

The duties and responsibilities of a Quality Assurance Secretary at a degree-awarding institute in Sri Lanka generally include:

**1. Administrative Support:**

- Provide administrative support to the Quality Assurance Director and other quality assurance staff.
- Organize and manage schedules, meetings, and events related to quality assurance activities.

**2. Documentation and Record Keeping:**

- Maintain accurate and up-to-date records of quality assurance processes, including policies, procedures, reports, and audit findings.
- Ensure proper documentation of all quality assurance activities and decisions.

**3. Coordination of Quality Assurance Activities:**

- Assist in coordinating internal and external quality assurance activities, including audits, evaluations, and accreditation processes.
- Facilitate communication and collaboration between various departments and external agencies involved in quality assurance.

**4. Preparation of Reports and Submissions:**

- Prepare and compile reports, minutes of meetings, and other documentation required for quality assurance reviews and submissions to accreditation bodies.
- Ensure timely submission of required documents and reports to relevant authorities.

**5. Support for Quality Assurance Committees:**

- Provide support to quality assurance committees and working groups, including organizing meetings, preparing agendas, and taking minutes.
- Follow up on action items and ensure that decisions and recommendations are implemented.

**6. Handling Correspondence:**

- Manage correspondence related to quality assurance, including communication with external quality assurance agencies, accreditation bodies, and internal stakeholders.
- Draft and review letters, reports, and other documents as needed.

**7. Data Management:**

- Assist in collecting, organizing, and analyzing data related to academic programs, student outcomes, and other quality metrics.
  - Maintain databases and information systems used for quality assurance purposes.
- 8. Training and Support:**
- Help coordinate and organize training sessions and workshops for staff and faculty on quality assurance practices and procedures.
  - Provide support in disseminating information and guidelines related to quality assurance.
- 9. Compliance Monitoring:**
- Assist in monitoring compliance with quality assurance policies and standards.
  - Help track the implementation of recommendations and improvements resulting from quality assurance activities.
- 10. Updating Quality Assurance Materials:**
- Ensure that quality assurance materials, such as handbooks, guidelines, and procedures, are regularly updated and accessible.
  - Assist in the development and revision of quality assurance documents and policies.
- 11. Support in Strategic Planning:**
- Contribute to the planning and execution of strategic initiatives related to quality assurance.
  - Assist in the implementation of quality improvement projects and action plans.
- 12. Communication and Liaison:**
- Serve as a point of contact for inquiries related to quality assurance.
  - Facilitate effective communication between the quality assurance office and other departments, students, and external stakeholders.

These responsibilities ensure that the Quality Assurance Secretary plays a key role in supporting the effective implementation and management of quality assurance processes at the institute.