

# DETAILS OF FAMILIARISATION PROGRAMMES FOR INDEPENDENT DIRECTORS



## 1. Preamble:

Pursuant to SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the listing agreement entered into with Stock Exchanges, the Company has to familiarize the Independent Directors with the aim to provide insights into the Company to enable them to understand its business in depth and contribute significantly to the Company.

## 2. Overview of Familiarization Process:

- All the Independent Directors of the Company are made aware of their role, responsibilities and liabilities at the time of their appointment/re-appointment, through a formal letter of appointment, which also stipulates various terms and conditions of their engagement.
- Each member of the Board, including the Independent Directors, have been given complete access to any information relating to the Company, whenever they so request.
- In addition presentations are made, from time to time, to the Members of Board of Directors and its Committees, where Directors get an opportunity to interact with the Senior Management of the Company. Such programs / presentations also helps the Directors to understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management, quarterly and annual results, budgets, review of internal audit, operations of subsidiaries etc. and such other areas as may arise from time to time;
- Whenever any major change in statute take place, the same is advised to the Board of Directors with analysis by way of presentations under the title 'Board Education series'. These are periodically shared with the Directors with a purpose of providing them with regulatory updates from time to time.

## 3. Details of Familiarisation Programmes imparted to Independent Directors of the Company are as follows:

S. No.	Names of the Independent Directors	No. of Sessions attended		No. of hours spent in the sessions attended	
		FY 2017-18	Cumulative till date	FY 2017-18	Cumulative till date
1	Prof. K. Kumar	11	32	11	54
2	Ms. Lilian Jessie Paul	9	28	10	44
3	Prof. S Rajagopalan	11	30	11	52
4	Mr. Rajiv Kuchhal	11	32	11	54
5	Mr. Ulrich Bäumer	5	15	7	22

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