

Details of Familiarization Programmes imparted to Independent Directors:

In terms of Regulation 25(7) and 46(2)(i) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company shall 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 and the same shall be disclosed in the Company's website.

Purpose

The Company follows the process of familiarizing the Independent Directors about the nature of industry and business model in which the Company operates, their roles, rights and responsibilities in the Company through regular discussions in business sessions. This enables them to take an informed decision and discharge their duties and responsibilities in an efficient manner.

Overview of Familiarization Process

Upon appointment of an Independent Director, an appointment letter incorporating the roles, duties and responsibilities are issued to the Directors along with copies of Code of Conduct for Directors and Senior Management Personnel, Code of Conduct for Prohibition of Insider Trading. Further the Terms of Reference of various committees are also provided on his/her appointment as member of such committees.

Business Sessions are held during each quarter before the Board meetings to inform about the business strategy, business performance, operations, market share, financial parameters, regulatory and business scenario of the industry, changes in business model and other details relating to the operations of the Company.

Such programmes provide an opportunity to the Directors to interact with the senior management team of the Company and help them to understand the business and strategy of the Company in detail.

The Directors are informed of the important developments of the Company and Industry through emails, telephonic calls and video conferences, at times plant visits are also organized as per requirements.

Details of attendance of Independent Directors in familiarization sessions are as follows:

Sl. No.	Name of Independent Director	No. of the Sessions attended		No. of hours spent in the Sessions attended	
		FY 2018-19	Cumulative till date	FY 2018-19	Cumulative till date
1	Mr. Salil Singhal	4	16	4	16
2	Mr. Ghyanendra Nath Bajpai	4	18	4	18
3	Mr. Partha Sarathi Bhattacharyya	4	17	4	17
4	Mr. Jitender Balakrishnan	4	18	4	18
5	Mr. Mukesh Rohatgi	4	8	4	8
6	Mrs. Aarthi Ramakrishnan*	4	7	4	7

*ceased to be Director w.e.f 09.01.2019