

Details of Familiarisation Programme for Independent Directors

Pursuant to the Familiarization Programmes for Independent Directors of the Company, the Independent Directors have full access to the information within the Company. As a part of agenda of the meetings of the Board & Committees, presentations are regularly made to the Independent Directors on various matters, inter-alia, covering the Company's organization structure, strategy, operations, markets, product offerings, finance, risk management framework, quality updates, quarterly and annual financial results, human resources and such other areas as may arise from time to time, where Directors get an opportunity to interact with the Company's management.

As statutorily required, the Company issues detailed letter of appointment to the Independent Directors covering their roles and duties to be performed as an Independent Director on the Board of the Company.

The Company makes consistent efforts to acquaint the Board with the overall business performance by way of presenting performance of the Company, product category and corporate function, business updates and other relevant areas, from time to time. In addition, periodic updates on changes in laws are also briefed to the Board.

The details of programmes attended by the Independent Directors are given below:

Sr. No.	Name of Independent Directors	No. of Programmes Attended		No. of Hours Spent	
		FY 2019-20	Cumulative till date (30.09.2019)	FY 2019-20	Cumulative till date (30.09.2019)
1.	Mr. R.K. Bhargava	1	8	½ hour	4 hours
2.	Mr. D.P.Bagchi	1	8	½ hour	4 hours
3.	Mr. H. Rathnakar Hegde	1	7	½ hour	3 ½ hours
4.	Mrs. Sushmita Singha	1	8	½ hour	4 hours