



འཛིགས་མེད་དབང་ཕྱག་སྒྲིག་མེ་སྤྱོད་བརྒྱུ་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 for TVET MIS, Data Focal / Admission Head

The TVET MIS Focal / Admission Head shall be responsible for managing the admission process and ensuring accurate data management within the Technical and Vocational Education and Training (TVET) Management Information System (MIS). The key duties include:

1. **Admission Management:** Oversee the entire admission process, including application verification, selection, and enrollment of trainees.
2. **TVET MIS Data Entry:** Enter and update trainee admission data in the TVET MIS accurately and in a timely manner.
3. **Data Quality Assurance:** Ensure the integrity, accuracy, completeness, and confidentiality of admission data within the MIS.
4. **Reporting:** Generate and submit periodic admission reports and data analyses to institute management and relevant authorities.
5. **System Coordination:** Coordinate with trainers, administrative staff, and MIS authorities to ensure smooth data flow and system updates.
6. **Compliance:** Ensure all admission procedures and data handling comply with institute policies, TVET standards, and regulatory requirements.
7. **Orientation Support:** Assist in preparing and sharing admission-related data for orientation programs and trainee records.
8. **Training Support:** Provide guidance or training to staff on proper data entry and usage of the MIS for admission-related purposes.
9. **Monitoring and Troubleshooting:** Identify and resolve any issues related to admission data or MIS functionalities.
10. **Additional Duties:** Perform any other responsibilities assigned by the institute management related to admission and MIS data management.



Karma Dorji)
Training Director
JWPTI