

## **FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **OBJECTIVES:**

- To adopt a structured programme for orientation and training of Independent Directors at the time of their joining so as to enable them to understand the Company - its operations, business, industry and environment in which it functions.
- To update the Directors on a continuing basis on any significant changes therein so as to be in a position to take well-informed and timely decisions.

### **ORIENTATION PROGRAMME UPON INDUCTION OF NEW DIRECTORS:**

- The Director would be provided with the Corporate Profile, its Mission, Vision and Values Statement, Organisational structure, the Company's history and milestones, latest Annual Report, Code of Conduct applicable to Directors / employees of the Company.
- In case the inductee is also inducted on the Audit Committee, he is also handed the Audit Committee Charter and the Whistle Blower Policy documents.
- A detailed Note incorporating the role, duties and responsibilities, remuneration and performance evaluation process and obligations on disclosures, is issued for their understanding.
- A full day site visit to the Company's Plant is arranged wherein the inductee is introduced to the Plant Heads and various important functional heads. A brief introduction to the Company is also made.

### **OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS:**

- The Board meetings are held at the Plant location, wherein the Directors are introduced to the Company's product plans and initiatives on safety, quality, etc.
- Meetings with Company Executives are also arranged to better understand the business and operations of the Company.
- The presentations at Board meetings include updates on regulatory, business environment, risk management, Company policies and other relevant issues. Quarterly Operations Report which includes information on business performance, operations, budgets, financial parameters, working capital management, senior management changes, litigations, compliances, fund-flows, etc is presented to the Board.

**DETAILS OF FAMILIARISATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS**  
**[pursuant to SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]**

Sl. No.	Name of Independent Director	Programme Details	No. of Programmes attended by Independent Directors		No. of hours spent by independent Directors	
			2019-20	Cumulative	2019-20	Cumulative
1	Dr. K. PARANJOTHY	Business operations, Statutory Compliances by the Company, SEBI (LODR) Regulations, Related Party Transactions, Accounting Standards and recent changes in the regulatory provisions.	4	4	4	4
2	Mr. R.A. Thirumoorti	Business operations, Statutory Compliances by the Company, SEBI (LODR) Regulations, Related Party Transactions, Accounting Standards and recent changes in the regulatory provisions.	3	3	3	3
3	Ms. K.M. GANGA	Business operations, Statutory Compliances by the Company, SEBI (LODR) Regulations, Related Party Transactions, Accounting Standards and recent changes in the regulatory provisions.	2	2	2	2
5	Ms. Nanthitha	Business operations, Corporate governance policies, Statutory Compliances by the Company, SEBI (LODR) Regulations, Related Party Transactions, Accounting Standards and recent changes in the regulatory provisions.	1	1	2	2