

**Details of the Familiarization Programmes imparted to Independent Directors and Non Executive Directors  
During the Financial Year 2018**

Sr.No.	Particulars	Mrs. Ruchica Gupta	Mr. Kapil Dhameja	Mr. Aditya Wadhwa
1	<b>Annual Management Plan &amp; Budget, Annual targets (for the year 2018)– 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>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
4	<b>Presentation on the implications of Union Budget</b>			
	Whether Attended or not	YES	YES	YES
	Hours Spent	0.5	0.5	0.5
5	<b>Presentation on amendments under the Companies Act, 2013, SEBI (LODR) Regulations-2015</b>			
	Whether Attended or not	YES	YES	YES
	Hours Spent	0.5	0.5	0.5
6	<b>Comprehensive Rolling Corporate Plan - discussions with CEO.</b>			
	Whether Attended or not	YES	YES	YES
	Hours Spent	1.5	1.5	1.5
7	<b>Quarterly Presentation on Functional Excellence of the Company and Risk Assessment.</b>			
	Whether Attended or not	YES	YES	YES
	Hour Spent	0.5	0.5	0.5
8	<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
9	<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
10	<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
11	<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
12	<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
13	<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>9</b>	<b>9</b>	<b>9</b>

**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.