**Date: Current Date**

To,

**Teacher Name**

Address

Email

Phone Number

**Associate Teacher Welcome Letter**

Dear **Teacher Name**

We refer to your interview and subsequent discussions you had with us. We take great pleasure in welcoming you on board to **Anodiam©** as “**Associate Teacher”**.

Terms and conditions, which form the basis of our mutual relationship, are contained in the subsequent paragraphs.

1. Please follow the steps below to complete creating your online teacher account inside anodiam.com
   1. Your temporary password for anodiam.com is:

PASSWORD123$$

For cyber security purposes of your account, it is mandatory to change your password in the subsequent Teacher Profile page, at your first login.

* 1. Validate your email address within next 24 hours by clicking on the link below:

htttps://Anodiam.com/createTeacherProfile?token=hextocken

For cyber security purposes of your account, this link is kept valid for 24 hours only. In case you cannot complete your validation within that time, please call up our administrator to request for another link. You may get the contact details in the Contact Us page of anodiam.com.

* 1. Further, please provide your bank account details for receiving your payouts from Anodiam©.
  2. Your Teacher-Username will remain the same as the one you created your account with Anodiam© at the time of application for this post. It will never be changed. You can however later change your password, email address, any personal, banking, professional or other profile details later on by confirming your password.

1. You are required to send back scanned hard copies of the following documents after signing on them as your acceptance of the current offer within 5 business days. Failing which your access to Anodiam Teacher-Portal will be denied till further communication with the administration team:
   1. Legal Terms and Conditions to be associated with Anodiam©. (Attached with this email)
   2. Business Terms and Conditions to be associated with Anodiam©. (Attached with this email)
   3. Non-disclosure Agreement of Anodiam©. (Attached with this email) Also referred as NDA.
2. Following the above, you will be able to access your complete account in the Anodiam Teacher-Portal and create your course contents and provide support to the registered students as per the details below:
   1. Video Content
      1. Content Creation Process
      2. Quality Control Process
      3. Genuine Content and Plagiarism Penalty
      4. Content Copyright and Data Leakage Prevention
   2. Non-video Content
      1. Types of Non-video Contents
      2. Content Creation Process
      3. Quality Control Process
      4. Anti-Plagiarism
      5. Genuine Content and Plagiarism Penalty
      6. Content Copyright and Data Leakage Prevention
   3. Support to students
      1. Query Support SLA 2 working days

1. Changes to any policy will be updated tie to time and teachers will be notified by email about the same. Any changes for the documents signed by the teachers will be sent to them to sign back to the ‘Company’.
2. Cannot use the content generated for Anodiam to anywhere else for teaching purpose online or face to face.
3. Teachers associated with Anodiam cannot be associated with any other online teaching portal.
4. You will be paid weekly and the payment will be based on percentage of profit sharing. (Click here for further details)
5. After successfully crossing 1000 students senior teacher designation can be achieved where more than one subject can be taught if willing to.
6. **Definition** : The term “**COMPANY’** wherever used in the letter shall mean “**ANODIAM**”.
7. If your course is not found satisfactory the ‘Company’ in its sole and absolute discretion may :
   1. Give you notice to withdraw your course
   2. Give you notice to re structure your course
   3. Terminate your course after giving 10 days notice period.
8. **Notice period** : If your course is not found satisfactory and does not earn revenue and ‘Company’ decides to terminate the course, you will be given 10 days notice period.
9. **Separation policy** :
   1. You shall give 90 (Ninety) days prior notice if you want to remove your course from ‘Company’ website.
   2. Support has to be given to those students who have bought the course for the ongoing academic year by answering queries if any till date not answered.
   3. Pending profit sharing if any will be continued till the time you give support to the students already bought your course during an ongoing academic year.
   4. Profit sharing will be stopped once the support to the students already bought the course for an ongoing academic year is withdrawn.
   5. The course will not be available for further buying as soon as the separation request is placed by you to the ‘Company’.
   6. Only students who have bought the course already for an ongoing academic year can have the access till the academic year ends.
10. **Termination**: The ‘Company’ can terminate your course without notice or any compensation in lieu thereof in case the ‘Company’ finds your services unsatisfactory or in case of any instance of misbehaviour, negligence on your part or you breach confidentiality terms agreed with the ‘Company’ or for any other such reason of which the ‘Company’ shall be the sole judge. Such termination shall always be without prejudice to ‘Company’s’ other rights and remedies.
11. **Safe custody of ‘‘Company’’ material**: You will be responsible for the safe keeping, good conditions and order of all the ‘Company’ property entrusted to your care and charge. The ‘Company’ reserves the right to deduct the cost of such articles from your dues, or take such actions as may be deemed appropriate, in the event of failure to account for such property, to the satisfaction of the ‘Company’.
12. The associates agrees that upon termination of his / her employment, he/ she will return to the all files, documents, computer equipment, keys, Computer disks, notes, specifications, formulas together will all copies thereof, and other material containing or disclosing and ‘Company’s’ customers.
13. **Confidentiality of information**: You shall not divulge any information regarding confidential data, reports, technology, work procedure, expertise, work pattern, R&D activities, or any business plans to any one, as this would impair the competitive position of the ‘Company’. To this effect you shall sign and bind yourself to **Non-Disclosure Agreement** (Click here for further details). If it is established that the Non-Disclosure Agreement is violated during your association with the ‘Company’, the ‘Company’ would be free to take action as it deems fit as also would be free to recover damages from you, if any. In case If it is established that the Non-Disclosure Agreement is violated within a period of two years from the date you cease to be in association with the ‘Company’, the ‘Company’ would be free to take action as it deems fit as also would be free to recover damages from you, if any.
14. **Connection with Media (Press, TV, Radio, Social Media etc.)**: You will not, except with prior written permission of the ‘Company’ participate in any media, radio or TV broadcast or write or publish a book or contribute an article to a newspaper or periodical.
15. **Confidentiality of Payout information**: Profit sharing ratio is based on overall engagement, value addition part from individual stake holder aspect. Any comparison of the same with other stake holders, based on any yardstick, may be unrealistic, misleading and invidious.
16. **Support provided from the ‘‘Company’’:** You will be supported with a functioning studio where the video lessons recording will be done with the help of the professional videographer, director and videos will be edited with the help of editing team. They all are different stakeholders of the ‘Company’ and work hand in hand. The ‘Company’ will be supporting you to make professional quality videos with high resolution videography and will be reviewed by the video reviewers before uploading for the quality control purpose.
17. It is mutually agreed between the associates and the ‘Company’ management that all disputes or differences whatsoever arising between the parties out of related to the construction, meaning and operation or effect of this welcome letter for the breach thereof shall be settled by the arbitrator. It is further agreed that the management reserves the right to appoint an arbitrator to resolve disputes and the decision of the arbitrator shall be final and binding between the associates and the management.

We feel proud to have a professional teacher like you as an associate member of ‘Anodiam’ family and wish you a long, cherished, productive and satisfied career journey ahead.

Please login with your User Id and password in the Teacher portal to upload your first course to be reviewed.

Yours faithfully,

For Anodiam

Ananya Moitra

(Designation)

Date :

**NONDISCLOSURE AND TRADE SECRET :**

Date : 16/01/2021

During the term of this Agreement and in the course of your association hereunder, you may receive or otherwise be exposed to ‘Anodiam’s’ business practice, strategies, and technologies of that of ‘Anodiam’s’ customer(s) with whom Anodiam may depute you. Such proprietary and confidential information may not be limited to Anodiam only or its customers marketing and customer support strategies but would also include but not limited to ‘Anodiam’s’ financial information, including sales, cost, profits, and pricing including discoveries, inventions, research and its customer’s development efforts, manufacturing process, improvements and enhancements to any of the above (which improvements, derivations and enhancements may be created or developed by you under this Agreement) and all of which are collectively referred to as “Information”.

You acknowledge the confidential and secret character of the information, and agree that the information is the role, exclusive and extremely valuable property of ‘Anodiam’ or that of its customer(s). Accordingly you agree not to reproduce any information without ‘Anodiam’s’ prior written consent, not to us the information except in the performance of work for ‘Anodiam’ pursuant to this Agreement and not to divulge any part of the information in any form to any third party, either during or after the term of this Agreement. Upon termination of this Agreement for any reason including expiration of term, you agree to cease using and to return to ‘Anodiam’ all, whole and partial copies and derivatives of such confidential and proprietary information, whether in your possession under your direct or indirect control including any computer access code??.

You shall not disclose or otherwise make available to ‘Anodiam’ in any manner any confidential information received by you from third parties except for information received and disclosed in the course of this Agreement.

This section shall survive a minimum period of two years from the date of your ceasing to be in ‘Anodiam’ for any reason. Nothing in this section releases you from any obligation stated elsewhere in this Agreement not to disclose such data.

**OWNERSHIP Of WORK PRODUCT :**

You agree that any and all ideas, improvement and inventions conceived, created or first reduced to practice in the performance of work under this Agreement shall be the sole and exclusive property of the ‘Company’.

You further agree that ‘Anodiam’ is and shall be vested all rights, title and interests including design, patent, copyright trade secret and trademark rights in your work product under this Agreement. You agree to grant and hereby grant to ‘Anodiam’ a non-exclusive, royalty free and worldwide right to use and sublicense your work product.

You shall execute all papers including patent applications inventing assignment and copyright assignments which shall survive beyond the terms of your appointment and otherwise shall assist ‘Anodiam’ at ’Anodiam’ expense and as reasonable shall be required to perfect the right, title and other interests in your works product expressly granted to ‘Anodiam’ under this Agreement.

In case you do not sign and execute the required documents as mentioned above within 30 (Thirty) days of joining ‘Anodiam’, the documents and test plans, specifications, processes, formulae, source and object codes, diagrams, other work of authorship, know-how, trade secrets, discoveries, improvements, developments, designs and techniques.

This section shall survive termination or sooner determination of this agreement.

Sincerely,

For Anodiam

Ananya Moitra

(Designation)

I agree to abide by all the conditions in this agreement.

Name :

Date :