

The duties and responsibilities of a Quality Assurance Director at a degree-awarding institute in Sri Lanka typically include the following:

1. Development of Quality Assurance Framework:

- Develop and implement a comprehensive quality assurance framework tailored to the specific needs and goals of NIIBS.

2. Quality Assurance Policy Management:

- Establish and maintain quality assurance policies and procedures in alignment with national regulations, accreditation standards, and institutional goals.

3. Program Assessments and Quality Audits:

- Conduct regular program assessments and quality audits to evaluate academic and operational performance.

4. Data Collection and Analysis:

- Oversee data collection and analysis to identify areas for improvement and ensure institutional objectives are met.

5. Report Preparation and Recommendations:

- Prepare detailed reports on quality assurance activities and provide recommendations for continuous improvement.

6. Policy Development:

- Develop policies related to quality assurance, ensuring they support academic and administrative excellence.

7. Regulatory Compliance:

- Ensure regular compliance with national quality assurance regulations and accreditation standards.

8. Staff Training and Support:

- Provide training, support, and guidance to faculty and staff on quality assurance processes and best practices.

9. Internal Coordination:

- Coordinate with academic and administrative units to implement quality assurance measures and ensure continuous improvement.

10. External Liaison:

- Serve as the liaison with external quality assurance bodies, accreditation agencies, and other stakeholders.

11. Continuous Improvement Initiatives:

- Lead continuous improvement initiatives, identifying gaps and implementing solutions to enhance institutional quality.

12. Accreditation Processes:

- Oversee accreditation processes to maintain and enhance the institution's credibility and reputation.

13. Stakeholder Communication:

- Maintain effective communication with internal and external stakeholders to ensure transparency and engagement in quality assurance activities.

These responsibilities ensure that the Quality Assurance Director plays a crucial role in maintaining and enhancing the quality of education and institutional operations.