



IBRI COLLEGE OF TECHNOLOGY

BENCHMARKING POLICY

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Contact	Head of QAD		
To be implemented by	IbriCT Staff		

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*Implementers and users of this policy/document are kindly requested to send comments and suggested revisions to the assigned contact person as part of the review process.

Version Control Table

A. Document development details and summary of revisions

Version	Author	Date (dd/mm/yyyy)	Summary of revisions	Contributed by
1.0	PMC through ad hoc committee, IbriCT	03/05/2018	The policy is taken from QAM v3.	PMC through ad hoc committee
1.1	QAD, IbriCT	25/05/2019	Revised the definitions.	PMSC
2.0	QAD, IbriCT	03/06/2019	Final draft approved by the CC.	CC

B. Plagiarism verification

Version	Team/Committee /Person	Date (dd/mm/yyyy)	% of plagiarism	Signature
1.0	QAU			
2.0	QAD			

C. Document proofread by

Version	Team/Committee /Person	Date (dd/mm/yyyy)	Language quality (Excellent, Good, Fair)	Signature
1.0	QAU	22/04/2018		
2.0	Proofreading Team	30/05/2019		



Policy Title	Benchmarking Policy
Policy No.	15
Policy Outline	This policy aims to provide guidelines for benchmarking the college practices and procedures (academic and non-academic) with other academic institutions where good practices are happening.
Status	Active

1. Policy Title

Benchmarking Policy

2. Definitions and Abbreviations

Benchmark: A point of reference against which something may be measured, evaluated or compared.

Benchmarking: A measurement, evaluation or comparison of the quality of an organisation's policies, products, programs, strategies etc. and their comparison with standard measurements, or similar measurements of others.

Benchmarking Team: A group of members appointed by the HoD or HoC to carry on Benchmarking Study.

Guidelines: In accordance with the guidelines of other policies,

ADs: Assistant Deans

ADAA: Assistant Dean for Academic Affairs

ADRI: Approach, Deployment, Result and Improvement

CC: College Council

HEI: Higher Educational Institution

HoC: Head of Centre

HoD: Head of the Department

HoS: Head of Section

IbriCT: Ibrict College of Technology

MoC: Memorandum of Cooperation

3. Policy Statement

Ibri College of Technology intends to improve the quality of its practices and procedures in order to produce best results through benchmarking studies with other HEIs and Industries.

4. Purpose/Reasons

The main objective of this policy is to set guidelines for benchmarking the academic and non-academic practices and procedures of the college through partnership in order to:

- Understand the practices and procedures at IbriCT
- Identify strengths and weaknesses related to the current practices of IbriCT
- Identify the best performance achieved by any HEI
- Improve the performance of the target area
- Raise the educational standards of the students in all aspects
- Know the latest trends and requirements of the market in order to prepare the students

5. Scope

This policy applies to all Departments and Centres at IbriCT.

6. Procedures

Following procedural steps are devised to conduct benchmarking engagements for process improvement.

- 6.1. Form a department/centre -wise ad hoc benchmarking team.
- 6.2. Prepare action plan for the team.
- 6.3. Choose areas for benchmarking.
- 6.4. Choose an HEI/organization for benchmarking.
- 6.5. Get approval from the College Dean to proceed for benchmarking.
- 6.6. Send a letter, through Dean's office, to the HEI with whom benchmarking is planned along with identified areas
- 6.7. Receive formal acceptance and schedule of visit from whom benchmarking is planned
- 6.8. Visit of the college benchmarking teams as scheduled
- 6.9. The benchmarking teams carry prescribed benchmarking formats to record observations and deliberations during visit
- 6.10. The benchmarking teams conduct meetings with HoD/HoC or HoS to draft the report to be submitted to QAD
- 6.11. Generate the summary as per ADRI.
- 6.12. Submit it for College Council evaluation and approval.
- 6.13. Share the feedback of CC with D/C

7. Responsibilities

Role-wise responsibilities of the members involved in the benchmarking procedure are as follows:

The HoD / HoC

- Form an ad hoc benchmarking team for each department/centre with staff members and get approval from the CC through the AD concerned or the Dean (in the case of ELC, ETC and Registration Department)
- Identify certain HEIs / organisations where better practices are being implemented
- Identify the areas to be benchmarked in academic and non-academic activities
- Draft an action plan along with the team to carry out the benchmarking activity
- Oversee the implementation of the procedures stated in the policy guidelines
- Send a letter to the respective ADs or Dean (in the case of ELC, ETC and Registration Department) for approval of any benchmarking activity
- Receive the final report from the team
- Submit the final report to the Dean
 - By HoCs and Registration Department
 - Through the ADs by the HoDs
- Implement better practices identified through benchmarking study

The Benchmarking Team

- Prepare action plan for benchmarking study
- Visit and discuss on the areas identified for benchmarking
- Compare and analyse current practices
- Submit the final report to concerned HoD or HoC

QAD

- Collect the identified areas for benchmarking from D/Cs and submit to Dean for approval
- Send benchmarking letters to other HEIs / organizations through Dean's office
- Follow up with the concerned HEIs / organizations to finalise schedule for benchmarking
- Give orientation about benchmarking process to the teams
- Coordinate the benchmarking visit for D/Cs
- Collect benchmarking reports from D/Cs and get approval from Dean

The ADs

- Gets approval for benchmarking process from the Dean for the submitted letter by HoDs

The Dean

- Approves ad hoc benchmarking team for each department/centre
- Gets approval for benchmarking process from the CC for the submitted letter by HoCs and Registration Department

The College Council

- Approve benchmarking study report conducted by the college

8. Supporting Documents

- Quality Assurance Manual
- ISAM
- College bylaws

9. Related Policies

Annexures:

- Benchmarking Report Template

BENCHMARKING REPORT TEMPLATE

I. Details of IbriCT- Benchmarking Team

Date of the Visit		
Place of the Visit		
Name of the D/C		
Details of IbriCT's Delegates	Names	Signature
	1. 2. 3. 4.	

II. Details of the HEI- Visited

Name of the HEI visited	
Name of the D/C Visited at HEI	
Names of Representatives met at the HEI	1. 2. 3.

III. Fill in the benchmarking details(to be filled by delegates from IbriCT)

SN	Benchmarking Area	Discussed Points	Current Practices	
			(Name of the HEI visited)	IbriCT

(Note: Rows may be added if required)

IV. OFIs identified

1	Good practiced identified at visited HEI	
2	Area for improvement at IbriCT	

I. Post Bench Marking Meeting with HoD/HoC-Proposed actions suggested by the delegates

a. HoD/HoC Comments:

Name and signature of HoD

Department Seal

Date: