



# TUTORS IN ACTION MALAYSIA (TIA)

## PERSATUAN PELAJAR BANTU PELAJAR MALAYSIA (PPBPM)

### WELFARE DEPARTMENT GUIDELINE

MISSION	GENERAL TASK
<ul style="list-style-type: none"><li>• To <b>liaise between tutors and tutees</b> regarding communicating issues</li><li>• To <b>keep track</b> of tutors' and tutees' progress each week</li></ul>	<ul style="list-style-type: none"><li>• <b>Promote tutor and tutee registration</b> through various channels</li><li>• Check on the status of tutors and tutees regularly by polls or virtual check in session</li><li>• <b>Update tutor and tutee namelist</b> from time to time</li><li>• Check feedback given from time to time</li><li>• Update number of lessons of each tutor based on class screenshot form</li><li>• <b>Issue e-certificates</b> to tutors who are eligible</li><li>• Contact tutors and tutees personally whenever required</li><li>• <b>Deal with issues reported</b> by tutors and tutees</li></ul>