

The duties and responsibilities of a Quality Assurance Computer Application Assistant at a degree-awarding institute in Sri Lanka typically include:

1. **System Management and Support:**

- **Maintain and Administer Quality Assurance Systems:** Ensure that the computer systems and software used for quality assurance activities are properly maintained and functioning.
- **Technical Support:** Provide technical support to staff and faculty in using quality assurance software and applications.

2. **Data Management:**

- **Data Entry and Validation:** Input and update data related to quality assurance processes, including academic performance, student feedback, and audit results.
- **Data Analysis:** Assist in analyzing quality assurance data and generating reports to support decision-making and improvement initiatives.

3. **Documentation and Reporting:**

- **Prepare Reports:** Generate reports on quality assurance metrics, performance indicators, and audit findings.
- **Maintain Documentation:** Ensure that all quality assurance documentation and records are accurately maintained and easily accessible.

4. **Training and Support:**

- **User Training:** Assist in training staff and faculty on the use of quality assurance software and applications.
- **Create User Guides:** Develop and update user manuals and guides for quality assurance systems.

5. **Quality Assurance Process Support:**

- **Support QA Activities:** Assist in implementing and managing quality assurance processes and procedures through the use of computer applications.
- **Monitor System Performance:** Track the performance and effectiveness of quality assurance systems and make recommendations for improvements.

6. **Compliance and Standards:**

- **Ensure Compliance:** Ensure that quality assurance applications and processes comply with institutional policies, national guidelines, and accreditation requirements.
- **Stay Updated:** Keep abreast of developments in quality assurance technology and practices to ensure that systems and processes are up-to-date.

7. **Collaboration and Communication:**

- **Collaborate with Teams:** Work closely with the Quality Assurance Director, Secretary, and other staff to support quality assurance initiatives.
- **Coordinate with IT Department:** Liaise with the IT department to address any technical issues and ensure system reliability.

8. **Process Improvement:**

- **Suggest Improvements:** Identify opportunities for improving quality assurance processes and systems through technological advancements.
- **Implement Enhancements:** Assist in implementing enhancements to existing quality assurance applications and processes.

These responsibilities ensure that the Quality Assurance Computer Application Assistant effectively supports the technological aspects of quality assurance, contributing to the smooth operation and enhancement of quality management systems at the institute.