

Familiarisation Programme for Independent Directors

Details of familiarisation program conducted during the Financial Year 2021 – 2022

Preamble:

In accordance with the requirements of Regulation 25(7) and 46 of the SEBI (Listing Obligation and Disclosure Requirements) Regulation, 2015 and Schedule IV of the Companies Act, 2013, the Company shall familiarize the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc. through various program.

Summary of familiarization programs imparted to Independent Directors:

During the year, the Board members were regularly apprised with the overview of the Company and its operations including finance, human resource, marketing, production, research and development by the Senior Management team. The Board was also apprised regularly of all regulatory and policy changes relevant to the business.

The Board and Committee meetings of the Company are held at regular intervals and key functional/business heads familiarize the Board members with the business/operations and challenges faced by the industry on an ongoing basis.

The details of familiarisation programs attended by independent directors of the Company during the year ended March 31, 2022 are as follows: -

1. Number of programmes attended by independent directors (during the year and on a cumulative basis till 31.03.2022)

Name of the independent director	Nature of Industry, Business model, roles, rights, responsibilities, regulatory updates etc. Total programmes for the FY 21-22 (Number of programmes)	Total cumulative programmes till 31.03.2022 (Number of programmes)
1. Mr. R. Subramanian	5	30
2. Mr. M.K. Banerjee	5	30
3. Mr. K.M. Pai	5	30
4. Ms. Siva Kameswari Vissa	5	25
5. Mr. Nandakumar Jairam*	5	5

*Mr. Nandakumar Jairam was appointed as Independent Director with effect from June 21, 2021.

2. Number of approx. hours spent by independent directors in such programmes (during the year and on cumulative basis till 31.03.2022)

Name of the independent director	Nature of Industry, Business model, roles, rights, responsibilities, regulatory updates etc. Total programmes for the FY 21-22 (In hours)	Total cumulative programmes till 31.03.2022 (In hours)
1. Mr. R. Subramanian	6	45
2. Mr. M.K. Banerjee	6	45
3. Mr. K.M. Pai	6	45
4. Ms. Siva Kameswari Vissa	6	39
5. Mr. Nandakumar Jairam*	6	6

*Mr. Nandakumar Jairam was appointed as Independent Director with effect from June 21, 2021.

The Independent Directors are also made aware of their rights/roles/responsibilities and liabilities at the time of their appointment/reappointment through a formal letter of appointment which also stipulates various terms and conditions of their engagement apart from clarifying their roles and responsibilities
