

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

❖ PREAMBLE

In terms of Clause 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the “Listing Regulations”), the Company is required to familiarise the Independent Directors with the business and operations of the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company and the on-going events relating to the Company.

This programme aims to provide the Independent Directors insights into the Company to enable them to understand the Company’s business and operations so that they are able to play a meaningful role in the overall governance processes of the Company.

❖ FAMILIARISATION PROGRAMME

- The Company conducts induction program/presentation when a new Independent Director joins the Board of the Company, on various aspects including overall corporate and business overview, manufacturing and R&D facilities, enterprise risk management processes, investor relations and human resources. The Chairman of the Board depending on the business needs may also nominate Independent Directors for relevant external training programs.
- The Independent Directors are also made aware of their roles, duties and responsibilities, remuneration and performance evaluation process, etc.
- The Company shares business presentations periodically at the meetings of the Board of Directors and the Committees to inform the Independent Directors about the strategy, operations and functions of the Company. At various Board meetings, presentations are also made on safety, health and environment, risk management, Company policies and changes in the regulatory environment.
- Quarterly presentations on operations are made to the Board informing about business performance, operations, market share, working capital management, changes in the senior management, major litigation, compliances, subsidiary information, etc.
- On an annual basis, presentations are made on annual business plans which provide Independent Directors an opportunity to understand the strategic roadmap and also contribute to strategy development with their experience.

- Above presentations help the Independent Directors to understand the Company's strategy, competitive landscape, business model, operations, product & services offerings, markets, organization structure, finance, human resources, technology, quality, risk management and such other areas as may be relevant from time to time.
- The Company circulates news and articles related to the industry on a regular basis and provides specific regulatory updates from time to time for information of the Independent Directors.

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

Date of Programme (Financial Year)	Pradeep Mallick	M K Sharma	Shailesh Haribhakti	Gurdeep Singh	Shobana Kamineni	Sam Balsara	Anil Harish	Rumjhum Chatterjee	Arvind K Singhal	Anita Ramachandran
2015-16	July 28, 2015	July 28, 2015	July 28, 2015	July 28, 2015	Absent	-	-	-	-	-
	October 26, 2015	October 26, 2015	October 26, 2015	October 26, 2015	October 26, 2015	-	-	-	-	-
	January 29, 2016	January 29, 2016	January 29, 2016	January 29, 2016	January 29, 2016	-	-	-	-	-
	March 8, 2016	March 8, 2016	Absent	March 8, 2016	Absent	-	-	-	-	-
2016-17	May 30, 2016	May 30, 2016	May 30, 2016	May 30, 2016	May 30, 2016	-	-	-	-	-
	August 1, 2016	August 1, 2016	August 1, 2016	August 1, 2016	August 1, 2016	-	-	-	-	-
	November 10, 2016	November 10, 2016	November 10, 2016	November 10, 2016	Absent	-	-	-	-	-
	January 25, 2017	Absent	January 25, 2017	January 25, 2017	January 25, 2017	-	-	-	-	-
	March 6, 2017	March 6, 2017	March 6, 2017	March 6, 2017	Absent	-	-	-	-	-
2017-18	May 9, 2017	May 9, 2017 <i>(Ceased to be Director from</i>	May 9, 2017	May 9, 2017	Absent	-	-	-	-	-

Date of Programme (Financial Year)	Pradeep Mallick	M K Sharma	Shailesh Haribhakti	Gurdeep Singh	Shobana Kamineni	Sam Balsara	Anil Harish	Rumjum Chatterjee	Arvind K Singhal	Anita Ramachandran
		June 12, 2017)								
	August 11, 2017	-	August 11, 2017	August 11, 2017	August 11, 2017	August 11, 2017 <i>(Appointed as Director w.e.f. June 20, 2017)</i>	-	-	-	-
	October 31, 2017 <i>(Ceased to be Director from November 30, 2017)</i>	-	October 31, 2017	October 31, 2017	Absent	October 31, 2017	-	-	-	-
	-	-	February 6, 2018	February 6, 2018	Absent	February 6, 2018	February 6, 2018 <i>(Appointed as Director w.e.f. November 22, 2017)</i>	-	-	-
	-	-	March 7, 2018	March 7, 2018	Absent	March 7, 2018	March 7, 2018	-	-	-
2018-19	-	-	May 14, 2018	May 14, 2018	May 14, 2018	May 14, 2018	May 14, 2018	-	-	-
	-	-	August 8, 2018	August 8, 2018	August 8, 2018	August 8, 2018	August 8, 2018	-	-	-
	-	-	October 30, 2018	October 30, 2018	October 30, 2018	October 30, 2018	October 30, 2018	-	-	-
	-	-	February 5, 2019	February 5, 2019	February 5, 2019	February 5, 2019	February 5, 2019	February 5, 2019	February 5, 2019	-

Date of Programme (Financial Year)	Pradeep Mallick	M K Sharma	Shailesh Haribhakti	Gurdeep Singh	Shobana Kamineni	Sam Balsara	Anil Harish	Rumjhum Chatterjee	Arvind K Singhal	Anita Ramachandran
								(Appointed as Director w.e.f. February 5, 2019)	(Appointed as Director w.e.f. February 5, 2019)	
	-	-	-	-	-	-	-	February 19, 2019	February 19, 2019	-
	-	-	March 5, 2019	March 5, 2019	March 5, 2019	March 5, 2019	Absent	March 5, 2019	March 5, 2019	-
2019-20	-	-	May 2, 2019	May 2, 2019 (Ceased to be Director from July 31, 2019)	May 2, 2019 (Ceased to be Director from May 29, 2019)	May 2, 2019	May 2, 2019	May 2, 2019	Absent	-
	-	-	August 13, 2019	-	-	August 13, 2019	August 13, 2019	August 13, 2019	August 13, 2019	-
	-	-	November 13, 2019	-	-	November 13, 2019	November 13, 2019	November 13, 2019	November 13, 2019	-
	-	-	January 30, 2020	-	-	January 30, 2020	January 30, 2020	January 30, 2020	January 30, 2020	-
	-	-	March 12, 2020	-	-	March 12, 2020	Absent	March 12, 2020	March 12, 2020	-
No. of Programmes attended (Cumulative till March 31, 2020)	12	9	23	20	12	14	10	8	7	-
No. of Hours of Programmes attended										
No. of Hours attended (Cumulative till March 31, 2020)	20:45 hrs	17:15 hrs	75:50 hrs	62:30 hrs	35:05 hrs	63:35hrs	47:20 hrs	43:40 hrs	37:40 hrs	-

Date of Programme (Financial Year)	Pradeep Mallick	M K Sharma	Shailesh Haribhakti	Gurdeep Singh	Shobana Kamineni	Sam Balsara	Anil Harish	Rumjhum Chatterjee	Arvind K Singhal	Anita Ramachandran
2020-21	-	-	April 30, 2020	-	-	Absent	April 30, 2020	April 30, 2020	□ April 30, 2020	-
	-	-	May 12, 2020	-	-	May 12, 2020	May 12, 2020	May 12, 2020	May 12, 2020	-
	-	-	July 17, 2020	-	-	July 17, 2020	July 17, 2020	July 17, 2020	July 17, 2020	-
	-	-	August 6, 2020	-	-	August 6, 2020	August 6, 2020	August 6, 2020	August 6, 2020	-
	-	-	October 28, 2020	-	-	October 28, 2020	October 28, 2020	October 28, 2020	October 28, 2020	-
	-	-	January 29, 2021	-	-	January 29, 2021	January 29, 2021	January 29, 2021	January 29, 2021	-
	-	-	March 15, 2021	-	-	March 15, 2021	Absent	March 15, 2021	March 15, 2021	-
No. of Programmes attended (Cumulative till March 31, 2021)	-	-	30	-	-	20	16	15	14	-
No. of Hours of Programme attended										
No. of Hours attended (Cumulative till March 31, 2021)	-	-	97:40 hrs	-	-	83:25 hrs	63:55 hrs	65:30 hrs	59:30 hrs	-
2021-22	-	-	May 6, 2021	-	-	May 6, 2021	May 6, 2021	May 6, 2021	May 6, 2021	-
	-	-	August 4, 2021	-	-	August 4, 2021	August 4, 2021	August 4, 2021	August 4, 2021	-

Date of Programme (Financial Year)	Pradeep Mallick	M K Sharma	Shailesh Haribhakti	Gurdeep Singh	Shobana Kamineni	Sam Balsara	Anil Harish	Rumjhum Chatterjee	Arvind K Singhal	Anita Ramachandran
	-	-	October 28, 2021	-	-	October 28, 2021	October 28, 2021	October 28, 2021	October 28, 2021	-
	-	-	February 2, 2022	-	-	February 2, 2022	Absent	February 2, 2022	February 2, 2022	-
No. of Programmes attended (Cumulative till March 31, 2022)	-	-	34	-	-	24	19	19	18	-
No. of Hours of Programme attended										
No. of Hours attended (Cumulative till March 31, 2022)	-	-	114:40 hrs	-	-	100:25 hrs	76:10 hrs	82:30 hrs	76:30 hrs	-
2022-23	-	-	May 5, 2022	-	-	May 5, 2022	-	(Ceased to Be Director from April 25, 2017)	May 5, 2022	-
	-	-	May 16, 2022	-	-	May 16, 2022	May 16, 2022	-	May 16, 2022	-
	-	-	August 4, 2022	-	-	August 4, 2022	August 4, 2022	-	August 4, 2022	August 4, 2022 <i>(Appointed as Director from June 13, 2023)</i>
	-	-	September 3, 2022	-	-	-	September 3, 2022	-	September 3, 2022	-

Date of Programme (Financial Year)	Pradeep Mallick	M K Sharma	Shailesh Haribhakti	Gurdeep Singh	Shobana Kamineni	Sam Balsara	Anil Harish	Rumjhum Chatterjee	Arvind K Singhal	Anita Ramachandran
	-	-	November 3, 2022	-	-	November 3, 2022	November 3, 2022	-	November 3, 2022	November 3, 2022
	-	-	January 31, 2023	-	-	January 31, 2023	January 31, 2023	-	January 31, 2023	January 31, 2023
	-	-	March 10, 2023	-	-	March 10, 2023	March 10, 2023	-	March 10, 2023	March 10, 2023
No. of Programmes attended (Cumulative till March 31, 2023)	-	-	41	-	-	30	25	-	25	4
No. of Hours of Programme attended										
No. of Hours attended (Cumulative till March 31, 2023)			140:30 hrs	-	-	126:00 hrs	96:45 hrs	-	102:20 hrs	20:10 hrs

❖ **REVIEW**

This Familiarisation Process shall be reviewed and revised by the Board as and when required.

❖ **DISCLOSURE**

Pursuant to Regulation 46(2) of Listing Regulations, the Familiarisation Programme shall be disclosed on the Company's website and a web link thereto shall be provided in the Annual Report.
