

Minutes of Meeting (MoM) Date: 2nd May 2025

Subject: IT Operations & Compliance Update

Attendees: Mr. Krishna (Guwahati) Mr. Rajiv & Sahil (Mohali) Mr. Sundar (Hyderabad) Mr. Prabhu (Bhubaneswar).

Facilitator: Mr. Gyan

Today, we met again and discussed the following points:

1. Mohali Audit Readiness

- Preparations for the upcoming audit at Mohali are in progress. Responsible teams to ensure compliance readiness.

2. Kasperky Admin Console – Cleanup

- All critical endpoints must be removed from the Kaspersky's admin console to ensure tighter access control.

3. 2FA Enforcement – Asansol & Bhubaneswar

- Two-Factor Authentication (2FA) is to be enforced for both Asansol and Bhubaneswar firewall access.

4. Guwahati – Support Issue Resolved

- Krishna's concern regarding system issues in Guwahati has been resolved.

5. Laptop Dispatch – Guwahati

- One laptop will be arranged and sent to Guwahati as per requirement.

6. Patch Management Concern Raised

- A concern was raised regarding the consistency and timeliness of patch updates across endpoints. A review of the current patching process and automation options will be initiated.

Closing Remarks: We are committed to simplifying operations and aligning with industry best practices.

Your support and cooperation are essential in achieving our goals, and please know that the IT team is equally dedicated to supporting all centers in return