**Guidelines for Teachers:**

1. In the very first class of every child, the revision paper of the first level should be taken and kept safely. At the end of the first level, the same revision paper will be taken and then the comparison of both the tests should be shown to the parents.
2. The instructor should be friendly with children.
3. He/she should create fun environment.
4. He/she should reach in the classroom 30 min before the commencement of class.
5. Classwork and homework should be checked in each and every class.
6. Parent Teacher meet should be held quarterly.
7. Parents should be informed about their ward's progress every month.
8. Try to solve the queries put forward to you by the parents calmly and patiently.
9. Kindly make sure that all the students should come regularly. If anyone is absent, inquire about his absence from the parents. Also, inform the parents about the day and time of the extra class.
10. Always go round the class while teaching. It helps you to observe if the students are operating the abacus properly.
11. Regular notes and remarks should be written and signed by the instructor in the books.
12. Homework should be written in the books.