

Details of Familiarization Programme to the Independent Directors during the financial year 2017 - 18

The Independent Directors are apprised by the various programme/power point presentation to enables them to understand the Company, its operations, business, industry and environment in which it functions and the regulatory environment applicable to it. Apart from Independent Directors, Non-Executive Directors are also eligible to attend the familiarization programmes.

The Independent Directors are made aware of their role and responsibilities and liabilities at the time of their appointment through a formal letter of appointment, which also stipulates their roles and responsibilities and various terms and conditions of their appointment. Regular updates on relevant statutory and regulatory changes are regularly circulated to the Directors.

The above are specific mechanisms through which members of the Board are familiarized with the Company culture and operations. All directors attend the familiarization programs as these are scheduled to coincide with the Board meeting calendar to give them an opportunity to attend.

During the financial year 2017-18, the Independent Directors are apprised with the following:

- Latest amendments brought about in the Companies Act, 2013 and the applicable rules;
- Updates on SEBI (Listing Obligations and Disclosure Requirement) Regulations, 2015;
- Updated with regard to Services to the customers;
- Inventory valuation of the Company;
- A presentation on updates during the quarter viz. Expected growth of the Company, Impact of GST & Financial Highlights;
- Revised Secretarial Standard commenced w.e.f October 01, 2017 and changes thereon;
- Report submitted by the Kotak Committee on Corporate Governance,
- Quarterly briefing on Stakeholder Responsibility of Corporate Boards;
- Secretarial Standard on dividend – SS3;
- Status update on Guwahati Plant (Manufacturing plant) of the Company.

Details of Familiarization sessions held during FY 2017 -18 pursuant to the Policy are as follows:

Name of Independent Directors	Total Number of Programme attended for F.Y. 2017-18	Cumulative Number of Programme till March 31, 2018	Total hours spent for F.Y. 2017-18	Cumulative hours spent till March 31, 2018
Mr. Shyam Sunder Jangid	4	17	1.30 hr	8.35 hr
Mr. Rakesh Agrawal	4	7	1.30 hr	3.00 hr
Mr. Gaurav Himatsingka	4	14	1.30 hr	7.40 hr