

FAMILIARIZATION PROGRAMMES CONDUCTED IN FY 2017-18 FOR INDEPENDENT DIRECTORS

PREAMBLE:

In terms of Regulation 25(7) of the SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015 ("the Listing Regulations") the Company is required to familiarize its Independent Directors through various programmes about the various aspects of the Company and its smooth and efficient functioning.

PURPOSE:

The familiarization programmes are aimed to familiarize the Independent Directors with the following:

- (a) Nature of the industry in which the listed entity operates;
- (b) Business model of the listed entity,
- (c) Roles, rights, responsibilities of Independent Directors; and
- (d) Any other relevant information

DISSEMINATION ON WEBSITE:

In terms of Regulation 46(2) of the Listing Regulations, the Company is required to disseminate on its website the details of familiarization programmes imparted to Independent Directors including the following details:-

1. Number of programmes attended by Independent Directors (during the year and on a cumulative basis till date)
2. Number of hours spent by Independent Directors in such programmes (during the year and on a cumulative basis till date), and
3. Other relevant details.

TRAINING PROGRAMME IMPARTED TO INDEPENDENT DIRECTORS:

In terms of the requirement of the Listing Regulations with the Stock Exchange, the Company conducted the various familiarization programmes for its Independent Directors. Details of Familiarization Sessions held pursuant to the Policy are as follows:

- Visit to Company's Corporate Office, Industry Structure & Developments and Industry Outlook;
- Regulatory updates and Presentations on Internal Control over Financial Reporting and Operational Control over Financial Reporting;
- Prevention of Insider Trading Regulations and SEBI Listing Regulations;
- Accounting Standards and Framework for Related Party Transactions, etc.;

Further, 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

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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.

The detail of attendance of Independent Directors as required under Regulation 46(2) of the Listing Regulations is mentioned as under:

S. No.	Name of Independent Directors	No. of sessions attended				No .of hours spent in the sessions attended			
		During the F.Y. 2015-16	During the F.Y. 2016-17	During the F.Y. 2017-18	Cumulative till date from April 1, 2015	During the F.Y. 2017-18	During the F.Y. 2017-18	During the F.Y. 2017-18	Cumulative till date from April 1, 2015
1	Mr. Harbhajan Singh Khanuja	3	4	3	10	6	10	5	21
2	Dr. Surendra Singh	2	4	4	10	4	8	8	20
3	Mrs. Jasmeet Kaur Bhatia	3	4	4	11	6	8	6	20
4	Mr. Brij Mohan Maheshwari	NA	NA	1	01	NA	NA	2	02