

GUIDELINES FOR AEP'S PREMISES AND INFRASTRUCTURE

The following are the premises and infrastructure requirements inclusive in nature to become an authorized Education Provider of AAFM India for the CWM® Certification Program. The Fields marked as essential as mandatory requirement and desirable for good to have requirements.

S.No.	Infrastructure Requirement	Status
1.	Minimum 20 Seated Class room / Tutorial Room with Approx.300 Sq. feet. Carpet area with proper ventilation, lighting and teaching aids including white board and LCD Projector	Essential
2.	Potable Water supply and outlets for drinking water at strategic locations	Essential
3.	Electric Supply	Essential
4.	Backup Electric Supply	As required
5.	Toilet Facilities (Boys and Girls Separate)	Essential
6.	Telephone	Essential
7.	First Aid facility	Essential
8.	Vehicle Parking	Desired
9.	Institution web site	Essential
10.	Barrier Free Built Environment for disabled persons including availability of specially designed toilets for ladies and gents separately. Refer guidelines and space standards for Barrier Free Built Environment for disabled and elderly persons by CPWD, Ministry of Urban Affairs & Employment India	Desired
11.	Safety provisions including fire and other calamities	Essential
12.	General Insurance provided for assets against fire, burglary and other calamities	Essential
13.	All weather approach road	Essential
14.	General Notice Board	Essential
15.	Student Counselling Facilities	Essential
16.	Administrative Area	Essential
17.	Library and Reading Room	Desired
18.	Computer Lab (20 Seated)	Desired

A walk through video with date and time of shooting of all infrastructural facilities created indicating the complete physical infrastructure / facilities and highlighting the above:

1. Front & Back side of the entire Institute building/s
2. Internal portion of the classrooms, tutorial rooms, laboratories, computer lab, library, reading room, seminar hall and all other rooms utilized for the educational purposes.
3. Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned above.
4. Circulation area details highlighting entrance lobby, passages, escalators, staircases and other common area.

Please note that the Education Provider would ensure that the learning environment at the educational facilities is noise free and free from external disturbances.

On becoming an Authorized Education Provider the EP would prominently display the EP authorization Certificate issued by AAFM India.

The EP would ensure that the space provided for training the student has all legal and commercial sanctions / permissions allowing such activities.