



# KWALITY PHARMACEUTICALS LIMITED

Regd. Office: Village Nagkalan, Majitha Road, Amritsar-143601

CIN :- L24232PB1983PLC005426.; Phone no. :- 91-8558820863

Email Id:- [ramesh@kwalitiypharma.com](mailto:ramesh@kwalitiypharma.com); Website :- [www.kwalitiypharma.com](http://www.kwalitiypharma.com)

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## **Familiarization Programs for Independent Directors**

### **Preamble**

In terms of Clause 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company shall familiarize the independent directors with the company, their roles, rights, responsibilities in the company, nature of the industry in which the company operates, business model of the company, etc.

### **Purpose**

The Familiarization Programmes are aimed to familiarize the independent directors with the company, their roles responsibilities in the company, nature of industry in which the company operates and business model of the company by imparting suitable training sessions.

### **Familiarization Policy**

1. The Company shall periodically organize familiarization programme for the Independent Directors to appraise them with the business operations of the Company as also to know their roles, rights and responsibilities in the Company to enable them to make effective contribution and discharge their functions as a Board Member.
2. Familiarization Program for Independent Directors shall include:
  - (i) Industry overview and business structure of the Company;
  - (ii) Operation overview and product knowledge;
  - (iii) Overview of Sales & Marketing strategies;
  - (iv) Financial Statements, Financial Ratios and other performance parameters used for control process;
  - (v) Statutory compliances required to be fulfilled by the Company.

The policy shall be disclosed on the company's website and a web link thereto shall be provided in the Annual Report.

### **Evaluation/ Assessment of Directors of the Company –**

The evaluation/assessment of the Directors of the Company is to be conducted on an annual basis as a measure of Corporate Governance. The following criteria may assist in determining how effective the performances of the Directors:



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- Leadership & stewardship abilities
- contributing to clearly define corporate objectives & plans
- Communication of expectations & concerns clearly with subordinates
- obtain adequate, relevant & timely information from external sources.
- Review& approval achievement of strategic and operational plans, objectives, budgets
- Regular monitoring of corporate results against projections
- identify, monitor & mitigate significant corporate risks
- assess policies, structures & procedures
- Direct, monitor & evaluate KMPs, senior officials
- review management's succession plan
- Effective meetings
- assuring appropriate board size, composition, independence, structure
- Clearly defining roles & monitoring activities of committees
- Review of corporation's ethical conduct

Evaluation on the aforesaid parameters will be conducted by the entire Board excluding the Director being evaluated.



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## DETAILS OF FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

S.No.	Date of Programme	Attendance	Area Covered	No of Hours
1	12.02.2016	Mr. Pankaj Takkar Mr. Kiran Kumar Verma Mr. Ravi Shanker Singh	Key Company Highlights, Familiarization with Operation & Interaction with Senior Management	2 hours
2	20.01.2017	Mr. Pankaj Takkar Mr. Kiran Kumar Verma Mr. Ravi Shanker Singh	Future Outlook of the Company and Business Strategy	2 hours
3	02.02.2018	Mr. Pankaj Takkar Mr. Kiran Kumar Verma Mr. Ravi Shanker Singh	Updation of SEBI Circulars and Companies Amendment Act, 2017	2 hours
4	25.02.2019	Mr. Pankaj Takkar Mr. Kiran Kumar Verma Mr. Ravi Shanker Singh	Update on Amended Listing Regulations and PIT Regulations	1.5 hours
5	18.01.2020	Mr. Pankaj Takkar Mr. Kiran Kumar Verma Mr. Ravi Shanker Singh	Updation about the operations of the Company and Performance Overview	2 hours
6	31.02.2021	Mr. Pankaj Takkar Mr. Kiran Kumar Verma Mr. Kartik Kapur	Updation about amendment in CSR Rules	1 hours
7	22.03.2022	Mr. Pankaj Takkar Mr. Kiran Kumar Verma Mr. Ravi Shanker Singh Mr. Kartik Kapur	Presentation on familiarization on Company's Operations in 2021-22	2 hours
8	12.01.2023	Mr. Pankaj Takkar Mr. Kiran Kumar Verma Mr. Ravi Shanker Singh Mr. Kartik Kapur	Review of Business Model and updating on new projects by the Company	1.5 hours
9	18.03.2024	Mr. Pankaj Takkar Mr. Kiran Kumar Verma Mr. Ravi Shanker Singh Mr. Kartik Kapur Mr. Prashanth Vellanki	Update on latest amendments in SEBI Listing Regulations, 2015	1 hours
10	15.01.2025	Mr. Pankaj Takkar Mr. Kiran Kumar Verma Mr. Ravi Shanker Singh Mr. Kartik Kapur Mr. Prashanth Vellanki	Business updates and Update on latest amendments in SEBI Listing Regulations, 2015	2 hours



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**Details of attendance of Independent Directors in Familiarization Sessions are as follows during the financial year 2022-23:**

S.No	Name of Director	No. of the Sessions attended		No. of hours spent in the sessions attended	
		During FY 2022-23	On Cumulative Basis	During FY 2022-23	On Cumulative Basis
1	Mr. Pankaj Takkar	1	8	1.5	14
2	Mr. Kiran Kumar Verma	1	8	1.5	14
3	Mr. Kartik Kapur	1	3	1.5	4.5
4	Mr. Ravi Shanker Singh	1	8	1.5	14

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**Details of attendance of Independent Directors in Familiarization Sessions are as follows during the financial year 2023-24:**

S.No	Name of Director	No. of the Sessions attended		No. of hours spent in the sessions attended	
		During FY 2023-24	On Cumulative Basis	During FY 2023-24	On Cumulative Basis
1	Mr. Pankaj Takkar	1	9	1	15
2	Mr. Kiran Kumar Verma	1	9	1	15
3	Mr. Kartik Kapur	1	4	1	5.5
4	Mr. Ravi Shanker Singh	1	9	1	15
5	Mr. Prashanth Vellanki	1	1	1	1

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**Details of attendance of Independent Directors in Familiarization Sessions are as follows during the financial year 2024-25:**

S.No	Name of Director	No. of the Sessions attended		No. of hours spent in the sessions attended	
		During FY 2024-25	On Cumulative Basis	During FY 2024-25	On Cumulative Basis
1	Mr. Pankaj Takkar	1	10	2	17
2	Mr. Kiran Kumar Verma	1	10	2	17
3	Mr. Kartik Kapur	1	5	2	7.5
4	Mr. Ravi Shanker Singh	1	10	2	17
5	Mr. Prashanth Vellanki	1	2	2	3

## Review of the Program

The familiarization programmes for Independent Directors will be reviewed from time to time and revisions would be made, as and when required.

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