

TRAINING POLICY FOR BOARD MEMBERS



जैव प्रौद्योगिकी उद्योग अनुसंधान सहायता परिषद
(जैव प्रौद्योगिकी विभाग के अधीन एक केंद्रीय सार्वजनिक क्षेत्र का उद्यम,
विज्ञान और प्रौद्योगिकी मंत्रालय, भारत सरकार)
Biotechnology Industry Research Assistance Council
(A Central Public Sector Enterprise under Department of Biotechnology,
Ministry of Science and Technology, Government of India)

1.0 PREAMBLE

- 1.1** BIRAC is a Section 8 Not for Profit Schedule B CPSE under Department of Biotechnology Ministry of Science and Technology, Government of India. BIRAC is set up with a unique mandate of the Cabinet to strengthen and nurture the Biotech Ecosystem in the Country. The Board of Directors occupy a pivotal position in the organization pyramid and as mandated by DPE all Board level functionaries are to be given an opportunity to upgrade their knowledge and keep abreast of the latest regulatory changes to discharge their duties and responsibilities effectively.
- 1.2** This Training policy aims at providing Training programmes to be offered to its Board members comprising of Functional Directors, Managing Director, Government Nominee Director and Independent Directors appointed by Government of India. It aims at providing current developments in the field of Companies Act, Corporate Governance and model code of Business ethics as applicable to the Company and a platform to share the knowledge, skills and experience gained to and by the Directors.

2.0 DPE GUIDELINES ON TRAINING OF DIRECTORS:

- 2.1** The Guidelines on Corporate Governance for Central Public Sector Enterprises 2010, issued by Government of India, Ministry of Heavy Industries and Public Enterprises, Department of Public Enterprises provides with regard to Training of Directors as under:

Clause 3.7 Training of Directors

The company concerned shall undertake training programme for its new Board members (Functional, Government, Nominee and Independent) in the business model of the company including risk profile of the business of company, responsibility of respective Directors and the manner in which such responsibilities are to be discharged. They shall also be imparted training on Corporate Governance, model code of business ethics and conduct applicable for the respective Directors.

3.0 PROGRAM COVERAGE, FREQUENCY, DURATION AND FRAMEWORK

- 3.1 For New Board Members-** The endeavour will be to provide training (within India) as per the convenience of newly appointed Directors within one year of the appointment of the new Director for a minimum period of three days.
- 3.2 For Existing Board Members** - The endeavour will be to provide training (within India) for a minimum period of three days once in every two years.

3.3 For Independent Directors - The endeavour will be to provide training (within India) as per the convenience of Independent appointed Directors within one year of the appointment for a minimum period of three days.

4.0 Framework for Training

At the convenience of the part-time non-official Directors, Government Nominees and Functional Directors, they shall be nominated for such trainings, seminars, conferences, conventions held at the auspices of premium institutions viz., Institute of Directors (IOD), Standing Conference of Public Enterprises (SCOPE), Ministry of Corporate Affairs (MCA), Indian Institute of Corporate Affairs (IICA), Department of Public Enterprises (DPE), National Institute of Agriculture Extension Management (MANAGE), National Academy of Human Resource Development (NAHRD), National Productivity Council (NIC), Indian Institutes of Management (IIMs), Institute of Company Secretaries of India (ICSI), Institute of Chartered Accountants of India (ICAI), Institute of Public Enterprise (IPE), Indian Institute of Science (IISc), Indian Institutes of Technology (IITs) and other leading institutions on matters covering Corporate Governance, business ethics and conduct, Director's duties & responsibilities, leadership excellence, Creating high performing organizations, International business, Strategies for growth, Competitive performance, Board room practices, Risk Management & Risk Mitigation, Sustainability Development, Corporate Social Responsibility etc.

5.0 BUDGET

5.1 All expenditure incurred on training program for Board members related to the fees, transport (air / rail / road), boarding and lodging, hospitality, venue etc. shall be borne by the Company.

5.2 Considering the current Board Strength, a budget capping of Rs 10 Lacs per annum FY 2024-25 on training of Directors sanctioned.

5.3 However, considering the Strength of the Board and year on year requirements the Managing Director is authorised to review the Budget for successive Financial Years.

6.0 PROCEDURE FOR APPROVAL

In case of Functional Directors, Government Directors, Nominee Directors and Independent Directors, Managing Director shall be the approving authority for nominations to programs in India. In case of Managing Director, Chairman shall be the approving authority for nomination to programs in India.

7.0 PLACEMENT ON WEBSITE

This policy shall be posted on the website of the Company.

8.0 INTERPRETATION AND AMENDMENTS

The Managing Director is empowered to modify or amend any of the provisions contained in these rules. Any cases of relaxation or doubts regarding interpretation or application of these rules will be referred to the Managing Director whose decision shall be final and binding.