

**Details of the Familiarization Programms imparted to Independent Directors and Non Executive Directors**

**During the Financial Year 2016:**

Sr.No.	Particulars	Mr. Raj Kumar Gogia <sup>*</sup>	Mr. Gurbax Singh Bhasin <sup>*</sup>	Mr. Suresh Paruthi <sup>*</sup>	Mr. Amardeep Singh Ranghar <sup>*</sup>	Mrs. Ruchica Gupta	Mr. Kapil Dhameja <sup>#</sup>	Mr. Aditya Wadhwa <sup>#</sup>
1	<b>Annual Management Plan &amp; Budget (for the year 2016)– a formal review and discussion at the Board with leadership team.</b>							
	Whether Attended or not	YES	NO	YES	NO	YES	NA	NA
	Hours Spent	2	0	2	0	2	NA	NA
2	<b>Quarterly Presentation on Functional Excellence of the Company and Risk Assesment.</b>							
	Whether Attended or not	YES	NO	YES	NO	YES	NA	NA
	Hours Spent	0.5	0	0.5	0	0.5	NA	NA
3	<b>Information pack on economy and business trends and performance.</b>							
	Whether Attended or not	YES	NO	YES	NO	YES	NA	NA
	Hours Spent	0.5	0	0.5	0	0.5	NA	NA
4	<b>Presentation on the implications of Union Budget .</b>							
	Whether Attended or not	YES	AVC	YES	AVC	YES	NA	NA
	Hour Spent	0.5	0.5	0.5	0.5	0.5	NA	NA
5	<b>Information Pack on the highlightes of the Companies Act, 2013 and SEBI (LODR) Regualtions, 2015.</b>							
	Whether Attended or not	YES	AVC	YES	AVC	YES	NA	NA
	Hours Spent	0.5	0.5	0.5	0.5	0.5	NA	NA
6	<b>Quarterly Presentation on Functional Excellence of the Company and Risk Assesment.</b>							
	Whether Attended or not	YES	AVC	YES	NO	YES	NA	NA
	Hours Spent	0.5	0.5	0.5	0	0.5	NA	NA
7	<b>Information pack on economy and business trends and performance.</b>							
	Whether Attended or not	YES	AVC	YES	NO	YES	NA	NA
	Hours Spent	0.5	0.5	0.5	0	0.5	NA	NA
8	<b>Business overview and an outline of Corporate Plans, Annual Targets and overview of business of Subsidiaries.</b>							
	Whether Attended or not	NA	NA	NA	NA	YES	YES	YES
	Hours Spent	NA	NA	NA	NA	2.5	2.5	2.5
9	<b>Presentation on Outsource Product Development and Technical Centres of the Company.</b>							
	Whether Attended or not	NA	NA	NA	NA	YES	YES	YES
	Hours Spent	NA	NA	NA	NA	1.5	1.5	1.5
10	<b>Overview of Operations, sales, marketing .</b>							
	Whether Attended or not	NA	NA	NA	NA	YES	YES	YES
	Hours Spent	NA	NA	NA	NA	1	1	1
11	<b>Presentation on the Independent Directors’ Roles and Responsibilities under the Companies Act, 2013 and the SEBI (LODR) Regulations, 2015.</b>							
	Whether Attended or not	NA	NA	NA	NA	YES	YES	YES
	Hours Spent	NA	NA	NA	NA	1	1	1
12	<b>Presentation of value creation of stakeholders.</b>							
	Whether Attended or not	NA	NA	NA	NA	YES	YES	YES
	Hours Spent	NA	NA	NA	NA	1	1	1

13	<b>Financial Performance and budget &amp; Control Process.</b>							
	Whether Attended or not	NA	NA	NA	NA	YES	YES	YES
	Hours Spent	NA	NA	NA	NA	1.5	1.5	1.5
14	<b>Visit of NOIDA facility of the Company.</b>							
	Whether Attended or not	NA	NA	NA	NA	YES	YES	YES
	Hours Spent	NA	NA	NA	NA	1	1	1
15	<b>Quarterly Presentation on Functional Excellence of the Company and Risk Assesment.</b>							
	Whether Attended or not	NA	NA	NA	NA	YES	YES	YES
	Hours Spent	NA	NA	NA	NA	0.5	0.5	0.5
16	<b>Information pack on economy and business trends and performance.</b>							
	Whether Attended or not	NA	NA	NA	NA	YES	YES	YES
	Hours Spent	NA	NA	NA	NA	0.5	0.5	0.5
17	<b>Comprehensive Rolling Corporate Plan - discussions with CEO.</b>							
	Whether Attended or not	NA	NA	NA	NA	YES	YES	YES
	Hours Spent	NA	NA	NA	NA	1	1	1
18	<b>Quarterly Presentation on Functional Excellence of the Company and Risk Assesment</b>							
	Whether Attended or not	NA	NA	NA	NA	YES	YES	NO
	Hours Spent	NA	NA	NA	NA	0.5	0.5	0
19	<b>Information pack on economy and business trends and performance.</b>							
	Whether Attended or not	NA	NA	NA	NA	YES	YES	NO
	Hours Spent	NA	NA	NA	NA	0.5	0.5	0
20	<b>Evaluation on effectiveness of board processes.</b>							
	Whether Attended or not	NA	NA	NA	NA	YES	YES	NO
	Hours Spent	NA	NA	NA	NA	0.5	0.5	0
<b>Total Hours</b>		<b>5</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>18</b>	<b>13</b>	<b>11.5</b>

\* Ceased to be Director w.e.f. June 13, 2016

# Appointed as Director w.e.f. June 29, 2016

**YES** Present for the meeting in person

**NO** Absent for the meeting

**AVC** Present for the meeting through Audio/Video Conferencing

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