



TUTORS IN ACTION MALAYSIA (TIA)

PERSATUAN PELAJAR BANTU PELAJAR MALAYSIA (PPBPM)

OPERATIONS DEPARTMENT GUIDELINE

MISSION	GENERAL TASK
<ul style="list-style-type: none">• To monitor the applications of volunteers and students• To arrange the pairing of volunteers and tutees based on their application form	<ul style="list-style-type: none">• Analyze the application form of tutors and tutees and pair them up based on their preference• Compile the pairings according to the subject and language used• Contact and confirm the pairing with the tutors and tutees to minimize the ghosting issues• Convey the pairing details to tutors and tutees• Help to update the personal information of tutors or tutees when necessary