



**DETAILS OF FAMILIARIZATION  
PROGRAMMES IMPARTED TO  
INDEPENDENT DIRECTORS**

**DISCLOSURE UNDER REGULATION 25 AND 46 OF SEBI  
(LISTING OBLIGATIONS AND DISCLOSURE  
REQUIREMENTS) REGULATIONS, 2015**

**Legal Framework:**

Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosures Requirements) Regulations, 2015 (“the Listing Regulations”) requires a Company to familiarise its Independent Directors through various programmes about the Company, including the following:

- (a) nature of the industry in which the company operates;
- (b) business model of the company;
- (c) roles, rights, responsibilities of independent directors; and
- (d) any other relevant information.

Further, Regulation 46(2) of the Listing Regulations requires a Company to disseminate on its website the details of familiarisation programmes imparted to Independent Directors including the following details: -

- (i) number of programmes attended by Independent Directors (during the year and on a cumulative basis till date),
- (ii) number of hours spent by Independent Directors in such programmes (during the year and on a cumulative basis till date), and
- (iii) other relevant details.

### **Details of familiarization programmes imparted to independent directors:**

The Company has an orientation process/familiarization programme for its independent directors that includes:

a. Briefing on their role, responsibilities, duties, and obligations as a member of the Board through detailed presentations on the changes in backdrop of Companies Act 2013, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standards. The Company has arranged such presentations through internal resources as well as outside experts/consultants.

Updates on relevant statutory changes concerning the Company are informed to the entire Board on regular intervals.

b. Nature of Industry/business in which company operates and business model of the Company, Company's strategic and operating plans, Financial Performances, Apprising on major pending issues of the company, contingent Liabilities and legal cases if any pending.

c. Matters relating to Corporate Governance, significant changes in regulatory environment and implications on the Industry/ Company, Code of Business Conduct, Risk Management, Compliance Programs, Company Management, Board Meeting Process Internal Audit, updation on ongoing events and development in the company etc.

To familiarize the new directors with the business and operations of the Company. an Induction kit is shared with them which, *inter-alia*, includes Mission, Vision and Values, Group Business Structure, Brief profile of the Board of Directors, Composition of Committees of the Board, Brief profile of Senior Management Personnel, Latest Annual Report, Latest Shareholding Pattern and Shareholders holding more than 5% of share capital, Codes and Policies and Remuneration payable to Directors to enable them to familiarise with the Company's procedures and practices from time to time. Furthermore, the role, rights, responsibilities, duties and liabilities of the Independent Directors are embodied in detail in their Appointment Letter.

As a process when a new independent director is appointed, a familiarization programme as described above is conducted by the senior management team and also whenever a new member is appointed to a Board Committee, information relevant to the functioning of the Committee and the role and responsibility of Committee members is informed. Each of our independent directors have attended such orientation process/familiarization programme when they were inducted into the Board and these programs are generally spread over day or two.

The Board and Committee meetings of the Company are held at least on a quarterly basis and Periodic presentations are made at the Board and Board Committee Meetings, on business and performance updates of the Company, business strategy and risks involved. and members of the Board meet key functional/business heads separately to get themselves more familiarized with the business/operations and challenges faced by the industry on an ongoing basis.

Independent Directors are facilitated to meet without the presence of the Company's management to discuss matters pertaining to the Company's affairs. The Company organised visits to the plants for the Directors to facilitate them to understand the operations of the Company in detail.

The details of familiarisation programs imparted to independent directors are as under:

### **Familiarisation Programme organised on 31<sup>st</sup> October 2014**

Pursuant to the compliance In terms of Clause49(II)(B)(7) of the Listing Agreement, Scan Steels Limited had arranged an informative session on Monday, 31<sup>st</sup> October 2014 at 4.30 p.m. at Main Road, Rajgangpur, Sundergarh, Odisha - 770017 to familiarize the Independent Directors (namely Mr. Ankur Madaan and Mr. Vinay Goyal) about Criteria of independence applicable to Independent Directors, their roles, responsibilities and duties as Independent Directors and also about the Directors Responsibility Statement and changes that would have to be made in the content of next year's Directors' Report to the shareholders, nature of Industry in which company operates, business models and Financial of the Company.

They were also appraised about the statutory compliances as a Board Member.

### **Familiarisation Programme organised on 27<sup>th</sup> March 2015**

Pursuant to the compliance in terms of Clause 49(II)(B)(7) of the Listing Agreement, Scan Steels Limited had arranged an informative session on Friday, 27<sup>th</sup> March 2015 at 5.00 p.m. at Trishna Nirmalaya Bhawan, PLOT-516/1723/3991, 3<sup>rd</sup> Floor, Magnetics Square, Patia, Bhubaneswar – 751024 to familiarize the Independent Director (namely Mrs. Debjani Sahu along with Independent Directors Ankur Madaan and Mr. Vinay Goyal) about their roles, responsibilities and duties as Independent Directors along with Time allocation by the Independent Directors on financial controls and compliances, overseeing systems of risk management, CSR, Stakeholders conflicts, strategic direction, Meetings and performance assessment.

They were also updated about the amendments in statutory compliances and their role as a Board Member.

### **Familiarisation Programme organised on 08<sup>th</sup> December 2015**

The Company, in compliance of the provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Erstwhile Listing Agreement with the Stock Exchange) had organized a program for the Independent Directors on the below topic:

#### **'Scan Group and way forward'**

on Tuesday 08<sup>th</sup> December 2015 at 11.30 a.m. at Trishna Nirmalaya Bhawan, PLOT-516/1723/3991, 3<sup>rd</sup> Floor, Magnetics Square, Patia, Bhubaneswar – 751024. The same was attended by all the Independent Directors of the Company.

The speaker for the session was Mr. Rajesh Gadodia, Executive Director who briefed the Directors about all the products manufactured by the Company as well as the Scan Steels business. As a part of the Programme they were taken for an entire plant visit the Next Day where they were appraised in detail about the process of manufacturing and were informed about the challenges of the operations and the manufacturing processes.

The Directors were also circulated the Code of ethics of the Scan Group and were briefed about the code of conduct prevalent in the Company along with Role's responsibilities and duties as Independent Directors in compliance of the provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

### **Familiarisation Programme organised on 24<sup>th</sup> May 2016**

Pursuant to the compliance In terms of the provisions of Regulation 25 (7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Scan Steels Limited had arranged an informative session on Tuesday, 24<sup>th</sup> May 2016 at 7.00 p.m. at Rambahal, Rajgangpur, Dist: Sundergarh (Odisha) – 770017 to familiarize the New Independent Director namely Mr. Punit Kedia along with Independent Directors Mr. Vinay Goyal and Mrs. Debjani Sahu Independent Directors of the Company (Mr. Rajesh Gadodia Non Ex. CM of the Company also Participated in the session) about their Roles responsibilities and duties as Independent Directors, Statutory compliance as a Board Member , Plant visit at major locations of manufacturing facilities of the Company and where they were also appraised in detail about the process of manufacturing and Products manufactured by the Company, Challenges faced by the Company in operations and manufacturing process and nature of Industry in which company operates, business models and Financial of the Company and they were also briefly narrated about the Code of ethics of the Scan Group.

The directors present appreciated the efforts made by the management and advised the management to conduct more such programmes as per their convenience, for the knowledge enhancing of the Independent Directors of the Company towards their roles and responsibilities.

### **Familiarisation Programme organised on 4<sup>th</sup> April 2017**

Pursuant to the compliance In terms of the provisions of Regulation 25 (7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Scan Steels Limited had arranged an informative session on Tuesday, 4<sup>th</sup> April 2017 at 3.00 p.m. at Trishna Nirmalaya Bhawan, Plot-516/1723/3991, 3<sup>rd</sup> Floor, Magnetics Square, Patia, Bhubaneswar – 751024. to familiarize and update the Independent Director namely Mr. Punit Kedia Mr. Vinay Goyal and Mrs. Debjani Sahu Independent Directors of the Company (Mr. Rajesh Gadodia Non Ex. CM of the Company also Participated in the session) about changes in their Roles responsibilities and duties as Independent Directors, as per amendments made in Companies Act, 2013 and various applicable laws and they were also appraised in detail about the, Challenges faced by the Company in operations and manufacturing process and Financial of the Company.

The directors present cleared their doubts and discussed about the topic of concerns and thanked the management for conducting such programmes from time to time for the knowledge enhancing of the Independent Directors of the Company for better performance of their roles and responsibilities.



### **Familiarisation Programme organised on 31<sup>ST</sup> May 2018**

Pursuant to the compliance In terms of the provisions of Regulation 25 (7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Scan Steels Limited had arranged an informative session at the start of F.Y 18-19 on Thursday, 31<sup>st</sup> May 2018 at 4.30 p.m. at Trishna Nirmalaya Bhawan, Plot-516/1723/3991, 3<sup>rd</sup> Floor, Magnetics Square, Patia, Bhubaneswar – 751024. to familiarize and update the Independent Directors namely Mr. Punit Kedia Mr. Vinay Goyal and Mrs. Debjani Sahu Independent Directors of the Company (Mr. Rajesh Gadodia Non Ex. CM of the Company also Participated in the session) through detailed presentations on the changes in backdrop of Companies Act 2013, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Revised Secretarial Standards.

Mr. Praveen Kumar Patro, newly appointed Executive Director of the Company also participated in the Familiarisation Programme.

The directors present appreciated the efforts made by the management for the knowledge enhancing of the Independent Directors of the Company towards their roles and responsibilities.

### **Familiarisation Programme organised on 31<sup>ST</sup> May 2019**

Pursuant to the compliance In terms of the provisions of Regulation 25 (7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Scan Steels Limited had arranged an informative session at the start of F.Y 19-20 on Friday, 31<sup>st</sup> May 2019 at 5.00 p.m. at Trishna Nirmalaya Bhawan, Plot-516/1723/3991, 3<sup>rd</sup> Floor, Magnetics Square, Patia, Bhubaneswar – 751024. to familiarize and update the Independent Directors namely Mr. Punit Kedia Mr. Vinay Goyal and Mrs. Debjani Sahu Independent Directors of the Company (Mr. Rajesh Gadodia Non Ex. CM of the Company also Participated in the session) about Criteria of Independence as per New Amendments in LODR, 2015, presentations was also given to the Independent Directorsto apprise them of key changes in regulations /Act impacting the Company or the functioning, roles and responsibilities of the Board members. They also reviewed the newly adopted/ revised Codes as per PIT Regulations, 2015. Also, as a part of the Programme Plant visit were arranged the next day to give details about the new process of manufacturing and Products manufactured by the Company and /or to enlighten about the recent Challenges faced by the Company in operations and manufacturing process.

The directors present appreciated the efforts made by the management and advised the management to conduct more such programmes as per their convenience, for the knowledge enhancing of the Independent Directors / Directors of the Company towards their roles and responsibilities and updates about the Act and Regulations.

### **Familiarisation Programme organised on 04<sup>TH</sup> August 2020**

Considering the extra-ordinary circumstances caused by Covid-19 Pandemic and in light of the social distancing norms, Company could not organize any familiarization programmes for its Directors in the first half of the Financial Year 2020-21.

As the Country is gradually going under Unlocking process and Business and Operations of the Company is started to come on track, Scan Steels limited after taking all care and precautions and following social distancing norms had organized familiarization programmes for its Directors Pursuant to the provisions of Regulation 25 (7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, on Tuesday, 04<sup>th</sup> August, 2020 at 4.00 p.m. at Trishna Nirmalaya Bhawan, Plot-516/1723/3991, 3<sup>rd</sup> Floor, Magnetics Square, Patia, Bhubaneswar - 751024. to familiarize and update the Independent Directors namely Mr. Punit Kedia Mr. Vinay Goyal and Mrs. Debjani Sahu Independent Directors of the Company (Mr. Rajesh Gadodia Non Ex. CM of the Company also Participated in the session) about Impact of Covid19 pandemic on the business/steps taken to ensure functioning of operations/Estimate of the future impact of COVID-19 on its operations/impact on Profitability and Liquidity Position of the Company, as well as the Expectation of Demand for its Products and Services Post Covid - 19 etc..

Directors were also informed about the relaxations given by various Authorities in view of the prevailing situation due to COVID-19 pandemic along with key changes in regulations /Act impacting the Company or the functioning, roles and responsibilities of the Board members. Also, as a part of the Programme Plant visit were arranged On the Next day to give details about the Company's Ability to maintain operations in the critical situation caused due to COVID-19 pandemic.

The directors present appreciated the efforts made by the management and seemed satisfied with the safety measures taken by the Company during the pandemic times and how the company had conducted its operations without being much affected by the present situations.

### **Familiarisation Programme organised on 18<sup>TH</sup> June 2021**

The Country is again fighting with the Second Wave of Covid-19 Pandemic, Considering the extra-ordinary circumstances caused by Covid-19 Pandemic and in light of the social distancing norms, Company organized familiarization programme for its directors while taking all the Precautions suggested by the Government and followed all Possible Rules while holding the Programme.

Company had organized familiarization programmes for its Directors Pursuant to the provisions of Regulation 25 (7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, on Friday, 18<sup>th</sup> June, 2021 at 4.00 p.m. at Trishna Nirmalaya Bhawan, Plot-516/1723/3991, 3<sup>rd</sup> Floor, Magnetics Square, Patia, Bhubaneswar – 751024. to familiarize and update the Directors namely Mr. Punit Kedia Newly appointed Director Mr. Shravan Agrawal and Mrs. Debjani Sahu Independent Directors of the Company about Impact of second wave of Covid -19 pandemic on the business/steps taken to ensure functioning of operations/Estimate of the future impact of COVID-19 on its operations/impact on Profitability and Liquidity Position of the Company, as well as the Expectation of Demand for its Products and Services PostCovid – 19 etc.

Directors were also informed about the relaxations given by various Authorities in view of the prevailing situation due to COVID-19 pandemic along with key changes in regulations /Act impacting the Company or the functioning, roles and responsibilities of the Board members specifically in particular recent amendments in CSR Regulations. Also, as a part of the Programme Plant visit were arranged On the Next day to give details about the Company's Ability to maintain operations in the critical situation caused due to second wave of COVID -19 pandemic.

The directors present showed faith in the functioning of the company and appreciated the work and business done by the company post impact of COVID 19.

### **Familiarisation Programme organised on 25<sup>th</sup> January, 2022**

Company had organized familiarization programmes for its Directors on Tuesday, 25<sup>th</sup> January, 2022 at 6.00 p.m. at Trishna Nirmalaya Bhawan, Plot-516/1723/3991, 3<sup>rd</sup> Floor, Magnetics Square, Patia, Bhubaneswar – 751024. to familiarize and update the Directors namely Mr. Punit Kedia Mr. Shravan Agrawal and Mrs. Debjani Sahu Independent Directors of the Company. Mr. Ankur Madaan and Mr. Praveen Patro and Mr. Rajesh Gadodia also took part in the said sessions.

The Independent Directors were updated from time to time on continuous basis on the significant changes in the regulations applicable to the Listed Companies in general and the Company in particular by circulating and deliberating and discussing during the various Board and Committee Meetings of the Board, the new regulations, circulars, notifications including amendments in existing regulations issued by the Securities and Exchange Board of India, Ministry of Corporate Affairs and Stock exchanges etc. presentation on key highlights of SEBI Regulations and Circulars, disclosures made to Stock Exchanges etc. Apart from aforesaid updates, presentations were regularly made at the meeting of the Board of Directors and other Committees constituted by the Board, where the Board members interact with the Senior Management Personnel (SMP). The Whole- Time Director and the SMP gave a detailed quarterly presentation on review of operations of the Company, and overall industry scenario.

During the said Programmes a presentation was given by the Company Secretary and Chief Financial Officer which was also attended by the Executive Directors of the Company, some of the key topics covered were as follows:

- Amendments in framework for Related Party Transactions
- SEBI Circular for Shareholders Services
- Updates regarding SEBI Circulars and relevant changes in Companies Act, 2013 since last familiarization programme.
- Amendments related to Independent Directors.
- Financial and operational Strategies for the First Quarter of F.Y 2022-23

### **Familiarisation Programme organised on 30<sup>th</sup> July, 2022**

Company had organized familiarization programmes for its Directors on Saturday, 30<sup>th</sup> July, 2022 at 4.30 p.m. at Trishna Nirmalaya Bhawan, Plot-516/1723/3991, 3<sup>rd</sup> Floor, Magnetics Square, Patia, Bhubaneswar – 751024. to familiarize and update the Directors namely Mr. Punit Kedia Mr. Shravan Agrawal and Mrs. Debjani Sahu Independent Directors of the Company. Executive Directors of the Company Mr. Ankur Madaan and Mr. Praveen Patro were also part of the Said programme.

Company had organized a small Presentation for the Directors to update them about the working of the company and they were also updated about few SEBI circulars and CSR activities.

Also, as a part of the Programme Plant visit were arranged On the Next day to familiarize them about the initiative taken by the company for the smooth working and operations Post Covid - 19.

Directors appreciated the effort and gave few suggestions to incorporate in the System.

## **Familiarisation Programme organised on 20<sup>th</sup> May, 2023**

Company had organized familiarization programmes for its Directors on Saturday, 20<sup>th</sup> May, 2023 at 3.00 p.m. at Trishna Nirmalaya Bhawan, Plot-516/1723/3991, 3<sup>rd</sup> Floor, Magnetism Square, Patia, Bhubaneswar – 751024. to familiarize and update the Directors namely Mr. Punit Kedia Mr. Shравan Agrawal and Mrs. Debjani Sahu Independent Directors of the Company. Executive Directors of the Company Mr. Ankur Madaan and Mr. Praveen Patro and Mr. Rajesh Gadodia Non-Ex. Chairman of the Company were part of the Said programme.

Directors were updated about the new regulations, circulars, notifications including amendments in existing regulations issued by the Securities and Exchange Board of India, Reserve Bank of India, Ministry of Corporate Affairs and Stock exchanges etc. presentation on key highlights of SEBI Regulations and RBI Directions and Circulars, circulating disclosures made to Stock Exchanges etc.

They were also informed about the CSR activities undertaken in F.Y 22-23 and discussed about the activities to be undertaken in F.Y. 23-24 and its implementation.

Mr. Ankur Madaan took the directors through ongoing events and developments relating to the Company, significant changes in regulatory environment and implications on the Industry/ Company.

Presentation was given by Compliance Officer about UPSI parameters and its Compliances as per SEBI (Prohibition of Insider Trading) Regulations, 2015.

## **Familiarisation Programme organised on 03<sup>RD</sup> February, 2024**

Company had organized familiarization programmes for its Directors Pursuant to the provisions of Regulation 25 (7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, on Saturday, 03<sup>rd</sup> February, 2024 at 4.00 p.m. at Trishna Nirmalaya Bhawan, Plot-516/1723/3991, 3<sup>rd</sup> Floor, Magnetics Square, Patia, Bhubaneswar - 751024. to familiarize and update the Director(s) namely Ms. Konika Poddar Newly Appointed Independent Director along with other Independent Directors of the Company about key changes in regulations /Act impacting the Company or the functioning, roles and responsibilities of the Board members/ independent directors specifically in particular recent amendments in Regulations, Criteria of independence applicable to Independent Directors, also about the Directors Responsibility Statement, nature of the industry in which the company operates; business model of the company, Matters relating to Corporate Governance, significant changes in regulatory environment and implications on the Industry/ Company, Risk Management, Compliance Programs, Internal Audit, updation on ongoing events and development in the company etc. Executive Director, Company Secretary, Chief Financial Officer also assisted them during the Session.

To familiarize the new directors with the business and operations of the Company. an Induction kit is shared with them which, *inter-alia*, includes Mission, Vision and Values, Code of ethics of the Scan Group and were briefed about the code of conduct prevalent in the Company ,Group Business Structure, Brief profile of the Board of Directors, Composition of Committees of the Board, Brief profile of Senior Management Personnel, Latest Annual Report, Latest Shareholding Pattern, Codes and Policies, Board Meeting Process to enable them to familiarise with the Company's procedures and practices from time to time.

Also, as a part of the Programme Plant visit were arranged On the Next day for Directors.

The directors present appreciated the efforts made by the management and advised the management to conduct more such programmes as per their convenience, for the knowledge enhancing of the Independent Directors of the Company towards their roles and responsibilities.



**FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS**

Year & No. of Programs	Date of Program	Address	Duration	Name of Independent Directors / Directors Present	Name of ID'S Absent	Number of hours spent by Directors		No. of the Session attended		Topics covered
						F.Y 14 - 15	Cumulative till date	F.Y 14 - 15	Cumulative till date	
2014 - 2015						F.Y 14 - 15	Cumulative till date	F.Y 14 - 15	Cumulative till date	
1)	Monday 31st October, 2014	Main Road, Rajgangpur, Sundergarh, Odisha - 770017	4.30 PM To 6.30 PM	1. Mr. Ankur Madaan 2. Mr. Vinay Goyal	None	2	NA	1	NA	<ul style="list-style-type: none"> <li>Criteria of independence applicable to Independent Directors.</li> <li>Roles responsibilities and duties as Independent Directors</li> <li>Directors' Responsibility Statement and changes that would have to be made in the content of next year's Directors' Report to the Shareholders.</li> <li>Statutory compliance as a Board Member</li> <li>nature of Industry in which company operates, business models and Financial of the Company.</li> </ul>
2)	Friday, 27th March, 2015	Trishna Nirmalaya Bhawan, PLOT-516/1723/3991, 3 <sup>rd</sup> Floor, Magnetics Square, Patia, Bhubaneswar – 751024	5.00 PM To 7.00 PM	1. Mr. Ankur Maddan 2. Mr. Vinay Goyal 3. Mrs. Debjani Sahu	None	2	4	2	2	<ul style="list-style-type: none"> <li>Roles responsibilities and duties as Independent Directors</li> <li>Amendments in Statutory compliance and role to be performed as a Board Member.</li> <li>Time allocation by the Independent Directors on financial controls and compliances, overseeing systems of risk management, CSR, Stakeholders conflicts, strategic direction, Meetings and performance assessment.</li> </ul>
2015 - 2016						F.Y 15 - 16	Cumulative till date	F.Y 15 - 16	Cumulative till date	
1)	Tuesday 08th December, 2015	Trishna Nirmalaya Bhawan, PLOT-516/1723/3991,	11.30 AM To 2.30 PM	1. Mr. Ankur Maddan 2. Mr. Vinay Goyal 3. Mrs. Debjani	None	3	7	1	3	<ul style="list-style-type: none"> <li>Products manufactured by the Company.</li> <li>Plant visit where they were appraised in detail about the process of manufacturing</li> </ul>

		3 <sup>rd</sup> Floor, Magnetics Square, Patia, Bhubanes- war – 751024		Sahu 4. Mr. Rajesh Gadodia						<ul style="list-style-type: none"> <li>Challenges faced by the Company in operations and manufacturing process</li> <li>Code of ethics of the Scan Group</li> <li>Roles responsibilities and duties as Independent Directors in compliance of the provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015</li> </ul>
<b>2016</b> - <b>2017</b>						<b>F.Y</b> <b>16</b> - <b>17</b>	<b>Cum</b> <b>ulat-</b> <b>ive</b> <b>till</b> <b>date</b>	<b>F.Y</b> <b>16</b> - <b>17</b>	<b>Cum</b> <b>ulat-</b> <b>ive</b> <b>till</b> <b>date</b>	
1)	Saturday 24 <sup>th</sup> May, 2016	Rambahal Rajgangpur Dist: Sundergarh (Odisha) – 770017	7.00 PM TO 9.00 PM	1.Mr. Punit Kedia 2.Mr. Vinay Goyal 3. Mrs. Debjani Sahu 4.Mr. Rajesh Gadodia	None	2	9	1	4	<ul style="list-style-type: none"> <li>Induction, Familiarisation programme for new Independent Director</li> <li>Roles responsibilities and duties along with Time allocation by the Independent Directors for various matters related to company</li> <li>Statutory compliance as a Board Member</li> <li>Plant visit where they were appraised in detail about the process of manufacturing and Products manufactured by the Company.</li> <li>Challenges faced by the Company in operations and manufacturing process.</li> <li>nature of Industry in which company operates, business models and Financial of the Company</li> <li>Code of ethics of the Scan Group</li> </ul>
<b>2017</b> - <b>2018</b>						<b>F.Y</b> <b>17</b> - <b>18</b>	<b>Cum</b> <b>ulat-</b> <b>ive</b> <b>till</b> <b>date</b>	<b>F.Y</b> <b>17</b> - <b>18</b>	<b>Cum</b> <b>ulat-</b> <b>ive</b> <b>till</b> <b>date</b>	
1)	Tuesday 04 <sup>th</sup> , April, 2017	Trishna Nirmalaya Bhawan, PLOT- 516/1723/ 3991, 3 <sup>rd</sup> Floor, Magnetics Square, Patia,	3.00 PM TO 5.00 PM	1.Mr. Punit Kedia 2.Mr. Vinay Goyal 3.Mrs. Debjani Sahu 4. Mr. Rajesh Gadodia	None	2	11	1	5	<ul style="list-style-type: none"> <li>Roles responsibilities and duties as Independent Directors and Statutory compliance as a Board Member as per amendments made in Companies Act, 2013 and various applicable laws.</li> <li>They were also appraised in detail about the, Challenges faced by the Company in operations and</li> </ul>

		Bhubaneswar – 751024									manufacturing process as well as Financial of the Company.
2018 - 2019						F.Y 18 - 19	Cumulative till date	F.Y 18 - 19	Cumulative till date		
1)	Thursday 31ST May, 2018	Trishna Nirmalaya Bhawan, PLOT-516/1723/3991, 3 <sup>rd</sup> Floor, Magnetics Square, Patia, Bhubaneswar – 751024	4.30 PM TO 6.30PM	1.Mr. Punit Kedia 2.Mr. Vinay Goyal 3.Mrs. Debjani Sahu 4.Mr. Praveen Kumar Patro 5.Mr. Rajesh Gadodia	None	2	13	1	6	<ul style="list-style-type: none"> <li>Roles responsibilities and duties as Independent Directors/Board Members in compliance with latest amendments in Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Revised Secretarial Standards</li> </ul>	
2019 - 2020						F.Y 19 - 20	Cumulative till date	F.Y 19 - 20	Cumulative till date		
1)	Friday 31ST May, 2019	Trishna Nirmalaya Bhawan, PLOT-516/1723/3991, 3 <sup>rd</sup> Floor, Magnetics Square, Patia, Bhubaneswar – 751024	5.00 PM TO 7.30 PM	1.Mr. Punit Kedia 2. Mr. Vinay Goyal 3.Mrs. Debjani Sahu 4.Mr. Rajesh Gadodia	None	2.30	15.30	1	7	<ul style="list-style-type: none"> <li>Criteria of Independence as per New Amendments in LODR, 2015</li> <li>presentations to the Independent Directors to apprise them of key changes in regulations /Act impacting the Company or the functioning, roles and responsibilities of the Board members.</li> <li>Review of Codes adopted/ revised as per PIT Regulations, 2015.</li> <li>Recent challenges faced by the company in operations and manufacturing process.</li> <li>Plant visit where they were appraised in detail about the process of manufacturing and Products manufactured by the Company.</li> </ul>	

2020 - 2021						F.Y 20 - 21	Cum ulat- ive till date	F.Y 20 - 21	Cum ulat- ive till date	
1)	Tuesday 04th August, 2020	Trishna Nirmalaya Bhawan, PLOT- 516/1723/ 3991, 3 <sup>rd</sup> Floor, Magnetics Square, Patia, Bhubanes- war- 751024	4.00 PM TO 6.30 PM	1.Mr. Punit Kedia 2.Mr. VinayGoyal 3.Mrs. Debjani Sahu 4.Mr. Rajesh Gadodia	None	2.30	18	1	8	<ul style="list-style-type: none"> <li>• Impact of Covid-19 pandemic on the business</li> <li>• steps taken to ensure functioning of operations</li> <li>• Estimate of the future impact of COVID-19 on its operations</li> <li>• Impact on Profitability and Liquidity Position of the Company</li> <li>• the Expectation of Demand for its Products and Services Post Covid – 19</li> <li>• relaxations given by various Authorities In view of the prevailing situation due to COVID-19 pandemic</li> <li>• along with key changes in regulations/Act impacting the Company or the functioning, roles and responsibilities of the Board Members.</li> <li>• Plant visit were arranged to give details about the Company's Ability to maintain operations in the critical situation caused due to COVID-19 pandemic.</li> </ul>
2021 - 2022						F.Y 21 - 22	Cum ulat- ive till date	F.Y 21 - 22	Cum ulat- ive till date	
1)	Friday 18th June, 2021	Trishna Nirmalaya Bhawan, PLOT- 516/1723/ 3991, 3 <sup>rd</sup> Floor, Magnetics Square, Patia, Bhubanes- war- 751024	4.00 PM TO 6.30 PM	1.Mr. Punit Kedia 2.Mr. Shravan kumar Agrawal 3.Mrs. Debjani Sahu	None	2.30	20. 30	1	9	<ul style="list-style-type: none"> <li>• Impact of second wave of Covid 19 pandemic on the business steps taken to ensure functioning of operations.</li> <li>• Estimate of the future impact of COVID-19 on its operations</li> <li>• Impact on Profitability and Liquidity Position of the Company</li> <li>• the Expectation of Demand for its Products and Services Post Covid – 19</li> <li>• relaxations given by various Authorities In view of the prevailing situation due to COVID-19 pandemic</li> </ul>

										<ul style="list-style-type: none"> <li>• key changes in Companies Act, 2013 and LODR Regulation in 2021 impacting the Company or the functioning, roles and responsibilities of the Board members.</li> <li>• recent amendments in CSR Regulations.</li> <li>• Plant visit were arranged to give details about the Company's Ability to maintain operations in the critical situation caused due to COVID-19 pandemic along with explaining details of business model of the Company, Company's strategic and operating plans, Financial Performances, Apprising on major pending issues of the company, and contingent Liabilities.</li> </ul>
<b>2021 - 2022</b>						<b>F.Y 21 - 22</b>	<b>Cumulative till date</b>	<b>F.Y 21 - 22</b>	<b>Cumulative till date</b>	
2)	Tuesday 25 <sup>th</sup> January, 2022	Trishna Nirmalaya Bhawan, PLOT-516/1723/3991, 3 <sup>rd</sup> Floor, Magnetic s Square, Patia, Bhubanes - war - 751024	6.00 PM TO 8.00 PM	1.Mr. Punit Kedia 2.Mr. Shравan kumar Agrawal 3.Mrs. Debjani Sahu 4.Mr. Ankur Madaan 5.Mr. Praveen Patro 6.Mr. Rajesh Gadodia	None	2	22.30	2	10	<ul style="list-style-type: none"> <li>• Amendments in framework for Related Party Transactions</li> <li>• SEBI Circular for Shareholders Services</li> <li>• Updates regarding SEBI Circulars and relevant changes in Companies Act, 2013 since last familiarization programme.</li> <li>• Amendments related to Independent Directors.</li> <li>• Presentation on Financial and operational Strategies for the First Quarter of F.Y 2022-23</li> </ul>
<b>2022 - 2023</b>						<b>F.Y 22 - 23</b>	<b>Cumulative till date</b>	<b>F.Y 22 - 23</b>	<b>Cumulative till date</b>	
1)	Saturday 30 <sup>th</sup> July, 2022	Trishna Nirmalaya Bhawan, PLOT-516/1723/3991, 3 <sup>rd</sup> Floor, Magnetis Square,	4.30 PM TO 7.30 PM	1.Mr. Punit Kedia 2.Mr. Shравan kumar Agrawal 3.Mrs. Debjani Sahu 4.Mr. Ankur	None	3	25.30	1	11	<ul style="list-style-type: none"> <li>• Presentation on working of the company in first quarter</li> <li>• Update about the CSR activities</li> <li>• Update about few SEBI circulars</li> <li>• Plant Visit.</li> </ul>

		Patia, Bhubanes- war– 751024		Madaan 5.Mr. Praveen Patro							
2023 - 2024						F.Y 23 - 24	Cum ulat- ive till date	F.Y 23 - 24	Cum ulat- ive till date		
1)	Saturday 20 <sup>TH</sup> May, 2023	Trishna Nirmalaya Bhawan, PLOT- 516/1723/ 3991, 3 <sup>rd</sup> Floor, Magnetics Square, Patia, Bhubanes- war– 751024	3.00 PM TO 5.30 PM	1.Mr. Punit Kedia 2.Mr. Shravan kumar Agrawal 3.Mrs. Debjani Sahu 4.Mr. Ankur Madaan 5.Mr. Praveen Patro 6.Mr. Rajesh Gadodia	None	2.30	28	1	12	<ul style="list-style-type: none"> <li>Discussed about amendments and Circulars applicable for 23-24 of different Laws.</li> <li>Discussion about CSR activities undertaken in 22-23 and to be undertaken in 23-24</li> <li>ongoing events and developments relating to the Company, significant changes in regulatory environment and implications on the Industry/ Company.</li> <li>SEBI Circular for Shareholders Services</li> <li>Presentation was given by Compliance Officer about UPS parameters.</li> </ul>	
2	Saturday 03 <sup>rd</sup> February, 2024	Trishna Nirmalaya Bhawan, PLOT- 516/1723/ 3991, 3 <sup>rd</sup> Floor, Magnetics Square, Patia, Bhubanes- war– 751024	4.00 PM TO 6.30 PM	1.Mr. Punit Kedia 2.Mrs. Konika Poddar 3.Mrs. Debjani Sahu 4.Mr. Ankur Madaan 5.Mr. Praveen Patro 6.Mr. Rajesh Gadodia	None	2.30	30. 30	2	14	<ul style="list-style-type: none"> <li>key changes in regulations /Act impacting the Company or the functioning, roles and responsibilities of the Board members/ independent directors</li> <li>update about amendments in applicable ACT and Regulations.</li> <li>updating on ongoing events and development in the company</li> <li>familiarize the new directors with the business and operations of the Company</li> <li>Plant visit</li> </ul>	

**Details of Familiarization Programme imparted to Each Directors:**

	No. of Programmes/ Meetings attended		No. of Hours spent	
	F.Y 2023-2024	Cumulative till date from 31 <sup>st</sup> October, 2014	F.Y 2023-2024	Cumulative till date from 31 <sup>st</sup> October, 2014
Mr. Ankur Madaan	2	07	05.00	17.00
Mrs. Debjani Sahu	2	12	05.00	28.30
Mr. Punit Kedia	2	10	05.00	23.30
Mr. Shravan Agrawal	1	04	02.30	10
Mrs. Konika Poddar	1	01	02.30	2.30
Mr. Praveen Patro	2	05	05.00	12.00
Mr. Rajesh Gadodia	2	09	05.00	21.00

- Mr. Ankur Madaan was appointed as an Independent Director of the company w.e.f 24.10.2014 he was then appointed as a Whole- Time Director w.e.f 24.05.2016
- Mrs. Debjani Sahu was appointed as an Independent Women Director of the Company w.e.f 26.03.2015
- Mr. Punit Kedia was appointed as an Independent Director of the Company w.e.f 24.05.2016
- Mr. Shravan Agrawal was appointed as an Independent Director of the Company w.e.f 15.06.2021 and cease to be Independent Director of the Company w.e.f 30.01.2024
- Mrs. Konika Poddar was appointed as an Independent Director of the Company w.e.f 30.01.2024
- Mr. Praveen Patro was appointed as an Executive Director of the Company w.e.f 30.05.2018
- Mr. Rajesh Gadodia was appointed as a Managing Director of the Company w.e.f 24.10.2014 he then was re-designated as a Non-Executive Chairman w.e.f 24.05.2016