



**FAMILIARIZATION PROGRAMME FOR
INDEPENDENT DIRECTORS**



FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS OF MANGALAM DRUGS & ORGANICS LIMITED

This Familiarization Program (“the Program”) for Independent Directors of Mangalam Drugs & Organics Limited (“the Company”) has been adopted by the Board of Directors pursuant to Regulations 25 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

1. Purpose

The Program aims to provide insights into the Company to enable the Independent Directors to understand its business in depth and contribute significantly to the Company.

2. Familiarization Process

- The Company shall through its Management conduct programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company;
- Such programmes / presentations provide an opportunity to the Independent Directors to interact with the Senior Management 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.
- A new director is apprised of the working of the Company and various codes of conduct adopted by the Company in its functioning. This is accomplished by conducting an Orientation Programme for all new Board members before they join the Board of Directors.
- The programmes / presentations shall also familiarize the Independent Directors with their roles, rights and responsibilities;
- A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, insurance cover, Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors.
- They are given all the documents sought by them for enabling a good understanding of the Company, its various Operations and the industry segments of which it is a part.

3. Other Initiatives to update the Directors on a Continuing Basis

- The Directors get an opportunity to visit Company’s offices, where they are apprised of the operational and sustainability aspects to enable them to have full understanding on the activities of the Company and initiatives taken on safety, quality, Sustainability etc
- At various Board meetings during the year they are briefed about safety, health and environment and sustainability issue, risk management, company policies, changes in the regulatory environment applicable to the corporate sector and to the industry in which it operates, and other relevant issue.
- They are also briefed at the Board meetings about the business performance, operations, market share, financial parameters, working capital management, fund flows, senior management change, major litigation, compliances, regulatory scenario etc.

4. Compliances & Disclosures

- The Directors are explained in detail the compliances required from them under the Companies Act, 2013, Listing Regulations and other relevant regulations and their affirmation is taken with respect to the same.
- This Policy shall be uploaded on the Company's website for public information and a web link for the same shall also be provided in the Corporate Governance Section of the Annual Report of the Company.

5. Review

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

Details of Familiarization Programme for Independent of Mangalam Drugs & Organics Limited held during the financial year ended 31st March 2018

Pursuant to the Familiarization Program for Independent of Mangalam Drugs and Organics Limited and Regulation 25 (7) of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015, the independent directors were familiarized and given presentations on Induction, financials, capital expenditure and performance of various companies, presentations on impact of new IND AS on the Company, Internal Financial controls, Risk Framework, new regulations impacting the company, operational performance of the company, industry overview and comparisons in which the Company is operating, etc. were held for the Independent and non executive directors of the company during the financial year ended 31st March 2018.

Details of attendance of Independent and Non-Executive Directors in Familiarization sessions as follows:

Sr. no.	Name of Director	Nature of Directorship	Particulars of Familiarization Sessions (During the tenure of respective Directors)							
			During the Financial Year 2017-18				Cumulative (from April 1 2016)			
			Held		Attended		Held		Attended	
			No of sessions	Duration	No of sessions	Duration	No of sessions	Duration	No of sessions	Duration
1.	Subhash Khattar	Independent	2	2 hrs	2	2 hrs	4	4 hrs	4	4 hrs
2.	Anuradha Sukhani	Independent	2	2 hrs	2	2 hrs	4	4 hrs	4	4 hrs
3.	Rukmesh Dhandhaniya	Additional Independent	1	1 hrs	1	1 hrs	1	1 hrs	1	1 hrs
4.	Ajay Sawhney	Additional Independent	1	1 hrs	1	1 hrs	1	1 hrs	1	1 hrs
