

# Familiarization Programme for Independent Directors

## **Preamble**

In terms of Clause 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, 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 programmes.

## **Purpose**

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

## **Overview of Familiarization Programmes**

To facilitate independent directors in the performance of their duties and responsibilities, new directors are provided with a personal orientation by senior leaders and materials regarding the Company's business and operations, governing documents, information on key personnel, and financial information are made available to them.

Independent directors are also taken through detailed business strategy for various businesses during the independent directors' meetings which are held at least once during the financial year.

The Independent Directors are made aware of their role and responsibilities and liabilities at the time of their appointment through a formal letter of appointment, which also stipulates their roles and responsibilities and various terms and conditions of their appointment.

All Independent Directors are provided from time to time an overview of:

- Criteria of independence applicable to Independent Directors as per Listing Regulations and the Companies Act, 2013;
- Role, Functions, Duties, Responsibilities and Liabilities of Independent Directors;
- Directors Responsibility Statement forming part of the Board's Report;
- Vigil Mechanism including Policy formulation, disclosures, Code of Conduct for Independent Director
- Audit Committee review and approval process
- Risk Management Systems & Framework
- Significant changes in the Accounting Framework and Tax updates
- • Overview of Business Operations
- Board Evaluation Process and Procedures

**Details Familiarization sessions held and attendance of Independent Directors in Familiarization Sessions are as follows:**

<b>Name of Independent Director</b>	<b>No. of the Sessions attended</b>		<b>No. of hours spent in the Sessions attended</b>	
	<b>FY 2019-20</b>	<b>Cumulative till date</b>	<b>FY 2019-20</b>	<b>Cumulative till date</b>
Mrs. V. Anjana Devi	4	4	4	8
Mr. T. Abhinay Reddy	3	3	3	6
Mr. M Rithwik Reddy	1	1	1	2