

**FAMILIARISATION PROGRAMME**  
**During the year 2018-19**

In terms of Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulation 2015, the Company is required to conduct Familiarisation Programme for Independent Directors (IDs) to familiarise them about the Company including nature of industry in which the Company operate, roles, rights and responsibilities of IDs and all other relevant information.

During the year ended 31<sup>st</sup> March, 2019, the Company has conducted five familiarisation programme along with the Board Meetings of the Company held on the following dates:

Date of Programme	Area Covered
23.05.2018	<ul style="list-style-type: none"><li>i. Industry overview and business structure of the Company;</li><li>ii. Operation overview and product knowledge;</li><li>iii. Overview of Sales &amp; Marketing strategies;</li><li>iv. Financial Statements, Financial Ratios and other performance parameters used for control process;</li><li>v. Statutory compliances required to be fulfilled by the Company</li><li>vi. Performance of Chairman and other non-independent directors and the board of directors as a whole;</li></ul>
13.08.2018	<ul style="list-style-type: none"><li>i. Industry overview and business structure of the Company;</li><li>ii. Operation overview and product knowledge;</li><li>iii. Overview of Sales &amp; Marketing strategies;</li><li>iv. Financial Statements, Financial Ratios and other performance parameters used for control process;</li><li>v. Statutory compliances required to be fulfilled by the Company.</li></ul>
14.11.2018	<ul style="list-style-type: none"><li>i. Industry overview and business structure of the Company;</li><li>ii. Operation overview and product knowledge;</li><li>iii. Overview of Sales &amp; Marketing strategies;</li><li>iv. Financial Statements, Financial Ratios and other performance parameters used for control process;</li><li>v. Statutory compliances required to be fulfilled by the Company.</li><li>vi. Quality, quantity and timeliness of flow of information between the management and the board of directors.</li></ul>
14.02.2019	<ul style="list-style-type: none"><li>i. Industry overview and business structure of the Company;</li><li>ii. Operation overview and product knowledge;</li><li>iii. Overview of Sales &amp; Marketing strategies;</li><li>iv. Financial Statements, Financial Ratios and other performance parameters used for control process;</li><li>v. Statutory compliances required to be fulfilled by the Company.</li></ul>

S. No.	Name of Independent Director	No. of the Sessions Attended		No. of hours spent in the Sessions Attended	
		FY 2018-19	Cumulative till date	FY 2018-19	Cumulative till date
1	Mr. Parmanand Tiwari	3	3	21	21 hours
2	Dr. Rajiva	3	3	9	9 hours
3	Dipak Das Gupta	4	20	12 hours	40 hours
4	Surabhi Sanganeria	2	10	6 hours	16 hours

Further, the IDs have open channels of communication with the executives of the company for free flow of communication in terms of raising query, seeking clarifications and other related information.

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