

# CHANGE MANAGEMENT POLICY

All the changes related to version upgrade are recorded in register including the brief description of changes also the reverting procedure is mentioned in the same column if required / possible

Physical Cable Changes in the network racks is to be done only after the update in network diagram

All new equipments to be deployed are to be registered in inventory software with asset numbering (tagging) and network diagram.

Any change in the IP address or routing policy is to authorized and circulated before effect.

Stock register is updated in case of location changes of the asset.