



FAMILIARIZATION PROGRAMME FOR THE INDEPENDENT DIRECTORS

I. Background and Objective

Regulation 25 (7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, mandates the Company to familiarise the Independent Directors in the following areas:

1. Familiarize with the Company and the nature of the industry in which the Company operates;
2. The role, rights and responsibilities of the Independent Director in the Company;
3. The business model of the Company ;
4. Any other related matters which will help the Independent Directors to fulfil their duties towards the Company.

II. Familiarization Process

The Company follows a structured orientation programme for its newly inducted Director(s) to ensure that they become fully aware of the industry in which the Company operates, the processes, systems and policies adopted and followed by the Company. The familiarization programme focuses on the business model and operations of the Company and also aims at informing the directors on the legal, regulatory as well as socio-economic regime in which the Company functions.

It ensures that regular updates are provided to the Directors on the changes/revision in the Company's business model, new developments & initiatives undertaken by the Company, new processes & policies adopted/revised, amendment/introduction of applicable laws and/or regulations .etc.

Additionally, the Independent Directors are briefed on their roles, duties, rights, and responsibilities as a Director of the Company at their time of appointment through formal letter of appointment alongwith the terms and conditions of their engagement.

The familiarization programme for the new and continuing Independent Directors of the Company ensures valuable participation and inputs from them which helps in bringing forth the best practices to the Company and help in making informed decision(s) at the Board Level.

In addition to above, the Management/ Senior Management Personnel gives presentations on the Company's operations, strategy and functions of the Company which helps the Independent Directors to interact with the Management / Senior Management Personnel of the Company.

The Directors of the Company are familiarized in the following manner:

Quarterly Updates

The Company on quarterly basis, updated the Directors on the circulars/notifications issued by Ministry of Corporate Affairs (MCA), National Housing Bank (NHB), Securities and Exchange Board of India (SEBI), Reserve Bank of India (RBI) and other regulatory authorities wherein key actionables are discussed. Various presentations were made by the Functional/business heads to the Directors in order to get themselves more familiarized with the operations and challenges faced by the industry, business opportunities, annual budgets, discuss on long term strategy plans.

Annual Updates

The Annual Business Meet [ABM] of the Company is conducted every year and is usually a three day event. Alongwith, the Board of Directors, all the functional heads, senior management of both business and support functions across all zones are invited to this event.

The Objective is to understand and analyse the previous year's achievement and strategize on growth paths/plans includes detailed discussion on the future business plans and goals.

Details of Familiarization programmes imparted to Independent Directors

Name of the Independent Directors	During FY 2017-18			Cumulative from 1 st April,2015		
	No. of meetings held	No. of meetings attended	Duration attended (in mins)	No. of meetings held	No. of meetings attended	Duration (in mins)
Mr. G. P. Kohli	4	4	110	4	4	80
Mr. V. K. Chopra	4	4	75	4	4	80
Mr. Mannil Venugopalan	4	4	150	4	4	80
Ms. Vijaya Sampath	4	4	150	4	3	60
Dr. Rajiv Kumar*	4	1	75	4	2	40

**Resigned w.e.f. 11th September, 2017*
