



**BAHIRJI SMARAK MAHAVIDYALAYA,  
BASMATHNAGAR  
DIST-HINGOLI 431512 (MS)  
NAAC A GRADE**

**REPORT  
INTERNAL QUALITY  
ASSURANCE CELL  
(IQAC)**



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### BAHIRJI SMARAK MAHAVIDYALAYA, BASMATHNAGAR

#### BACKGROUND

The IQAC was established as per the guidelines of the NAAC Manual, which was also reinforced by UGC. Since its establishment the Internal Quality Assurance Cell (IQAC) strives to assure quality education in the college. It plans activities and monitors them through different committees like Academic Monitoring Committee, Exam Committee, Staff Academy Committee, Research Advisory Committee, etc. The college has done constant progress in NAAC Assessment & Accreditation process in which IQAC has played a pivotal role. The IQAC of the college has been reshuffled according to the NAAC guidelines with Dr. Narsingh Pimparne as the coordinator. The efforts of IQAC resulted in the following achievements.

Sr. No.	Accreditation Year	Grade	CGPA
1	2024	A	3.02
2	2016	B+	2.64
3	2004	C++	67.50

Sr. No.	Particulars
1	ISO 2009:2015
2	Academic & Administrative Audit "O" Grade with 90.83%
3	Best College Award
4	Best Magazine Award
5	Green Audit
6	Energy Audit
7	Environment Audit
8	Gender Audit
9	Plantation Audit

The college is committed to imparting quality education keeping pace with global needs to fulfill the highest standards of educational, social, cultural, and economic needs, for the all-round development of deprived students with ethics and accountability.



## THE MISSION

- ✓ To impart quality education to the young generation of India for creating a skilled human resource of high caliber.
- ✓ To provide education to all the classes emphasizing downtrodden, economically, and socially backward sections of society.
- ✓ To inculcate values like gender equality, social equality, cooperation and mutual understanding, sportsmanship, the dignity of labor, etc. for the all-round development of students.
- ✓ To promote a sense of equality, national integration, social justice, and secularism among the students
- ✓ To act as a catalyst in socio-economic transformation for national development.

## GRADUATE ATTRIBUTES

- 🌐 **Attribute for social and economic empowerment**
  - ✓ Effective communication skill and development of entrepreneurship skills
  - ✓ Basic understanding management and accounting
  - ✓ Self-employment of ability
  - ✓ Multicultural perspective resulting in secular thinking
- 🌐 **Accept scholastic career and value-oriented challenges**
  - ✓ Upgradation of subject knowledge
  - ✓ Scientific temper and research culture
- 🌐 **Environment and gender sensitization with an inclusive and secular outlook**
  - ✓ Environmental awareness
  - ✓ Gender equality and social awareness
- 🌐 **Synergize traditional and modern values**
  - ✓ Critical thinking and problem-solving skills
- 🌐 **Able to manage and observe change**
  - ✓ Teamwork and Leadership Skills
- 🌐 **Competent to take quick decisions and readily employment**
  - ✓ Theory into action
  - ✓ Computer literacy
  - ✓ Innovation in the learning process



## **TEACHER ATTRIBUTES**

- ☒ Excellent Knowledge of the subject taught
- ☒ Well organized and innovative in teaching
- ☒ Interactive teaching with communication skills
- ☒ Unbiased, just, honest, patient, strict, and trustworthy
- ☒ Understanding and respecting students' diverse needs
- ☒ Encouraging innovative ideas of students in curricular,
- ☒ co-curricular and extra-curricular
- ☒ Healthy and cordial relationships with other faculty
- ☒ Educate students to become employable and better citizens
- ☒ Zest for transforming the wasteland into the best land

## **VALUE FRAMEWORK**

The Internal Quality Assurance Cell of the college works for the inculcation of the NAAC Core Values among the stakeholders of the college. The NAAC Core Values are –

- ☒ Contributing to National Development
- ☒ Fostering Global Competencies among Students
- ☒ Inculcating a Value System among Students
- ☒ Promoting the Use of Technology
- ☒ Quest for Excellence

## **QUALITY POLICY**

Uncompromising commitment to transforming the lives of rural and deprived masses, providing ICT-enabled quality higher education through inculcating research temperament, global citizenship & secular democratic values so as to instill life skills for national development.

## **LEARNING OUTCOMES**

- ☒ Develop insight into the subject of their studies.
- ☒ Instill scientific temperament.
- ☒ Inculcate skills in the areas of their choice.



- ☒ Improve communicative abilities.
- ☒ Build confidence.
- ☒ Develop critical thinking creativity and innovative approach.

## COLLEGE DEVELOPMENT CELL

Sr. No.	Designation	Name
1	Chairperson of the management/ Trust nominee	Hon. Jaiprakash R. Dandegaonkar (President, Hu. B.S.V.E. Society, Wapti)
2	Chairperson of the management/Trust nominee Vice-President	Hon. Adv. Munjajirao N. Jadhav (Vice-President, Hu. B.S.V.E. Society, Wapti)
3	Secretary of the management or his nominee	Hon. Panditrao R. Deshmukh (Secretary, Hu. B.S.V.E. Society, Wapti)
4	Head of Department nominated by the Principal or the Head of the Institution	Dr. P. S. Jadhav (Head Dept.of Business Economics)
5	Teacher representative	Dr. Vilas T. Narwade
6	Teacher representative	Dr. Rambhau R. Mutkule
7	Teacher representative	Dr. Savita S. Awchar
8	Non-teaching Representative	Mr. Nilesh. P. Deshmukh
9	Local Member nominated by the Management	Mr. Subhash M. Lalpotu (Industry & Alumni)
10	Local Member nominated by the Management	Mr. Baburao S. Khillare (Education )
11	Local Member nominated by the Management	Mr. Dattatray G. Herlekar (Research)
12	Local Member nominated by the Management	Mr. Wamanrao V. Suryawanshi (Social Work)
13	Coordinator, IQAC	Dr. Narsingh M. Pimparne
14	Member- Secretary	Prof. Dr. M.M.Jadhav (Principal)



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Sr No.	Name	Designation
1	Prof. Dr. M. M. Jadhav	Chairperson
2	Hon. Jaiprakash Dandegaonkar	Member from Management
3	Hon. Adv. Munjajirao Jadhav	Member from Employer
4	Hon. Panditrao Deshmukh	Member from Employer
5	Dr. Narsingh M. Pimparne	Coordinator
6	Prof. Dr. Rajkumar N. Ingle	Member
7	Prof. Dr. Vilas T. Narwade	Member
8	Prof. Dr. Sonaji S. Patange	Member
9	Prof. Dr. Prashant G. Gawli	Member
10	Dr. Pradeep S Jadhav	Member
11	Mr. Niranjan K. Akmar	Member
12	Mr Pradeep G. Ingole	Member
13	Dr. Mahesh B. Swami	Member from Administrative Office
14	Dr Pandurang B. Barve	Member from Administrative Office
15	Dr Namdev S. Jadhav	External Member from Local Society
16	Prof. Dr. Rohidas S.Nitonde	Member from Higher Education Stakeholders
17	Dr.Sanjay W. Jagtap	Member from Alumni
18	Dr. Anil B. Mugutkar	Placement Cell
19	Dr. Savita S. Awchar	Librarian
20	Sanika S. Magar	Member from Student Council



## TEN ATTRIBUTES COMMITTEE

Attribute	Chairperson	Members
Curriculum Design	Dr K.P. Deshmukh	<ol style="list-style-type: none"> <li>1. Dr S S Patange</li> <li>2. Dr Rajiya Shaikh</li> <li>3. Dr H K Undegaonkar</li> <li>4. Mr P G Dakhore</li> </ol>
Faculty Resources	Dr S V Patil	<ol style="list-style-type: none"> <li>1. Dr P W Patil</li> <li>2. Mr B P Nikam</li> <li>3. Mr G D Jadhav</li> </ol>
Infrastructure	Dr N K Akmar	<ol style="list-style-type: none"> <li>1. Dr S S Bhalerao</li> <li>2. Dr R S Barkar</li> <li>3. Dr M K Mandawad</li> <li>4. Mr R Gunjkar</li> </ol>
Financial Resources & Management	Dr S R Dhembare	<ol style="list-style-type: none"> <li>1. Dr R N Ingle</li> <li>2. Dr P S Jadhav</li> <li>3. Mr N P Deshmukh</li> <li>4. Mr M P Gutthe</li> </ol>
Learning & Teaching	Dr R G Kumawat	<ol style="list-style-type: none"> <li>1. Dr S S Awchar</li> <li>2. Dr S N Kshirsagar</li> <li>3. Mr R M Maske</li> </ol>
Extended Curricular Engagements	Dr S S Kadam	<ol style="list-style-type: none"> <li>1. Dr B B Khandare</li> <li>2. Dr N N Lokhande</li> <li>3. Dr R B Kawle</li> <li>4. Dr H K Undegaonkar</li> </ol>
Governance & Administration	Mr S.K.Nayak	<ol style="list-style-type: none"> <li>1. Dr P G Gawli</li> <li>2. Dr S V Bhosale</li> <li>3. Dr P B Barve</li> </ol>
Student Outcomes	Dr R R Mutkule	<ol style="list-style-type: none"> <li>1. Dr S N Yadpalwad</li> <li>2. Dr A B Mugutkar</li> <li>3. Dr B K Bongane</li> </ol>
Research & Innovation Outcomes	Mr P G Ingole	<ol style="list-style-type: none"> <li>1. Dr N B Gajmal</li> <li>2. Mr A N Kalyankar</li> </ol>
Sustainability Outcomes	Dr S S Gawande	<ol style="list-style-type: none"> <li>1. Dr V T Narwade</li> <li>2. Dr U U Raut</li> <li>3. Mr V B Waychal</li> </ol>





## CODE OF CONDUCT FOR CDC

There shall be a separate College Development Committee comprising the following-

- ☒ Chairman of the management or his nominee
- ☒ Secretary of the management or his nominee
- ☒ One head of the department to be nominated by the principal
- ☒ Three teachers elected by the full-time amongst themselves out of whom at least one shall be a woman
- ☒ One non-teaching employee elected by regular non-teaching staff from among themselves
- ☒ Four local members, nominated by the management in consultation with the principal from the fields of education, industry, research, and social service of whom at least one shall be an alumnus
- ☒ Co-coordinator, Internal Quality Assurance Committee of the college
- ☒ President and Secretary of the College Students Council
- ☒ Principal of the college-Member-Secretary
- ☒ The college development committee shall meet at least two times a year
- ☒ Elected and nominated members shall have a term of five years from the date of election.

The college development committee shall –

- ☒ Prepare an overall comprehensive development plan of the college regarding academic administrative and infrastructural growth
- ☒ Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
- ☒ Take review of the self-financing courses in the college, if any, and make recommendations for their improvement
- ☒ Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
- ☒ Make specific recommendations to the management to foster academic collaboration to strengthen teaching and research
- ☒ Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
- ☒ Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
- ☒ Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
- ☒ Formulate proposals for new expenditures not provided in the annual financial estimates.
- ☒ Make recommendations regarding the students' and employees' welfare activities in the college





- ✓ Discuss the reports of the IQAC and make suitable recommendations
- ✓ Frame suitable admission procedures for different programmes by following the statutory norms
- ✓ Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security of the college
- ✓ Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit reports of the National Assessment and Accreditation Council, etc.
- ✓ Recommend the distribution of different prizes, medals and awards to students
- ✓ Prepare the annual report on the work done by the committee for the year ending on the 30th of May and submit the same to the management of such college and the university
- ✓ Perform such other duties and exercise such other power as may be entrusted by the management and the university
- ✓ To establish, maintain and manage residential quarters for the staff of the institute
- ✓ To help students and staff of the institute in special and higher studies in the country or abroad
- ✓ To institute and award fellowships, scholarships prizes, and medals in accordance with the rules and bylaws of the institute
- ✓ To prepare and execute detailed plans and programs for the establishment of the institute and carry on its administration, development, and management.

## **CODE OF CONDUCT FOR PRINCIPAL**

- ✓ The principal should oversee and monitor the administration of the academic programme and general administration of the institute to ensure efficiency and effectiveness in the overall administrative task and assignments
- ✓ The principal shall be responsible for the day-to-day management of the college, including the guidance and direction of the teacher and other staff of the college, and be accountable for that management
- ✓ Provide leadership to the teachers and other staff and the students of the college
- ✓ The principal should plan the budgetary provision and go through the financial audited statement of the institute
- ✓ The principal has authority to take all the necessary actions as and when required to maintain discipline in the institute
- ✓ The principal should form various college-level committees which are necessary for the development of the institute
- ✓ The principal should encourage the faculty members to update their knowledge by attending seminars, workshops, and conferences
- ✓ The principal should encourage the faculty members to author textbooks and publish research papers in reputed national and international journals
- ✓ The principal should provide leadership, direction and coordination within the institute
- ✓ The principal should periodically review this code of conduct



- ☑ The principal is responsible for the development of the academic programme of the institute
- ☑ The principal should convene meetings of any of the authorities, bodies or committees as and when required
- ☑ The principle should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented
- ☑ The principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country
- ☑ The principal should ensure that the long-term and short-term development plans of the institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees, and its members
- ☑ The principal should forward confidential reports of all staff members of the institute and submit them to the management
- ☑ The principal shall be responsible for the submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and management.

## **CODE OF CONDUCT FOR TEACHING FACULTY**

### **DISCIPLINE**

- ☑ The faculty member should report to the college at least 15 minutes before the commencement of the college timing
- ☑ The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the institution

### **LEAVES**

- ☑ Prior written permission is required from the principal at least a day advance while availing CL or DL
- ☑ Half a day CL will not be sanctioned.
- ☑ 08 days of causal leave can be availed in a calendar year
- ☑ Causal leave can be combined with holidays. However, the period of continuous absence from duty should not exceed ten days.
- ☑ All must report for duty on the reopening day and the last working day of each semester.
- ☑ Medical Leave will be sanctioned only for medical reasons. Medical Certificates will be verified for their genuineness.
- ☑ Study leave for higher studies will be granted at the discretion of the management.



## **GENERAL RULES**

- ☑ No teacher should involve himself/ herself in any act of moral turpitude on his/ her part which may cause impairment or bring discredit to the institution or management.
- ☑ No teacher should involve himself/herself in any form of political activity inside or outside the campus
- ☑ Teachers should attend the college neatly dressed, wearing shoes. Dress regulations should be followed as the occasion demands.
- ☑ Any instructions issued by the competent Authority by way of circulations from time to time must be complied
- ☑ No teacher shall send circulars/distribute handbills to the staff organize meetings in the campus without permission from the principal
- ☑ Teachers are barred from using cell phones while taking classes
- ☑ Heads of the department must submit the department's timetable and individual teachers time tables to the principal on the last working day of the previous semester
- ☑ Teacher must always wear their identity badges while inside the college premises
- ☑ Teachers are encouraged to conduct research on their topic of interest
- ☑ Each department association must conduct at least three special meetings in each semester
- ☑ Teachers are expected to attend departmental meetings, seminars etc, and also college functions
- ☑ No representation to any Government authority or university in the name of the college should be made by any teacher without the principal's permission
- ☑ HODs are responsible for all the college properties belonging to their department
- ☑ All department meetings of teachers shall be held only before 11.00am or after 4.00pm
- ☑ Every faculty member should maintain an academic record book
- ☑ The staff should get feedback from students.
- ☑ Once the subject is allotted the staff should prepare lecture wise lesson plan.

## **CLASSROOM TEACHING**

- ☑ Staff should engage the full 50 minutes for UG and 60 minutes for PG and should not leave the class early
- ☑ The staff should use ICT for the effective delivery of lecture
- ☑ The staff should encourage students to ask doubts and questions
- ☑ The staff should take care of slow learners and pay special attention to their needs in remedial coaching classes
- ☑ The staff should motivate the students and bring creativity in the students and should make himself/herself available for doubt clearance



## **LABORATORY**

- ☒ The staff should involve themselves in the preparation of the experimental setup and upgrade of the laboratory
- ☒ Staff should involve themselves in demonstration models, charts, and innovative methods of teaching for better and improved interaction with students

## **TEST/ASSIGNMENTS**

- ☒ In problem-oriented subjects, regular tutorials have to be conducted
- ☒ Test, prelim, mid-term, submission, and mock practical examination must be conducted as per the academic calendar

## **APPRAISAL REPORT**

- ☒ All the staff members are required to submit their Self-Evaluation Report at the end of every term of the academic year in the prescribed format
- ☒ Faculty Members are expected to update their knowledge by attending seminars/workshops/conferences, after obtaining necessary permission from the Head of the Department and Principal.
- ☒ Faculty Members should attempt to publish research papers and articles in reputed International/ Indian journals and periodicals.
- ☒ Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extracurricular activities

## **CODE OF CONDUCT FOR ADMINISTRATIVE STAFF**

- ☒ Non-teaching staff working in the college office or department should remain on duty during college hours. They should report for duty at least 30 minutes in advance
- ☒ Non-teaching staff should wear the uniform provided by the Management
- ☒ Non-teaching staff must always wear their identity badge during working hours
- ☒ Non-teaching staff assigned to Laboratories should keep the Labs clean
- ☒ Any Loss or damage to any article in the lab or Class Room should be reported to the HOD in writing immediately
- ☒ Non-teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment etc.
- ☒ For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages as per the direction of the HOD, the amount shall be handed over to the college Account staff for deposit in the college account



- ☒ Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached
- ☒ A staff is eligible for 08 days CL, 30 EL & 10 ML in one calendar year any staff availing himself/herself of the leave should do so with the prior permission of the principal
- ☒ No staff employed in a college shall absent himself from his/her duties without prior permission. In a case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week
- ☒ Non- teaching staff shall not leave the college premises without permission before 5.45 p.m.
- ☒ Clerk should maintain service book of all staff of the Institute.
- ☒ Clerk should maintain college level all document.
- ☒ Lab assistant should help the lab in-charge to carry out the lab related work.
- ☒ Lab assistant should maintain attendance register.
- ☒ Accountant should provide all necessary accounting documents and financial statement for yearly account audits.
- ☒ Peon should report the college half an hour before the college time.
- ☒ Peon should maintain cleanliness of laboratories, class and staff rooms.

## **CODE OF CONDUCT FOR STUDENTS**

Good student discipline is customary in campus life at Bahirji Smarak Mahavidyalaya, Basmathnagar. We are confident the Discipline is essential to prepare our students to be useful and important citizens of their country and societies. Several measures are implemented to achieve this aim a few are mentioned below.

## **DISCIPLINE**

- ☒ The student must observe and strictly followed the disciplinary rules and regulations of the institute.
- ☒ The student should follow the academic calendar as per the instructions of head of the department.
- ☒ Code of conduct on the campus includes safeguarding the institutional property, keeping the campus clean and tidy and dressing civilly.
- ☒ Any act of indiscipline or misbehavior by any student will attract severe punishment.
- ☒ Smoking and chewing of tobacco is strictly prohibited.
- ☒ Students have to park their vehicles in parking zone only. The management is not responsible for the safety.
- ☒ The student shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college. Campus free from plastic and other litter.
- ☒ The student should switch off their mobile phones while in the classroom, library and laboratory.



- ☑ Mobile phone is strictly prohibited in the exam hall during the examination. Loss or Theft of mobiles, valuables and other belongings are at students' risk.
- ☑ Defacing any part of the campus is treated as an offence.
- ☑ Important Notices/Notifications/circulars etc are displayed at separately allocated Notice Board and information corners on the campus, students are expected to make it a practice to regularly read such displayed information.
- ☑ For any certificate that is to be collected from the Principal's office(s) request letters(s) must be submitted two days in advance.
- ☑ Students must always carry

## **DRESS CODE**

- ☑ Students are expected to wear college uniform regularly.
- ☑ Boys are expected to be in full dress code decided by the institution.
- ☑ Girls are expected to be in full dress code decided by the institution

## **I-CARD**

- ☑ Every student must carry with him/her college and campus I-card every day while attending lectures and appearing various examinations.
- ☑ The student should take his/her Identity card and library card for home lending from the library at the beginning of the year.
- ☑ They should carry identity card with him/her regularly and it should produce when demanded by the authorized person of the institute.
- ☑ At the time of issuing a book, the identity card must be presented along with library card. Without I-card the reader may be refused the use of the home lending facility.

## **ANTI-RAGGING:**

“Ragging in all its forms totally banned in this institution including in its departments constituent units, in all its premises (academic, residential, sports, cafeteria and the like) whether located within the campus or outside and in all means of transportation of students. ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN RAGGING as per the Direction of Hon'ble Supreme court of India. The Anti-Ragging committee was working in the college and look after the rule and regulation in this connection. MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (AS MODIFIED UP TO THE 29 TH August 2012)

- ☑ Cancellation of admission.
- ☑ Suspension from attending classes
- ☑ Withholding/ withdrawing scholarship/ fee concession and other benefits.
- ☑ Debarring from appearing in type of examination held in the college



- ☒ Debarring from representing the college functions
- ☒ Suspension from the hostel
- ☒ Collective punishment if larger number of students are involved in the act of ragging
- ☒ An FIR filed without any exception with local police station

## **COMPULSORY ATTENDANCE**

- ☒ Attendance in classes as per university norms is strictly enforced
- ☒ Leaves are granted for valid reasons only
- ☒ Students must have a cumulative attendance percentage of 75 and above
- ☒ The student must report about the sickness to the institute
- ☒ The student will responsible for the absence of any type of examination. This may be detrimental to the overall performance and result of the student.
- ☒ Leave Travel Concession as per the rules and regulation of Indian Railways and MSRTC will be allowed only for designed vacations
- ☒ Risk certificate should be filled and compulsory to submitted to the relevant department and abide the rules and regulations made by the institute for the educational tours and excursion.

## **EXAMINATIONS**

- ☒ Candidates must appear at the time of examination hall half an hour before the commencement of the examination
- ☒ Mobile phone is strictly prohibited in the examination hall during the examination
- ☒ Candidates should not communicate, transfer and pass on any cheating/copy/writing material to one another in any manner during the examination
- ☒ Only writing material should allowed and kept on the desk of the candidate
- ☒ All candidate should fallow the examination rules made by the university.

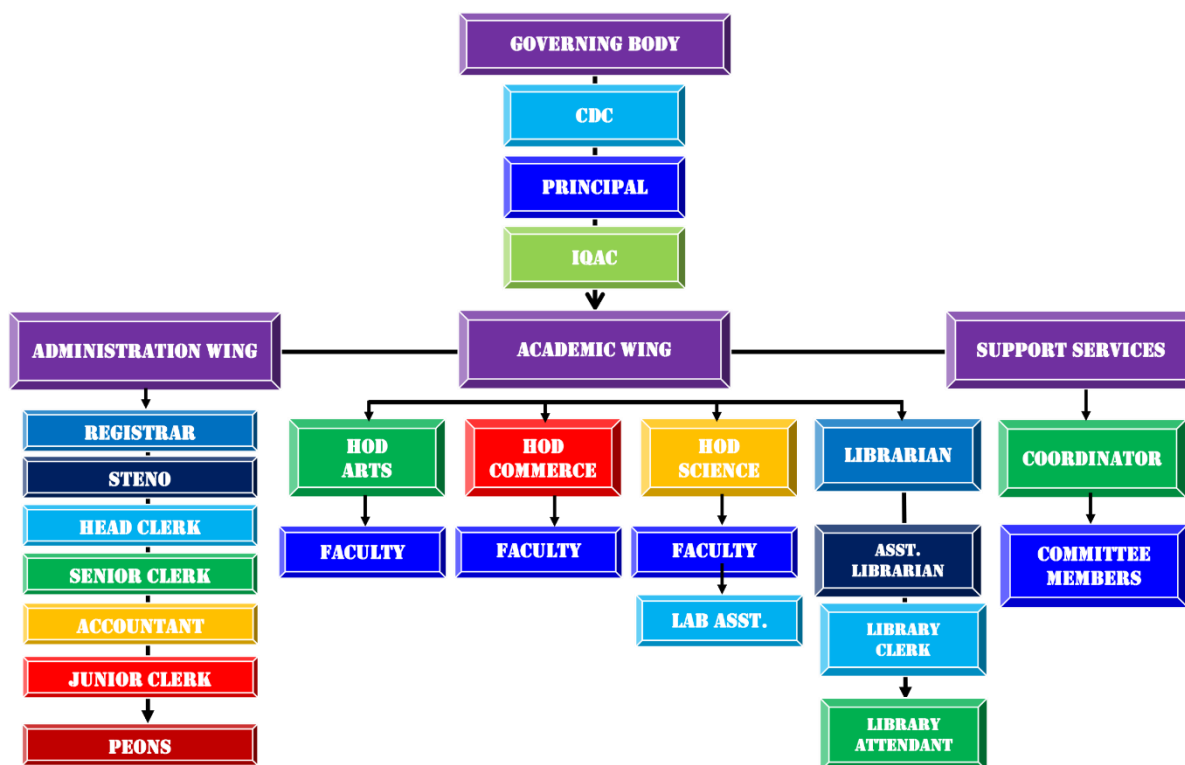
## **GENERAL**

- ☒ Loud/impolite talk/ use of abusive language which offends the listener would be dealt with serious action
- ☒ Expected to spend their free time in the library/ reading room.





## DECENTRALISED, PARTICIPATIVE, EMPOWERMENT PROCESS



### IQAC OFFICE

The IQAC Office has expanded from the old one to a new, equally comfortable, and more spacious area with in-built meeting space.

The IQAC has

1. Wi-Fi connectivity
2. LAN connectivity
3. Working Desk with side table and drawers
4. Meeting Tables
5. Interactive Panel
6. Printers
7. Scanners
8. Desktop Computers
9. Calling bell
10. Cupboards
11. File Racks
12. Drinking Water



13. Fire Extinguisher
14. Sofa
15. Projector

### **IQAC LIGHTS ON:**

- ☒ Planning of Curricular Activities
- ☒ Implementation
- ☒ Conduct of Assessment
- ☒ Review of Curriculum Delivery System
- ☒ Certificate/ Value added courses
- ☒ Curriculum Enrichment
- ☒ Institution integrates crosscutting issues
- ☒ Project Work/Field Work / Internships
- ☒ Feedback System
- ☒ Teaching- Learning Process
- ☒ Experiential Learning
- ☒ Participative Learning
- ☒ Problem-Solving Methodologies
- ☒ ICT
- ☒ Evaluation Process and Reforms
- ☒ Programme Outcomes (POs)
- ☒ Course Outcomes (COs)
- ☒ Attainment of POs and Cos
- ☒ Student Satisfaction Survey
- ☒ Resource Mobilization for Research
- ☒ Innovation Ecosystem
- ☒ Research Publications and Awards
- ☒ Extension Activities
- ☒ Collaboration
- ☒ Student Support
- ☒ Soft skills
- ☒ Language and communication skills
- ☒ Life skills (Yoga, physical fitness, health and hygiene)
- ☒ ICT/computing skills
- ☒ Redressal of student grievances including sexual harassment and ragging cases
- ☒ Student Progression
- ☒ Student Participation and Activities
- ☒ Alumni Engagement
- ☒ Cultural Club Activities
- ☒ Sports Club Activities
- ☒ Green & Nature Club Activities



## INSTITUTIONAL GOVERNANCE AND LEADERSHIP

- ☑ The Governance of the institution is reflective and in tune with the vision and mission of the institute.
- ☑ The institute is assertively committed to its vision and mission which are as follow:
- ☑ Institute Vision– ‘*Satkarmi Rati Wadho* ’ which means – Let the love for good deeds grow in us. The vision of the college is derived from the *Pasaydan* of Dnyaneshwar, the great Marathi Saint, Poet and great humanist who prays in *Dnyaneshwari*- ‘*Let all evils explode and love for good deeds grow*’.
- ☑ Institute Mission – Social, Cultural, Educational, Moral and Physical Development of Students.
  - To inculcate moral, ethical, social values among students.
  - To impart Education to students belonging to all starta of the society irrespective of caste, gender, and religion.
  - To uplift socially, economically weaker students.
  - To generate social responsibility among students to become a good human being.
  - To prepare citizens and significant contributors for the betterment of mankind through their service to society.

## NATURE OF GOVERNANCE

The institute is managed by Hu. Bahirji Smarak Vidyalaya Education society, Wapiti. The management is visionary, eminent leaders and administrators with the spirit to serve the education system, marginalized sections of the society irrespective of cast, gender, color, creed and religion. The society is fully involved in the activities related to curriculum, teaching-learning process, and infrastructure augmentation as well as cultural programs.

The Vision and Mission aimed at developing a temperament for a caring, impartial and inclusive society. The management always encourages the involvement of the employees in the quality assurance, enhancement and developmental activities of the institute through establishing of bodies such as IQAC, CDC, as HOD’s, Coordinators of different cells, various committees like SC/ ST cell, Minority cell, OBC cell, Students Grievance cell, I.C.C., etc. The Management leads the Principal, Vice-Principal, faculty and Administrative staff towards the fulfillment of its vision and mission. The management/CDC meets are held at least twice a year for discussion, policy making and its implementation. The management has been proactive in extending all guidance, mental and economic support and cooperation towards the institution.

Efforts are always made to systematically execute the plans which are initiated at the beginning of the academic year.

- ☑ The feedback from students, staff and stakeholders helps in planning process.
- ☑ The experience and knowledge of teachers is actively used in policy making and decision making.



- ✓ The general staff meetings are conducted to voice their ideas, views and suggestions towards the administration.
- ✓ Various committees are formed to look after the various curricular and co-curricular activities.
- ✓ Our college faculty as BOS members regularly participates for parent university meetings to discuss implementation of NEP.
- ✓ Organogram
- ✓ Short-Term and Long-Term Perspective Plan
- ✓ Anti-Ragging Committee
- ✓ Internal Complain Committee
- ✓ Minority Cell
- ✓ OBC Cell
- ✓ SC and ST Cell
- ✓ Students Grievance Committee
- ✓ Different Committees
- ✓ NEP and ABC
- ✓ Cultural Club Activities
- ✓ Sports Club Activities
- ✓ Green & Nature Club Activities
- ✓ Snapshots

## **STRATEGY DEVELOPMENT AND DEPLOYMENT**

Efforts are always made to systematically execute the plans which are initiated at the beginning of the academic year. The feedback from students, staff and stakeholders helps in the planning process. The experiences and knowledge of teachers is actively used in policy making and decision making. The general staff meeting is conducted for staff to voice their views and suggestions to administration.

The institute is governed by Governing Council as the overall head. The College Development Committee (CDC) serves as an interface between the Institute and Management

- ✓ **The Governing Council:** The institute has functioning organizational structure managed by Bahirji Smarak Vidyalaya Education Society, Wapti. The Governing Council recommends strategic plans as per the Vision and Mission.
- ✓ **College Development Committee:** At the institute level the CDC is an Apex body that works on policy making as a link between the Governing Council and the institute. CDC compromises the representation from governing Council, Principal, faculty and administrative staff.
- ✓ **Principal:** -The Principal is head of the institution with the responsibility of managing day to day activities of the college to implement the directives of the college development committee and as per the norms and guidelines by government and regulatory bodies/agencies. The principal works in tandem with the governing body and run administration of the institute. The principle is supported by-



- **Academic Section-** Under this section the principal is assisted by Vice Principal, followed by heads of the departments and all faculty members
  - **Vice Principal-** The Vice-principal also coordinates academic and administrative activities of the institute.
  - **HOD's-** The departmental heads monitors, their respective departmental activities and performances including faculty members and a non-teaching staff.
  - **Library-** Librarian is head of the library, assisted by assistant librarian and support staff.
  - **Sports Director:** He looks after and manages all sports activities in the institute and out of the institute
  - **Internal Quality Assurance Cell (IQAC):** The IQAC plays a vital role in critical planning, monitoring, implementing and execution of quality measures. IQAC is formed by the principal including members from management, senior faculty members, member from Administrative Staff, external member from society, member from Students Council and Alumni.
  - **Administrative Section:** The principal is assisted by the Vice Principal and Registrar who operates with the support of Office Superintendent, Accountant, Head Clerk, Clerk, and Peons.
- ☒ **Service Rules and Recruitment:** The institute follows the rules and regulations led by UGC Government of Maharashtra S.R.T.M. University, Nanded and regulatory bodies/agencies. The recruitment process is transparent and as per the rules and regulations of concerned bodies/ agencies. All the decisions regarding vacant posts, advertisements and appointments are taken by the governing body. There is a well-maintained record of service rules, procedures, recruitment and promotions policies along with the service books and personal files.
- ☒ **Procedures:** The key to effective management is in well-defined policies and procedures for the functioning of every aspect of the institute. The governing body approves policies and gives financial approval to all curricular and co-curricular requirements and sanctions the policies, and requirements of the institution.

## **E-GOVERNANCE**

- ☒ Administration
- ☒ Finance and Accounts
- ☒ Student Admission and Support
- ☒ Examination
- ☒ Audited Statement of Expenditure
- ☒ ERP
- ☒ Approved e-governance and Policy Document

## **FACULTY EMPOWERMENT STRATEGIES**

BSM has performance appraisal system for teaching and non-teaching staff for promotion of the faculty members and quality enhancement.



### Performance Appraisal System for Teaching Staff:

- a) **Career Advancement Scheme as laid down by UGC:** The institute is transparent and abides to the guidelines laid by UGC, State government, and affiliating university for promotion of teachers under CAS.
- b) **Performance Appraisal System developed by institute**
- **Self-Appraisal:** Filled-in self-Appraisal forms from teaching staff are collected online and offline annually by the IQAC.
  - **Peer Feedback:** Self-appraisal reports filled by individual teachers are endorsed by the respective Head of the department.
  - **Role of IQAC:** Teachers' advancement is monitored by IQAC and the Principal. IQAC has a dedicated mechanism in the form of a set format to monitor teachers' academic and research activities.
  - **Students' Feedback:** Students of the institute provide feedback on their teachers which is then compiled and analyzed by IQAC. The feedback is communicated to staff by the principal. Suggestions are offered to concerned teachers as required.
  - **Performance of Teachers:** This is monitored by Principal of the college by visiting classrooms for lecture observation that follows individual counselling if needed. Similarly, teachers are also acknowledged for their promising performance.
  - **Confidential Report for Administrative staff:** PBAS is channelized through confidential report. It is compulsory for non-teaching and administrative staff to fill and submit the form to registrar of institute. The registrar forwards it to principal. After principal's remark, it is forwarded to governing council for the assessment. Thus, PBAS for teaching and administrative staff is implemented by institute, which helps in improving the standards of staff members. The institution has effective welfare measures for teaching and administrative staff and avenues for career development.
    - ✍ Training Access to Higher Education
    - ✍ Promotion
    - ✍ Financial Assistance to teacher provided with financial support to attend conferences
    - ✍ Teaching & non-teaching staff participation in FDP
    - ✍ Medical support

### c) THE WELFARE ACTIVITIES:

#### 🌐 Credit Society:

- ☒ Loan for various purpose (up to 25lakhs).
- ☒ Provision of Emergency Loan (up to 50 thousand).
- ☒ Annual dividend to members of Society.
- ☒ An insurance scheme for members of Credit Society.
- ☒ Waiver in principal loan amount in case of death of the member (up to 1 lac).



### **Institutional Assistance Program:**

- ☒ Financial assistance to attend seminars, conferences, FDPs etc.
- ☒ All types of leave for regular staff.
- ☒ Employees' Provident Fund.
- ☒ Medical bill reimbursement

### **Medical**

- ☒ Health checkup camps.
- ☒ Practice of Yoga on campus.
- ☒ Health Care facility.
- ☒ Fitness club.
- ☒ Special help in medical bill reimbursement.

### **Others**

- ☒ Celebration of festivals and National commemoration days.
- ☒ Free Wi-Fi.
- ☒ Computer lab.
- ☒ Library resource with online databases.
- ☒ Staff cabins.
- ☒ Gymnasium.
- ☒ Day-care facility.
- ☒ Avenues for career progression.
- ☒ Clear policy for career progression.
- ☒ Training and development programs.
- ☒ Encouragement, financial support to participate in FDP programs, seminars, conferences,
- ☒ workshops, symposiums, etc.

### **Teaching Staff**

- ☒ CAS Committee to ensure promotion of teachers
- ☒ Three levels of teaching cadre are - Assistant Professor, Associate Professor, and Professor
- ☒ Performance appraisal also becomes a key factor in the assessment of career progression of faculty.

### **Non-teaching employees**

- ☒ Cadres clearly defined as per state rules and regulation for services.
- ☒ All promotions are carried out in time as per rule offering complete benefits to administrative staff.





## Practices

- ☒ PBAS for Teaching Staff
- ☒ List and CAS Promotion Reports
- ☒ Appraisal Forms of Non-Teaching Staff
- ☒ Welfare Policy Scheme – Provident Fund
- ☒ Welfare Policy Scheme – Medical Re-imbursement
- ☒ Welfare Policy Scheme – Leaves (Teaching and Non-Teaching)
- ☒ Welfare Policy Scheme – Credit Society
- ☒ Welfare Policy Scheme – Group Insurance
- ☒ Practice of Yoga
- ☒ Karate Training for Girls
- ☒ Vaccination Camp

## **FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION**

B.S.V. Education Society, Wapiti's Bahirji Smarak Mahavidyalaya, Basmathhnagar is grant in aid and included in 2(f) & 12(B), act 1956 of UGC New Delhi. The college has a mechanism for mobilization of funds and optimal utilization of resources. The requirements from each department at the beginning of academic year for mobilization of funds put in the meeting of CDC. The mobilization of funds, the IQAC assesses, plans, implements and supervises all these activities under the guidance of CDC. The policy of the institution to mobilize the funds is as follow-

- ☒ Funds from U.G.C.
- ☒ Funds from State Govt.
- ☒ Scholarship grants from State & Central Govt.
- ☒ By admission and examination fees

**Purchase Committee:** - It is formed by IQAC under the guidance of CDC.

**Audit** - The institute conducts internal and external audit regularly

### **Internal audit:**

- ☒ This process comes after every financial transaction. The internal auditor is appointed by the institute. Internal audit takes place at two levels as receipts and payments. The official funds collected and bank statements, donation received are checked by the Internal auditor. The payment of teachers is verified by the accountant, signed by the principal, and then payment is deposited in the bank account of concerned employees.

### **External Auditor:**

- ☒ External Audit takes place after the completion of every financial year. The competent chartered accountant works as an external auditor appointed by BSV Education Society. The audited statements and accounts are submitted to the governing body.



The income tax returns are also filed with the income tax office. The salary and non-salary audits are undertaken by Joint Director (JD) of Higher Education, Nanded. The senior auditor and the auditor general of the state (AG) audit it is done. The major theories are fulfilled and put into to the College Development Committee (CDC).

In this way institute regularly conducts internal and external financial audit in three stages.

#### **Different Audits:**

- ☒ Internal Audit
- ☒ External Audit
- ☒ Specified Audits (by Higher Education Dept, etc)
- ☒ Separate audits of the grants from UGC
- ☒ Separate audits for grants of research by different agencies (State Women Commission, affiliating university, etc.)

#### **Financial Management:**

- ☒ Timely audits of all financial matters
- ☒ Mechanism to preserve the financial documents
- ☒ For external grants – PFMS is used

#### **OBSERVATIONS:**

- ☒ The College believes in creating and maintaining sound financial and accounting system for safeguarding the interest of all stakeholders, by inculcating efficient mechanism to administer the financial system.
- ☒ A well- defined mechanism is in force for financial audits for discipline and transparency.
- ☒ The College conducts its internal audit through Chartered Accountant Kabra-Maliwal and Co. Nanded and Adv. Sandeep Korke, Tax Consultant, Nanded. This auditing agency audits all financial issues every year. The government assessment and audit is carried out by the Joint-Director of Higher Education, Nanded and by Auditor General, Nagpur.

#### **GENERATION AND UTILIZATION OF FUNDS:**

- ☒ The college takes every possible effort towards resource mobilization and generating funds beyond the salary grant received from the Government of Maharashtra, and revenue generated from the self-financed courses.
- ☒ Financial Audit, Resource Mobilization & Budget Policy
- ☒ Audited Financial Statements (CA Reports)
- ☒ Administrative / Joint Director Final Assessment
- ☒ Senior Auditor Audit Report (HE, Nanded)
- ☒ Accountant General Audit Report
- ☒ NIRF Report



- ☒ AISHE Certificates
- ☒ AAA Certificate
- ☒ NAAC II Cycle Certificate
- ☒ ISO Certificate
- ☒ Energy Audit Certificate
- ☒ Green Audit Certificate
- ☒ Environment Audit Certificate
- ☒ Funds Received from UGC
- ☒ Financial Assistance to Financially Weaker Students
- ☒ Revenue Generated from Girl's Hostel
- ☒ Revenue from Loss of Books
- ☒ Revenue Generated from Student Aid Fund
- ☒ Alumni Donation
- ☒ Donation from Banks to organize Workshop, Seminar, etc.
- ☒ Grants Received from YCMOU
- ☒ Donation from Sugar Factory
- ☒ Funds Received from Non-Grant Courses
- ☒ Funds Received from NCW
- ☒ NSS Audit Report
- ☒ NSS Audit Report
- ☒ NSS Audit Report
- ☒ NSS Audit Report
- ☒ NSS Audit Report
- ☒ NGO Donation
- ☒ Purchase Committee

## **INTERNAL QUALITY ASSURANCE SYSTEM**

### **The Institute Strategy for Quality Assurance:**

The institute has functioning organizational structure of Bahirji Smarak Mahavidyalaya and it is one of the biggest units of Education Society, Wapti. The IQAC of college has prepared the institutions strategy plan as per vision and mission. It is discussed in IQAC and kept in the CDC for recommendation. Then, it is implemented by the Principal through IQAC, teaching Nonteaching staff, various campus committees and HOD's etc.

### **IQAC CONTRIBUTION:**

- ☒ The college has signed MOU & in collaboration with other Institutions.
- ☒ Health Awareness World Wildlife Day, Yoga Day and Voter Environment Awareness etc.
- ☒ Extension activities are organized by N.S.S. Department.
- ☒ Qualitatively preparation and implementation of Academic Calendar of the year.
- ☒ Intra-inter collage webinars, workshop, conferences and seminar are conducted



- ✓ Skill development certificate courses are introduced.
- ✓ QR Code prepared to access library easily for all stakeholders
- ✓ Training for teaching and non-teaching staff, FDP, orientation, refresher and short term, etc.
- ✓ College regularly Registered for NIRF
- ✓ Clean, green, silence zone campus and friendly academic environment
- ✓ Tried to implement e- governance in the administrative, admission, examination and teaching etc.
- ✓ Financial support to the students by cash prizes
- ✓ Soft skill, language, communication skill, life skill and computing skill for students.
- ✓ Student participation in sports and cultural activity

### **IQAC takes review as follows:**

Principal and IQAC take the review for teaching learning process, new methodologies to enhance the quality in overall process. Quality related Issues are discussed in IQAC meetings and approved by CDC.

- ✓ The Institute Strategy for Quality Assurance
- ✓ Perspective Plan: Strategies and Processes
- ✓ Prepare & provide feedback form by hard copy & online.
- ✓ Feedback responses collected in online mode and analysis to be done.
- ✓ The short coming, suggestion are considered and discussed in IQAC and CDC meeting. IQAC minutes and action taken report are notified.
- ✓ Feedback collected form students, teachers, parents and employers then it is analysed and action to be taken.

In this way, review about teaching learning process, structures and methodologies operations and learning outcomes are regularly taken in meetings of college, Library, IQAC and CDC.

### **QUALITY ASSURANCE INITIATIVES**

- ✓ IQAC Meeting Proceedings
- ✓ Feedback Analysis and Action Taken Report
- ✓ Collaboration
- ✓ Academic and Administrative Audit (AAA) and Follow of Action and Accomplishment
- ✓ NIRF Report
- ✓ Quality Audit Certificates

### **CONCLUDING REMARKS**

The proper planning and effective execution of activities by the faculty, constant guidance from management and academic peers, active participation of Bahirjians (Alumni) Association, collaborations with national and organizations, agencies, GOs and NGOs, raised



the image of college and resulted in awards, recognitions and appreciations at different levels. It is reflected in the following:

- ☑ Perspective Plan is followed and implemented strictly to achieve fruitful outcomes in curricular, co-curricular and extra-curricular activities.
- ☑ Introduction and effective execution Skill based/add-on/short-term courses to enhance skill-based learning.
- ☑ Enrolled Students
- ☑ Enrolled Category Seats
- ☑ Recruited Teachers
- ☑ Final Year Student Pass Ratio
- ☑ Percentage of students undertaking project work/field work/ internships
- ☑ Teachers are well qualified with Ph.D., SET, and NET with JRF as the highest qualification
- ☑ All teachers use ICT for effective execution and content delivery in teaching, learning and evaluation. Adequate physical infrastructure and ICT facilities to fulfil the learning needs and expectations of modern generation.
- ☑ Outcome-based teaching–learning methodologies adopted for achievements like progression to higher studies and placements
- ☑ University rankers and meritorious students with average university result
- ☑ Avishkar competitions and training to the students
- ☑ Sports facilities like Standard 400 Mtrs Running Track with all sports grounds, well equipped Indoor Sports Facility Center produced National and International Sports persons and the college has bagged hundreds of Medals and Awards and participation.
- ☑ Gymnasium provides all infrastructure facilities to the students, staff and other stakeholders.
- ☑ 01 hostel for girl students' accommodation.
- ☑ 01 hostel for sports and boys
- ☑ Effective faculty welfare measures with financial and non-financial assistance, and faculty development programs.
- ☑ Green and Environment Audit, Energy Audit, and gender sensitization programs
- ☑ Organic farming practices are crucial to the economic development of India
- ☑ Appreciations by Sub-District Hospital for organization of Blood Donation Camp.

### **Accreditations, Awards, Recognitions, and Appreciation**

- ☑ Academic and Administration Audit O Grade with 90.83% by Swami Ramanand Teerth University, Nanded.
- ☑ Best College Award for Academic Year by Swami Ramanand Teerth University, Nanded.
- ☑ Best College Magazine Award for Academic Year by Swami Ramanand Teerth University, Nanded.
- ☑ ISO 9001:2015 Certification by – UAF Virginia, USA.



- ☑ Energy Audit Certificate by Sustainable Academe
- ☑ Green Audit Certificate by Sustainable Academe
- ☑ Environmental Audit Certificate by Sustainable Academe
- ☑ Gender Audit
- ☑ Plantation Audit
- ☑ Certificate of Appreciation by Grampanchayat Office , Palasgaon, Dhmangaon and Takalgaon for substantial contribution in contribution in Water Conservation, cleanliness.

## INITIATIVES OF IQAC

**“Excellence is the unlimited ability to improve the quality of  
what you have to offer.”**

Some initiatives of the IQAC towards quality sustenance, enrichment and enhancement are as follows:

## INITIATIVES OF IQAC

 <b>NAAC PEER TEAM VISIT 2023</b>
 <b>NAAC PEER TEAM VISIT 2016</b>
 <b>NIRF RANKING.</b>
 <b>ISO CERTIFICATION</b>
 <b>ADMINISTRATIVE &amp; ACADEMIC AUDIT</b>
 <b>ENERGY AUDIT</b>



 **GREEN AUDIT & ENVIRONMENT AUDIT**

 **GENDER AUDIT**

 **PLANTATION AUDIT**

 **FEEDBACK**

 **AISHE**

 **MOUS**

 **BEST PRACTICES**

 **INSTITUTIONAL DISTINCTIVENESS**

 **AWARDS AND ACCOLADES**





## **AQAR SUBMISSION**

<b>PARTICULARS</b>	<b>DATE OF SUBMISSION</b>
<b>AQAR 2023-2024</b>	<b>15-01-2025</b>
<b>AQAR 2022-2023</b>	<b>25-04-2024</b>
<b>AQAR 2021-22</b>	<b>09/02/2023</b>
<b>AQAR 2020-21</b>	<b>09/02/2023</b>
<b>AQAR 2019-20</b>	<b>13/05/2022</b>
<b>AQAR 2018-19</b>	<b>02/12/2020</b>
<b>AQAR 2017-18</b>	<b>27/06/2023</b>



<b>SSR SUBMISSION</b>
<b>SSR SUBMISSION 3<sup>RD</sup> CYCLE</b>
<b>SSR SUBMISSION 2<sup>ND</sup> CYCLE</b>
<b>SSR SUBMISSION 1<sup>ST</sup> CYCLE</b>

<b>PLANNING</b>
<b>FIVE YEAR PERSPECTIVE PLAN</b>
<b>ACADEMIC CALENDAR</b>

<b>POLICIES &amp; PROCEDURES</b>
<b>RESERVATION POLICY – CENTRAL &amp; STATE GOVERNMENT</b>
<b>HEI FOR AWARD OF SCHOLARSHIP AND FREESHIPS</b>
<b>E-GOVERNANCE POLICY</b>
<b>POLICY REGARDING FINANCIAL SUPPORT TO THE FACULTY</b>
<b>INFRASTRUCTURE MAINTENANCE POLICY</b>
<b>POLICY STATEMENTS AND UNDERTAKING FORMS</b>
<b>INDIAN KNOWLEDGE SYSTEM (IKS)</b>
<b>GREEN CAMPUS/ PLASTIC FREE CAMPUS.</b>
<b>ENVIRONMENT AND ENERGY USAGE</b>

## RECOMMENDATIONS BY NAAC AT 3RD CYCLE ASSESSMENT

The Hon'ble NAAC Peer Team visited college on 2nd & 3rd November 2023 for Assessment and Accreditation of the college for 3rd Cycle. The committee conferred 'A' Grade with 3.02 CGPA and given following recommendations for further improvement –

Recommendations in Peer Team Report
<i>Steps to be taken for filling up the regular teaching and non-teaching positions.</i>
<i>Enhance student support for career development</i>
<i>Improve facilities in the canteen and provide good furniture in the women's hostel</i>
<i>Ensure best use of botanical garden, organic farming facilities on campus for experiential learning and self-employment</i>
<i>Promote multidisciplinary learning approaches on campus using academic linkages</i>
<i>Create a Agro-based startup system connecting local resources and enterprises</i>
<i>Probe possibilities for a Sports Hostel</i>
<i>Make the learning system more proactive in terms of Outcome based education.</i>
<i>Deeper understanding on PSOs and Cos to be ensured among learners and teachers</i>
<i>Provide adequate space in science laboratories</i>

"Before you are a leader, success is all about growing yourself.  
When you become a leader, success is all about growing others."

