University of Ruhuna

Dean's Office

Duty List

K.K.D.L.H.Jayarathna

Instructor in Computer Technology

1. Development of new features and maintenance of the Faculty of Science Management Information System.

2. Uploading results, and past papers to the FOSMIS and attending to student issues regarding FOSMIS

3. Identifying information technology solutions for corporate information and communication needs (Requirement Analysis/System Analysis) and supporting the basic work related to the design of information technology solutions (System Designing)

4. Design, test, install and maintain software for identified requirements. (Programming, Development, Testing, Implementation and Maintenance)

5. Develop new MIS for the University (as a developer)

6. In charge of the Faculty computer pool

7. Implement necessary activities for software, data security

8. Provide technical support for the Faculty staff members

9. Support for administration work related to Internet/Email

10. Installation of Operating system and application Software to suit user needs

11. Acting as a member of Technical Evaluation Committee related to Information Technology in procurement

12. Preparation of Monthly progress review for the council

13. Preparation of Invitations, and certificate formats when needed

14. Committee member in both student handbook committee and Prospectus committee

15. Provide technical support for the events such as the Program Review, Institutional Review, orientation program, fresher's welcome, Talent Show, Convocation, etc.

16. Any other duties assigned by the Dean.

- Procurement plan
- Annual report/Corporate Plan
- Rehabilitation report — With the help of AR/Dean
- Other documentary work
- Update of Handbook