

FAMILIARIZATION PROGRAMMES FOR INDEPENDENT DIRECTORS

Preamble

The familiarization programmes for Independent Directors of the Company has been adopted by the Board of Directors, pursuant to Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred as "SEBI LODR Regulations") and Schedule IV of the Companies Act, 2013. The provisions of SEBI LODR Regulations envisage that, the Company shall familiarize the Independent Directors on their roles, rights and responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc., through various programmes.

Objective

To understand the entire operations and activities of the organization, its broad objectives and its vision going forward, an induction programme is organized for the Directors at the time of their joining, and thereafter every year for the existing Independent Directors. The Familiarization Programmes for Independent Directors are structured by the Company taking into cognizance the requirements of Companies Act, 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Familiarization Process

- For new Independent Director joining the Board – The Company shall through its, Whole-time Directors, Company Secretary and other Senior Managerial Personnel familiarize the Independent Director with regard to Company's operations and activities.
- For on-going Familiarization Programme – The Company shall through its Whole-time Directors, Company Secretary and other Senior Managerial Personnel conduct programs/ presentations at such periodic intervals as may deem necessary, at least once a year, to familiarize the Independent Directors with the strategy, operations and functions of the Company;
- Such programs/ presentations will provide an opportunity to the Independent Directors to interact with the senior leadership team of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time;
- The programs/ presentations shall also familiarize the Independent Directors with their roles, rights and responsibilities;
- The Company may circulate news and articles related to the industry and may provide specific regulatory updates from time to time.
- The programs/ presentations for understating the provisions of the Companies Act, 2013, SEBI Regulations, Income tax act and other applicable laws from time to time;
- Discussions on amendments on Companies Act, 2013, SEBI Regulations, Income tax act and other applicable laws from time to time;

Disclosure of the Policy

This Policy shall be uploaded on the Company's website and a web link for the same shall also be provided in the Annual Reports of the Company.

Review of the Familiarization Program

The Board shall review this Program and make revisions as may be required.

Details of familiarization programmes imparted to and attended by the Independent Directors

Sl. No.	Name of Directors	No. of session attended		No. of hours spent	
		During FY 2022-23	On a cumulative basis	During FY 2022-23	On a cumulative basis
1.	Mrs. Minoti Nath	1	8	1.00	8.00
2.	Mr. Sandip Sarkar	1	4	1.00	4.00
3.	Mr. Ram Krishna Mondal	1	3	1.00	3.00