

### **DETAILS OF FAMILIARIZATION PROGRAMMES**

Date of Board Meeting	No. of Board Meeting	Topic of Presentation	Duration of the presentation
4 <sup>th</sup> April, 2014	295 <sup>th</sup> Board Meeting	Internal Audit Report of Western Region for the year 2013-14	30 Minutes
		Internal Audit Report of Southern Region for the year 2013-14	35 Minutes
		Companies Act, 2013	40 Minutes
27 <sup>th</sup> May, 2014	296 <sup>th</sup> Board Meeting	Internal Audit Report of Northern Region for the year 2013-14	20 Minutes
		Internal Audit Report of Eastern Region for the year 2013-14	25 Minutes
		Audited Financial Results	45 Minutes
11 <sup>th</sup> August, 2014	297 <sup>th</sup> Board Meeting	Quarterly Financial Results	40 Minutes
3 <sup>rd</sup> November, 2014	298 <sup>th</sup> Board Meeting	Quarterly Financial Results	45 Minutes
4 <sup>th</sup> February, 2015	299 <sup>th</sup> Board Meeting	Quarterly Financial Results	40 Minutes
		Internal Audit Report of Western Region for the period 1.11.2013-31.10.2014	35 Minutes
		Internal Audit Report of Southern Region for the period 01.01.2014-31.10.2014	25 Minutes
7 <sup>th</sup> April, 2015	300 <sup>th</sup> Board Meeting	Internal Audit Report of Northern Region for the year 2014-15	20 Minutes
		Internal Audit Report of Eastern Region for the year 2014-15	30 Minutes
		Changes in Listing Agreement & Insider Trading Regulations	35 Minutes
30 <sup>th</sup> May, 2015	301 <sup>st</sup> Board Meeting	Action taken Report on Internal Audit Reports of Northern, Eastern, Western and Southern Regions for the year 2014-15.	45 Minutes
		Annual Accounts for the year 2014-15	90 Minutes

13 <sup>th</sup> August, 2015	302 <sup>nd</sup> Board Meeting	Investment in overseas wholly owned subsidiary	45 Minutes
		Quarterly Financial Results	35 Minutes
		Action taken Report on Internal Audit Report of Eastern Region for the year 2014-15.	15 Minutes
2 <sup>nd</sup> November, 2015	304 <sup>th</sup> Board Meeting	Quarterly Financial Results	40 Minutes
		Internal Audit Report of overseas subsidiary	50 Minutes
28 <sup>th</sup> January, 2016	305 <sup>th</sup> Board Meeting	Quarterly Financial Results	30 Minutes
		Valuation of proposed overseas Investment	45 Minutes
14 <sup>th</sup> March, 2016	306 <sup>th</sup> Board Meeting	Annual Budget for 2016-17	60 Minutes
		Migration to IND AS	30 Minutes
13 <sup>th</sup> May, 2016	307 <sup>th</sup> Board Meeting	Internal Audit Report for 2015-16	20 Minutes
30 <sup>th</sup> May, 2016	308 <sup>th</sup> Board Meeting	Annual Accounts for 2015-16	70 Minutes
		Business Responsibility Policy	10 Minutes
		Action taken report on Internal Audit of Veedol International DMCC	20 Minutes
11 <sup>th</sup> August, 2016	309 <sup>th</sup> Board Meeting	Quarterly Financial Results	25 Minutes
25 <sup>th</sup> November, 2016	310 <sup>th</sup> Board Meeting	Quarterly Financial Results	30 Minutes
		Safety Audit	40 Minutes
		Budget on International Operations	70 Minutes
10 <sup>th</sup> February, 2017	311 <sup>th</sup> Board Meeting	Annual Budget for 2017-18	50 Minutes
		Quarterly Financial Results	30 Minutes
		Board Evaluation and Diversity Policy	15 Minutes
30 <sup>th</sup> May, 2017	312 <sup>th</sup> Board Meeting	Annual Accounts for 2016-17	70 Minutes
		Audited Financial Results	20 Minutes
		Internal Audit Reports for 2016-17	20 Minutes

20 <sup>th</sup> July, 2017	313 <sup>th</sup> Board Meeting	Presentation on domestic and international operations	90 Minutes
14 <sup>th</sup> August, 2017	314 <sup>th</sup> Board Meeting	Quarterly Financial Results	20 Minutes
		Presentation on international operations	30 Minutes
13 <sup>th</sup> November, 2017	315 <sup>th</sup> Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international operations	30 Minutes
12 <sup>th</sup> February, 2018	316 <sup>th</sup> Board Meeting	Quarterly Financial Results	30 Minutes
		Annual Budget for 2018-19	70 Minutes
		Annual Budget of International Business for 2018-19	50 Minutes
30 <sup>th</sup> May, 2018	317 <sup>th</sup> Board Meeting	Annual Accounts for 2017-18	70 Minutes
		Audited Financial Results	20 Minutes
		Internal Audit Reports for 2017-18	20 Minutes
		Presentation on Companies Amendment Act, 2017	30 Minutes
		Presentation on SEBI (Listing Obligations and Disclosure Requirements), (Amendment), Regulations, 2018	30 Minutes
13 <sup>th</sup> August, 2018	318 <sup>th</sup> Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international operations	30 Minutes
12 <sup>th</sup> November, 2018	319 <sup>th</sup> Board Meeting	Quarterly Financial Results	30 Minutes
11 <sup>th</sup> February, 2019	320 <sup>th</sup> Board Meeting	Quarterly Financial Results	30 Minutes
		Annual Budget for 2019-20	70 Minutes
		Annual Budget of International Business for 2019-20	50 Minutes

14 <sup>th</sup> March, 2019	321 <sup>st</sup> Board Meeting	Presentation on Business Diversification	30 Minutes
30 <sup>th</sup> May, 2019	322 <sup>nd</sup> Board Meeting	Annual Accounts for 2018-19	90 Minutes
		Audited Financial Results	30 Minutes
		Internal Audit Reports for 2018-19	30 Minutes
14 <sup>th</sup> August, 2019	323 <sup>rd</sup> Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international business review and strategy	90 Minutes
14 <sup>th</sup> November, 2019	324 <sup>th</sup> Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international operations	30 Minutes
14 <sup>th</sup> February, 2020	325 <sup>th</sup> Board Meeting	Quarterly Financial Results	30 Minutes
		Annual Budget for 2020-21	70 Minutes
		Annual Budget of International Business for 2020-21 & Presentation on International Business	60 Minutes
		Internal Audit Reports of Northern and Southern Region for 2019-20	20 Minutes
		Presentation on Companies Act, 2013 and SEBI (LODR) Regulations, 2015	30 Minutes
24 <sup>th</sup> June, 2020	326 <sup>th</sup> Board Meeting	Annual Accounts for 2019-20	60 Minutes
		Audited Financial Results	30 Minutes
		Presentation on New Line of Business	30 Minutes
		Presentation on international operations	15 Minutes
		Internal Audit Reports of Eastern and Western Regions for 2019-20	15 Minutes
19 <sup>th</sup> August, 2020	327 <sup>th</sup> Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international operations	15 Minutes

13 <sup>th</sup> November, 2020	328 <sup>th</sup> Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international operations	15 Minutes
12 <sup>th</sup> February, 2021	329 <sup>th</sup> Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international operations	15 Minutes
		Annual Budget for 2021-22	70 Minutes
		Annual Budget of International Business for 2021-22 & Presentation on International Business	60 Minutes
		Presentation on CSR amendments	30 Minutes
10 <sup>th</sup> June, 2021	330 <sup>th</sup> Board Meeting	Annual Accounts for 2020-21	60 Minutes
		Audited Financial Results	30 Minutes
		Presentation on international operations	15 Minutes
		Internal Audit Reports of All Regions for 2020-21	20 Minutes
13 <sup>th</sup> August, 2021	331 <sup>st</sup> Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international operations	15 Minutes
		Presentation on New Avenues of Business	30 Minutes
12 <sup>th</sup> November, 2021	332 <sup>nd</sup> Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international operations	15 Minutes
		Presentation on SEBI (LODR) Regulations, 2015	15 Minutes
14 <sup>th</sup> February, 2022	333 <sup>rd</sup> Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international operations	15 Minutes
		Annual Budget for 2021-22	70 Minutes
		Annual Budget of International Business for 2021-22 & Presentation on International Business	60 Minutes

		Internal Audit Reports of Northern and Western Regions for 2021-2022	20 Minutes
		Succession Plan	20 Minutes
30 <sup>th</sup> May, 2022	334 <sup>th</sup> Board Meeting	Annual Accounts for 2021-22	60 Minutes
		Audited Financial Results	30 Minutes
		Presentation on international operations	20 Minutes
		Internal Audit Reports of Eastern and Southern Regions for 2021-2022	20 Minutes
13 <sup>th</sup> August, 2022	335 <sup>th</sup> Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international operations	15 Minutes
		Presentation on New Business Avenue	20 Minutes
		Internal Audit Reports of MCS Share Transfer Agent Limited (RTA)	15 Minutes
14 <sup>th</sup> November, 2022	336 <sup>th</sup> Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international operations	15 Minutes
		Presentation on New Business Avenue	20 Minutes
14 <sup>th</sup> February, 2023	337 <sup>th</sup> Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international operations	15 Minutes
		Annual Budget for 2023-24	70 Minutes
		Annual Budget of International Business for 2023-24 & Presentation on International Business	60 Minutes
		Internal audit reports of Northern Region and Southern Region 2022-2023	20 Minutes
26 <sup>th</sup> May, 2023	338 <sup>th</sup> Board Meeting	Annual Accounts for 2022-23	60 Minutes

		Audited Financial Results	30 Minutes
29 <sup>th</sup> May, 2023	339 <sup>th</sup> Board Meeting	Presentation on international operations	20 Minutes
		Internal Audit Reports of Eastern and Western Regions for 2022-23 and Internal Audit Reports of Northern Region for Dec, 22 to Mar, 23 and Southern Region for Nov, 22 to Mar, 23	30 Minutes
11 <sup>th</sup> August, 2023	340 <sup>th</sup> Board Meeting	Quarterly Financial Results	20 Minutes
		Presentation on international operations	15 Minutes
		Cost Audit Report	15 Minutes
		Internal Audit Reports of MCS Share Transfer Agent Limited (RTA)	15 Minutes
		Amendment of Policy for Determination of Materiality	10 Minutes
11 <sup>th</sup> November, 2023	342 <sup>nd</sup> Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international operations	15 Minutes
		Quarterly price list movement vis-à-vis peers	15 Minutes
		On short to mid term Business Plan of the Company vis-à-vis Revenue Budget for 2023-24.	30 Minutes
13 <sup>th</sup> February, 2024	343 <sup>rd</sup> Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international operations	15 Minutes
		Annual Budget for 2024-25	70 Minutes

		Annual Budget of International Business for 2024-25 & Presentation on International Business	60 Minutes
		Quarterly Price List Movement	15 Minutes
		Review of Product Portfolio	15 Minutes
18 <sup>th</sup> May, 2024	344 <sup>th</sup> Board Meeting	Annual Accounts for 2023-24	60 Minutes
		Audited Financial Results	30 Minutes
		Presentation on international operations	20 Minutes
		Internal Audit Reports of All Regions for 2023-24	30 Minutes
		Presentation on Quarterly Price List Movement	15 Minutes
		Presentation on Evaluation of Hedging Position for Forex	15 Minutes
13 <sup>th</sup> August, 2024	345 <sup>th</sup> Board Meeting	Quarterly Financial Results	40 Minutes
		Presentation on international operations	15 Minutes
		Presentation on review of remuneration structure	15 Minutes
		IT Control presentations by Statutory Auditors	30 Minutes
		SAP S4 HANA Business Transformation presentation by IBM	30 Minutes
		Presentation on Finance Transformation by Protiviti Consultants (Protiviti)	30 Minutes
		Presentation on Re-rating of rated capacity of Silvassa Plant	15 Minutes



		Cost Audit Report	15 Minutes
12 <sup>th</sup> November, 2024	346 <sup>th</sup> Board Meeting	Quarterly Financial Results	45 Minutes
		Presentation on international operations	15 Minutes
		Presentation on Supply Chain Management (SCM) and Procurement Function	30 Minutes
		Presentation on Finance Function	30 Minutes
13 <sup>th</sup> December, 2024	347 <sup>th</sup> Board Meeting	Presentation on 5 years road map	120 Minutes
5 <sup>th</sup> February, 2025	348 <sup>th</sup> Board Meeting	Quarterly Financial Results	40 Minutes
		Presentation on international operations	15 Minutes
		Presentation on ESOP Scheme	15 Minutes
		Annual Budget for 2025-26	70 Minutes
		Annual Budget of International Business for 2025-26 & Presentation on International Business	30 Minutes
		Presentation on Internal Audit Reports of All Regions for 2024-25	30 Minutes
		Presentation on Amendments to SEBI LODR Regulations	15 Minutes

Independent Directors	No. of programmes attended	No. of hours spent in such programmes
Shri S. Sundareshan	2014-2015: 4	145 Minutes
	2015-2016: 12	570 Minutes
	2016-2017: 11	380 Minutes
	2017-2018: 11	460 Minutes
	2018-2019: 7	270 Minutes
	2019-2020: 12	540 Minutes
	2020-2021: 7	195 Minutes
	<b>Total: 64</b>	<b>2560 Minutes</b>
Shri Subir Roy Choudhury	2014-2015: 1	45 Minutes
	2015-2016: 10	480 Minutes
	2016-2017: 11	380 Minutes
	2017-2018: 11	460 Minutes

	2018-2019: 12 2019-2020: 12 2020-2021: 5	440 Minutes 540 Minutes 150 Minutes
	<b>Total: 62</b>	<b>2495 Minutes</b>
Smt. Nayantara Palchoudhuri	2014-2015: NA 2015-2016: 10 2016-2017: 8 2017-2018: 11 2018-2019: 12 2019-2020: 12 2020-2021: 14	NA 480 Minutes 280 Minutes 460 Minutes 440 Minutes 540 Minutes 445 Minutes
	<b>Total: 67</b>	<b>2645 Minutes</b>
Shri Subir Das	2020-2021: 14 2021-2022: 16 2022-2023: 16 2023-2024: 18 2024-2025: 26	445 Minutes 475 Minutes 470 Minutes 510 Minutes 815 Minutes
	<b>Total: 90</b>	<b>2775 Minutes</b>
Shri P. S. Bhattacharyya	2017-2018: 5 2018-2019: 5 2019-2020: 7 2020-2021: 14 2021-2022: 13 2022-2023: 16 2023-2024: 18 2024-2025: 26	210 Minutes 210 Minutes 270 Minutes 445 Minutes 415 Minutes 470 Minutes 510 Minutes 815 Minutes
	<b>Total: 104</b>	<b>3345 Minutes</b>
Shri P. Y Gurav	2017-2018: 5 2018-2019: 12 2019-2020: 12 2020-2021: 14 2021-2022: 16 2022-2023: 16 2023-2024: 18 2024-2025: 26	210 Minutes 440 Minutes 480 Minutes 445 Minutes 475 Minutes 470 Minutes 510 Minutes 815 Minutes
	<b>Total: 119</b>	<b>3845 Minutes</b>
Shri Praveen P. Kadle	2020-2021: 7 2021-2022: 13 2022-2023: 16 2023-2024: 18 2024-2025: 26	250 Minutes 400 Minutes 470 Minutes 510 Minutes 815 Minutes
	<b>Total: 80</b>	<b>2445 Minutes</b>
Smt. B. S. Sihag	2021-2022: 16 2022-2023: 16 2023-2024: 13 2024-2025: 26	475 Minutes 470 Minutes 435 Minutes 815 Minutes
	<b>Total: 71</b>	<b>2195 Minutes</b>