

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

❖ PREAMBLE

In terms of Clause 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is required to familiarize the Independent Directors with the business and operations of the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company and the on-going events relating to the Company.

This programme aims to provide them insights into the Company to enable the Independent Directors to understand the Company's business and operations so that they are able to play a meaningful role in the overall governance processes of the Company.

❖ FAMILIARIZATION AND CONTINUING EDUCATION PROCESS

- The Company shares business presentations periodically at Board meetings and Committee meetings wherein the Independent Directors are members to familiarize the Independent Directors with the strategy, operations and functions of the Company.
- Such presentations help them understand the Company's strategy, competitive landscape, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may be relevant for their familiarization from time to time.
- The Independent Directors are also made aware of their roles, duties and responsibilities, remuneration and performance evaluation process, etc.

❖ OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS

- At various Board meetings during the year, presentations are made to the Board on safety, health and environment, risk management, company policies, changes in the regulatory environment applicable to the corporate sector and to the industry in which it operates.
- Quarterly presentations on operations made to the Board include information on business performance, operations, market share, financial parameters, working capital management, fund flows, senior management change, major litigation, compliances, subsidiary information, regulatory scenario etc.
- Participation during the Annual business planning meeting provides Independent Directors an opportunity to understand the strategic roadmap and also contribute to strategy development with their experience.
- The Company may circulate news and articles related to the industry on a regular basis and may provide specific regulatory updates from time to time.
- The Company may conduct an introductory familiarization program / presentation, when a new Independent Director comes on the Board of the Company. The Chairman of the Board depending on the business needs may also nominate Independent Directors for relevant external training programs

Details of attendance of Independent Directors in Familiarization Programmes are as follows:

Particulars	Mr Pradeep Mallick	Mr Gurdeep Singh	Mr Shailesh Haribhakti	Mr M KSharma	Ms Shobana Kamineni	Mr Sam Balsara	Mr Anil Harish
No. of the Programmes attended							
Date of the Programme	July 28, 2015	July 28, 2015	July 28, 2015	July 28, 2015	Absent	NA	NA
	October 26, 2015	October 26, 2015	October 26, 2015	October 26, 2015	October 26, 2015	NA	NA
	January 29, 2016	January 29, 2016	January 29, 2016	January 29, 2016	January 29, 2016	NA	NA
	March 08, 2016	March 08, 2016	Absent	March 08, 2016	Absent	NA	NA
	May 30, 2016	May 30, 2016	May 30, 2016	May 30, 2016	May 30, 2016	NA	NA
	August 1, 2016	August 1, 2016	August 1, 2016	August 1, 2016	August 1, 2016	NA	NA
	November 10, 2016	November 10, 2016	November 10, 2016	November 10, 2016	Absent	NA	NA
	January 25, 2017	January 25, 2017	January 25, 2017	Absent	January 25, 2017	NA	NA
	March 6, 2017	March 6, 2017	March 6, 2017	March 6, 2017	Absent	NA	NA
	May 9, 2017	May 9, 2017	May 9, 2017	May 9, 2017 <i>(Ceased to be Director w.e.f. June 12, 2017)</i>	Absent	NA	NA
	August 11, 2017	August 11, 2017	August 11, 2017	NA	August 11, 2017	August 11, 2017 <i>(Appointed as Director w.e.f. June 20, 2017)</i>	NA
	October 31, 2017 <i>(Ceased to be Director w.e.f. November 30, 2017)</i>	October 31, 2017	October 31, 2017	NA	Absent	October 31, 2017	NA
	NA	February 6, 2018	February 6, 2018	NA	Absent	February 6, 2018	February 6, 2018 <i>(Appointed as Director w.e.f. November 22, 2017)</i>
No. of Programmes attended (cumulative till date)	12	13	12	9	6	3	1
No. of hours spent in the Programmes attended							
No. of hours spent (cumulative till date)	20:45 hrs	22:15 hrs	17:15 hrs	17:15 hrs	7:15 hrs	5:00 hrs	1:30 hrs

❖ **REVIEW**

This Familiarization Process shall be reviewed and revised as may be required.

❖ **DISCLOSURE**

This Familiarization Process shall be disclosed on the Company's website and a web link thereto shall be provided in the Annual Report.