

Details of the Familiarization Programmes imparted to Independent Directors and Non Executive Directors During the Financial Year 2019-20

Sr. No.	Particulars	Mrs. Archana Agarwal	Mrs. Anu Chauhan*	Mr. Sanjay Kapoor	Mr. Anil Kumar Mehrotra*
1	Annual Management Plan & Budget a formal review and discussion at the Board with leadership team				
	Whether Attended or not	YES	NA	YES	NA
	Hours Spent	1	NA	1	NA
2	Quarterly Presentation on Functional Excellence of the Company and Risk Assessment				
	Whether Attended or not	YES	NA	YES	NA
	Hours Spent	1	NA	1	NA
3	Presentation on amendments under the Statutory compliances				
	Whether Attended or not	YES	NA	YES	NA
	Hours Spent	1	NA	1	NA
4	Evaluation on effectiveness of board processes				
	Whether Attended or not	YES	YES	YES	YES
	Hours Spent	1	1	1	1
5	Quarterly Presentation on Functional Excellence of the Company and Risk Assessment				
	Whether Attended or not	YES	YES	YES	YES
	Hours Spent	1	1	1	1
6	Overview of Internal Financial Control and Risk Management System				
	Whether Attended or not	NO	YES	YES	YES
	Hours Spent	0	1	1	1
7	Quarterly Presentation on Functional Excellence of the Company and Risk Assessment				
	Whether Attended or not	YES	YES	YES	YES
	Hours Spent	1	1	1	1
8	Strategies and growth plans of the Company;				
	Whether Attended or not	NO	YES	YES	YES
	Hours Spent	0	1	1	1
9	Quarterly Presentation on Functional Excellence of the Company and Risk Assessment				
	Whether Attended or not	YES	YES	YES	YES
	Hours Spent	1	1	1	1
10	Evaluation on effectiveness of board processes				
	Whether Attended or not	YES	YES	YES	YES
	Hours Spent	1	1	1	1
Total Hours		8	7	10	7

* Appointed as Director w.e.f. July 04, 2019

YES Present for the meeting in person

NO Absent for the meeting

NA Not applicable being not a director at the time of meeting.