

Familiarisation Programme

To understand the entire operations and activities of the organisation, its broad objectives and its vision going forward, an induction programme is organised for the Directors at the time of their joining. The Familiarisation Programmes for Non-executive Directors irrespective of Independent or Non Independent Directors are structured by the Company taking into cognizance the requirements of Companies Act, 2013 and the Listing Regulations.

The familiarisation programmes covers the following areas:

- ☐ On appointment, Independent Directors are given the letter of appointment which details their definite roles, rights and duties, Code of Conduct particularly with reference to Schedule IV of the Companies Act, 2013.
- ☐ New Directors would be given a 'Welcome Kit', which includes organisation structure, vision, mission, details about other directors on the Board, the summary of terms of reference of committees of the Board, major shareholders, the business model of the Company, past years revenue and profit etc. They will also be updated on the various enactments applicable to the Company including the Companies Act 2013, SEBI Regulations etc.
- ☐ Post appointment, on their availability at the Corporate Office of the Company, he/she will be introduced to the senior management personnel of the Company. Directors will have interactive session with senior management personnel and the discussion includes detailing business' operations, strategies, etc.
Directors will also be updated on the business structure and operations of the subsidiary companies.

Apart from the above, during their tenure as director, they will be informed regularly on the material events of the Company. Further at every Board Meeting, they will be updated on the Business and Financial performance, Industry trends, the risk management system, significant legal issues etc. They will also be updated on the summary of business and financial performance of the subsidiary Companies.

The Independent Directors are expected to actively participate at the Committees / Board meetings, guide the management with their respective expertise. The collective experience and views of Independent Directors would certainly add value to the Board and the Company.

Details of attendance of Independent Directors in Familiarization sessions are as follows:

S.No	Name of Independent Director	No. of sessions attended		No. of hours spent	
		During FY 17-18	On a cumulative Basis	During FY 17-18	On a cumulative basis
1	Prof. J. Ramachandran	4	10	4	12
2	Mr. V.S.Hariharan	4	10	4	12
3	Mr. Keith WF Bradley	4	10	4	12