



**DETAILS OF FAMILIARISATION PROGRAMME FOR
INDEPENDENT DIRECTORS DURING THE FINANCIAL YEAR 2015-16**

Introduction:

- Regulation 25 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (erstwhile Clause 49 of the Listing Agreements) requires that the Company shall familiarise 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 (erstwhile Clause 49 of the Listing Agreements) 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.
- Adoption of Code of Conduct and Ethics and Code of Conduct for prevention of Insider Trading respectively which all the Directors need to comply with in conformity with the latest laws, rules and regulations.

During the Financial Year 2015-16, the familiarisation programme for the Directors have been conducted as per the following details:

S. No.	Date of Programme (Board Meeting)	Familiarisation Areas Covered
1.	30th May, 2015	<ul style="list-style-type: none">• Code of Conduct for Prevention of Insider Trading pursuant to SEBI (Prohibition of Insider Trading) Regulations, 2015• Operation Report from April'2014 - March'2015 of the Company• Business Plan from April'2015 - March'2016 of the Company
2.	30th July, 2015	<ul style="list-style-type: none">• Operation Report from April'2015 - June'2015 of the Company• Brief note on the Secretarial Standards (SS-1 and SS-2) issued by Institute of Company Secretaries of India(ICSI) w.r.t. the board meetings and general meetings respectively effective from 1st July, 2015
3.	06th November 2015	<ul style="list-style-type: none">• Operation Report from July'2015 - September'2015 of the Company



4.	03rd February, 2016	<ul style="list-style-type: none"> Brief note on the highlights of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 effective from 1st December, 2015 Operation Report from October'2015 - December'2015 of the Company
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Details of attendance of Independent Directors in familiarization programmes and no. of hours spent in such programmes 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
			30 th May, 2015	1.00	1.00
			30 th July, 2015	1.00	2.00
			06 th November, 2015	0.30	2.30
			03 rd February, 2016	0.45	3.15
2.	Dr. Sanjeev Kumar	3	Date	No. of Hours	Cumulative Hours
			30 th May, 2015	0.00	0.00
			30 th July, 2015	1.00	1.00
			06 th November, 2015	0.30	1.30
			03 rd February, 2016	0.45	2.15
3.	Mr. P.K. Mittal	3	Date	No. of Hours	Cumulative Hours
			30 th May, 2015	1.00	1.00
			30 th July, 2015	1.00	2.00
			06 th November, 2015	0.00	2.00
			03 rd February, 2016	0.45	2.45
4.	Mr. Gautam Mukherjee	4	Date	No. of Hours	Cumulative Hours
			30 th May, 2015	1.00	1.00
			30 th July, 2015	1.00	2.00
			06 th November, 2015	0.30	2.30
			03 rd February, 2016	0.45	3.15
5.	Ms. Satya Prakash Mangal	4	Date	No. of Hours	Cumulative Hours
			30 th May, 2015	1.00	1.00
			30 th July, 2015	1.00	2.00
			06 th November, 2015	0.30	2.30
			03 rd February, 2016	0.45	3.15
6.	Ms. Seethalakshmi Venkataraman	2	Date	No. of Hours	Cumulative Hours
			30 th May, 2015	0.00	0.00
			30 th July, 2015	1.00	1.00
			06 th November, 2015	0.00	1.00
			03 rd February, 2016	0.45	1.45

0.00 indicates Director not present in the meeting.