

**Details of the Familiarization Programmes imparted to Independent Directors and Non Executive Directors  
During the Financial Year 2021**

Sr.No.	Particulars	Mrs. Ruchica Gupta	Mr. Kapil Dhameja	Mr. Aditya Wadhwa
1	<b>Annual Management Plan &amp; Budget, Annual targets (for the year 2021)– a formal review and discussion at the Board with leadership team.</b>			
	Whether Attended or not	YES	YES	YES
	Hours Spent	2	2	2
2	<b>Quarterly Presentation on Functional Excellence of the Company and Risk Assessment</b>			
	Whether Attended or not	YES	YES	YES
	Hours Spent	0.5	0.5	0.5
3	<b>Presentation on the implications of Union Budget</b>			
	Whether Attended or not	YES	YES	YES
	Hours Spent	1	1	1
4	<b>Presentation on amendments under the Statutory compliances</b>			
	Whether Attended or not	YES	YES	YES
	Hours Spent	0.5	0.5	0.5
5	<b>Comprehensive Rolling Corporate Plan - discussions with CEO</b>			
	Whether Attended or not	YES	YES	YES
	Hours Spent	0.5	0.5	0.5
6	<b>Quarterly Presentation on Functional Excellence of the Company and Risk Assessment</b>			
	Whether Attended or not	YES	YES	YES
	Hour Spent	1	1	1
7	<b>Information pack on economy and business trends and performance</b>			
	Whether Attended or not	YES	YES	YES
	Hours Spent	0.5	0.5	0.5
8	<b>Quarterly Presentation on Functional Excellence of the Company and Risk Assessment</b>			
	Whether Attended or not	YES	YES	YES
	Hours Spent	0.5	0.5	0.5
9	<b>Presentation on changes in labour laws</b>			
	Whether Attended or not	YES	YES	YES
	Hours Spent	1	1	1
10	<b>Quarterly Presentation on Functional Excellence of the Company and Risk Assessment</b>			
	Whether Attended or not	YES	YES	YES
	Hours Spent	1	1	1
11	<b>Presentation on amendments under the Statutory compliances</b>			
	Whether Attended or not	YES	YES	YES
	Hours Spent	1	1	1
12	<b>Evaluation on effectiveness of board processes</b>			
	Whether Attended or not	YES	YES	YES
	Hours Spent	0.5	0.5	0.5
<b>Total Hours</b>		<b>10</b>	<b>10</b>	<b>10</b>

**YES** Present for the meeting in person

**NO** Absent for the meeting