

Details of Familiarisation Program for the year 2016-17

In terms of SEBI (Listing Obligations and Disclosure Requirement) Regulations, 2015, familiarisation programs were conducted. Head of Departments/Senior Executives briefed the members of the Board in the following areas:

- a. Finance
- b. Taxation
- c. Budget
- d. Operations
- e. Business Development
- f. Compliance

Presentations were also made to the Board. All the directors including independent directors attended the program. Details of attendance and number of hours spent by the Independent Directors on those programmes are as follows:

Name of the Director	No. of Programmes Attended		No. of Hours Spent	
	2016-17	Cumulative	2016-17	Cumulative
Mr. P.Murari	5	14	5	17
Mr. K.Bharathan	5	14	5	17
Mr. Ashok Kumar Rout	5	14	5	17
Mrs. Subhashini Chandran	5	10	5	12

The Company held various programmes for the Independent Directors throughout the year on an ongoing and continual basis in the nature of familiarisation in the areas referred to in Regulation 25. Following programmes were carried out during the year:

- a. Presentations were made by the Senior Executives, covering the business of the company and those of its subsidiaries and associates from time to time, on different functions and areas, with special reference to the nature of the industry in which these companies operate.
- b. Directors were briefed about their roles, responsibilities and duties under the Companies Act, 2013 and Listing Regulations.
- c. During all the Board meetings, directors were apprised on the details of operational aspects and the business of the Company.
- d. As and when a new Independent director gets appointed, as a part of induction process, the Company has the practice of familiarizing the new director with information on various aspects of the Company.

