

LETTER OF EMPANELMENT (LOE)

Dear Muhammad Abdul Rehman,

We are delighted to inform you that you are now an **“EMPANELED TRAINER”** with **Boston Institute of Analytics (BIA®)**. You are now authorized to conduct training sessions at **any of our global campuses** on the modules mentioned in this empanelment letter.

Name: Muhammad Abdul Rehman

Designation: Empaneled Trainer

Permitted Modules: Full Stack Web Development

Please note that the following terms would be applicable to this association:

Duration of LOE: This LOE shall be operational upon signing and will have an initial duration of 1 year.

Schedule & Deliverables: The Empaneled Trainer agrees to

- Use a practical hands-on approach to train the students in the available time.
- Develop and present a document per session providing content overview and summary of concepts covered.
- Create 3-5 questions summarizing the concepts covered in each lecture for initiating class discussions.
- Provide student assignments based on concepts covered in each lecture.
- Provide BIA® the lecture content for review at least 48 hours prior to the delivery of the lecture.
- Assess student projects and assignments.
- Mentor students for their all-round professional development.

Intellectual Property: Any course content created for the purposes of conducting lectures at BIA® shall be the property of Boston Institute of Analytics. All lectures will be recorded for quality control purposes, and these recordings will be the property of BIA®.

Punctuality and Absenteeism: BIA® is fully committed to deliver the best learning experience for all students. Hence all agreed schedules must be adhered to by the instructors. Absenteeism and lack of punctuality will not be tolerated.

Feedback: Trainer feedback will be taken by BIA® team from students periodically. Future engagement with the trainer will be based on such reviews and feedback.

Termination: Either party can terminate the association by giving one month notice. The pre-agreed schedule will be adhered to by both parties during the notice period.

Confidentiality: You agree that you shall not, at any time, after executing the activities of this LOE, disclose any BIA® specific information to any third party, without consent of BIA®.

Relationship of Parties: Nothing contained in this LOE will be deemed or construed as creating a joint venture or partnership between you and BIA®. Neither party, by virtue of this association, is authorized as an agent, employee or legal representative of the other. Except as specifically set forth herein, neither party will have the power to control the activities and operations of the other and their status is, and at all times will continue to be, that of independent contractors.

Communication: All notice, demands and other communication under this association shall be written in English language and shall be sent to the last known email of the concerned party. Any notice shall be effective from the date on which it reaches the other party.

On behalf of the entire team, we welcome you to BIA®.

Regards

Ashwin Malik Meshram

Global Head and CEO, Boston Institute of Analytics.

Trainer Signature:

Date: