

# **Familiarization Programme for Independent Directors**

## **Purpose and Objective of The Programmes**

The Program aims to provide insights into the Company to enable the Independent Directors to understand its business in depth that would facilitate their active participation in managing the Company.

## **Familiarization Process**

The Company through its Managing Director or Executive Director or Key Managerial Personnel or Senior Management Personnel conducts presentations or programme to familiarize the Independent Directors with the strategy, operations functions, risk management of the Company and to provide an opportunity to interact with the Senior Management of the Company.

When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Chairman and Managing Director and Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities.

Independent Directors are provided with copy of latest Annual Report, Code of Conduct for Board of Directors & Senior Management Personnel, Code of Internal Procedures and Conduct for Regulating, Monitoring and Reporting of Trading by Insiders, Schedule of upcoming Board and Committee meetings.

A detailed Appointment Letter incorporating the role, duties and responsibilities is issued for the acceptance of the Independent Directors. Quarterly results of the Company are sent to the Directors.

The Directors get an opportunity to visit Company's plants, from time to time to make them aware about the product lines of the Company.

Each director of the Company has complete access to any information relating to the Company. Independent Directors have the freedom to interact with the Company's management.

Familiarization programme will be conducted "as needed" basis during the year.

As and when familiarization programme is conducted, the same will be disclosed on the website of the Company including the following details :

Number of programmes attended by independent directors (during the year and on a cumulative basis till date)

Number of hours spent by independent directors in such programmes (during the year and on cumulative basis till date)

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

Name of Programme	Date of Familiarization Programme	Particulars of Programme	No. of hours spent by directors	No. of programmes attended by director	Cumulative No. of programmes and hours
Mr. Vijay Kumar Bhartia					
Scorecard Demo	02.03.2016	Demonstration of Balanced Scorecard (Business Intelligence and Data Visualization Tool)	Half Hour	01	Programme – 01 Hour – 0.5
Business Plan		Railway and Non railway Business Plan	Two Hours	01	Programme – 02 Hour – 2.5
Plant Visit		Plant visit for understanding the industry, company and manufacturing processes	One Hour	01	Programme – 03 Hour – 3.5
Plant Visit	09.02.2017	Plant visit for understanding the industry, company and manufacturing processes	One Hour	01	Programme – 04 Hour – 4.5
Business Plan	13.02.2018	New Product Development and Market Scenario	Half Hour	01	Programme – 05 Hour – 5.0
Plant Visit	13.02.2018	Plant visit for understanding the industry, company and manufacturing processes	One Hour	01	Programme – 06 Hour – 6.0
Kotak Committee Report & SEBI LODR and ESOP	30.05.2018	i. Changes in Listing Regulations due to implementation of Kotak Committee recommendations and its impact ii. Employee Stock Option Plan	Twenty Minutes	01	Programme – 07 Hours – 6 Minutes – 20
Plant Visit and interaction with senior employees	12.02.2019	i. Plant visit for understanding the industry, company and manufacturing processes ii. Interaction with senior employees	One Hour	01	Programme – 08 Hours – 7 Minutes – 20

Mr. Binod Kumar Patodia					
Scorecard Demo	02.03.2016	Demonstration of Balanced Scorecard (Business Intelligence and Data Visualization Tool)	Half Hour	01	Programme – 01 Hour – 0.5
Business Plan		Railway and Non railway Business Plan	Two Hours	01	Programme – 02 Hour – 2.5
Plant Visit		Plant visit for understanding the industry, company and manufacturing processes	One Hour	01	Programme – 03 Hour – 3.5
Business Plan	13.02.2018	New Product Development and Market Scenario	Half Hour	01	Programme – 04 Hour – 5.0
Plant Visit	13.02.2018	Plant visit for understanding the industry, company and manufacturing processes	One Hour	01	Programme – 05 Hour – 5.0
Mr. Parimal Merchant					
Scorecard Demo	02.03.2016	Demonstration of Balanced Scorecard (Business Intelligence and Data Visualization Tool)	Half Hour	01	Programme – 01 Hour – 0.5
Business Plan		Railway and Non railway Business Plan	Two Hours	01	Programme – 02 Hour – 2.5
Plant Visit		Plant visit for understanding the industry, company and manufacturing processes	One Hour	01	Programme – 03 Hour – 3.5
Plant Visit	09.02.2017	Plant visit for understanding the industry, company and manufacturing processes	One Hour	01	Programme – 04 Hour – 4.5
Business Plan	13.02.2018	New Product Development and Market Scenario	Half Hour	01	Programme – 05 Hour – 5.0
Plant Visit	13.02.2018	Plant visit for understanding the industry, company and manufacturing processes	One Hour	01	Programme – 06 Hour – 6.0
Kotak Committee Report &	30.05.2018	i. Changes in Listing Regulations due to	Twenty Minutes	01	Programme – 07 Hours – 6 Minutes – 20

SEBI LODR and ESOP		implementation of Kotak Committee recommendations and its impact ii. Employee Stock Option Plan			
Mr. Pradeep Goyal					
Scorecard Demo	02.03.2016	Demonstration of Balanced Scorecard (Business Intelligence and Data Visualization Tool)	Half Hour	01	Programme – 01 Hour – 0.5
Business Plan		Railway and Non railway Business Plan	Two Hours	01	Programme – 02 Hour – 2.5
Plant Visit		Plant visit for understanding the industry, company and manufacturing processes	One Hour	01	Programme – 03 Hour – 3.5
Business Plan	13.02.2018	New Product Development and Market Scenario	Half Hour	01	Programme – 04 Hour – 4.0
Plant Visit	13.02.2018	Plant visit for understanding the industry, company and manufacturing processes	One Hour	01	Programme – 05 Hour – 5.0
Plant Visit and interaction with senior employees	12.02.2019	i. Plant visit for understanding the industry, company and manufacturing processes ii. Interaction with senior employees	One Hour	01	Programme – 06 Hours – 6.0