

**DETAILS OF FAMILIARIZATION PROGRAMME
FOR INDEPENDENT DIRECTORS****DURING THE FINANCIAL YEAR 2019-20 AND CUMULATIVE TILL 31 MARCH, 2020****Introduction:**

- Regulation 25 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 requires that the Company shall familiarize the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of industry in which the Company operates, business model of the Company, etc., through various programmes.
- Regulation 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 requires that details of such familiarization programmes shall be disclosed on the Company's website.

In purview of the above, the Company has adopted a familiarization programme for the Independent Directors which inter alia includes:

- Presentation of an elaborated note on business operations with regard to the operations and financial position of the Company as at the end of each quarter to the Board members with the Agenda of each Board Meeting and at the meeting in the form of a power point presentation in presence of the Corporate Head – HR & Operations, Chief Financial Officer, Head (OE Marketing & Business Development) and Head (Legal) & Company Secretary who answer the queries of the Directors, if any arising out of such reports to the satisfaction of the Directors.
- Updating the Directors of any amendments in laws, rules and regulations as applicable on the Company through various presentations at the Board Meeting(s) in consultation with the Statutory Auditors, Internal Auditors and the Secretarial Auditors of the Company likewise the Companies Act, SEBI Laws, Listing Regulations and such other laws and regulations as may be applicable.

During the Financial Year 2019-20, the familiarization programmes for the Directors have been conducted as per the following details:

S.No.	Date of Programme (Board Meeting)	Familiarization Areas Covered	Other relevant part of the respective programme
1.	30th May, 2019	<ul style="list-style-type: none"> • Operation Report from April' 2018 – March' 2019 for all plants • Updating the current market conditions vis-à-vis the Plan Budget for FY 20 • Assessment and Evaluation of Risks • Annual Statutory Reports 	
2.	02nd July, 2019	<ul style="list-style-type: none"> • Updates on Bills Discounting System introduced by the Reserve Bank Of India 	
3.	06th August, 2019	<ul style="list-style-type: none"> • Visit to Company's Plant located at Faridabad, Haryana • Operation Report from April' 2019 - June' 2019 for all plants 	The Directors interacted with Plant Head of the respective Plant with regard to the operational and sustainability aspects of the plant to enable them to have full understanding on the activities of the Company and initiatives taken on safety, quality etc.



4.	14th November, 2019	<ul style="list-style-type: none"> Operation Report from April' 2019 - September' 2019 for all plants 	
5.	29th January, 2020	<ul style="list-style-type: none"> Operation Report from April' 2019 - December' 2019 for all plants Statutory Policies 	The Company Secretary apprised the Directors for the changes in Statutory Policies of the Company pursuant to the amendments in the Companies Act, 2013 and SEBI Regulations.

Details of attendance of Independent Directors in familiarization programme and no. of hours spent in such programmes during the Financial Year 2019-20 are as follows:

S. No.	Name of Independent Director	No. of the session attended	No. of hours spent on programmes attended		
			Date	No. of Hours	Cumulative Hours
1.	Mr. W.R. Schilha	2			
			30 th May, 2019	4.00	4.00
			02 nd July, 2019	0.00	4.00
			06 th August, 2019	2.30	6.30
			14 th November, 2019	0.00	6.30
			29 th January, 2020	0.00	6.30
2.	Mr. Rakesh Chopra	5			
			30 th May, 2019	4.00	4.00
			02 nd July, 2019	1.00	5.00
			06 th August, 2019	2.30	7.30
			14 th November, 2019	3.00	10.30
			29 th January, 2020	2.30	13.00
3.	Mr. V.K. Pargal	4			
			30 th May, 2019	4.00	4.00
			02 nd July, 2019	1.00	5.00
			06 th August, 2019	2.30	7.30
			14 th November, 2019	0.00	7.30
			29 th January, 2020	2.30	10.00
4.	Ms. Hiroo Suresh Advani	5			
			30 th May, 2019	4.00	4.00
			02 nd July, 2019	1.00	5.00
			06 th August, 2019	2.30	7.30
			14 th November, 2019	3.00	10.30
			29 th January, 2020	2.30	13.00

0.00 indicates Director not present in the meeting.



DETAILS OF FAMILIARIZATION PROGRAMME
ATTENDED BY INDEPENDENT DIRECTORS
CUMULATIVE TILL 31 MARCH, 2020

S. No.	Name of Independent Director	Cumulative Hours as on 01 April, 2019		Hours during Financial Year 2019-20		Cumulative Hours as on 31 March, 2020	
		No. of Programmes	No. of Hours	No. of Programmes	No. of Hours	No. of Programmes	No. of Hours
1.	Mr. W.R. Schilha	14	32.30	2	6.30	16	39.00
2.	Mr. Rakesh Chopra	20	44.55	5	13.0	25	57.55
3.	Mr. V.K. Pargal	21	46.40	4	10.0	25	56.40
4.	Ms. Hiroo Suresh Advani	21	46.40	5	13.0	26	59.40