



Rizvi Education Society's  
**RIZVI COLLEGE OF ENGINEERING**

Approved by AICTE | Recognised by DTE | Affiliated to University of Mumbai

## Student Handbook

**Published on January 2019**

## Vision of the Institute

To become a leading entity in transforming the diverse class of learners into innovators, analyzers and entrepreneurs competent to develop eco-friendly sustainable solutions and work in multi-disciplinary environment to meet the global challenges and contribute towards nation building.

## Mission of the Institute

1. To impart core fundamental principles of engineering and science, through conventional and innovative methods which will help the learners acquire skillset to create solutions to complex engineering problems.
2. To bridge the industry – academia gap through curriculum enrichment activities for industry readiness.
3. To groom the learners through well-planned training & placement activities laced with professional etiquettes and ethics leading to their holistic development thus enabling them to acquire distinguished positions in prominent organizations and inculcating lifelong learning capability.
4. To provide modern infrastructure and the necessary resources, for planning and implementing innovative research ideas, leading to entrepreneurship.

## Program Outcomes

*Engineering Graduates will be able to:*

1. **Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.
2. **Problem analysis:** Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
3. **Design/development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.
4. **Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
5. **Modern tool usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.
6. **The engineer and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

7. **Environment and sustainability:** Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
8. **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
9. **Individual and team work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
10. **Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
11. **Project management and finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
12. **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

## Student Handbook

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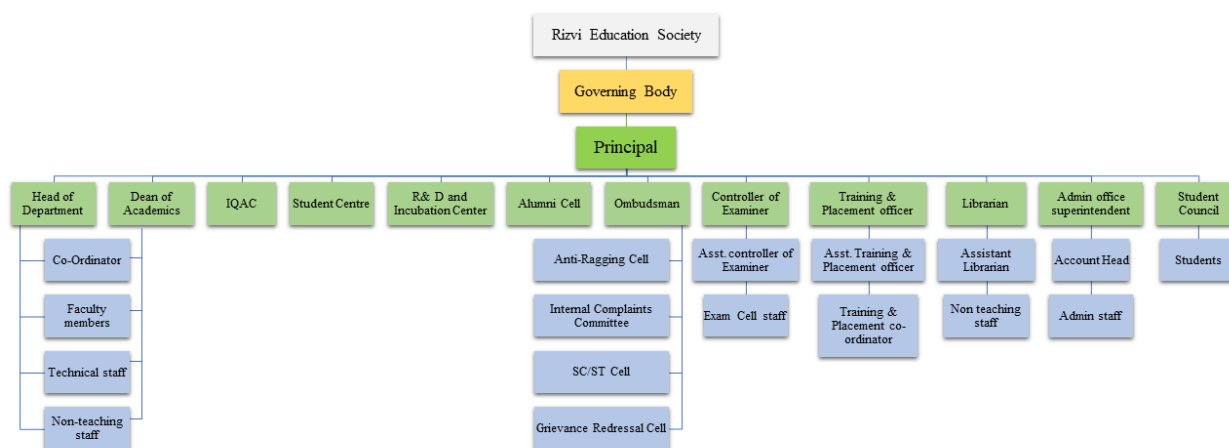
## Chapter 1: Organizational Structure

Smart decentralization of working is done at Rizvi College of Engineering that allows individual departments and cells/centers to have more autonomy without the need for constant approval from higher-ups in decision-making, leading to quicker responses to challenges and opportunities. However, with autonomy comes accountability, as each department becomes responsible for the outcomes of their decisions.

The institution has five different programs of engineering in the academic year entitled as departments. Apart from that institution has various cells and centers to look after various activities. All the functionaries are mentioned below with their roles and responsibilities, composition, frequency of meetings



**Rizvi Education Society's**  
**Rizvi College of Engineering**



Organogram depicting the organizational structure of RCOE

### RES Governing Body

Rizvi College of Engineering (RCOE) was established in the year 1998. It is a self -financed institute governed by Rizvi Education Society (RES).

## Principal

The Principal of RCOE is the head of the institute. The principal is appointed and empowered by RES to take all decisions related to administration, academics, admissions, appointment of staff and infrastructure maintenance and management of the institute.

## Academic Departments

The Academic departments are departments of different Engineering branches. RCOE has 5 Academics departments i.e. Department of Artificial Intelligence & Data Science Engineering, Department of Civil Engineering, Department of Computer Engineering, Department of Electronics & Computer Science and Department of Mechanical Engineering.

## Head of the Department (H.o.D)

The Head of the Academic department is in charge of all the academic and administrative activities within the department. The H.o.D is empowered by the principal to take all decisions regarding the academics, staff and students of the department with due approval of the principal.

## Dean

The dean plans and schedules all the academic activities i.e curriculum delivery as per the prescribed syllabus along with other curriculum enrichment activities to be organized for the students of the concerned branch. Further, the Dean monitors all the academic activities as planned.

## Co-ordinator of the Department

The coordinator of the department is deputed to assist the Head of the Department to manage, supervise and co-ordinate the day-to-day activities of the department. In the absence of the Head of the Department, the coordinator is empowered to take all decisions pertaining to the department with due approval of the principal.



## **IQAC (Internal Quality Assurance Cell)**

The primary aim of IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. It also promotes the measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices. It encompasses the following cells and committees as mentioned below

## **OMBUDSMAN (Anti Ragging, ICC, SC/ST, Grievance)**

### **Anti-Ragging Cell**

Anti-Ragging Cell prioritizes the safety and well-being of students, promotes a culture of respect and inclusion, and ensures that the institution is a safe and welcoming place for all students.

### **Internal Complaints Committee**

Internal Complaint Committee is established as per Section 4 All India Council for Technical Education Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions Regulations, 2016 vide No. F. AICTE/ WH/ 2016/ 01 dated 10th June, 2016.

Internal Complaints Committee will examine all matters relating to women in the workplace and will make suggestions and proposals to the institute administration regarding such matters. The committee will admit complaints from female students on harassment and discrimination in the classroom and in relation to academic activities by faculty and staff and also female employees on harassment and discrimination in the workplace by other employees.

### **SC/ST Cell**

Scheduled Castes and Scheduled Tribes (SC/ST) Committee Cell is established under SC/ST Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989) to look into the complaints if any received from the concerned staff and students belonging to SC / ST.

### **Grievance Redressal Cell**

Grievance Redressal Committee and appointment of ombudsman by the University. is established as per All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/Lega112012, dated 25.05.2012 to provide a platform for the aggrieved students to redress their individual grievances in order to have a healthy atmosphere among students, staff and management in the Institute.

### **Student Centre**

It aims to enrich the cultural, societal, and physical health of the students through various welfare activities along with achieving technical excellency thereby contributing to their holistic development.

### **R& D, Innovation and Incubation Center**

To encourage, motivate students to come up with various ideas of research, start-ups and subsequently guide and facilitate them to establish an entity of their own.

### **Social Media Cell**

The objective is to establish an effective and timely communication of information / mandatory disclosure for the visitors of the website/ social media platforms who can be aspirants, parents, current students, alumni, staff etc. It primarily aims at delivering information regarding various facets of the institute and to have requisite and accurate information.

### **Alumni Cell**

The objective is to create multiple platforms to facilitate interaction of Alumni with the institute's governing body, faculties and students for the student's all-round development.

### **Training and Placement Cell**

The objective of the Training & Placement Cell is to place all eligible students in reputed companies right at the campus itself. To achieve this objective the cell liaises with the various industrial establishments, corporate houses which conduct campus interviews and select students from all

branches of engineering. The Training & Placement cell provides the infra-structural and logistical support to conduct group discussions, tests and interviews besides catering to other logistics.

A full-fledged training cell is operating in our college to enhance the capabilities of engineering graduates on par with the industry standards.

### **Library Cell**

To ensure that the library stock covers the requirement of existing curriculum and sufficient resources pertaining to research, latest technologies are available. To provide resources promoting cultural diversity and socio- economic theories.

### **Exam Cell**

To ensure smooth conduction of examinations and declaration of results on behalf of and in association with University of Mumbai.

### **Student Council**

The student council is small group of students representing the students of the institute. The members of the council are elected by the students of the institute through free and fair elections held. However, these members are nominated by the committee appointed by the principal before contesting the elections.

### **Functions & Responsibilities of the council**

- As the representative body of the students, it communicates the general opinion of students on common issues
- It has the flexibility to plan various co-curricular, extra-curricular, student welfare and extension activities.

## Chapter 2: Code of Conduct for student

Integrity is one of the core values practiced and inculcated in the students at Rizvi College of Engineering. RCOE believes that Academic Integrity should be reinforced by the faculty as an element of the teaching and learning process. Rizvi College of Engineering expects all its students to follow the Code of Conduct stated and explained below.

### Discipline

RCOE students are required to observe discipline and conduct themselves responsibly. Disciplinary rules and regulations primarily include amongst other things, academic discipline, appropriate dressing, and wearing the College ID while on campus, punctuality, in class behavior and etiquette, timely submission of assignments and projects, appearing for internal as well as external examinations, participation and involvement in all curricular, co-curricular and extra-curricular activities of the Institute.

### Contribution

Students are the Brand Ambassadors of their institute. Therefore students, both the existing as well as alumni, are expected to conduct, both, within and outside the campus, in a manner which will set examples to others by demonstrating their worthiness and capability within the community, and in the affairs of the country.

### Responsibility

Students must understand that all tangible as well as intangible assets of the Institute are precious and need to be effectively used, preserved, and maintained with utmost care.

## Rules & regulations for Rizvi College of Engineering Students:

### General discipline

In case a student breaks any rule, the college authorities reserve the right of taking appropriate disciplinary action. Students are expected to observe the highest norms of public and private etiquette and discipline so as to meet world- class professional standards.

Non- compliance to any of the Rules & Regulations would lead to disciplinary action.

- 1) Wearing I-Cards on Campus is compulsory.
- 2) Decency in dress code must be observed.
- 3) The formal dress code should be strictly adhered to on all days in the institute.
- 4) Wearing of Uniform / Apron/ Lab Coats is expected at all times while performing experiments or attending labs
- 5) Punctuality, discipline, and adherence to deadlines in every respect is expected.
- 6) In case, student fails to attend 75% of lectures for a particular subject then he / she will be debarred from the Examination as per the norms of University of Mumbai.
- 7) The campus must be kept clean. All garbage/waste must be thrown in the dustbins.
- 8) Rules regarding conduct and discipline and Rules against Ragging mentioned on Admission Brochure shall be applicable. Ragging of fellow students and juniors is strictly not allowed, as per the Supreme Court ruling.
- 9) Use of Mobile phones is strictly prohibited while the lectures are in progress
- 10) Smoking and the use of other intoxicating chemicals is strictly prohibited.
- 11) Loitering around in the corridors and porches while the lectures are going on should be strictly avoided.
- 12) Identity card should be worn around the neck at all times while on college campus.
- 13) Sitting on cars or other vehicles parked outside the college premises is not allowed.
- 14) Students are strictly not allowed to bring any outsiders on the college campus without prior permission.
- 15) Students are expected to check the college website and notice boards on daily basis to remain informed about the latest updates.

- 16) Students should deposit any lost property found by them in the College office. Owner should collect the property immediately with proper identification.

### Classroom Discipline

- 1) The students are expected to be in the class 5 minutes before the scheduled time of the session.
- 2) Use of cell phones in the class rooms for speaking, texting is strictly prohibited in the classroom.
- 3) Use of laptops in the classrooms for anything other than the practical/ lecture in progress is not permitted.
- 4) Academic decorum such as discipline, silence, courtesy etc. must be observed in the class.
- 5) Students are not permitted to enter or leave the class during the lecture without the consent of the faculty.
- 6) When the session is in progress eatables/ beverages are strictly prohibited in the class.
- 7) Students are expected to maintain cleanliness in the classroom and Institute premises.

### Library Discipline

- 1) ID card is compulsory for issue of books.
- 2) Reference books will not be issued.
- 3) Students can borrow 2 books for 7 days.
- 4) Students must check the books before they are issued. If books are damaged, it should be brought to the notice of the Library Staff.
- 5) Bags are to be bestowed on the racks before entering the Library.
- 6) Eating is prohibited in the Library.
- 7) Students should not keep any valuables on the Library racks. Library staff or management will not be responsible for any theft.
- 8) If the books/ Magazines issued are lost, the student will have to replace the same title, or pay the price of the same with 'late returned fine', if applicable.

### Examination Discipline

- 1) Mobile phones are strictly prohibited in the exam hall.
- 2) Nothing should be written on body, scale, calculators, pencils, eraser etc....
- 3) Nothing should be written on the question paper.
- 4) Talking to other students while in the Examination Hall is not permitted.
- 5) Use of any unfair means during the examination is strictly prohibited.
- 6) Students should be present inside the exam hall 10 minutes prior to the commencement of the examination.

### Action Against Examination Related Offences

If a student or a group of students are suspected of indulging in cheating or use of any unfair means during, before or after the exams, he or she shall be summoned by the Unfair Means Committee appointed by the Exam Cell for further questioning/scrutiny and investigation. It is mandatory for the student to appear before the Committee on the date of summons issued failing which it shall be assumed that the absentee is guilty of actions under suspicion.

The Committee shall prepare a report based on their findings and declare the action (as per the guidelines laid down by the University of Mumbai) to be taken further which shall be binding upon the student under suspicion.

## Chapter 3: Mentoring Policies

As RCOE primarily focusses on holistic development of the student to transform him/her into a competent professional, the institute does make a sincere effort to address concerns of its student pertaining to issues beyond academics.

The Engineering curriculum is rigorous and at times can take a toll on the students.

Therefore, the institute has framed a few mentoring policies which give access to much needed counselling at different levels.

Effective Multi-tier mentoring system based on the gravity of the issues faced by the students is designed and implemented.

### **Mentor-Mentees System for Resolving particular Academic and Non-Academic issues**

The mentoring is done in a special way where a group of 15 to 20 students are assigned a single mentor. The mentor remains the same for the entire duration of the program. The assignment of the mentors is done in the early semesters. Every week a slot is reserved for mentoring. Special care is taken to see to it that in this slot all the mentors are free of any other academic or administrative loads. During this slot the students put forward their issues in front of their respective mentors and the mentors provide appropriate solutions and suggestions to the problems wherever possible. If any serious issues are brought forward, then the issue is forwarded to the class teacher of the class.

### **Class Teacher – Mentees System for resolving purely Academic related issues**

Every class is assigned a class teacher who manages the day-to-day activities of their respective classes along with the mentoring of special cases forwarded by the mentors. The class teachers then understand the issues of the students by directly interacting with the mentors and come up with an appropriate solution if possible. If required, the class teachers may forward the issue to the Head of the department or the coordinator for further actions in case of serious issues.



### **HoD / Coordinator – Mentees System for resolving complex issues**

The H.o.D and the Co-Ordinator forms the third tier of the mentoring system. They address the more complex issues that require attention of a higher level of authority. Serious problems of the students are informed by the class teachers to the H.o.D. who then interacts with them to identify their problems in detail and provide them with appropriate solutions. H.o.D. also identifies issues which are to be forwarded to the convener of the appropriate active cells in the college and discuss with them to come to a solution.

### **Principal – Mentees System for resolving Sensitive / Critical issues**

Principal forms the highest tier of the mentoring system where sensitive issues of the students may be handled by the principal directly. The principal also mentors the divyangjan students directly.

### **Professional Counsellors – mentees system for handling clinical or psychological**

The institute has external professional mentor on its panel to provide complex cases.

### **Career Counsellors**

The members of Training & placement cell are available for all queries related to Career and future goals.

## Chapter 4: Welfare Schemes

RCOE is committed to reach out to the diverse class of learners to help them transform into world-class engineers. In its bid to achieve the same, the following welfare schemes have been introduced and are in implementation for the benefit of the students

### Library Welfare Schemes

#### Book Bank Scheme

This scheme is introduced for economically backward scheme. Under the mentioned scheme, the beneficiary can avail a set of books from the library for the entire semester apart from the 2 books he/she can avail on the library card for a period of 1 week.

#### Gold Card Facility

The Gold Card is issued to two toppers from every class of every branch. The beneficiaries can issue two additional books from the library for a period of 15 days apart from the books issued to them on the library cards.

#### Diamond Card for Girl Students

All female students of the institute are eligible for the diamond card. The beneficiary can issue one additional book from the library for a period of one month against the diamond card.

### Sarojini Naidu scholarship

This scholarship is applicable to Girl students. Girl toppers are given Rs 5000/- scholarship.

### Abis Rizvi Scholarship

This scholarship is given to commemorate Late Shri. Abis Rizvi, Ex-Trustee of Rizvi Education Society. It is given to economically weaker students who are having potential to excel in their career. The management of RES is the sanctioning authority.

## **Sponsorship as boosting measure to Students**

### **Funds for Research Innovations and Entrepreneurship**

Students intending to participate in various inter- college, inter-state/ national level prestigious technical festivals/competitions are provided adequate financial aid (includes participation fees, procurement of raw material in case of fabrication, travelling expenses etc.) subject to the approval of head of the concerned cell/department. Students are expected to approach the concerned head of the cell with all the details much prior to the last date of registration as the amount shall be reimbursed after scrutiny and subsequent approval.

### **Seed Funding**

The R & D and Incubation center at RCOE does provide seed-funding up to Rs 10,000/- for innovative ideas brought up by students upon the approval of Academic Advisory Committee to enable the idea incubate into a successful start-up.

Students having any ideas regarding path-breaking research or a start-up may approach the Head/Convener of the R&D Incubation Center with a detailed proposal which shall be later scrutinized for approval.

## Chapter 5: Training, Placements & Internships & Counselling

As per the norms of AICTE, it is binding upon an undergraduate engineering students to pursue internships during non -instructional days (during vacations/semester breaks). The Training and Placement Cell at RCOE is a year-round active body committed to work with agencies/industries/organizations to help students get placed for internships and jobs (after graduation).

### Placements and Internships

- Students are expected to submit their personal details or other data promptly for within the stipulated period as and when demanded by Training and Placement Cell which might be required for internships or placement purposes.
- It is the student's responsibility to ensure that the data forwarded to the cell is correct and accurate.
- Students are expected to go through the notifications issued by the cell on official WhatsApp groups/e-mails/Placement notice board for important updates regarding internships, training, and placement activities.
- It is mandatory and binding upon the eligible students to attend the training activities organized by the cell or in collaboration with some external organization and maintain punctuality failing which, the cell may disallow him/her from participating in any Placement/internship activity in the future.
- In case of any queries related to the activities conducted by the cell, the student may contact the Training and Placement Officer (TPO) during the college working hours.
- It is mandatory for the students to respond to any calls/messages/emails/notices with due prompt. The Training and Placement cell shall not be responsible for any opportunity loss due to the delayed response of the student.

- It is mandatory for the students to update the Training & Placement Cell about the internships they have completed by submitting the letter of appointment and the certificate of completion.
- It is mandatory for the students to update the Training and Placement Cell if they have been recruited (on campus/off campus) by any organization by submitting a copy of the appointment letter to the Training and Placement Office.

## Training sessions conducted for students

### Soft Skills/General Aptitude

In order to make the student confident and ready for recruitment, weekly sessions on soft skills and general aptitude are scheduled by the Training and Placement cell from the first week of the semester itself. The faculty is either an in house faculty (having relevant expertise and experience) or faculty from an external organization with which the institute has collaborated/hired/appointed for the same purpose.

### Advanced Training Sessions

These are special training sessions arranged weeks or days prior to placement drive conducted by an organization/ group from an industry looking for specific technical skill set. The training emphasizes on enhancing those skill sets in particular so that the short-listed students are ready to face the recruitment process and sail through smoothly. These sessions are either conducted by an in-house faculty having the required expertise and experience or an expert from the industry.

These sessions are partially sponsored by the institute to ensure student belonging

### Training for Competitive Exams

Students aspiring to pursue higher education may need to appear for competitive exams like GATE, GRE, TOEFL etc to qualify for the same.

The institute provides necessary facilities to the aspirants for guidance, tutoring is made available to the student on demand.

### **Counselling for Higher Studies**

The institute has collaborated with many organizations to provide counselling and much needed information to the students regarding prospects of higher studies in India and abroad.

Numerous counselling sessions are held for final year engineering students who aspire to study abroad.

Education Fairs and Exhibitions marked by participation of various national and international universities are organized for the students to provide the much needed insights on various Master's and Ph.D programs.

## Chapter 6: Program Outcomes and Facilities for Attainment

Program Outcomes and facilities for attainment play a pivotal role in ensuring the quality and effectiveness of programs, as they are essential in guiding student development and providing the necessary infrastructure for successful self - learning experience.

The following table describes two important areas: Program Outcomes actions and Facilities at Rizvi College of Engineering for Attainment.

Program Outcome	PO	Possible Sources	Actions to Attain	Available Facilities at the Institute for Attainment
PO1	Engineering knowledge	Classroom education	Attend lectures, study textbooks, solve problems	Well-equipped classrooms and lecture halls
		Self-Learning	Engage in independent research and learning	Library with a wide range of academic resources like KNIMBUS, IIT Library, E-Books, E-Journals Tie up with various MOOC services and training resources for online courses 1. NPTEL 2. Coursera

				3. AWS 4. CADD Centre (ANSYS, STADDPRO, Solid-works, Revit)
		Workshops and seminars	Participate in workshops and technical talks	Seminar rooms for interactive learning
<b>PO2</b>	<b>Problem analysis</b>	Research papers and journals	Analyze existing research and literature	Access to digital and physical research journals
		Case studies	Evaluate real-world engineering challenges	Collaborative spaces like project lab, R&D and Incubation Centre for research discussions
		Industry collaborations	Work with professionals on complex problems	Industry partnerships for practical insights
		Problem-solving exercises	Practice problem-solving using relevant tools	Problem-solving workshops and activities



<b>PO3</b>	<b>Design/development of solutions</b>	Design projects	Develop solutions for real-world problems	Laboratories with specialized software tools
<b>PO4</b>	<b>Conduct investigations of complex problems</b>	Laboratory experiments	Conduct experiments to gather data	Well-equipped laboratories for experimentation
		Data analysis techniques	Analyze and interpret experimental results	Data analysis software and tools
		Literature reviews	Study existing research and draw conclusions	Library resources for literature reviews
<b>PO5</b>	<b>Modern tool usage</b>	Software tools and simulations	Utilize software for modeling and predictions	Engineering software and simulation tools
		Online resources	Access online tools for data analysis	Online databases and software resources
		Prototyping equipment	Build prototypes to test design concepts	Rapid prototyping and fabrication facilities

<b>PO6</b>	<b>The engineer and society</b>	Ethical guidelines and codes	Adhere to ethical standards in decision-making	Ethical guidelines and professional codes through curriculum.
		Regulatory frameworks	Comply with laws and regulations in designs	Legal and regulatory compliance resources
		Health and safety training	Ensure designs prioritize safety	Health and safety training workshops
		Societal needs analysis	Identify needs and concerns of community through development of solutions	Surveys and focus group facilities
		Cultural Sensitivity	Understand cultural aspects influencing designs	Cultural awareness through cultural programs
<b>PO7</b>	<b>Environment and sustainability</b>	Environmental impact assessment	Evaluate effects of	Environmental impact assessment facilities

			solutions on environment	
		Sustainability courses	Learn about sustainable development	Sustainable development courses
		Energy efficiency considerations	Design solutions with minimal energy usage	Energy-efficient design guidelines
		Renewable resources utilization	Incorporate renewable energy in designs	Renewable energy research and technologies
<b>PO8</b>	<b>Ethics</b>	Engineering ethics courses	Study ethical guidelines for engineers	Engineering ethics courses, workshops and Seminars on IPR, Plagiarism
		Professional codes of conduct	Follow established ethical standards	Industry-recognized codes of conduct
<b>PO9</b>	<b>Individual and team work</b>	Team projects	Collaborate on real-world engineering tasks	Collaborative project spaces
		Interdisciplinary collaborations	Work with professionals	Cross-disciplinary project opportunities

			from various fields	
		Group discussions and debates	Engage in productive team discussions	Discussion rooms for teamwork and brainstorming
		Cross-functional workshops	Attend workshops involving diverse fields	Multidisciplinary workshop events
<b>PO10</b>	<b>Communication</b>	Technical writing workshops	Learn to create effective technical reports	Writing workshops for technical documentation
		Presentation skills training	Improve public speaking and presentation	Presentation training sessions
		Public engagement events	Practice conveying technical information	Public speaking and outreach opportunities
		Peer reviews and feedback	Learn from constructive criticism	Peer feedback sessions and assessment

<b>PO11</b>	<b>Project management and finance</b>	Project management courses	Learn project planning and execution	Project management training and courses
		Leadership training	Develop leadership skills for team roles	Leadership and team management workshops
		Budgeting and financial courses	Understand financial aspects of projects	Financial management courses and workshops
		Interdepartmental collaborations	Work across departments for project success	Cross-departmental collaboration opportunities
<b>PO12</b>	<b>Life-long learning</b>	Continuous learning initiatives	Participate in workshops and courses	Lifelong learning resources and workshops
		Research and development efforts	Pursue personal projects to learn and grow	Research and innovation hubs
		Professional networking	Connect with experts to learn from peers	Networking events and mentorship programs

		Online resources and tutorials for self-learning	Use online platforms for self-directed learning	Online learning platforms and resources
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## Chapter 7: Feedback

Feedback is the key to make any endeavor a success. In the process of working towards its vision and to accomplish its mission, RCOE has been continuously working on improving its infrastructure, quality of learning resources and quality of curriculum delivery. The feedback of the learner has played a pivotal role for the same.

Academic audits and student feedback have proven to become a great input to help us improve leaps and bounds. There are two types of feedback sought from the students-

- **Academic Feedback**
- **Feedback on Infrastructure and facilities**

### **Academic Feedback:**

The Academic feedback are of 3 types-

#### **Feedback on Curriculum Delivery**

This is a feedback based on academic curriculum delivery. Through this feedback, the institute tries to understand the quality of curriculum delivery i.e whether the student are able to follow and understand the content delivered by the respective faculty, quality of teaching, pace at which the curriculum is delivered etc. This feedback is taken twice in a semester. Based on the feedback received, appropriate action is taken to rectify any fault suggested in the feedback.

#### **Course Exit Survey**

This feedback is taken at the end of the semester to understand whether the course outcomes of every course (subject) is attained through the delivery of the curriculum. (Course outcomes of every subject are listed on the syllabus copy of each course)

#### **Program Exit Survey**

This feedback is taken after the last semester of engineering to understand whether all Program Outcomes have been attained through all the subjects, projects and co-curricular activities covered in the last 4 years.

### **Real Time Feedback**

It is a tool designed in-house which can be used by the faculty members to seek the prompt review of curriculum delivery after every session. This helps the students to convey immediate feedback which can help the faculty members to take corrective measures.

**Note:** AICTE has defined 12 Program Outcomes for Engineering Programs which must be attained by the end of Engineering Program. Students may visit the college website to have access to the same.

### **Feedback on Infrastructure and Facilities:**

The feedback is sought from the students on the physical facilities and infrastructure within the campus such as state of classrooms, labs, computer centers, washrooms, common rooms, workshops, drinking water facilities etc. This feedback is taken once a year.

### **Suggestion Box:**

Apart from this suggestion box is made available for seeking genuine requests.

It is expected from all the students, to actively participate in the feedback process and give their honest opinions on multiple issues covered by the feedback form. Their valuable feedback will help us in a big way to help them transfer into one of the best professionals.

*You Dream, We Direct!!*





Rizvi Education Society's  
**Rizvi College of Engineering**

Approved by AICTE | Recognised by DTE | Affiliated to University of Mumbai

Accredited 'B+' by NAAC

Circular: RCOE/FEB 2024/01

Date: February 20, 2024

**Subject: Mandatory Compliance with Dress Code, ID Card, and Discipline Policies**

Dear Students,

Greetings!

We hope this circular finds you well. As a part of our ongoing efforts to maintain a conducive learning environment and uphold the standards of discipline and decorum within our institution, we would like to remind all students of the importance of adhering to certain guidelines.

**Effective from February 21, 2024, the following regulations must be strictly followed:**

- 1. Formal Attire:** All students are required to come to the institute dressed in formal attire. This includes appropriate attire. T-shirts, jeans, shorts, and casual wear are not permitted.
- 2. Wearing of ID Card:** It is mandatory for every student to always wear their identification card visibly while on campus. This is essential for security purposes and for easy identification.
- 3. Footwear:** Students must wear proper shoes while attending classes or being on the institute premises. Open-toe sandals, flip-flops, and slippers are not allowed.
- 4. Discipline and Punctuality:** Discipline is the cornerstone of a successful academic environment. Students are expected to always conduct themselves with utmost discipline and punctuality. This includes arriving on time for classes, refraining from disruptive behavior, and following instructions from faculty and staff without fail.
- 5. Zero Tolerance for Fights and Strict Adherence to Non-Violence Policy:** Any form of physical or verbal altercation, including fights, will not be tolerated under any circumstances. Such behavior not only disrupts the learning environment but also poses a threat to the safety and well-being of our students. Strict disciplinary action will be taken against those found involved in any form of altercation.
- 6. Mishandling of College Assets:** Students are reminded to handle college property with care and responsibility. Any deliberate damage, theft, or misuse of college assets will result in severe disciplinary action and may also incur financial penalties for the individual responsible.
- 7. Social Media Conduct:** Misrepresentation or derogatory remarks about the institute or its members on social media platforms will not be tolerated. Students are expected to maintain a positive image of the institute and refrain from engaging in any behavior that may tarnish its reputation.
- 8. Misconduct in College Premises:** Any form of misconduct, including but not limited to harassment, bullying, vandalism, or disruptive behavior within the college premises, will be dealt with strictly. Students are reminded to uphold the values of respect, integrity, and tolerance at all times.

**Failure to comply with the aforementioned regulations will result in disciplinary action, including but not limited to warnings, fines, suspension, or expulsion from the institute, depending on the severity of the offense.**

We urge all students to take these guidelines seriously and ensure full compliance. By doing so, we can collectively contribute to fostering a respectful, safe, and productive learning environment for everyone.

Thank you for your attention and cooperation.

Best regards,

**Dr. Varsha Shah**  
Principal



2604 3866



New Rizvi Education Complex,  
Off Carter Road, Bandra (W)  
Mumbai-400 050



info@eng.rizvi.edu.in  
Website: eng.rizvi.edu.in

**UNIVERSITY OF MUMBAI**  
**No. UG/01 of 2014**

**CIRCULAR:-**

A reference is invited to the Ordinances 119, 120 & 125 relating to the minimum attendance necessary for keeping terms and condonation of deficiency in attendance vide this office circulars No. UG/502 of 1999, dated 6<sup>th</sup> October, 1999 and No. UG/58 of 2010, dated 20<sup>th</sup> March, 2010 and the Directors/Heads of the University Departments, Principals of the affiliated colleges, Heads of the recognized Institutions concerned, the Captain Superintendent, Ministry of Surface Transport, Training ship 'Chanakya', Government of India, Nerul, Navi Mumbai-400 706, are hereby informed that in exercise of the powers conferred upon the Management Council under Section 54(1) of the Maharashtra Universities Act, 1994, the Management Council has repealed the existing Ordinances 119, 120 & 125 and new O.6086 relating to the attendance for learners has been introduced as per **Appendix** and the same has been brought into force **with effect from the academic year 2014-15 and thereafter.**

Place : Mumbai-400 032.

REGISTRAR

Dated : 5<sup>th</sup> May, 2014.

To,

The Directors/Heads of the University Departments, Principals of the affiliated colleges, Heads of the recognized Institutions concerned, the Captain Superintendent, Ministry of Surface Transport, Training ship 'Chanakya', Government of India, Nerul, Navi Mumbai-400 706.

**A.C ./7.2/06.01.2014.**

**M.C. /30/18.02.2014.**

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No. UG/01 -A of 2014

Mumbai-400 032

5<sup>th</sup> May, 2014

Copy forwarded with Compliments for information to:-

- 1) The Deans, of all faculties and Chairmen/Chairpersons of the various Board of Studies and **Ad-hoc** Board of Studies.
- 2) The Director, Board of College and University Development.
- 3) The Controller of Examinations.
- 4) The Co-Ordinator, University Computerization Centre.

Sd/-  
REGISTRAR

**Ordinances 6086 relating to the attendance for learners**

**O . 6086 : Attendance for learners**

- 1) There shall be the Attendance Committee, for smooth conduct of this ordinance, in every college/institute/Department of the University comprising of at least three members (to be nominated from other departments in case of the University Departments having less than 3 teachers), the Vice-Principal/ Senior Teacher (Convener) and at least two more teachers ensuring representation of the concerned faculties, nominated by the Principal/Director/Head.
- 2) Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his enrolment, only if he fulfills at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures, practicals, tutorials etc. wherein short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of periods which are otherwise delivered on the material day/s. Further it is mandatory for every learner to have min 50% attendance for each course & average attendance has to be 75%.
- 3) The same ratio shall be applied for computing the attendance of the learners by crediting the number of periods which are missed while participating in an extracurricular/co-curricular activity/competition/camp/workshop/convention/symposium/seminar etc. where the said learner is officially representing the college/ University/ District/ State/ Country with the permission of the Principal /Director/ Head of the College/ Institute/ University Department or by the direction of the University Officer as the case may be wherein for the purpose of computing the average attendance the periods missed for what is envisaged here-in-above, at Sr. No 2, shall be deemed to have been attended by the said learner .
- 4) Without prejudice to what is stated here-in-above, the Principal/Director/Head of the concerned College/Institute/Department of the University shall be the competent authority to condone the absentee of any learner further up to additional 25%, if deemed fit and on recommendation of the attendance committee of the said college/Institute/Department of the University, wherein it is mandatory on the said committee to do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending case by case to the competent authority having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid evidence, documentary or otherwise.

- 5) The attendance committee ensures that the attendance records are maintained in order and that the warning letters are issued to the defaulting learners at least twice in every semester & that in the first week of every month for the previous month default list it display on college notice board. If they are falling short of attendance while also displaying the list of defaulters declaring their respective attendance for the month. The defaulting learners should also be called (along with the parent/guardian wherever necessary) to meet the Convener, attendance committee in the middle of the semester with a view to make the consequences adequately clear while understanding the difficulties if any and encouraging the learner to comply with the requirement of the attendance. Needless to say that the learners should be made aware of the provisions of the ordinances for attendance at the time of admission and an undertaking may be obtained from them (countersigned by the parent/guardian wherever necessary) assuring regular attendance while understanding the consequences of defaulting.
- 6) At the end of the semester on recommendation of the attendance committee the Principal/Director/Head of the college/Institute/University Department shall display list of the learners who are not allowed to keep terms, allowing them to appeal to the Principal/Director/Head of the College/Institute/Department of the University within 3 days from the date of display of the notice. After disposing the appeals the Principal/Director/Head shall intimate the same to the In-charge of Examinations/the Controller of examinations to withdraw the examination forms of such defaulting learner sunder intimation to those learners ensuring that this communication reaches the concerned at least 10 clear days before the commencement of the respective examinations.
- 7) The learners whose terms are not granted by the college/institute/department of the University can appeal to the controller of examinations, if desired, in a prescribed form and by paying fees prescribed by the Management Council within 3 days from the receipt of this intimation and that the controller of examinations shall arrange a hearing of the learners along with their concerned Principals/Directors/Heads of the Department, represented in person or through a teacher nominated by them before the committee (one each for every faculty) nominated by the Management Council comprising of 3 members including the convener. The respective committees shall convey their decisions to the controller of examinations which shall be final and binding on the learners once accepted and communicated by the controller of examinations.

**(The existing Ordinances O.119, O.120 & O.125 are repealed)**

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