

Familiarization Programme for Independent Directors

Preamble

In terms of Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company should familiarize the independent directors with the company, their roles, rights, responsibilities in the company, nature of the industry in which the company operates, business model of the company, etc., through various programmes.

Purpose

The Familiarization Programmes are aimed to familiarize the independent directors with the company, their roles responsibilities in the company, nature of industry in which the company operates and business model of the company by imparting suitable training sessions.

Overview of Familiarization Programmes

To facilitate independent directors in the performance of their duties and responsibilities, new directors are provided with a personal orientation by senior leaders and materials regarding the Company's business and operations, governing documents, information on key personnel, and financial information are made available to them.

Independent directors are also taken through detailed business strategy for various businesses during the independent directors meetings which are held at least once during the financial year.

The Chairman of the Board depending on the business needs may also nominate independent directors for relevant external training programs.

Apart from Independent Directors, Non-Executive Directors are also eligible to attend the familiarization programmes.

The Independent Directors are made aware of their role and responsibilities and liabilities at the time of their appointment through a formal letter of appointment, which also stipulates their roles and responsibilities and various terms and conditions of their appointment.

Regular updates on relevant statutory and regulatory changes are regularly circulated to the Directors.

Details of Familiarization programmes attended and number of hours spent by the Independent Directors:

Financial Year 2018-19

Sr. No.	Name of Independent Director	Number of Programmes attended		Number of hours spent in such programmes	
		F.Y. 2018-19	Cumulative till F.Y. 2018-19	F.Y. 2018-19	Cumulative till F.Y. 2018-19
1.	Ms. Ratna Dharashree Vishwanathan*	-	-	-	-
2.	Mr. Uma Shankar Paliwal*	-	-	-	-
3.	Ms. Rajni Garg**	1	4	1:00 hrs	4:00 hrs
4.	Mr. Mukesh Bansal**	1	4	1:00 hrs	4:00 hrs

*Ms. Ratna Dharashree Vishwanathan and Mr. Uma Shankar Paliwal appointed w.e.f. January 11, 2019.

** Ms. Rajni Garg and Mr. Mukesh Bansal ceased w.e.f. October 12, 2018.

Financial Year 2019-20

Sr. No.	Name of Independent Director	Number of Programmes attended		Number of hours spent in such programmes	
		F.Y. 2019-20	Cumulative till F.Y. 2019-20	F.Y. 2019-20	Cumulative till F.Y. 2019-20
1.	Ms. Ratna Dharashree Vishwanathan	-	-	-	-
2.	Mr. Uma Shankar Paliwal	-	-	-	-

Financial Year 2020-21

Sr. No.	Name of Independent Director	Number of Programmes attended		Number of hours spent in such programmes	
		F.Y. 2020-21	Cumulative till F.Y. 2020-21	F.Y. 2020-21	Cumulative till F.Y. 2020-21
1.	Ms. Ratna Dharashree Vishwanathan	1	1	1:00 hrs	1:00 hrs
2.	Mr. Uma Shankar Paliwal	1	1	1:00 hrs	1:00 hrs