

Familiarisation Programme for Independent Directors

The Company has been familiarising the Independent Directors through various programmes:-

(A) Details of Familiarisation Programme:

1. Formal letters of appointment have been issued to the Independent Directors which, inter alia, incorporates their roles, duties and responsibilities. In addition, the Company has provided copies of Code of Conduct for Members of the Board of Directors and Sr. Executives, Code of Conduct for Prevention of Insider Trading and other regulatory updates/policy framework from time to time.
2. Presentations are also made to all the Directors in order to familiarise them with the nature of industry, achievements/ awards, new products, expansion, technology, research & development, strategy/ budgets, marketing, cost conservation, identification and mitigation of various risks, etc.
3. Visit of all the Directors at Company's Plant at Hyderabad was organised on 10th May 2017, to appraise the Directors of various aspects of the Plant and provide them an opportunity to have better understanding of manufacturing operations and processes.

(B) Details of attendance of Independent Directors in Familiarisation Programmes are as follows:

S. No.	Name of the Independent Director	No of programmes attended		No of hours spent in the programmes attended	
		FY 2017-18	Cumulative till date*	F.Y. 2017-18	Cumulative till date*
1.	Shri Sanjay Kumar Jhunjhunwala	6	12	4 Hrs. 45 Min.	7 Hrs 45 Min.
2.	Shri Sanjay Kumar Khaitan	1	7	30 Min.	3 Hrs. 30 Min.
3.	Shri Abhimanyu Jhaver	4	7	3 Hrs. 30 Min.	4 Hrs. 45 Min.
4.	Shri J.R.C Bhandari [^]	6	12	4 Hrs. 45 Min.	7 Hrs. 45 Min.
5.	Shri Swaroop Chand Sethi [^]	5	8	4 Hrs. 15 Min.	5 Hrs. 30 Min.
6.	Shri Ajay Srivastava [!]	1	1	30 Min.	30 Min.
7.	Shri Amar Singh Mehta [!]	-	-	-	-

* Number of programmes and total hours spent are calculated w.e.f. 1st December 2015, i.e. the date of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 comes into effect.

[^] Shri J.R.C. Bhandari and Shri Swaroop Chand Sethi resigned w.e.f. 14th November 2017 and 27th March 2018, respectively.

[!] Shri Ajay Srivastava and Shri Amar Singh Mehta appointed w.e.f. 24th October 2017 and 6th February 2018, respectively.