

NEWTON INTERNATIONAL COLLEGE

CPE Reg. No: 201002080W

35 Selegie Road #09-14/15, Parklane Shopping Mall, Singapore 188307.

ACADEMIC STAFF HANDBOOK 2026



EDUCATE
WITH PURPOSE



COLLABORATE
FOR IMPACT



INNOVATE
IN LEARNING



EMPOWER
FUTURE GENERATIONS

NEWTON
INTERNATIONAL
COLLEGE

TEACH

MENTOR

GUIDE

INSPIRE

ACADEMIC STAFF HANDBOOK 2026

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INTRODUCTION

Welcome to Newton International College (NIC). As an esteemed member of our academic team, you play a pivotal role in delivering high-quality education, fostering student success, and upholding our institutional reputation. This handbook serves as a comprehensive reference to guide you in fulfilling your responsibilities, understanding the college's policies, and adhering to the standards expected of all academic staff.

It contains essential information on governance, teaching and learning policies, professional conduct, and operational procedures. By familiarising yourself with these guidelines, you contribute to the consistent delivery of academic excellence and the creation of a safe, inclusive, and supportive learning environment. All staff are expected to comply with the policies outlined herein and to refer to this handbook regularly as part of their professional practice.

Vision, Mission and Core Values

Vision:

To be the community's preferred college for transformative & inclusive learning.

Mission:

In a changing world, cultivating technological, knowledge, and ethical excellence.

To improve our students' education in a welcoming and holistic atmosphere.

To make the best learning experience, be creative in everything we do.

Core Values:

N - nurturing is our passion

E - empowerment through communication

W - work with creativity and innovation

GOVERNANCE AND REGULATORY FRAMEWORK

Academic Board Members

Academic Board Members:



Dr. VIGNESH NAGARAJ
*Academic & Exam Board
Chairman*



Mr. SELVAMANI
(Academic & Exam Board Member)



Mr. SUNDARAM PRAVEEN
(Academic & Exam Board Member)



Mr. MICHAEL FANG AMIN
Academic & Exam Board

SWDA Registration

NIC is registered with Skills & Workforce Development Agency (SWDA), confirming our compliance with national regulatory requirements and our commitment to delivering recognised, quality-assured programmes.

EduTrust Certification

We maintain EduTrust certification, which is awarded to private education institutions in Singapore that have achieved high standards in management, provision of educational services, and financial health.

Academic Board & Examination Board

The Academic Board is responsible for the development, implementation, and review of academic policies, course curricula, and assessment standards. The Examination Board oversees the conduct, moderation, and integrity of assessments, ensuring fairness and academic rigour. Both boards work collaboratively to uphold the quality of education and safeguard academic standards.

EMPLOYMENT POLICIES

Recruitment and Onboarding

All academic staff must meet SSG qualification requirements relevant to their teaching discipline. Recruitment involves verification of qualifications, teaching experience, and professional references. Upon appointment, new staff undergo orientation to familiarise themselves with NIC's mission, policies, and operational procedures.

Probation and Confirmation

The probation period ranges from 3 to 6 months, during which staff performance is closely monitored. Successful completion leads to formal confirmation of employment.

Working Hours

Full-time and part-time academic schedules are stipulated in employment contracts, with expectations for punctuality, class preparation, and administrative duties.

Leave Policies

Staff are entitled to annual, medical, and compassionate leave in accordance with the Ministry of Manpower (MOM) guidelines and contractual agreements. Leave applications must be submitted in advance, except in emergencies.

ROLES AND RESPONSIBILITIES OF ACADEMIC STAFF

Academic staff are entrusted with upholding the academic standards of NIC through the following core responsibilities:

Curriculum Delivery

Deliver lessons in accordance with approved syllabi, course learning outcomes, and institutional policies. Teaching materials must be prepared in advance and adapted to suit diverse learner needs.

Student Engagement

Foster an inclusive and stimulating learning environment, provide academic guidance, and encourage active student participation.

Record Keeping

Maintain accurate records of attendance, grades, and academic performance, ensuring confidentiality at all times.

Quality Assurance

Actively participate in peer reviews, internal audits, course evaluations, and continuous improvement initiatives to maintain teaching quality.

TEACHING AND LEARNING POLICIES

Lesson Planning

Comprehensive lesson plans must be submitted to the Academic Department prior to the start of each term. Plans should include learning objectives, teaching strategies, and assessment methods.

Attendance Monitoring

Attendance is compulsory for both lecturers and students. Staff must monitor and report absences in accordance with NIC's attendance policy.

Teaching Methods

Lecturers are encouraged to use active learning, blended learning, and flipped classroom strategies to promote critical thinking and student engagement.

ASSESSMENT AND GRADING

Assessment Design

Assessments must be directly linked to the learning outcomes of the course and approved by the Examination Board prior to implementation.

Marking and Moderation

All grading must be objective, transparent, and subject to internal moderation to ensure consistency across courses and lecturers.

Feedback

Constructive and timely feedback must be provided to students within two weeks of submission to support learning and improvement.

ACADEMIC INTEGRITY AND MISCONDUCT

Staff Misconduct

Prohibited actions include falsification of grades, harassment, discrimination, and breach of professional duties.

Student Disciplinary Actions

All suspected cases of academic or behavioural misconduct must be reported to the Academic Board for investigation and action.

PROFESSIONAL DEVELOPMENT

Continuing Professional Education (CPE)

All academic staff are required to complete a minimum of 20 hours of professional development annually, which may include workshops, seminars, and industry training.

Peer Observations and Appraisals

Regular classroom observations and performance appraisals are conducted to enhance teaching quality, with constructive feedback provided to support professional growth.

CODE OF CONDUCT & ETHICS

Academic staff are expected to:

1. Respect diversity, cultural differences, and individual backgrounds.
2. Maintain professional boundaries with students at all times.
3. Avoid conflicts of interest, including offering private tutoring to current students.
4. Uphold institutional values, academic freedom, and legal compliance in all activities.

CODE OF CONDUCT FOR INVIGILATOR

- After reporting for the invigilation by the lecturer/invigilator should get the following details from the office Class room number, Number of candidates, Course, Programme, Timing and student Register, Question and Answer script.
- Please be in the Examination Hall at least 10 minutes before the commencement of examination.
- Instruct candidates to keep manuals, note books, guides, mobile phones, iPod, Programmable calculator and text books designated inside the examination hall.
- Please stand at the entrance of the examination hall to check and admit candidates by verifying the student's NRIC or Passport No; instruct others to report to NIC office.
- Issue the Main Answer Scripts to the candidates after they are seated. Before distributing the Question paper, instruct the candidates to read the instructions printed on the Main answer script without fail.
- During the first 30 minutes do not allow anyone to LEAVE THE EXAMINATION HALL.
- After 15 minutes do not allow anyone to ENTER THE EXAMINATION HALL.
- Take the attendance after 30 minutes. Get the signature of the candidates in the Student Register provided by Newton International College office. Mark "ABSENT" for candidates who are absent.
- Check whether the Student Id Number and the register number written in the answer script are the same. This is important. Check whether the photo of the candidates in the Student ID card matches with the person writing examination.
- Be Vigilant and be constantly alert to find out Malpractice.
- No Cell Phones, Programmable calculators and I pods are allowed in the Examination Hall. If any student has a cell phone, please take the cell and hand it over to the NIC office after the exam.

- Candidates are not permitted to leave the Examination hall during the examination time for any purpose. They can leave after handing over the answer script.
- Announce time every 30 minutes. Announce the last 5 minutes.
- As the final announcement asks the candidates to stop writing and leave the hall after handing over the answer sheets.
- Arrange the answer scripts in ascending order of register number for branch / subject. Tally the candidates present and the number of answer scripts you have received. Check before leaving the Examination Hall, so that no written answer scripts are left in the hall even by mistake.
- Hand over the answer scripts and unused stationery to the NIC Office and then leave.

HEALTH, SAFETY & WELL-BEING

Emergency Procedures

Staff must be familiar with fire evacuation routes, medical emergency contacts, and incident reporting protocols.

Mental Health

Support services are available for staff experiencing stress, anxiety, or other mental health challenges. Staff are encouraged to seek assistance early.

Workplace Safety

All staff must comply with the Workplace Safety and Health Act, ensuring that classrooms, and offices remain safe for use.

IT AND DATA PROTECTION POLICIES

PDPA Compliance

Staff must adhere to the Personal Data Protection Act (PDPA) when collecting, using, or disclosing personal data of students and colleagues.

Cybersecurity

Official communication must be conducted through institutional email accounts and authorised learning management systems.

System Usage

Unauthorised software installation or modification of institutional devices is strictly prohibited.

COMPLAINTS AND GRIEVANCE PROCEDURES

Academic Staff Complaints

Concerns may be raised formally with the Human Resources Department or the Academic Director for review and resolution.

Whistleblowing Policy

Staff may confidentially report unethical conduct, policy breaches, or legal violations without fear of retaliation.
