


Document Name	IT Asset Policy	Document Number	MS/IS&PIMS/ITAP
Security Classification	Internal	Document Status	Released
Date of Establishment	23 October 2025	Version Number	1.0

MYND INTEGRATED SOLUTIONS PRIVATE LIMITED

IT ASSET Policy

Date of release of current version: 23 October 2025

Author	Uma	Reviewed By	Pramod Singh	
Page	1	Approved By	Saurabh Ganeriwala (CBO) Nishikant Rai (CFO) Kashyap Gupta (Head of HR)	

Document Name	IT Asset Policy	Document Number	MS/IS&PIMS/ITAP
Security Classification	Internal	Document Status	Released
Date of Establishment	23 October 2025	Version Number	1.0


This document contains proprietary information of Mynd Integrated Solutions Pvt. Ltd.. It may not be copied, transferred, shared in any form by any agency or personnel except for authorized internal distribution, unless expressly authorized by Mynd Integrated Solutions Pvt. Ltd. in writing

Document Control


- ✓ The authorized version of this document is an electronic master stored in the document repository. Be aware if you are reading an unstamped hardcopy of this document, it is to be considered uncontrolled. It is advised that the version of the document in the repository be matched with the unstamped hardcopy before using it.
- ✓ Amendments to the document if any shall be submitted to the CISO for review, changes shall be made accordingly only by ISM. Hence it shall be incorporated in all related document repositories and entered in the document control log.

Document Release History

Sr. No	Version No.	Release Date	Prepared By	Reviewed By	Approved By	Reasons for New Release
1	1.0	23 October 2025	Uma	Pramod Singh	Saurabh Ganeriwala (CBO) Nishikant Rai (CFO) Kashyap Gupta (Head of HR)	Need of the Policy

Author	Uma	Reviewed By	Pramod Singh	
Page	2	Approved By	Saurabh Ganeriwala (CBO) Nishikant Rai (CFO) Kashyap Gupta (Head of HR)	

Document Name	IT Asset Policy	Document Number	MS/IS&PIMS/ITAP
Security Classification	Internal	Document Status	Released
Date of Establishment	23 October 2025	Version Number	1.0

Author	Uma	Reviewed By	Pramod Singh	
Page	3	Approved By	Saurabh Ganeriwala (CBO) Nishikant Rai (CFO) Kashyap Gupta (Head of HR)	

Document Name	IT Asset Policy	Document Number	MS/IS&PIMS/ITAP
Security Classification	Internal	Document Status	Released
Date of Establishment	23 October 2025	Version Number	1.0

Document Change Log


Sr. No	Change Description	Reference to Document Change Request Form	Authorized Signatory
1.	Initial Draft	NA	CISO
2.	Roles and Responsibility has been updated	Email	CISO

Author	Uma	Reviewed By	Pramod Singh	
Page	4	Approved By	Saurabh Ganeriwala (CBO) Nishikant Rai (CFO) Kashyap Gupta (Head of HR)	

Document Name	IT Asset Policy	Document Number	MS/IS&PIMS/ITAP
Security Classification	Internal	Document Status	Released
Date of Establishment	23 October 2025	Version Number	1.0

Table of Contents

Section No.	Contents	Page No.
	Front page	1
	Document release history	2
	Document change log	4
	Table of contents	5
1	Purpose	6
2	Scope	7
3	Objectives	7
4	IMACD Lifecycle Process (including asset surrender and repair process)	7
5	Compliance and Record Retention	13
6	Audit and Review	14
7	Usage Guidelines	14
8	Physical Security	15
9	Employee Responsibilities	15

Author	Uma	Reviewed By	Pramod Singh	
Page	5	Approved By	Saurabh Ganeriwala (CBO) Nishikant Rai (CFO) Kashyap Gupta (Head of HR)	


Document Name	IT Asset Policy	Document Number	MS/IS&PIMS/ITAP
Security Classification	Internal	Document Status	Released
Date of Establishment	23 October 2025	Version Number	1.0

10	IT Department Responsibilities	16
11	Incident Management	16
12	Enforcement	16
13	Review & Updates	17

1. Purpose

This policy establishes comprehensive guidelines for the issuance, use, monitoring, and lifecycle management of laptops (rental and MYND owned), Desktops, network devices, server(s), and all other IT assets. It ensures:

- Security of organizational and client data.
- Compliance with international standards (ISO 27001, ISO 27701, SOC 1, SOC 2) and contractual obligations.
- Accountability of employees, IT, and management in asset handling.
- Structured approval workflows for requests, transfers, and changes.
- Ongoing monitoring and periodic compliance verification to prevent risks.

Author	Uma	Reviewed By	Pramod Singh	
Page	6	Approved By	Saurabh Ganeriwala (CBO) Nishikant Rai (CFO) Kashyap Gupta (Head of HR)	