



འཛིན་སྐྱོང་མེད་དབང་ཕྱག་སྒྲོག་མེ་སྟོང་བདར་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 (ToR) for Warden

The Warden shall be responsible for the overall management, discipline, and welfare of trainees residing in the institute hostel. The key duties include:

1. **Hostel Management:** Oversee daily operations of the hostel, including cleanliness, security, and maintenance.
2. **Discipline and Conduct:** Monitor trainee behavior, enforce hostel rules, and address disciplinary issues.
3. **Welfare and Support:** Ensure the physical, emotional, and social well-being of trainees.
4. **Coordination:** Liaise with institute administration, trainers, and hostel staff for smooth hostel functioning.
5. **Record Keeping:** Maintain accurate records of hostel occupancy, attendance, and incidents.
6. **Safety and Security:** Ensure safety measures are followed and respond promptly to emergencies.
7. **Event and Activity Support:** Supervise and support hostel-based activities, programs, and events.
8. **Additional Duties:** Perform any other responsibilities assigned by the institute management related to hostel management.


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