



འཛིགས་མེད་དབང་ཕྱག་སྒྲིག་མེ་སྟོང་བརྒྱུད་སྤེལ་ཁང་།
ལས་མེ་འཆར་གཞི་དང་རིག་ཆལ་གོང་འཕེལ་ལས་ཁུངས།

Jigme Wangchuck Power Training Institute

Department of Workforce Planning and Skills Development
Ministry of Education and Skills Development
Dekiling: Sarpang



Terms of Reference (ToR) for Matron

The Matron shall be responsible for assisting in the management and welfare of trainees residing in the institute hostel, with a focus on hygiene, care, and discipline. The key duties include:

1. **Hygiene and Cleanliness:** Ensure cleanliness and proper sanitation of hostel rooms, bathrooms, dining areas, and common spaces.
2. **Trainee Care:** Monitor the health, welfare, and daily needs of trainees, providing guidance and support as required.
3. **Meal and Mess Coordination:** Assist in supervision of meals, dining arrangements, and mess-related activities.
4. **Discipline Support:** Support the Warden in maintaining hostel rules and discipline among trainees.
5. **Record Keeping:** Maintain records related to trainee attendance, health, and hostel activities.
6. **Safety Compliance:** Ensure adherence to safety protocols and emergency procedures within the hostel.
7. **Coordination:** Work closely with the Warden, trainers, and administrative staff to ensure smooth hostel operations.
8. **Additional Duties:** Perform any other responsibilities assigned by the Warden or institute management.


Karma Dorji)
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JWPTI