



## **FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

*[In terms of Regulation 25(7) of the  
SEBI (Listing Obligation and Disclosure Requirements) Regulation, 2015]*

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### **PREAMBLE:**

The Schedule IV of the Companies Act, 2013 and Regulation 25(7) of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 mandate familiarization of Independent Directors with the Company.

### **OBJECTIVE:**

The Familiarization programme ("hereinafter referred as Programme") aims to provide insights into the Company to enable the Independent Directors to understand its business in depth and contribute significantly to the Company.

### **DETAILS:**

The Company shall through its Executive Directors / Senior Managerial Personnel conduct programs / presentations periodically to familiarize, as and when require, the Independent Directors with the strategy, operations and functions of the Company.

The programme may be divided into various modules, as may be required, such as:

- Roles, rights, responsibilities of Independent Directors in the company,
- Nature of the industry in which the company operates,
- History of the Company, its Memorandum & Articles of Association,
- Nature of the Industry in which Company operates,
- Overview of business model & products of the Company,
- Manufacturing Facilities & Plants,
- Plant visits,
- Board & Governing Structures,
- Internal Control & Due diligence system,
- Various Policies & Codes of the Company,
- Brief of Legal provisions applicable to the Company, etc.

### **DISCLOSURE:**

Details of such familiarisation programmes shall be disclosed on the company's website and a web link thereto shall also be given in the Annual Report.

### **REVIEW:**

The Board may review this Program and make revisions as may be required.

**DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS DURING FINANCIAL YEAR 2015-16:**

<b>S. No.</b>	<b>Name of the Director</b>	<b>No. of programmes attended</b>	<b>No. of hours spent in programmes attended</b>	<b>Cumulative No. of programmes till 31.03.2016</b>	<b>Cumulative No. of hours till 31.03.2016</b>
<b>1.</b>	<b>Mr. Sharad Jain</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>2.</b>	<b>Mr. Devendra Jha</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>3.</b>	<b>Mr. Ayodhya Prasad Anand</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>4.</b>	<b>Dr. Rita Mohanty</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS DURING FINANCIAL YEAR 2016-17:**

<b>S. No.</b>	<b>Name of the Director</b>	<b>No. of programmes attended</b>	<b>No. of hours spent in programmes attended</b>	<b>Cumulative No. of programmes till 31.03.2017</b>	<b>Cumulative No. of hours till 31.03.2017</b>
1.	Mr. Sharad Jain	5	6.5	6	7.5
2.	Mr. Devendra Jha	5	6.5	6	7.5
3.	Mr. Ayodhya Prasad Anand	4	5.5	5	6.5
4.	Dr. Rita Mohanty	4	5.5	5	6.5

**DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS DURING FINANCIAL YEAR 2017-18:**

<b>S. No.</b>	<b>Name of the Director</b>	<b>No. of programmes attended</b>	<b>No. of hours spent in programmes attended</b>	<b>Cumulative No. of programmes till 31.03.2018</b>	<b>Cumulative No. of hours till 31.03.2018</b>
<b>1.</b>	<b>Mr. Sharad Jain</b>	<b>5</b>	<b>7.5</b>	<b>11</b>	<b>15</b>
<b>2.</b>	<b>Mr. Devendra Jha</b>	<b>4</b>	<b>6</b>	<b>10</b>	<b>13.5</b>
<b>3.</b>	<b>Mr. Ayodhya Prasad Anand</b>	<b>5</b>	<b>7.5</b>	<b>10</b>	<b>14</b>
<b>4.</b>	<b>Dr. Rita Mohanty</b>	<b>5</b>	<b>7.5</b>	<b>10</b>	<b>14</b>

**DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS DURING FINANCIAL YEAR 2018-19:**

<b>S. No.</b>	<b>Name of the Director</b>	<b>No. of programmes attended</b>	<b>No. of hours spent in programmes attended</b>	<b>Cumulative No. of programmes till 31.03.2019</b>	<b>Cumulative No. of hours till 31.03.2019</b>
<b>1.</b>	<b>Mr. Sharad Jain</b>	<b>3</b>	<b>4</b>	<b>14</b>	<b>19</b>
<b>2.</b>	<b>Mr. Devendra Jha</b>	<b>3</b>	<b>4</b>	<b>13</b>	<b>17.5</b>
<b>3.</b>	<b>Mr. Ayodhya Prasad Anand</b>	<b>3</b>	<b>4</b>	<b>13</b>	<b>17</b>
<b>4.</b>	<b>Dr. Rita Mohanty</b>	<b>3</b>	<b>4</b>	<b>13</b>	<b>17</b>

**DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS DURING FINANCIAL YEAR 2019-20:**

<b>S. No.</b>	<b>Name of the Director</b>	<b>No. of programmes attended</b>	<b>No. of hours spent in programmes attended</b>	<b>Cumulative No. of programmes till 31.03.2020</b>	<b>Cumulative No. of hours till 31.03.2020</b>
<b>1.</b>	<b>Mr. Sharad Jain</b>	<b>4</b>	<b>4.5</b>	<b>18</b>	<b>23.5</b>
<b>2.</b>	<b>Mr. Devendra Jha</b>	<b>4</b>	<b>4.5</b>	<b>17</b>	<b>22.5</b>
<b>3.</b>	<b>*Mr. Ayodhya Prasad Anand</b>	<b>2</b>	<b>2</b>	<b>15</b>	<b>19</b>
<b>4.</b>	<b>Dr. Rita Mohanty</b>	<b>4</b>	<b>4.5</b>	<b>17</b>	<b>21.5</b>
<b>5.</b>	<b>#Mr. Pramod Chimmanlal Gupta</b>	<b>3</b>	<b>3.5</b>	<b>3</b>	<b>3.5</b>

**NOTE:**

- \*Mr. Ayodhya Prasad Anand ceased to be an Independent Director of the Company w.e.f. close of business hours on August 10, 2019.
- #Appointment of Mr. Pramod Chimmanlal Gupta as a Non-Executive Independent Director w.e.f May 15, 2019.

**DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS DURING FINANCIAL YEAR 2020-21:**

<b>S. No.</b>	<b>Name of the Director</b>	<b>No. of programmes attended</b>	<b>No. of hours spent in programmes attended</b>	<b>Cumulative No. of programmes till 31.03.2021</b>	<b>Cumulative No. of hours till 31.03.2021</b>
<b>1.</b>	<b>Mr. Sharad Jain</b>	<b>4</b>	<b>4.5</b>	<b>22</b>	<b>28</b>
<b>2.</b>	<b>*Mr. Devendra Jha</b>	<b>3</b>	<b>3.5</b>	<b>20</b>	<b>26</b>
<b>3.</b>	<b>Dr. Rita Mohanty</b>	<b>4</b>	<b>4.5</b>	<b>21</b>	<b>26</b>
<b>4.</b>	<b>#Mr. Pramod Chimmanlal Gupta</b>	<b>3</b>	<b>3.5</b>	<b>6</b>	<b>7</b>
<b>5.</b>	<b>**Mr. Kishore Kumar Kaul</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**NOTE:**

- ##Resignation of Mr. Pramod Chimmanlal Gupta as Non-Executive Independent Director w.e.f. close of business hours on January 25, 2021.
- \*Resignation of Mr. Devendra Jha as Non-Executive Independent Director w.e.f. immediate effect on February 08, 2021.
- \*\*Appointment of Mr. Kishore Kumar Kaul as Additional Director incapacity of Non-Executive Independent Director w.e.f January 26, 2021.

**DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS DURING FINANCIAL YEAR 2021-22:**

<b>S. No.</b>	<b>Name of the Director</b>	<b>No. of programmes attended</b>	<b>No. of hours spent in programmes attended</b>	<b>Cumulative No. of programmes till 31.03.2022</b>	<b>Cumulative No. of hours till 31.03.2022</b>
<b>1.</b>	<b>Mr. Sharad Jain</b>	<b>3</b>	<b>3.5</b>	<b>25</b>	<b>31.5</b>
<b>2.</b>	<b>*Dr. Rita Mohanty</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>26</b>
<b>3.</b>	<b>Mr. Kishore Kumar Kaul</b>	<b>3</b>	<b>3.5</b>	<b>4</b>	<b>4.5</b>
<b>4.</b>	<b>#Mr. Ram Dayal Modi</b>	<b>3</b>	<b>3.5</b>	<b>3</b>	<b>3.5</b>
<b>5.</b>	<b>**Ms. Ruchika Bansal</b>	<b>2</b>	<b>2.5</b>	<b>2</b>	<b>2.5</b>

**NOTE:**

- \*Resignation of Dr. Rita Mohanty as Non-Executive Independent Director with immediate effect on May 15, 2021.
- #Appointment of Mr. Ram Dayal Modi as Additional Director incapacity of Non-Executive Independent Director w.e.f May 26, 2021.
- \*\*Appointment of Ms. Ruchika Bansal as Additional Director incapacity of Non-Executive Independent Director w.e.f August 14, 2021.



**DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS DURING FINANCIAL YEAR 2022-23:**

<b>S. No.</b>	<b>Name of the Director</b>	<b>No. of programmes attended</b>	<b>No. of hours spent in programmes attended</b>	<b>Cumulative No. of programmes till 31.03.2023</b>	<b>Cumulative No. of hours till 31.03.2023</b>
<b>1.</b>	<b>Mr. Sharad Jain</b>	<b>4</b>	<b>6</b>	<b>29</b>	<b>37.5</b>
<b>2.</b>	<b>#Mr. Kishore Kumar Kaul</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>6.5</b>
<b>3.</b>	<b>Mr. Ram Dayal Modi</b>	<b>4</b>	<b>6</b>	<b>7</b>	<b>9.5</b>
<b>4.</b>	<b>Ms. Ruchika Bansal</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>8.5</b>
<b>5.</b>	<b>*Mr. Raman Uberoi</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>3</b>

**NOTE:**

- \*Resignation of Mr. Kishore Kumar Kaul as Non-Executive Independent Director w.e.f. December 23, 2022.
- #Appointment of Mr. Raman Uberoi as Additional Director incapacity of Non-Executive Independent Director w.e.f. March 22, 2023.