TEACHER ONBOARDING TERMS & CONDITIONS

Codehive Institution | Online Live · Offline Classroom · Recorded Courses Operated by Otechnonix India Pvt. Ltd. | Updated: 16 November 2026

1. Introduction

These Teacher / Instructor Onboarding Terms and Conditions ("Instructor Terms") apply to individuals registering to teach, create, manage, or deliver courses through Codehive Institution ("Codehive"), operated by Otechnonix India Pvt. Ltd.

Codehive supports Online Live Courses, Offline Classroom Courses, and Recorded Courses. By applying, submitting content, or accessing instructor services you agree to these Terms. Applying does not guarantee approval, employment, enrollment, or earnings.

2. Instructor Eligibility

- Be at least 18 years old.
- Have suitable skills, knowledge, qualifications, or practical experience in the proposed subject.
- Provide truthful personal, educational and professional details.
- Have the legal right to deliver the proposed training.
- Comply with applicable law, intellectual property requirements and Codehive policies.
- Provide valid documentation when reasonably required for verification.

3. Instructor Registration and Verification

Onboarding may request name, contact details, photograph, biography, qualifications, CV, professional experience, certificates, teaching examples, proposed subjects and delivery modes. For paid instructors, Codehive may request appropriate identity, bank, PAN, GST and tax information. Documents are handled under the Instructor Privacy Policy. False or incomplete statements may result in a request for correction, rejection, or suspension.

4. Approval Process

Registration does not automatically grant instructor privileges. Codehive may evaluate credentials, subject expertise, course structure, teaching demonstrations, content quality and compliance. An application may be approved, rejected, placed on hold or returned for revision. Approved instructors receive access according to assigned permissions.

5. Relationship with Codehive

Unless a separate written employment agreement provides otherwise, instructors are independent service providers, not employees, partners or agents of Codehive. Each instructor is responsible for applicable taxes, registrations, qualifications, and professional duties. Separate signed arrangements take precedence on matters expressly addressed there.

6. General Responsibilities

- Deliver accurate, original, appropriately licensed learning content.

- Maintain professional, inclusive and respectful interactions.
- Honor course descriptions, schedules, learning objectives and assessment standards.
- Correct material inaccuracies and obsolete resources reasonably promptly.
- Respond to student questions within agreed arrangements.
- Respect student confidentiality and privacy.
- Report delivery problems and material changes to Codehive promptly.
- Avoid misleading job, salary, accreditation, or certification guarantees.

7. Online Live Course Terms

Live instructors must conduct sessions at published or approved times, provide agreed lessons and question opportunities, and communicate unavoidable cancellations promptly. Instructors must maintain appropriate devices, internet, sound, and teaching conditions.

Rescheduling should be authorized and communicated in advance, except in emergencies. Repeated unexplained cancellations or materially shortened classes may result in corrective action.

7.1 Live Class Recording

Online sessions may be recorded only with appropriate notices and any required permissions. Access, usage, storage and rights in recordings are controlled by the course agreement, platform permissions and privacy notices. Instructors must not distribute session recordings or student information through unauthorized channels.

8. Offline Classroom Course Terms

Offline sessions must take place at the approved venue and according to approved batch timings. Maintain accurate attendance records. Venue or schedule changes require authorization and notification.

Instructors must follow venue, health and safety standards; supervise practical use of equipment; and report incidents. They may not independently collect fees from Codehive-enrolled students unless expressly authorized. If unable to teach, they must promptly help arrange continuity, reassignment or rescheduling.

9. Recorded Course Terms

Recorded content should have clear audio, usable video, organized modules, accurate descriptions and necessary learning resources. Instructors must own or legally license all videos, music, images, software, presentations and other materials. Codehive may review, request revisions, reject or remove courses that fail quality or safety standards.

Instructors must reasonably support correction of errors, outdated lessons, and broken materials. They must not unilaterally delete a course in a manner that defeats valid access commitments to enrolled students. Pirated, malicious, unlawful or deceptive content is prohibited.

10. Course Submission and Publication

A course proposal may include title, category, audience, syllabus, prerequisites, delivery mode, duration, teaching schedule, lesson content, assessments, certificate criteria and proposed price. Publication requires Codehive approval. Instructors must not advertise a course as Codehive-approved until approved.

11. Course Pricing and Revenue Sharing

Paid-course commercial terms must be agreed separately in writing before publication, including selling price authority, instructor share, platform commission, tax deductions, invoice responsibilities, settlement schedule and handling of refunds, chargebacks and cancellations. These Instructor Terms do not promise a fixed income or commission rate.

12. Intellectual Property and License

Instructors retain rights to original teaching materials unless separately agreed otherwise. By publishing content, an instructor grants Codehive a non-exclusive, limited license to host, technically reproduce, stream, display, deliver, and promote approved content through the platform.

The license covers the agreed publication period and any necessary continuity for existing student access. Unauthorized transfer or sale of independently owned instructor materials outside those arrangements requires appropriate permission. Instructors warrant that their submissions do not infringe third-party rights.

13. Assessments, Grades and Certificates

Assessments must be fair, relevant, and conducted under course requirements. Attendance, submissions and grades must be genuine. Certificates may be recommended or issued only according to approved criteria and by the authorized issuer. Instructors must not misrepresent government recognition, academic status, or certification authority.

14. Student Data and Confidentiality

Student names, contact information, attendance, work, grades and progress may be accessed solely for permitted educational purposes. Instructors must not sell, export, share, or use student information for unrelated outreach or marketing. Unauthorized access or suspected data incidents must be reported promptly.

15. Communication and Conduct

Instructors must communicate professionally and must not harass, threaten, discriminate against, manipulate, or exploit learners. Contacts with students, especially minors, should remain within authorized teaching channels and safeguarding rules.

16. Marketing and Public Statements

Instructors may promote approved courses using truthful information and authorized branding. Fake testimonials, fabricated outcomes, false accreditation claims, unauthorized logos, and misleading placement or income guarantees are forbidden.

17. Quality and Performance Review

Codehive may consider attendance, course completion, verified feedback, support responsiveness, content accuracy and student complaints to assess teaching quality. Corrective actions should be reasonable, proportionate and evidence-based.

18. Suspension and Termination

Access may be suspended or terminated for serious or repeated violations, forged documents, infringement, harassment, privacy breaches, fraud, safety risks or persistent non-delivery. Where appropriate, notice and a chance to respond may be given, except where immediate protective action is necessary. Outstanding settlements and enrolled-student obligations remain subject to agreement and law.

19. Voluntary Withdrawal

Instructors can request withdrawal through official support. They should reasonably help complete or transition scheduled classes and preserve enrolled students' access. Notice periods, content removal, and final payments will be governed by an applicable separate teaching agreement.

20. No Earnings or Employment Guarantee

Instructor approval does not guarantee students, course purchases, teaching assignments, employment, revenue or minimum payment. Earnings depend on actual sales and applicable written commercial terms.

21. Liability and Compliance

Instructors are responsible for legal compliance and rights in independently supplied services and materials. Each party remains responsible for its own conduct and legal duties. Nothing here excludes rights or liability that cannot legally be excluded.

22. Changes to Terms

Codehive may revise these Terms for operational or legal reasons, with appropriate notice of material changes. A separate written agreement governs its own commercial terms unless validly amended.

23. Governing Law and Disputes

Indian law applies. Parties should first try official grievance channels. Subject to applicable mandatory jurisdiction rules and separate agreements, competent courts in Guwahati, Assam, India will have jurisdiction.

24. Contact Details

Codehive Institution, operated by Otechnonix India Pvt. Ltd.

Office: A-101, First Floor, IITG Research Park, IIT Guwahati, Assam - 781039, India

Website: https://codehiveinstitution.com

Instructor Support Email: codehive@gmail.com | Phone: 9127055783

25. Acceptance

By submitting an onboarding application, the applicant confirms that the information provided is accurate, that they have read these Instructor Terms, and that they understand approval, employment and earnings are not guaranteed. Any paid teaching arrangement may require an additional written commercial agreement.

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