

DETAILS OF FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS DURING FINANCIAL YEAR 2019-20

[Pursuant to Regulations 25(7) and 46 (2) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

Objective

The Companies Act, 2013 ('the Act') read with Regulation 25(7) of the SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015, places increased responsibilities on Independent Directors of the Company. In order to enable the Independent Directors to fulfil their responsibilities efficiently and effectively, a Familiarisation Programme ("the programme") has been put in place by the Company assist them understand details about the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company etc.

The Company strongly believes that effective familiarisation programme helps the Independent Directors, not only to have greater insight into Company's business but also contributes effectively in decision making at Board / Committee meetings.

Familiarisation Process

- the Company conducts orientation programs/presentations/training sessions, periodically at regular intervals, to familiarize the Independent Directors with the strategy, operations and functions of the Company;
- Such orientation programs/presentations/training sessions provide an opportunity to the Independent Directors to interact with the senior leadership team of the Company and help them to understand the Company's strategy, business model, operations, service offerings, markets, organization structure, finance, human resources, technology, quality, facilities, risk management strategy, governance policies, designated channels for flow of information and such other areas as deemed necessary;
- The programs/presentations also familiarize the Independent Directors with their roles, rights and responsibilities; and
- The Company may include such other details and information, as required, during the introductory familiarisation program/presentation, when a new Independent Director comes on the Board of the Company.

Review of the Program

The Company may periodically review this Program and make suitable revisions, as may be deemed necessary, from time to time.

FY 2019-20

During the year under review, there was no induction of new independent director on the Board of the Company. Existing independent directors attended 10 hours of training during the year as a part of familiarisation programmes.

Details of training programme attended by Independent director during the FY 2019-2020:

Total of 6 training sessions for Independent directors were conducted during the year.

| Sr. No. | Name | Number of Programmes attended in the FY 2019-2020 | Number of Programmes attended during his tenure | Number of hours spent in such programmes in the FY 2019-2020 | Number of hours spent in such programmes during his tenure |
|---------|----------------|---|---|--|--|
| 1. | Sahil Batra | 6 | 12 | 10 | 18 |
| 2. | Raj Kumar Jain | 6 | 12 | 10 | 18 |