For state level, participation from outside Vidisha need to be ensured.

4.7 Information regarding the event need to made available on the public domain at least five months prior (National), three months (State).


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