

FAMILIARIZATION PROGRAMMES FOR THE INDEPENDENT DIRECTOR

Purpose

The Familiarization Programmes are aimed to familiarize the Independent Directors with the Company, their roles and responsibilities in the Company, nature of industry in which the Company operates and business model of the company by imparting suitable training sessions.

Familiarization

As a part of Agenda of Board / Committee Meetings, the details are regularly made available to the Independent Directors inter-alia covering the Company's strategy, operations, markets, product offerings, finance - quarterly and annual financial results, technology and such other areas as may arise from time to time, where Directors utilised the same as an opportunity to interact with the Company's management.

At every Board meeting (meetings held for the FY 2016-17 - April 28, 2016, May 25, 2016, August 9, 2016, November 3, 2016 and February 9, 2017) the Independent Directors were familiarized on the business strategy, corporate governance and operations, industry regulatory trends, competition, safety, health and environmental initiatives and future outlook of the Company. The above were well received by the Independent Directors present at the meetings.

Audit Committee notes are incisive and discussions thereon are intense. The sessions lasts for over two hours. At the subsequent Board meetings the Independent Directors are requested to critically consider the minutes of Audit Committees and help tighten procedures. Their views are constantly indented upon for revamp of administrative and office procedures.

The hours devoted by Independent Directors for familiarization and the programmes in this context may not be reckoned in installments of time or number. It would suffice it to state that a synod of specialists are kept in constant touch and apprised forthwith on all matters of importance.

Other modes of Familiarization

The independent Directors interacted with the Chairman and Managing Director and in depth on management concerns at the Board level.

The Independent Directors appreciated the effort of the Company to associate itself with new purveyors of technology to its standing advantage.

The Independent Directors made an insight analysis of the effect of forex fluctuations and recommended calculated sagacious and prompt impulses from time to time to the best advantage of the Company.

The Independent Directors noted the measures in progress towards diversification of the Company's operations in order to enhance value addition. This would be a proof against vagaries of material costs. It was also felt that strategies should be devised to increase the PBIT.