



**DETAILS OF FAMILIARIZATION PROGRAMME FOR
INDEPENDENT DIRECTORS DURING THE FINANCIAL YEAR 2018-19**

Introduction:

- Regulation 25 of SEBI (Listing Obligations & 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 SEBI (Listing Obligations & 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 Agreement and such other laws and regulations as may be applicable.

During the Financial Year 2018-19, 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, 2018	<ul style="list-style-type: none">• Business Plan for the Financial Year 2018-19• Operation Report from April'2017 – March'2018 for all plants	
2.	03rd August, 2018	<ul style="list-style-type: none">• Visit to Company's Plant located at Faridabad, Haryana• Operation Report from April'2018 - June'2018 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.
3.	09th October, 2018	Brief note on Provisions related to Rights Issue under SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2009/2018	
4.	30th October, 2018	<ul style="list-style-type: none">• Operation Report from April'2018 - September'2018 for all plants	



5.	22nd January, 2019	<ul style="list-style-type: none"> Operation Report from April'2018 - December'2018 for all plants 	Statutory Auditors briefed the directors of recent amendments in SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015
6.	22nd March, 2019	<ul style="list-style-type: none"> Business Plan for the Financial Year 2019-20 	

Details of attendance of Independent Directors in familiarization programme and no. of hours spent in such programmes 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	4			
			30 th May, 2018	4.40	4.40
			03 rd August, 2018	1.25	6.05
			09 th October, 2018	0.00	6.05
			30 th October, 2018	1.45	7.50
			22 nd January, 2019	0.00	7.50
			22 nd March, 2019	3.00	10.50
2.	Mr. Rakesh Chopra	6			
			30 th May, 2018	4.40	4.40
			03 rd August, 2018	1.25	6.05
			09 th October, 2018	1.40	7.45
			30 th October, 2018	1.45	9.30
			22 nd January, 2019	2.50	12.20
			22 nd March, 2019	3.00	15.20
3.	Mr. V.K. Pargal	6			
			30 th May, 2018	4.40	4.40
			03 rd August, 2018	1.25	6.05
			09 th October, 2018	1.40	7.45
			30 th October, 2018	1.35	9.30
			22 nd January, 2019	2.50	12.20
			22 nd March, 2019	3.00	15.20
4.	Ms. Hiroo Suresh Advani	6			
			30 th May, 2018	4.40	4.40
			03 rd August, 2018	1.25	6.05
			09 th October, 2018	1.40	7.45
			30 th October, 2018	1.35	9.30
			22 nd January, 2019	2.50	12.20
			22 nd March, 2019	3.00	15.20

0.00 indicates Director not present in the meeting.