

DETAILS OF FAMILIARIZATION PROGRAMMES

Date of Board Meeting	No. of Board Meeting	Topic of Presentation	Duration of the presentation
4 th April, 2014	295 th 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 th May, 2014	296 th 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 th August, 2014	297 th Board Meeting	Quarterly Financial Results	40 Minutes
3 rd November, 2014	298 th Board Meeting	Quarterly Financial Results	45 Minutes
4 th February, 2015	299 th 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 th April, 2015	300 th 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 th May, 2015	301 st 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 th August, 2015	302 nd 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 nd November, 2015	304 th Board Meeting	Quarterly Financial Results	40 Minutes
		Internal Audit Report of overseas subsidiary	50 Minutes
28 th January, 2016	305 th Board Meeting	Quarterly Financial Results	30 Minutes
		Valuation of proposed overseas Investment	45 Minutes
14 th March, 2016	306 th Board Meeting	Annual Budget for 2016-17	60 Minutes
		Migration to IND AS	30 Minutes
13 th May, 2016	307 th Board Meeting	Internal Audit Report for 2015-16	20 Minutes
30 th May, 2016	308 th 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 th August, 2016	309 th Board Meeting	Quarterly Financial Results	25 Minutes
25 th November, 2016	310 th Board Meeting	Quarterly Financial Results	30 Minutes
		Safety Audit	40 Minutes
		Budget on International Operations	70 Minutes
10 th February, 2017	311 th Board Meeting	Annual Budget for 2017-18	50 Minutes
		Quarterly Financial Results	30 Minutes
		Board Evaluation and Diversity Policy	15 Minutes
30 th May, 2017	312 th Board Meeting	Annual Accounts for 2016-17	70 Minutes
		Audited Financial Results	20 Minutes
		Internal Audit Reports for 2016-17	20 Minutes

20 th July, 2017	313 th Board Meeting	Presentation on domestic and international operations	90 Minutes
14 th August, 2017	314 th Board Meeting	Quarterly Financial Results	20 Minutes
		Presentation on international operations	30 Minutes
13 th November, 2017	315 th Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international operations	30 Minutes
12 th February, 2018	316 th 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 th May, 2018	317 th 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 th August, 2018	318 th Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international operations	30 Minutes
12 th November, 2018	319 th Board Meeting	Quarterly Financial Results	30 Minutes
11 th February, 2019	320 th 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 th March, 2019	321 st Board Meeting	Presentation on Business Diversification	30 Minutes
30 th May, 2019	322 nd Board Meeting	Annual Accounts for 2018-19	90 Minutes
		Audited Financial Results	30 Minutes
		Internal Audit Reports for 2018-19	30 Minutes
14 th August, 2019	323 rd Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international business review and strategy	90 Minutes
14 th November, 2019	324 th Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international operations	30 Minutes
14 th February, 2020	325 th 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 th June, 2020	326 th 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 th August, 2020	327 th Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international operations	15 Minutes

13 th November, 2020	328 th Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international operations	15 Minutes
12 th February, 2021	329 th 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 th June, 2021	330 th 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 th August, 2021	331 st Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international operations	15 Minutes
		Presentation on New Avenues of Business	30 Minutes
12 th November, 2021	332 nd Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international operations	15 Minutes
		Presentation on SEBI (LODR) Regulations, 2015	15 Minutes
14 th February, 2022	333 rd 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 th May, 2022	334 th 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 th August, 2022	335 th 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 th November, 2022	336 th Board Meeting	Quarterly Financial Results	30 Minutes
		Presentation on international operations	15 Minutes
		Presentation on New Business Avenue	20 Minutes
14 th February, 2023	337 th 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

26th May, 2023	338th Board Meeting	Annual Accounts for 2022-23	60 Minutes
		Audited Financial Results	30 Minutes
29 th May, 2023	339 th 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 th August, 2023	340 th 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

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
	Total: 64	2560 Minutes
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	440 Minutes
	2019-2020: 12	540 Minutes
	2020-2021: 5	150 Minutes
	Total: 62	2495 Minutes

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
	Total: 67	2645 Minutes
Shri Subir Das	2020-2021: 14 2021-2022: 16 2022-2023: 16 2023-2024: 9	445 Minutes 475 Minutes 470 Minutes 215 Minutes
	Total: 55	1605 Minutes
Shri P. S. Bhattacharyya	2017-2018: 5 2018-2019: 5 2019-2020: 7 2020-2021: 14 2021-2022: 13 2022-2023: 16 2023-2024: 9	210 Minutes 210 Minutes 270 Minutes 445 Minutes 415 Minutes 470 Minutes 215 Minutes
	Total: 69	2235 Minutes
Shri P. Y Gurav	2017-2018: 5 2018-2019: 12 2019-2020: 12 2020-2021: 14 2021-2022: 16 2022-2023: 16 2023-2024: 9	210 Minutes 440 Minutes 480 Minutes 445 Minutes 475 Minutes 470 Minutes 215 Minutes
	Total: 84	2735 Minutes
Shri Praveen P. Kadle	2020-2021: 7 2021-2022: 13 2022-2023: 16 2023-2024: 9	250 Minutes 400 Minutes 470 Minutes 215 Minutes
	Total: 45	1335 Minutes
Smt. B. S. Sihag	2021-2022: 16 2022-2023: 16 2023-2024: 4	475 Minutes 470 Minutes 140 Minutes
	Total: 36	1085 Minutes