NEWTON INTERNATIONAL COLLEGE

Directors

Mani / Vignesh

Management Representative

Mani / Vignesh

Marketing / Administration

Marketing/Admin Staff

Functions:

- Student Agents
- Student recruitment
- Advertisement & Publicity
- Accounts
- Office admin.
- Students' registration and records
- Attendance Registers
- Exams
- Time-table
- Human Resource matters
- Scheduling classes

IT Support

IT Staff

Functions:

- Support students with e-attendance.
- Creating a course run in TMS
- Share the attendance link with prospective learners & teachers.
- Upload the assessment results in TMS.
- Share a TRAQOM link with learners.

Student Affairs

Management

Functions:

- Students' induction
- Students' welfare
- Students' complaints

Academic Board

Mr. Mani & Mr. Vignesh

Functions:

- Acquisition and development of programs
- Evaluating the quality and curriculum of programs
- Appointment of teaching staff.
- Evaluating teaching qualities of teachers.
- Performance appraisal of teachers.
- Classroom utilization.
- WSQ Courses

Examination Board

Mr. Mani & Mr. Vignesh

Functions:

- Assist in setting and marking assignments and exams. papers with answer keys.
- Appointment of invigilators.
- Appointment of external moderators (if required)
- Examiners' Reports
- Review and recommendation of examination performance.
- Approval of Exams.
- WSQ Courses