

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 programmes (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

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 2017-18	Cumulative till date	FY 2017-18	Cumulative till date
1	Shri Shanti Prasad Jain	10	29	2.5 hours	7.25 hours
2	Shri Shailendra Swarup	10	27	2.5 hours	6.75 hours
3	Shri Om Prakash Lohia	10	26	2.5 hours	6.5 hours
4	Shri Rajagopalan Doraiswami	6	15	1.5 hours	3.75 hours
5	Ms Vanita Bhargava	5	11	1.25 hours	2.75 hours
6	Shri Chandra Prakash Jain	3	8	0.75 hours	2 hours