



**DETAILS OF FAMILIARIZATION PROGRAMME
FOR INDEPENDENT DIRECTORS
DURING THE FINANCIAL YEAR 2017-18 AND CUMULATIVE TILL 31 MARCH, 2018**

Introduction:

- Regulation 25 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 requires that the Company shall familiarize the independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of industry in which the Company operates, business model of the Company, etc., through various programmes.
- Regulation 46 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 requires that details of such familiarization programmes shall be disclosed on the Company's website.

In purview of the above, the Company has adopted a familiarization programme for the Independent Directors which inter alia includes:

- Presentation of an elaborated note on business operations with regard to the operations and financial position of the Company as at the end of each quarter to the Board members with the Agenda of each Board Meeting and at the meeting in the form of a power point presentation in presence of the Chief Executive Officer, Chief Financial Officer and Company Secretary who answer the queries of the Directors, if any arising out of such reports to the satisfaction of the Directors.
- Apprising the Board members about the operations at the ongoing project sites of the Company, the various clients, the new projects awarded to the Company, the debtors position and other details of the ongoing project sites so as to provide the Board a brief idea of the various types of jobs carried upon by the Company and their periodic developments.
- Updating the Directors of any amendments in laws, rules and regulations as applicable on the Company through various presentations at the Board Meeting(s) in consultation with the Statutory Auditors, Internal Auditors and the Secretarial Auditors of the Company likewise the Companies Act, SEBI Laws, Listing Agreement and such other laws and regulations as may be applicable.

During the Financial Year 2017-18, the familiarization programme for the Directors have been conducted as per the following details:

| S. No. | Date of Programme (Board Meeting) | Familiarization Areas Covered |
|---------------|--|--|
| 1. | 26th May, 2017 | <ul style="list-style-type: none">• Operation Report from April'2016 - March'2017 of the Company• Business Plan from April'2017 - March'2018 of the Company |
| 2. | 08th August, 2017 | <ul style="list-style-type: none">• Operation Report from April'2017 - June'2017 of the Company |
| 3. | 06th November, 2017 | <ul style="list-style-type: none">• Operation Report from April'2017 - September'2017 of the Company |
| 4. | 01st February, 2018 | <ul style="list-style-type: none">• Operation Report from April'2017 - December'2017 of the Company• Key Takeaways from the Companies (Amendment) Act, 2017 |



Details of attendance of Independent Directors in familiarization programmes and no. of hours spent in such programmes during the Financial Year 2017-18 are as follows:

| S. No. | Name of Independent Director | No. of the session attended | No. of hours spent on programmes attended | | |
|--------|---------------------------------------|-----------------------------|---|--------------|------------------|
| | | | Date | No. of Hours | Cumulative Hours |
| 1. | Mr. V.K. Pargal | 4 | Date | No. of Hours | Cumulative Hours |
| | | | 26 th May, 2017 | 1.20 | 1.20 |
| | | | 08 th August, 2017 | 0.40 | 2.00 |
| | | | 06 th November, 2017 | 1.10 | 3.10 |
| | | | 01 st February, 2018 | 1.30 | 4.40 |
| 2. | Dr. Sanjeev Kumar | 3 | Date | No. of Hours | Cumulative Hours |
| | | | 26 th May, 2017 | 0.00 | 0.00 |
| | | | 08 th August, 2017 | 0.40 | 0.40 |
| | | | 06 th November, 2017 | 1.10 | 1.50 |
| | | | 01 st February, 2018 | 1.30 | 3.20 |
| 3. | Mr. P.K. Mittal | 4 | Date | No. of Hours | Cumulative Hours |
| | | | 26 th May, 2017 | 1.20 | 1.20 |
| | | | 08 th August, 2017 | 0.40 | 2.00 |
| | | | 06 th November, 2017 | 1.10 | 3.10 |
| | | | 01 st February, 2018 | 1.30 | 4.40 |
| 4. | Mr. Gautam Mukherjee | 4 | Date | No. of Hours | Cumulative Hours |
| | | | 26 th May, 2017 | 1.20 | 1.20 |
| | | | 08 th August, 2017 | 0.40 | 2.00 |
| | | | 06 th November, 2017 | 1.10 | 3.10 |
| | | | 01 st February, 2018 | 1.30 | 4.40 |
| 5. | Mr. Satya Prakash Mangal* | 4 | Date | No. of Hours | Cumulative Hours |
| | | | 26 th May, 2017 | 1.20 | 1.20 |
| | | | 08 th August, 2017 | 0.40 | 2.00 |
| | | | 06 th November, 2017 | 1.10 | 3.10 |
| | | | 01 st February, 2018 | 1.30 | 4.40 |
| 6. | Ms. Seethalakshmi Venkataraman | 4 | Date | No. of Hours | Cumulative Hours |
| | | | 26 th May, 2017 | 1.20 | 1.20 |
| | | | 08 th August, 2017 | 0.40 | 2.00 |
| | | | 06 th November, 2017 | 1.10 | 3.10 |
| | | | 01 st February, 2018 | 1.30 | 4.40 |

0.00 indicates Director not present in the meeting.

*** Resigned w.e.f 15th February, 2018.**



DETAILS OF FAMILIARIZATION PROGRAMME
ATTENDED BY INDEPENDENT DIRECTORS
CUMULATIVE TILL 31 MARCH, 2018

| S. No. | Name of Independent Director | Cumulative Hours as on 01 April, 2017 | | Hours during Financial Year 2017-18 | | Cumulative Hours as on 31 March, 2018 | |
|--------|--------------------------------|---------------------------------------|--------------|-------------------------------------|--------------|---------------------------------------|--------------|
| | | No. of Programmes | No. of Hours | No. of Programmes | No. of Hours | No. of Programmes | No. of Hours |
| 1. | Mr. V.K. Pargal | 8 | 7.15 | 4 | 4.40 | 12 | 11.55 |
| 2. | Dr. Sanjeev Kumar | 6 | 5.00 | 3 | 3.20 | 9 | 8.20 |
| 3. | Mr. P.K. Mittal | 7 | 6.45 | 4 | 4.40 | 11 | 11.25 |
| 4. | Mr. Gautam Mukherjee | 7 | 6.30 | 4 | 4.40 | 11 | 11.10 |
| 5. | Mr. Satya Prakash Mangal* | 8 | 7.15 | 4 | 4.40 | 12 | 11.55 |
| 6. | Ms. Seethalakshmi Venkataraman | 6 | 5.45 | 4 | 4.40 | 10 | 10.25 |

** Resigned w.e.f 15th February, 2018.*