

## **FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **PURPOSE AND OBJECTIVE OF THE PROGRAMMES**

To provide insights into the Company and to enable the Independent Directors to understand the Company's business in depth and to facilitate their active participation in managing the Company.

### **FAMILIARIZATION AND CONTINUING EDUCATION PROCESS**

1. The Company through its Managing Director / Key Managerial Personnel conducts presentations to familiarize the Independent Directors with the strategy, operations and functions of the Company.
2. Such presentations provide an opportunity to the Independent Directors to interact with the Senior Management of the Company and help them to understand the Company's strategy, business model, operations, markets, organization structure, finance, human resources, facilities, risk management, and such other areas as may arise from time to time.
3. The presentations also familiarizes the Independent Directors with their roles, rights and responsibilities.
4. When a new Independent Director joins the Board of the Company, a meeting is arranged with the Chairperson & Managing Director, Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities.
5. New Independent Directors are provided with a copy of latest Annual Report, the Code of Conduct, the Code of Conduct for Prevention of Insider Trading, Schedule of upcoming Board and Committee meetings.
6. A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors.

### **OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS**

1. The Directors get an opportunity to visit Company's premises, where they are appraised of the operational and sustainability aspects of the business to enable them to have full understanding on the activities of the Company.
2. At various Board meetings during the year, information are provided to the Board on risk management, company policies, changes in the regulatory environment applicable to the corporate sector and to the industry in which it operates and other relevant issue.
3. Quarterly presentations on operations made to the Board include information on business performance, operations, financial parameters, working capital management, senior management change, major litigation if any, compliances, regulatory scenario etc.
4. Quarterly results / press release, if any of the Company are made available to the Directors.

DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTOR DURING FY 2016-17

Programme No.	Nature / Subject of programme	Time Duration	No. of programmes attended		No. of hours spent	
			During FY 2016-17	Cumulative	During FY 2016-17	Cumulative
01	Business Model	1 Hr	01	01	01	01

DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTOR DURING FY 2017-18

Programme No.	Nature / Subject of programme	Time Duration	No. of programmes attended		No. of hours spent	
			During FY 2017-18	Cumulative	During FY 2017-18	Cumulative
01	Financial Overview	1 Hr	01	02	01	02

DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTOR DURING FY 2018-19

Programme No.	Nature / Subject of programme	Time Duration	No. of programmes attended		No. of hours spent	
			During FY 2018-19	Cumulative	During FY 2018-19	Cumulative
01	Divisional Performance	1 Hr	01	03	01	03

DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTOR DURING FY 2019-20

Programme No.	Nature / Subject of programme	Time Duration	No. of programmes attended		No. of hours spent	
			During FY 2019-20	Cumulative	During FY 2019-20	Cumulative
01	Business Model	1 Hr	01	04	01	04

DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTOR DURING FY 2020-21

Programme No.	Nature / Subject of programme	Time Duration	No. of programmes attended		No. of hours spent	
			During FY 2020-21	Cumulative	During FY 2020-21	Cumulative
01	Financial Overview	1 Hr	01	05	01	05

DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTOR DURING FY 2021-22

Programme No.	Nature / Subject of programme	Time Duration	No. of programmes attended		No. of hours spent	
			During FY 2021-22	Cumulative	During FY 2021-22	Cumulative
01	Business Overivew	1 Hr	01	06	01	06