

Familiarization Programmes for Independent Directors

Regulation 25 (7) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations) mandates that every listed company shall familiarize the Independent Directors through various programmes including following:

- a. nature of the industry in which the listed company operates;
- b. business model of listed company;
- c. roles, rights, responsibilities of Independent Directors; and
- d. any other relevant information

Further, Regulation 46 (2) (i) of the Listing Regulations the listed company shall disseminate the details of familiarization programmes imparted to Independent Directors including the following details:

- i. number of programmes attended by Independent Directors (during the year and on cumulative basis till date)
- ii. number of hours spent by Independent Directors in such programme (during the year and on cumulative basis till date)
- iii. Other relevant details.

In view of the aforesaid requirements, the details of Familiarization Programs held till date are as follows:

Date of Board /ID Meeting	No. of Programme/s	Areas which were addressed in the Familiarization Programme/s
29 th May, 2014	1	Operations Review
	1	Statutory Updates including Role and Responsibility of Independent Directors
29 th July, 2014	1	Operations Review and updates/ Financial updates
21 st October, 2014	1	Operations Review and updates/ Financial updates
17 th January, 2015	1	Operations Review and updates/ Financial updates
	1	Company Overview including its Business Model including nature of Industry in which Company operates
07 th November, 2015	1	Review of Presentation on IND AS Conversion
	1	Review of Presentation on Related Party Transactions
09 th February, 2016	1	Company Overview including its Business Model including nature of Industry in which Company operates
	1	Operations Review and updates/ Financial updates
	1	Review of Presentation on Related Party Transactions
16 th May, 2016	1	Operations Review and updates/ Financial updates
	1	Company Review on Internal Financial Control Framework of the Company
	1	Company Review on Indian Accounting Standard - Ind AS
8 th September, 2016	1	Company Review on Indian Accounting Standard - Ind AS
	1	Operations Review and updates/ Financial updates
15 th November, 2016	1	Operations Review and updates/ Financial updates
9 th February, 2017	1	Company Overview including its Business Model including nature of Industry in which Company operates
	1	Operations Review and updates/ Financial updates

29 th May, 2017	1	Operations Review and updates/ Financial updates
	1	Company Review on Internal Financial Control Framework of the Company.
	1	Review of Presentation on Related Party Transactions
11 th August, 2017	1	Operations Review and updates/ Financial updates
	1	Review of Presentation on Related Party Transactions
10 th November, 2017	1	Operations Review and updates/ Financial updates
	1	Review of Enterprise Risk Management Framework of the Company
8 th February, 2018	1	Company Overview including its Business Model including nature of Industry in which Company operates
	1	Review of Presentation on Related Party Transactions
	1	Operations Review and updates/ Financial updates
25 th May ,2018	1	Review presentation on Enterprise Risk Register
	1	Review presentation on Operations of the Company.
	1	Review presentation and evaluate Internal Financial Control Framework of the Company.
14 th August, 2018	1	Review presentation on Related Party Transactions
	1	Review presentation on Operations of the Company
14 th November, 2018	1	Review presentation on Related Party Transactions
	1	Review presentation on Operations of the Company
13 th February, 2019	1	Review presentation on Related Party Transactions
	1	Review presentation on Operations of the Company
	1	Company overview, Nature of Industry in which the Company operates and review of presentation on Business Model of the Company.
27 th May, 2019	1	Review presentation on Enterprise Risk Register
	1	Review presentation on Operations of the Company.
	1	Review presentation and evaluate Internal Financial Control Framework of the Company.
	1	Review presentation on Related Party Transactions
14 th August, 2019	1	Review presentation on Related Party Transactions
14 th November, 2019	1	Review presentation on Related Party Transactions
14 th February, 2020	1	Review presentation on Related Party Transactions
	1	Company overview, Nature of Industry in which the Company operates and review of presentation on Business Model of the Company.

The details of Independent Directors who attended the Familiarization Programs are as follows:

S. No.	Name of Independent Director	No. of the Programs attended		No. of hours spent in the Programs attended	
		FY 2019-20	Cumulative till date	FY 2019-20	Cumulative till date
1	Shri Shanti Prasad Jain	5	41	1.25 hours	10.25 hours

2	Shri Shailendra Swarup	3	37	0.75 hours	9.25 hours
3	Shri Om Prakash Lohia	2	35	0.50 hours	8.75 hours
4	Shri Rajagopalan Doraiswami	1	20	0.25 hours	5.00 hours
5	Ms Vanita Bhargava	4	21	1.00 hours	5.25 hours
6	Shri Chandra Prakash Jain	2	18	0.50 hours	4.50 hours