



འཛིགས་མེད་དབང་ཕྱག་སྒྲིག་མེ་སྦྱང་བརྟན་སྤེལ་ཁང་།
ལས་མེ་འཆར་གཞི་དང་རིག་ཆུལ་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 of ToD:

Shall be responsible for the efficient and effective training delivery, use of facilities, effecting engagement of trainees and to assist the Institute Management:

I. General Responsibilities

1. Assist the Institute management,
2. Overseeing maintenance works in close coordination with the respective incharges,
3. Resolve complaints from the trainees in close coordination discipline committee .
4. Receive and usher the Institute Guest,
5. Act as the chair person of discipline committee during the ToD ship.
6. Monitor the morning assembly,
7. Ensure that house councillors take attendance during assembly or other mandatory occasions and maintain proper records of such information in a register.
8. Monitor cleanliness of buildings and surroundings,
9. Granting days leave during the working hours in coordination with HoDs, warden and matron.
10. Maintain the record of days leave.

II. Maintain facilities, hygiene and cleanliness within the hostels and the designated SUPW sites by:

1. Coordinating Saturday SUPW
2. Ensuring proper use of waste bins provided are used diligently.
3. Cleanliness of the area allocated to the respective house.



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4. Submit timely and periodic report to the Real estate manager on the affairs of hostel, Administration buildings and workshops including all emergency matters such as damages to property.
5. Monitor the weekend SUPW is carried out in the designated areas.

(Karma Dorji)
Training Director
JWPTI