

# SWASTI VINAYAKA ART AND HERITAGE CORPORATION LIMITED

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## **FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS**

The familiarization programme for Independent Directors of **SWASTI VINAYAKA ART AND HERITAGE CORPORATION LIMITED** is outlined herein pursuant to Regulation 25 (7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended.

The familiarization programme aims to provide Independent Directors with the Industry scenario, the socio-economic environment in which the Company operates, the business model, the operational and financial performance of the Company, to update the Independent Directors on a continuous basis on significant developments so as to enable them to take well informed decisions in a timely manner.

### **Familiarizations Process:**

- On appointment, the concerned director is issued a Letter of Appointment setting out in detail, the terms of appointment, duties, responsibilities and expected time commitments
- Each newly appointed Independent Director is taken through a formal induction program including the presentation from the Senior Executives on the Company's and explaining them other important aspects of the Company's business. Relevant documents relating to the Company such as Memorandum of Associations, Articles of Association, Annual Reports of last three consecutive years, Code of Conduct for Directors and Senior Managerial Personnel, Note on Directors roles and responsibilities, Policy handbook of the Company comprising of policies on various business aspects and practices, Organizational chart of the Company and the profile of all the Directors and the Senior Managerial Personnel of the Company, List of contact details of the Directors, Senior Managerial Personnel and their personal/executive assistants, CSR etc. are provided to the Independent Directors on their appointment.
- The Company Secretary updates the Directors about their legal and regulatory responsibilities as a director and the compliances required of them under the Companies Act, 2013 and applicable SEBI Regulations.
- The induction for Independent Directors includes interactive sessions with Executive Members and other Functional Heads.
- At various Board meetings during the year, presentation will be made to the Board.

- 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. 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. Further, they meet without the presence of the Company's Management Personnel to discuss matters pertaining to the Company's affairs and put forth their combined views to the Chairman and Managing Director.

**Disclosure of the Policy:**

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 Annual Report of the Company.

**Review of the Program:**

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

**Summary of Familiarizations programme to Independent Directors**

**2024-25**

Total number of programmes attended by Independent Directors in FY 2024-25	4
Cumulative number of programmes attended by Independent Directors in aggregate.	12

Total number of hours spent on familiarization in FY 2024-25	3 hours 20 mins approx.
Cumulative number of hours spent by Independent Directors in aggregate.	8 hours 05 mins approx.

**2023-24**

Total number of programmes attended by Independent Directors in FY 2023-24	4
Cumulative number of programmes attended by Independent Directors in aggregate.	8

Total number of hours spent on familiarization in FY 2023-24	2 hours 15 mins approx.
Cumulative number of hours spent by Independent Directors in aggregate.	4 hours 45 Min approx.

**2022-23**

Total number of programmes attended by Independent Directors in FY 2022-23	4
Cumulative number of programmes attended by Independent Directors in aggregate.	4

Total number of hours spent on familiarization in FY 2022-23	2 hours 30 mins approx.
Cumulative number of hours spent by Independent Directors in aggregate.	2 hours 30 mins approx.