

Familiarisation Program for Independent Directors

Preamble

Pursuant to Regulation 25(7) of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 and Schedule IV of the Companies Act, 2013, a Company is required to familiarise its independent Directors through various programmes about the Company their roles, rights, responsibilities, nature of industry in which the Company operates, business model of the Company.

Familiarisation Programs

In terms of the said requirements the Company conducts following familiarisation programs for its Independent Directors:-

- a) Review Strategic Investments, Mergers, Acquisitions
- b) Business Updates, New Business Strategies, Business Models, Industry Outlook, Competitive environment
- c) Review Industry, Geographical and Organisation Risks and mitigation thereto
- d) Internal Audit and Internal Financial Controls and
- e) Regulatory Updates, SEBI Listing Regulations, Prevention of Insider Trading Regulations

Summary of Familiarisation Programmes attended by Independent Directors

Names of Independent Directors	No. of Programmes/ Meetings attended during the year 2019-20	No. of Hours Spent	
		During the year 2019-20	Cumulative till year 2019-20 from 1 st April 2015
M. Damodaran	15	11	50
T. N. Manoharan	12	11	50
Anupam Puri*	6	5	45
Ravi Kulkarni*	3	4	36
Rajyalakshmi Rao	6	9	39
Mukti Khaire **	10	16	16
Shikha Sharma**	8	13	13
Haigreve Khaitan**	6	11	11

* Retired w.e.f. 01.08.2019

** Appointed w.e.f. 01.08.2019