



SOP for

Infrastructure Setup

Complete Guidelines for Setting Up a Center

1. Civil & General Work

- ◆ The center should have 5 to 6 rooms/cabins, built using Aluminum Partition or Gypsum Board.
- ◆ Partition height should be 7 feet, so cooling can be managed with just 2 ACs ❄️
- ◆ Each cabin must have a designer fan and adequate lighting 💡
- ◆ Rooms should have glass windows so that classrooms are visible from inside 👁️
- ◆ Rooms should include:
 - 2 Theory Rooms (10–15 students) 🧑🎓
 - 1 Lab Room (minimum 10 computer systems) 💻
 - 1 Counseling Room (capacity of 5+ people) 💬
 - 1 Director Room 👤
 - 1 Practice Room (just chairs, tables & power points for long practice hours) 🔌
 - 1 Waiting Area 🪑
 - 1 Washroom 🚻

- ◆ If flooring isn't good, velvet carpet can be used 🌐
- ◆ Walls can be covered with PVC sheets or wallpaper 🖼️
- ◆ Add name plates on rooms like: Theory Room 1, Lab, Washroom, etc.

🎨 2. Theme & Interior

- ◆ The theme of the Technoglobe Center must be Blue & White 🟡 🔵
- ◆ Computer tables, wallpaper, carpet, etc. should match this theme
- ◆ The counseling area can include beautiful decor items like:

Decorative Lamps 🏠

Motivational Quotes 🖋️

Small Fountain 💧

Designer Wall Clock 🕒

3. Furniture & Computers

- ◆ Furniture in classrooms and lab should be in Blue & White colors    
- ◆ Lab must have at least 10 computer systems
- ◆ Computer tables can be for single systems or joined for 2–3 systems (refer sample photos)
- ◆ Computer and counseling chairs must be revolving with wheels  
- ◆ Theory Room chairs should be capsule chairs with writing pad for easy note-taking  
- ◆ Minimum computer specs:
 - ~ i5 7th Gen (minimum) 
 - ~ 2–3 systems with i7 12th generation Graphic Card 
- ◆ At least 1 printer required 
- ◆ Two 40-inch+ LED Screens must be installed in both classrooms for trainer laptop connectivity 

- ◆ Director and counselor tables must be minimum 4 feet and designer style
- ◆ Award photo frames must be placed in Director & Counselor Rooms 🏆
- ◆ In Counseling Room, play Technoglobe's video and videos/photos of recently placed students & testimonials on a 40-inch plus LED screen 🎓 📷

📋 4. Branding 🏢

- ◆ Outside branding must be done via Flex on Frame or Vinyl on Glasses 🖼️ (refer sample photos)
- ◆ All branding creatives are available in PDF and CDR formats from Head Office 📄
- ◆ A Glow Sign Board must be installed outside for visibility 🌟 📍
- ◆ Branding should include Technoglobe IT Courses + Study Abroad details ✈️ 🎓

🖥️ Inside Branding

- ◆ Inside branding can be done using One Way Vision or Vinyl Stickers, following HO's PDF/CDR files 📄
- ◆ Inside branding must also show Study Abroad program information 🌐 📄

- ◆ Add motivational quotes, student testimonials, success stories on walls  

Other Required Utilities for the Center

1. Inverter  – Required in areas with power cuts (to run lights, fans, power points).
2. RO Water & Cooler  – For pure drinking water for staff/students or use water cans on rent.
3. CCTV Cameras & DVR  – 4 cameras + DVR system for security (approx. ₹10,000–₹12,000).
4. Internet Connection with minimum 300 Mbps speed– Should be connected to Lab and Counseling Room systems.

For any additional information regarding center setup, please contact the Head Office team. 