

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

Sr.No.	Particulars	Mrs. Ruchica Gupta	Mr. Kapil Dhameja	Mr. Aditya Wadhwa
1	Annual Management Plan & Budget, Annual targets (for the year 2019)– a formal review and discussion at the Board with leadership team.			
	Whether Attended or not	YES	YES	YES
	Hours Spent	2	2	2
2	Quarterly Presentation on Functional Excellence of the Company and Risk Assessment			
	Whether Attended or not	YES	YES	YES
	Hours Spent	0.5	0.5	0.5
3	Information pack on economy and business trends and performance.			
	Whether Attended or not	YES	YES	YES
	Hours Spent	0.5	0.5	0.5
4	Presentation on the implications of Union Budget			
	Whether Attended or not	YES	YES	YES
	Hours Spent	0.5	0.5	0.5
5	Presentation on amendments under the Statutory compliances			
	Whether Attended or not	YES	YES	YES
	Hours Spent	1	1	1
6	Comprehensive Rolling Corporate Plan - discussions with CEO.			
	Whether Attended or not	YES	YES	YES
	Hours Spent	1.5	1.5	1.5
7	Quarterly Presentation on Functional Excellence of the Company and Risk Assessment.			
	Whether Attended or not	YES	YES	YES
	Hour Spent	0.5	0.5	0.5
8	Information pack on economy and business trends and performance			
	Whether Attended or not	YES	YES	YES
	Hours Spent	0.5	0.5	0.5
9	Quarterly Presentation on Functional Excellence of the Company and Risk Assessment.			
	Whether Attended or not	YES	YES	YES
	Hours Spent	0.5	0.5	0.5
10	Information pack on economy and business trends and performance.			
	Whether Attended or not	YES	YES	YES
	Hours Spent	0.5	0.5	0.5
11	Quarterly Presentation on Functional Excellence of the Company and Risk Assessment.			
	Whether Attended or not	YES	YES	YES
	Hours Spent	0.5	0.5	0.5
12	Information pack on economy and business trends and performance.			
	Whether Attended or not	YES	YES	YES
	Hours Spent	0.5	0.5	0.5
13	Evaluation on effectiveness of board processes			
	Whether Attended or not	YES	YES	YES
	Hours Spent	0.5	0.5	0.5
Total Hours		9.5	9.5	9.5

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.