

This document contains essential information about the Anil Agarwal Environment Training Institute (AAETI) campus.

Please read it carefully and keep it at hand during your stay at the campus.

Please cooperate with us to make AAETI a sustainable campus.

In case of emergency, please contact

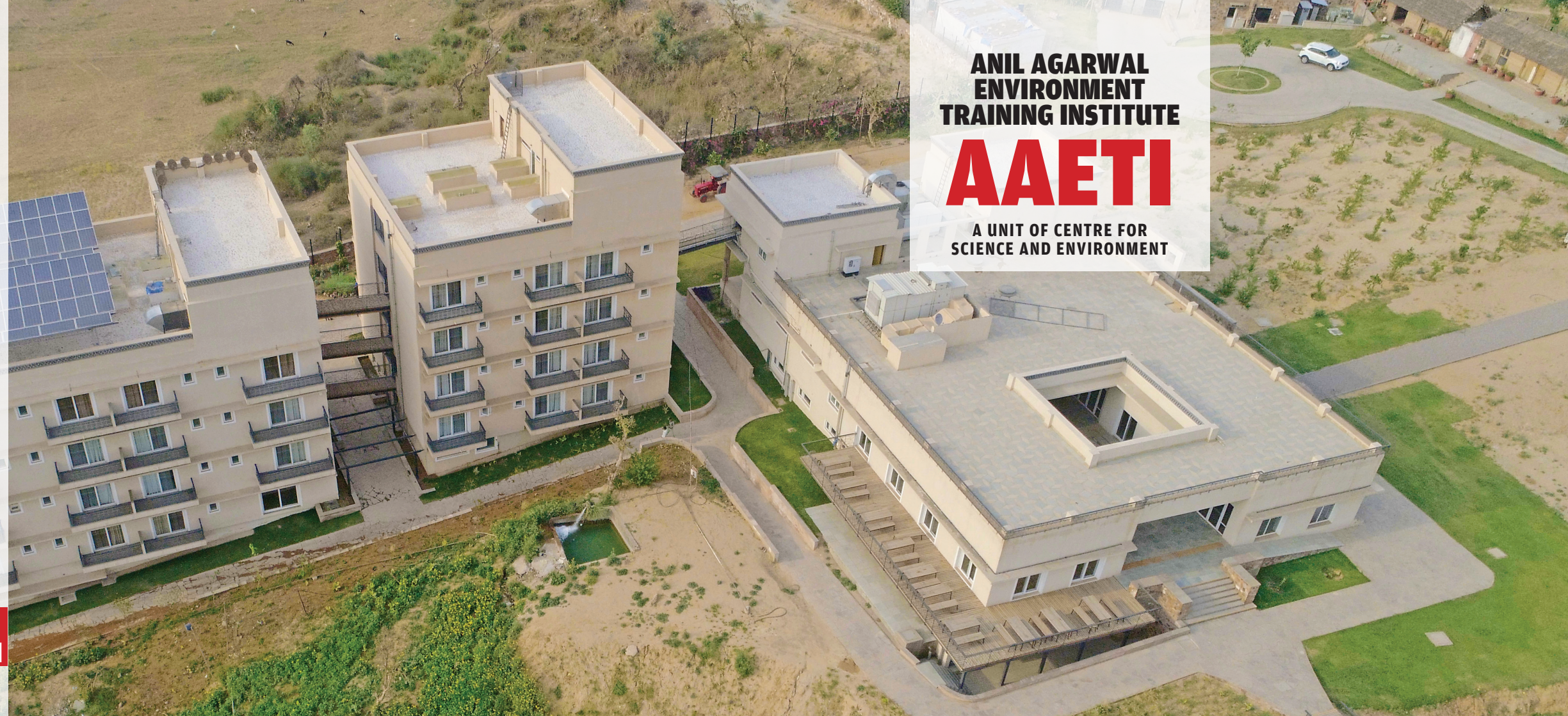
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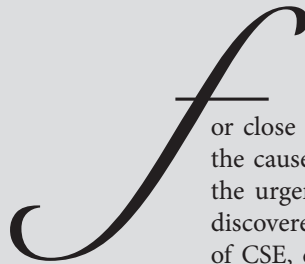


**ANIL AGARWAL
ENVIRONMENT
TRAINING INSTITUTE**

AAETI

**A UNIT OF CENTRE FOR
SCIENCE AND ENVIRONMENT**





or close to four decades, Centre for Science and Environment (CSE) has been championing the cause of environmental protection by researching into, lobbying for and communicating the urgency of development that is sustainable and equitable. During these years, CSE has discovered and relayed some of the best practices and ideas on the subject. AAETI is a project of CSE, designed not only to function as a learning, training and innovation centre to find appropriate and affordable solutions to some of the most pressing problems faced by the global South, but also to put some of these ideas into practice.

The campus aims to conserve energy through intelligent use of material, insulation and appliances. The buildings have been designed to achieve maximum daylight and natural ventilation. We strive to make the campus water-neutral, treat all sewage locally and recycle wastewater. We also strive to minimize our solid waste footprint by promoting practices like full segregation at source, avoiding the use of plastics and non-biodegradables, reducing food waste, composting biodegradables on site, and recycling all other wastes. Our own research on the topic has revealed that a temperature of 27°C is optimum in terms of comfort and energy conservation. This is the indoor temperature we maintain at the campus. We have also been promoting the use of public and shared transport, and we try to reduce the number of vehicular trips required to transport our guests to and from AAETI.

However, to achieve the aims we have set for ourselves, we need the cooperation and support of our esteemed guests and patrons. Therefore, we request you to read this document carefully and join us in practising what we preach.

ARRIVAL AT AAETI

We arrange pick-up and drop-off from Delhi or Alwar at predetermined hours for participants in training programmes and meetings at AAETI.

The following are the designated pick-up and drop-off points:

CSE's Tughlakabad office

*Gate No. 1 of the India Habitat Centre,
Lodi Road*

*Airport terminals, depending
on the time of arrival*

*Alwar railway station, depending
on the time of arrival*

Participants can also be picked up from or dropped off at pre-designated points on the way. This will be agreed with the teams who are organizing the programmes.

In winter, there will be no pick-ups after 4 p.m.

In summer, there will be no pick-ups after 5 p.m.

Participants who miss their pick-up vehicle will have to wait for the next pick-up. If the next pick-up is scheduled for the following day, they will have to stay in Delhi or Alwar (as the case might be) at their own cost. The AAETI management can help locate hotels for them.



From	Distance (km)	Travel time (hrs & min)*
Delhi airport	105	2:30-4
CSE's Tughlakabad office	115	2:30-4
CSE's IHC office	130	2:45-4
Alwar railway station	60	1:30-2

**Time taken is subject to the traffic situation*



REGISTRATION

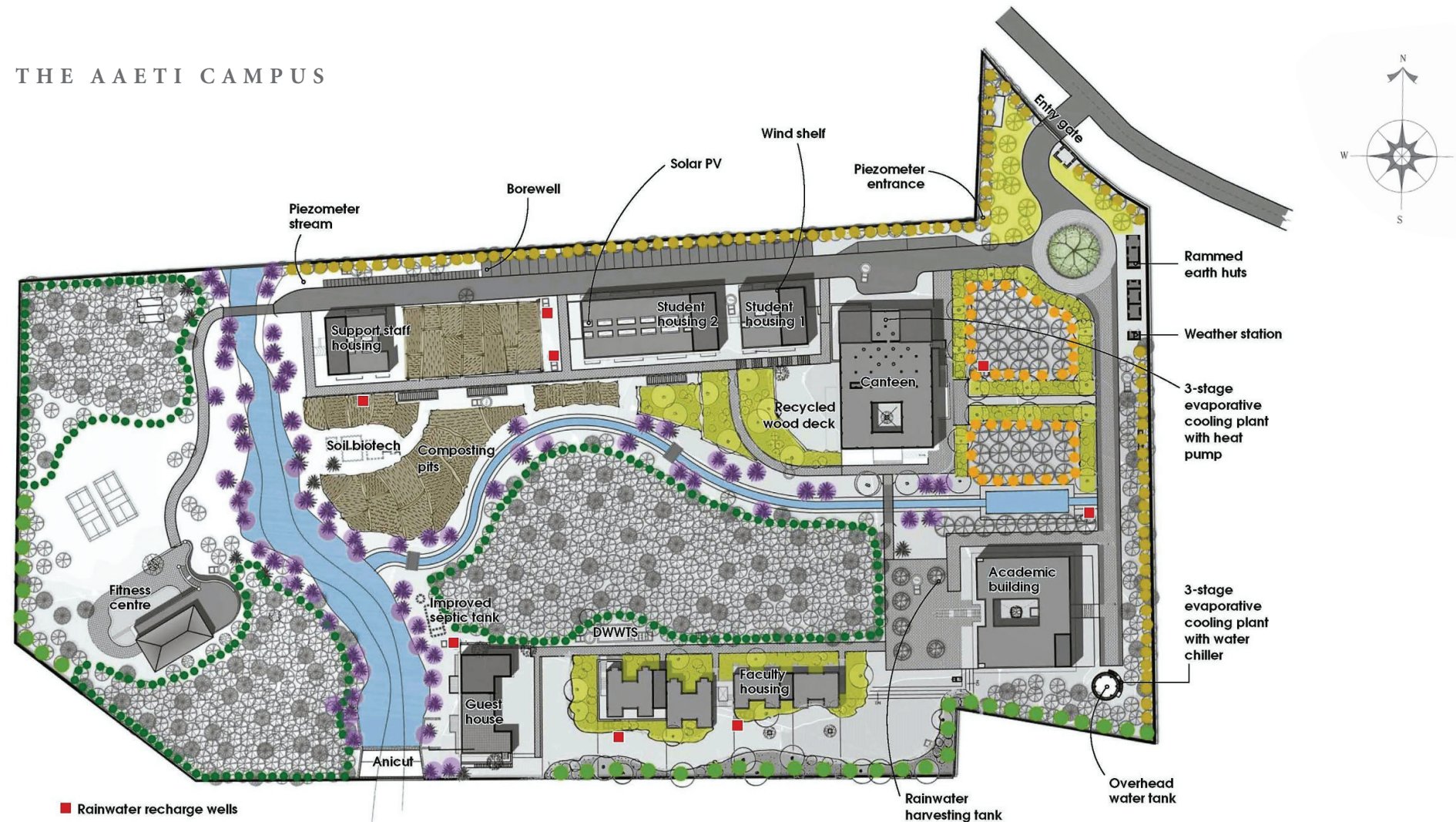
Participants must present an original ID proof (passport, aadhar card, driving licence, etc.) at the time of registration; they can also email a scanned copy before arrival. They will be allocated single or double occupancy rooms as per instructions received from the team coordinating their programme. Room keys must be deposited at the reception when participants leave for their classrooms, and when they vacate their rooms on completion of the training or event.

THE AAETI CAMPUS

ROOMS AT AAETI

Participants are allocated rooms in Student Hostels I and II. Student Hostel I has double occupancy rooms and is equipped with a lift. Student Hostel II has single occupancy rooms.

The rooms at AAETI are spacious, comfortable and equipped with either a double bed or two single beds. Each room has a dressing area and an attached bathroom. Each room also has an LCD TV with a cable connection, a coffee and tea maker, running water, heating and cooling systems (see *Rules & Guidelines* for details) and wifi access. Each floor has a cooler for drinking water.



RECREATIONAL FACILITIES

AAETI's recreation centre is equipped with sports and games equipment for playing table tennis, carrom, chess etc., and an outdoor badminton court. In addition, there is a well-equipped gym. Participants are encouraged to use the facilities in their free time. While using the gym, they must ensure that an attendant is present.

AAETI is not located close to any town or urban settlement. The forest around the campus offers good trekking prospects; treks can be organized on request. Local sites of interest include a traditional *johad* (an earthen dam), the 19th century Tijara Fort (now a heritage resort), and a few temples.

RULES AND GUIDELINES

BRING THESE WITH YOU

- ▶ Personal toiletries, laptop, adequate warm clothes in winters (October and March), light cottons and linens in summers, comfortable walking and trekking shoes (as the campus is a "walking" campus)

STAY SAFE

- ▶ Take care of your phones, laptops, and other belongings and valuables—AAETI and its management will not be responsible for any loss of these items
- ▶ Because of AAETI’s proximity to forests, you may find monkeys inside the campus. Please close the doors and windows when you leave your rooms. Do not tease, provoke or threaten the monkeys, and do not feed them

- ▶ If you venture out of the campus during your free time, please ensure you are back by 7:30 p.m. Campus gates close at this time for the night

STAY HEALTHY

- ▶ AAETI only stocks basic medicines such as painkillers etc. In case of a medical emergency, we will make arrangements to take the affected participant(s) to the nearest doctor or hospital
- ▶ Please inform us of any medical condition or allergies related to food and substances and provide your emergency contact details at the time of checking in

SMOKING AND LIQUOR POLICIES

- ▶ AAETI is a strictly non-smoking campus. Participants who wish to smoke may do so outside the campus.

Consumption of liquor is not allowed in any public area within the campus

WASTE DISPOSAL PROTOCOLS

- ▶ At AAETI, we try to minimize waste generation, and we segregate all the waste that is generated. We compost all food and biodegradable waste; this compost is used in horticulture
- ▶ Please dispose of all waste in designated bins only—blue bins for plastic wastes (provided on all floors of Student Hostels), green bins for wet wastes like fruit peels etc. (provided on all floors of Student Hostels), and the bins in your rooms for paper waste
- ▶ Do not flush sachets, diapers, sanitary napkins and tissue paper down

the toilet. Use the sanitary bins provided in some of the rooms or the public washrooms in the Academic Block or Cafeteria to dispose of sanitary napkins

CAFETERIA AND FOOD RULES

- ▶ All meals will be served in the cafeteria. No food is allowed in the room
- ▶ Tea, coffee and snacks during session breaks will be served in the Academic Block
- ▶ Please do not waste food. We practise waste segregation—please dispose of used napkins and plastics in the respective marked dustbins only

Meal	Timing
Breakfast	7:45 to 8:45 a.m.
Lunch	1 to 2 p.m.
Dinner	8 to 9 p.m.

ROOM AND ACCOMMODATION PROTOCOLS

- ▶ *Room temperatures:* Most part of the year, rooms are cooled by an air cooling system. When the air cooler is on, participants must keep their glass balcony doors open to allow the moisture-laden air to escape. During monsoons, when humidity is higher, a refrigerant-based chiller is used for air conditioning the rooms. During this period, participants must close their glass balcony doors to preserve the cooling inside the rooms. In winters, rooms are heated by pumping hot air into them
- ▶ *Hot water supply:* Timings for hot water supply to bathrooms during monsoon and winter are:

Mornings 5–9 a.m.
Evenings 5–7 p.m.

- ▶ You can hang your clothes to dry on the line provided in the bathroom. Please do not hang them to dry on the balconies; and do not leave chairs or any other items in the balconies
- ▶ Please do not leave taps, lights, fans etc. on in your absence from the room
- ▶ Rooms are customarily cleaned and bedsheets changed between guest stays. However, you can request room cleaning or a change of linen by filling up the service request form at the reception
- ▶ At the time of check-out, housekeeping staff will check the room for loss or damages. You may be charged for missing or damaged items

