



SOME GUIDELINES TO FOLLOW ON CAMPUS

Welcome to Anil Agarwal Environment Training Institute (AAETI)

AAETI is an education and capacity-building initiative of Centre for Science and Environment (CSE). Located in the foothills of the ancient Aravalli mountains in Nimli village of Tijara tehsil (Khairthal-Tijara district) near Alwar in Rajasthan, our 11-acre campus is a 'living green' facility, exemplifying sustainable practices and principles.

We request you to kindly go through this document to familiarize yourself with the guidelines to follow while you are spending your time with us in our beautiful campus. This will help us ensure that you have a comfortable and enjoyable stay with us.



GENERAL INSTRUCTIONS

- In case visitors wish to step out of the campus for some reason, we request them to keep the facility manager/s and their training/event coordinators informed.
- Please do not litter. If you have any wastes to dispose of, use our designated bins only.
- Smoking is discouraged on campus and is not permitted in any of the buildings inside the campus. You can smoke only at designated spots outside the buildings.
- Consumption of alcohol, gutka and other tobacco products is not allowed inside the campus.
- Please do not pluck flowers, uproot saplings or damage any installations or property. We have built and nurtured this campus with a lot of care and commitment – and we hope you will be equally caring and appreciative during your stay here.
- We request you to please fill and submit whatever feedback forms we provide you. Your reactions and responses will help us to improve continuously.



MEDICAL SUPPORT

- A first aid box and basic medicines are available with the reception, and can be offered to visitors on request.
- Prescription medicines can be procured by the AAETI management on request – but they have to be paid for by the guest/visitor.
- Visitors and guests with special medical conditions/allergies etc are advised to keep their training/event coordinator informed about these in advance or declare them at the time of check-in.
- In case there is a medical emergency, the AAETI management can organize a vehicle to drop the concerned visitor/guest to the nearest hospital or healthcare facility. But all expenses for transport, treatment etc will have to be borne by the visitor/guest.
- While we will try our best to make your stay at AAETI comfortable, the AAETI management cannot be held responsible in case of any medical or similar eventuality with respect to visitors/guests.



IN THE ROOMS AND BUILDINGS

- Taps and showers in washrooms provide both hot and cold water – please turn and fix the knob as required. To get hot water, you may need to run about half a bucket of water first.
- Your room is not cooled by individual air conditioners, but through a common centralized HVAC system. It may take some time for the room to get cooled – please bear with us.
- We provide water heating immersion rods, clothes iron, hair dryer etc on request. You can ask the reception for these.
- Please switch off lights, fans and other electrical devices when you leave your rooms.
- Please ensure taps in the washrooms and other locations are turned off after you use them.
- Keep the doors to your balcony/windows closed when you are not in your room to prevent monkeys, birds or insects from getting in.
- Please ensure you close the grill doors in your buildings (main entrances, connecting doors to the bridges on the first and second floors) whenever you come in or get out – this is to prevent monkeys from entering the building.
- Rooms are normally cleaned and bedsheets, towels etc changed only after the occupants vacate them. In case you wish to have the room cleaned in between your stay, please request the reception.
- Please take care of your valuables and keep them secure. AAETI management will not be responsible for any loss of valuables or personal items.



FOOD AND REFRESHMENTS ON CAMPUS

- All meals are served in the AAETI cafeteria at designated times. We do not offer any room service. Neither do we allow visitors/guests to carry the food to their rooms.
- Visitors and guests are requested not to waste food – you can refill your plates multiple times, but please take only as much as you can eat.
- All food waste must be disposed of only in the designated bins kept in the cafeteria.



PRECAUTIONS TO AVOID ANIMAL BITES ETC

- AAETI is located close to a forest and wilderness area. You may find monkeys, insects (especially during monsoons) etc inside the campus – though the AAETI management does try to keep them at bay.
- Please do not feed, tease or confront the monkeys.
- Be careful where you put your hands and feet: don't reach into holes, nests or under objects without checking. Avoid sitting or lying down on grassy areas or the ground. If you're walking through vegetation, wear long pants and shoes.
- If you encounter a snake, slowly back away from it and avoid touching it.
- Before wearing your shoes and other clothes, always check them for insects etc.
- Avoid venturing into the tall grass and dark corners.