

Familiarization Programmes for Independent Directors

i. No. of programmes attended by the Independent Directors

| Name of the Independent Director | During the year 2016-17 | Cumulative till date (2014-15 onwards) |
|----------------------------------|-------------------------|--|
| Mr. Vishnu N Khanna | None | Two |
| Dr.Arvind K Mehta | One | Three |
| Mr. Vijay K Bhandari | One | Three |
| Dr.Siddhan Subramanian | One | Three |
| Dr.Sunita Banerji | None | Two |

ii. No. of hours spent by the Independent Directors in such programme

| Name of the Independent Director | During the year 2016-17 | Cumulative till date (2014-15 onwards) |
|----------------------------------|-------------------------|--|
| Mr. Vishnu N Khanna | - | 5.45 |
| Dr. Arvind K Mehta | 1.30 | 7.15 |
| Mr. Vijay K Bhandari | 1.30 | 7.15 |
| Dr. Siddhan Subramanian | 1.30 | 7.15 |
| Dr. Sunita Banerji | - | 5.45 |

iii. Other Relevant Details

| Date of the Programmes | Summary of the Training Programme |
|---------------------------------|---|
| 4 th March, 2015 | The Training Programme was organized by Mr. Kaushol Mehta, Partner of M/s. Botliboi & Purohit, the Statutory Auditors. The Training Programme covered subject on rules, duties and responsibilities of Independent Directors and Key Managerial Persons. The Programme also highlighted the current trends adopted by Companies for high standards of Corporate Governance. |
| 11 th February, 2016 | The Training Programme was organized by Mr. Kaushal Mehta, Partner of M/s. Batliboi & Purohit, the Statutory Auditors and Ms. Kanchan Goel. The Training programme covered presentation on Internal Financial Control keeping in view of the requirements under clause 134(5)(e) of the Companies Act, 2013. Presentation was done on the various aspects, Process Controls, Revenue Booking, Expenses, Purchase of Fixed Assets, Payroll, Bank Reconciliation Statement, Inventory, Information Technology General Controls, Financial Closure Process, including various Risk involved in these process. The Training programme also highlighted various controls like Job Rotations. Balance confirmations, Reconciliations, Physical Verifications, Documented policies & procedures etc |
| 07 th February ,2017 | The Training Programme was conducted by Mr. Kaushal Mehta, Partner of M/s. Batliboi & Purohit, the Statutory Auditors. The Training programme covered presentation on Basic Comparison from Existing Accounting Standard to change over to Indian Accounting Standards (IND-AS) which shall be effective from Financial Year 2017-18 and changes to be adopted by the company going forward. The new Accounting Standards will have significant impact on Financial Instruments (Disclosure & Presentation), Share based payments, Business combinations, Disclosure of interest in other entities, Fair Value measurement, Revenue from contracts with customers, concept of Contingent Assets, Related party disclosures and Borrowings costs, Effects of changes in foreign exchange rates, Employee benefits etc. |