



## Familiarisation Programme for Independent Directors

### Details of familiarisation program conducted during the Financial Year 2024 – 2025

#### **Preamble:**

In accordance with the requirements of Regulation 25(7) and 46 of the SEBI (Listing Obligation and Disclosure Requirements) Regulation, 2015 and Schedule IV of the Companies Act, 2013, the Company shall familiarize the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc. through various program.

#### **Summary of familiarization programs imparted to Independent Directors:**

The Company has conducted various familiarization Programme for its directors with an objective to provide training to Directors so as to enable them to understand the Company, its operations, strategy, business, industry and environment in which it functions and the regulatory environment applicable to it.

The Board and Committee meetings of the Company are held at regular intervals and key functional/business heads familiarize the Board members with the business/operations and challenges faced by the industry on an ongoing basis.

The details of familiarisation programs attended by independent directors of the Company during the year ended March 31, 2025, are as follows: -

#### **1. Number of programmes attended by independent directors (during the year and on a cumulative basis till 31.03.2025)**

Name of the independent director	Nature of Industry, Business model, roles, rights, responsibilities, regulatory updates etc.  Total programmes for the FY 24-25  (Number of Programmes)	Total cumulative programmes till 31.03.2025  (Number of Programmes)
1. Dr C G Krishnadas Nair * (DIN:00059686)	2	148
2.Mr. Mr. R N Chawhan * (DIN:00568833)	2	148
3.Mr. Mr. GVS Bhaskar (DIN:08181557)	5	11
4.Mr. Mr. P. Jayapal ** DIN: 10589149	2	2
5.Mr. Sushil Khanna ** DIN: 01419591	3	3

\* Both Dr. Nair and Mr. Chawhan concluded their tenure on 24th September 2024.

\*\* Mr. Sushil Khanna & Mr. P Jayapal were appointed as Non-executive Independent Director on 38<sup>th</sup> AGM held on 20<sup>th</sup> September 2024.

#### **2. Number of approx. hours spent by independent directors in such programmes (during the year and on a cumulative basis till 31.03.2025)**

Name of the independent director	Nature of Industry, Business model, roles, rights, responsibilities, regulatory updates etc.  Total programmes for the FY 24-25  (In hours)	Total cumulative programmes till 31.03.2025  (In hours)
1. Dr C G Krishnadas Nair * (DIN:00059686)	1	74
2.Mr. Mr. R N Chawhan * (DIN:00568833)	1	74
3.Mr. Mr. GVS Bhaskar (DIN:08181557)	2:30	5:30
4.Mr. Mr. P. Jayapal ** DIN: 10589149	1	2
5.Mr. Sushil Khanna ** DIN: 01419591	1:30	3

\* Both Dr. Nair and Mr. Chawhan concluded their tenure on 24th September 2024.

\*\* Mr. Sushil Khanna & Mr. P Jayapal were appointed as Non-executive Independent Director on 38<sup>th</sup> AGM held on 20<sup>th</sup> September 2024.

The Independent Directors are also made aware of their rights/roles/responsibilities and liabilities at the time of their appointment/reappointment through a formal letter of appointment which also stipulates various terms and conditions of their engagement apart from clarifying their roles and responsibilities.

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