

	XBRL Excel Utility
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4.	Steps for Filing Corporate Governance Report
5.	Fill up the data in excel utility

1. Overview

The excel utility can be used for creating the XBRL/XML file for efiling of Corporate Governance Report

XBRL filling consists of two processes. Firstly generation of XBRL/XML file and upload of generated XBRL/XML file to BSE Listing Center Website (www.listing.bseindia.com) .

2. Before you begin

1. The version of Microsoft Excel in your system should be Microsoft Office Excel 2007 and above.

2. The system should have a file compression software to unzip excel utility file.

3. Make sure that you have downloaded the latest Excel Utility from BSE Website to your local system.

4. Make sure that you have downloaded the Chrome Browser to view report generated from Excel utility 5. Please enable the Macros (if disabled) as per instructions given in manual, so that all the functionalities of Excel Utility works fine.

Please first go through Enable Macro - Manual attached with zip file.

	3. Index	
1	Details of general information about company	General Info
2	Composition of BOD	Annexure I - Composition of BOD
3	Composition of Committee	Annexure I - Composition of Committee
4	Meeting of BOD	Annexure I - Meeting of BOD
5	Meeting of Committees	Annexure I - Meeting of Committees
6	Related Party Transaction	Annexure I - Related Party Transaction
7	Affirmation	Annexure I - Affirmation
8	Website	Annexure II - Website
9	Annual Affirmation	Annexure II - Annual Affirmation
10	Annual Affirmation Continue	Annexure II - Annual Affirmation Continue
11	Annexure III	Annexure III
12	Annexure III Affirmations	Half yearly Affirmations
13	Additional Half yearly Disclosure	Additional Half Yearly Disc
14	Details of Cyber security incidence	Cyber security incidence
15	Signatory Details	Signatory Details

5. Steps for Filing Corporate Governance Report

I. Fill up the data: Navigate to each field of every section in the sheet to provide applicable data in correct format. (Formats will get reflected while filling data.)

- Use paste special command to paste data from other sheet.

II. Validating Sheets: Click on the **"Validate"** button to ensure that the sheet has been properly filled and also data has been furnished in proper format. If there are some errors on the sheet, excel utility will prompt you about the same.

III. Validate All Sheets: Click on the **"Home"** button. And then click on "Validate All Sheet" button to ensure that all sheets has been properly filled and validated successfully. If there are some errors on the sheet, excel utility will prompt you about the same and stop validation at the same time. After correction, once again follow the same procedure to validate all sheets.

Excel Utility will not allow you to generate XBRL/XML until you rectify all errors.

IV. Generate XML : Excel Utility will not allow you to generate XBRL/XML unless successful validation of all sheet is completed. Now click on 'Generate XML'' to generate XBRL/XML file.

- Save the XBRL/XML file in your desired folder in local system.

V. Generate Report : Excel Utility will allow you to generate Report. Now click on 'Generate Report'' to generate html report. - Save the HTML Report file in your desired folder in local system.

- To view HTML Report open "Chrome Web Browser" .
- To print report in PDF Format, Click on print button and save as PDF.

VI. Upload XML file to BSE Listing Center: For uploading the XBRL/XML file generated through Utility, login to BSE Listing Center and upload generated xml file. On Upload screen provide the required information and browse to select XML file and submit the XML.

6. Fill up the data in excel utility

1. Cells with red fonts indicate mandatory fields.

2. If mandatory field is left empty, then Utility will not allow you to proceed further for generating XML.

3. You are not allowed to enter data in the Grey Cells.

4. If fields are not applicable to your company then leave it blank. Do not insert Zero unless it is a mandatory field.

5. Data provided must be in correct format, otherwise Utility will not allow you to proceed further for generating XML.

6. Select data from "Dropdown list" wherever applicable.

7. Adding Notes: Click on "Add Notes" button to add notes

General information about	it company	
Scrip code	544061	
NSE Symbol	AZAD	
MSEI Symbol	NOTLISTED	
ISIN	INE02IJ01035	
Name of the entity	Azad Engineering Limited	
Date of start of financial year	01-04-2024	
Date of end of financial year	31-03-2025	
Reporting Quarter	Quarterly	
Date of Report	30-06-2024	Enter the quarter ended date only
Risk management committee	Applicable	
Market Capitalisation as per immediate previous Financial Year	Top 1000 listed entities	

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												Annexure I to be submi	zed by lided entity on pa	a terb basis												
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Audit Committee Details

Annexure 1	For this
	1. Date
II. Composition of Committees	2. Date
Disclosure of notes on composition of committees explanatory Add Notes	3. Date
Note: Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled automatically	-

r bis quarter kindly note the following points: Date of Appointment and Date of Cessation (if applicable) must be mandatority filled for every Committee. Date of Appointment can be any day upob September 30, 2022 Date of Cessation must be for the current quarter only, i.e. July 1,2022 to September 30,2022

Whether the Audit Committee has a Regular Chairperson Yes Category 2 of directors Category 1 of directors Date of Appointment Date of Cessation Remarks Non-Executive - Independent Director Chairperson 13-09-2023

Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	10304579	Madhusree Vemuru	Non-Executive - Independent Director	Chairperson	13-09-2023		
2	10309295	Michael Joseph Booth	Non-Executive - Independent Director	Member	13-09-2023		
3	10307319	Vishnu Pramodkumar Malpani	Executive Director	Member	13-09-2023		
4							
5							
6							
7							
8							
9							
10							

Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled automatically

NOF	nination and remuneration	ion committee					
			Whether the Nomination and remune	eration committee has a Regular Chairperson	Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	10309295	Michael Joseph Booth	Non-Executive - Independent Director	Chairperson	13-09-2023		
2	10304579	Madhusree Vemuru	Non-Executive - Independent Director	Member	13-09-2023		
3	01722940	Subba Rao Ambati	Non-Executive - Independent Director	Member	24-09-2023		
4							
5							
6							
7							
8							
9							
10							

	Please enter DIN. After entering DIN, Name of Committee members and Category 1 of Directors shall be prefilled automatically eholders Relationship Committee										
Star											
			Yes								
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks				
1	01722940	Subba Rao Ambati	Non-Executive - Independent Director	Chairperson	24-09-2023						
2	01795599	Rakesh Chopdar	Executive Director	Member	13-09-2023						
3	10307319	Vishnu Pramodkumar Malpani	Executive Director	Member	13-09-2023						
4											
5											
6											
7											
8											
9											
10											

Risk	sk Management Committee										
			Yes								
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks				
1	10304579	Madhusree Vemuru	Non-Executive - Independent Director	Chairperson	22-09-2023						
2	10309295	Michael Joseph Booth	Non-Executive - Independent Director	Member	22-09-2023						
3	10307319	Vishnu Pramodkumar Malpani	Executive Director	Member	22-09-2023						
4											
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9											
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Note	: Please enter DIN. After enteri	ng DIN, Name of Committee membe	ers and Category 1 of Directors shall be prefilled aut	omatically							
Cor	orate Social Responsibility Committee										
			Yes								
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks				
1	01795599	Rakesh Chopdar	Executive Director	Chairperson	13-09-2023						
2	10307319	Vishnu Pramodkumar Malpani	Executive Director	Member	13-09-2023						
3	10309295	Michael Joseph Booth	Non-Executive - Independent Director	Member	13-09-2023						
4											
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	her Committee										
DIN Number	Name of Committee members	Name of other committee	Category 1 of directors	Category 2 of directors	Remarks						
1722940	Subba Rao Ambati	Committee of Independent Directors	Non-Executive - Independent Director	Chairperson							
0309295	Michael Joseph Booth	Committee of Independent Directors	Non-Executive - Independent Director	Member							
0304579	Madhusree Vemuru	Committee of Independent Directors	Non-Executive - Independent Director	Member							
1795599	Rakesh Chopdar	IPO Committee	Executive Director	Chairperson	2						
3132157	Jyoti Chopdar	IPO Committee	Executive Director	Member	3						
0307319	Vishnu Pramodkumar Malpani	IPO Committee	Executive Director	Member	4						
	1309295 1304579 795599 1132157	XiO2295 Michael Joseph Booth XB04579 Madhusree Vernuru 795599 Rakesh Chopdar 132157 Jyoti Chopdar	Activity Display and mital 3092955 Michael Joseph Booth Committee of Independent Directors 309297 Madhusree Venuru Committee of Independent Directors 795599 Rakesh Chopdar IPO Committee 1132157 Jyoti Chopdar IPO Committee	X2590 Jobs not integrated Non-Executive Independent Director 309295 Michael Joseph Booth Committee of Independent Directors Non-Executive Independent Director 3082579 Madhurez Vemuru Committee of Independent Directors Non-Executive Independent Director 795599 Rakesh Chopdar IPO Committee Executive Director 132157 Jyoti Chopdar IPO Committee Executive Director	X2590 Jobie Red Antibaci Committee of Independent Director Non-Xecutive Independent Director Member 3092955 Michael Joseph Booth Committee of Independent Directors Non-Xecutive - Independent Director Member 309295 Madhurer Vennuru Committee of Independent Directors Non-Xecutive - Independent Director Member 309295 Rakesh Chopdar IPO Committee Executive Director Chairperson 132157 Jyoti Chopdar IPO Committee Executive Director Member						

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	Annexure 1							
П	III. Meeting of Board of Directors							
	Disclosure of notes on meeting of board of direct	Add Notes						
Sr	Date(s) of meeting (Enter dates of Previous quarter and Current quarter in chronological order)	Maximum gap between any two consecutive (in number of days)	Notes for not providing Date	Whether requirement of Quorum met (Yes/No)	Total Number of Directors as on date of the meeting	Number of Directors present* (All directors including Independent Director)	No. of Independent Directors attending the meeting*	
	Add Delete							
1	19-01-2024			Yes	6	6	3	
2	06-02-2024	17		Yes	6	6	3	
3	21-02-2024	14		Yes	6	6	3	
4	29-02-2024	7		Yes	6	6	3	
5	08-03-2024	7		Yes	6	6	3	
6	21-03-2024	12		Yes	6	5	3	
7	08-05-2024	47		Yes	6	6	3	
8	21-05-2024	12		Yes	6	6	3	
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* to be filled in only for the current quarter meetings

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	Annexure 1									
IV. Meeting of Committees										
Disclosure of notes on meeting of committees explanatory					Add Not	es				
Sr	Name of Committee	Date(s) of meeting (Enter dates of Previous quarter and Current quarter in chronological order)	Maximum gap between any two consecutive (in number of days)	Name of other committee	Reson for not providing date	Whether requirement of Quorum met (Yes/No)	Total Number of Directors in the Committee as on date of the meeting	Number of Directors Present (All Directors including Independent Director)	No. of Independent Directors attending the meeting*	No. of members attending the meeting (other than Board of Directors)
	Add Delete									
1	Audit Committee	06-02-2024				Yes	3	3	2	0
2	Audit Committee	21-05-2024	104			Yes	3	3	2	0
3	Committee	27-03-2024				Yes	3	3	1	0
4	Corporate Social Responsibility Committee	21-05-2024	54			Yes	3	3	1	0
5	Other Committee	21-05-2024		Independent Director Committee		Yes	3	3	3	0
6	Nomination and remuneration committee	21-05-2024				Yes	3	3	3	0
7		21-05-2024				Yes	3	3	2	0
8	Stakeholders Relationship Committee	21-05-2024				Yes	3	3	1	0
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* to be filled in only for the current quarter meetings

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	Details of Cyber se	ecurity incidence
Wheth	er as per Regulation 27(2)(ba) of SEBI (LODR) Regulations, 2015 ther	e
has be	n cyber security incidents or breaches or loss of data or documents	No
during	he quarter	
Other o	letails of cyber security incidence or breaches or loss of data event	Add Notes
Numbe	r of cyber security incidence or breaches or loss of data event	
occurre	d during the quarter	
Sr.	Date of the event	Brief details of the event



Annexure 1							
	V. Related Party Transactions						
Sr Subject Compliance status (Yes/No/NA) If status is "No" details of non-compliance given here.							
1	Whether prior approval of audit committee obtained	Yes					
2	Whether shareholder approval obtained for material RPT	NA					
3	3 Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee						
	Disclosure of notes on related p	Add Notes					
	Disclosure of notes of material transaction with related party Add Notes						
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	Annexure 1				
VI. Affirmations					
Sr	Subject	Compliance status (Yes/No)			
1	The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015	Yes			
2	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015 a. Audit Committee	Yes			
3	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. b. Nomination & remuneration committee	Yes			
4	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. c. Stakeholders relationship committee	Yes			
5	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. d. Risk management committee (applicable to the top 1000 listed entities)	Yes			
6	The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.	Yes			
7	The meetings of the board of directors and the above committees have been conducted in the manner as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.	Yes			
8	This report and/or the report submitted in the previous quarter has been placed before Board of Directors.	Yes			
9	Any comments/observations/advice of Board of Directors may be mentioned here:	Add Notes			
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	Annexure 1				
Sr	Subject	Compliance status			
1	Name of signatory	Ful Kumar Gautam			
2	Designation	Company Secretary and Compliance Officer			

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Signatory Details		
Name of signatory	Ful Kumar Gautam	
Designation of person	Company Secretary and Compliance Officer	
Place	Hyderabad	
Date	11-07-2024	

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