



Guidelines on Wide Sharing of ICT Controlled Items

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	<i>3 Oct 2018</i>	1-5	

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Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Syed Mohd Hazrul bin Syed Salim	Endorsement from ITD Management	2 Oct 2018	3 Oct 2018

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1. OBJECTIVE

The objective of this document is to define the guidelines on wide sharing of ICT Controlled Items in IIUM.

2. TERMS AND DEFINITIONS

Term	Definition
IIUM	The International Islamic University Malaysia, otherwise known as the “University”
ICT	Information and Communication Technology
ITD	Information Technology Division
ITD Management	Chief Information Officer, Director, Deputy Information Technology Officer and Deputy Engineer of ITD
ICT Controlled Items	All items listed in Item 3.1 in Guidelines on Procurement of ICT Resources

3. GUIDELINES

3.1 Sharing of ICT Controlled Items

3.1.1 The ICT controlled items utilization will be based on wide sharing principle.

3.1.2 All ICT controlled items are subject to this guideline and shall be shared across the University (if necessary), regardless the items are:

- a) purchased by the offices or center of studies through the budget allocated by the University or;
- b) acquired through research grants or;
- c) donated/sponsored by third party to the University

3.1.3 The Center of Studies and Administration Offices who are the custodian of ICT controlled items should allow the use of the available

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resources if they are requested by other Center of Studies and Administration Offices.

- 3.1.4 The use or limitation of installation of the ICT controlled items should be in accordance with their licensing terms and conditions (if any).
- 3.1.5 The shared ICT controlled items shall be managed in accordance with relevant and applicable formal agreements between the Center of Studies and Administration Offices. The mutual agreement between the parties involved is inclusive of the followings:
 - a) The booking process of the ICT controlled items to be used
 - b) The use of consumable items (if any) e.g. printer toner
 - c) The use of manpower/human resource to support the request. Please refer to the related policy provided by Management Services Division.
 - d) The venue involved to support the request. Please refer to the Guideline on Space Management by Development Division.
 - e) Any other item which deems necessary by the involved parties.
- 3.1.6 The ICT controlled items allocation shall be prioritized to provide support for teaching & learning and research activities.
- 3.1.7 The University encourages multi-purpose work environments and facilities that support collaboration, innovation and equity.

4. 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.

5. ENFORCEMENT

This guideline is applicable to all staff of the University.

6. MAINTENANCE OF GUIDELINE

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

7. RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES

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

7.1.1. Policy on Wide Sharing Resources

7.1.2. ICT Regulations 2015

7.1.3. Policy on Procurement of ICT Resources

7.1.4. Guidelines on Procurement of ICT Resources