Guidelines for Inventory of ICT Resources

IIUM ICT GUIDELINES

PREPARED FOR:

International Islamic University Malaysia

PREPARED BY:

Information Technology Division

IIUM ICT Guidelines

Document Change Log

Release Version	Date	Pages Affected	Remarks/Change Reference
Version 1.0	18-SEP-2008		

Document Change Log

Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Jamaluddin Said, ITD	Initial Draft	18/09/2008	
Jamaluddin Said, ITD	Approved	18/09/2008	18/09/2008

IIUM ICT Guidelines

1.   **OBJECTIVE**

The objective of the document is to provide a guideline for inventory of ICT assets purchased by the University and to identify the location and authorised use of the University's ICT assets

2.   **TERMS AND DEFINITIONS**

Term	Definition
ITD	Information Technology Division

3.   GOVERNING POLICY

2.1 (IIUM/ITD/ICTPOL/2.3) Policy for Procurement of ICT Resources

4. GUIDELINES

The guidelines are as follows:

General Guidelines

3.1.1   An inventory of ICT assets and software shall be maintained and monitored.

3.1.2   All ICT equipment acquired through projects/tender shall be recorded and monitored through the ICT Inventory system.

3.1.3   The ICT assets to be included in the ICT asset inventory include, but not limited to;

1. Computers, Notebooks and Servers
2. Computing Facilities (i.e. Digital Camera, Scanner, Printer etc)
3. Network Equipments
4. Telecommunication Equipments
5. Softwares and Software Licence Documents
6. Hardwares and Software Maintenance Agreements
7. Network appliances

3.1.4   All ICT assets shall be tagged using ITD Service Tag and need to be updated into the ICT Inventory System.

a. ITD Tag A XXXX - computer, workstation, notebook and server

    b. ITD Tag B XXXX - printer

    c. ITD Tag C XXXX - scanner, cd-writer, digital camera etc.

    d. ITD Tag D XXXX - computer (leasing programme) and network appliances.

    e. ITD Tag E XXXX - notebook (leasing programme).

3.1.5 The ICT Inventory System can be accessed at http://itdportal.iiu.edu.my/sdd/inventory.

3.1.6 While ITD is responsible to manage the inventory of ICT assets, Kulliyyahs/Centers/Divisions shall be responsible to update the records in the ICT Inventory System.

3.1.7 ICT asset audit shall be performed annually to monitor and ensure the accuracy of the information recorded in the ICT Inventory System.

Software Asset Inventory

3.6 All software will be maintained to ensure that the University is aware of its assets and the licence conditions are followed.

3.7 A copy of the software license shall be lodge to ITD for reference and audit purpose

5.0 RESPONSIBILITY FOR IMPLEMENTATION

The responsibility for the implementation of this guideline lies with the Head of Department (Administration and Finance, ITD).

6.0 ENTITIES AFFECTED BY THIS POLICY

All staff that is responsible for managing the ICT assets is affected by this policy.

7.   IMPLEMENTATION AND NON-COMPLIANCE

4.1 The Director of Information Technology Division holds the responsibility for the implementation of this guidelines and shall take necessary actions in the event of violation of this guidelines.

4.2 This guideline is applicable to the University community and any infringement of the guidelines may subject to disciplinary actions and any other actions deems necessary.

8.   ENFORCEMENT

This guideline is applicable to all staff of the University.

9.   MAINTENANCE OF GUIDELINE

The Information Technology Division is responsible for the formulation and maintenance of this guidelines.

10.   RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES

10.1 This guideline shall be read together with the following or any documents which recently approved:

10.1.1 Policy on Wide Sharing Resources

10.1.2 ICT Regulations 2015

10.1.3 Policy on Procurement of ICT Resources

10.1.4 Guidelines on Procurement of ICT Resources