INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM)

Document No : IIUM/ITD/ICTPOL/2.7	**Guideline For Inventory of ICT Resources**	**Chapter :** ICT Resource Management
Effective Date : 18/09/2008		**Status :** APPROVED **Version No** : 01 **Revision No** : 00

1.0 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

2.0 GOVERNING POLICY

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

3.0 GUIDELINE

The guidelines are as follows:

General Guidelines

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

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

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

    a.   Computers, Notebooks and Servers
    b.   Computing Facilities (i.e. Digital Camera, Scanner, Printer etc)
    c.   Network Equipments
    d.   Telecommunication Equipments
    e.   Softwares and Software Licence Documents
    f.   Hardwares and Software Maintenance Agreements
    g.   Network appliances

3.4 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).

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

3.6 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.

3.7 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

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

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

4.0 RESPONSIBILITY FOR IMPLEMENTATION

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

5.0 ENTITIES AFFECTED BY THIS POLICY

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

6.0 DEFINITION

Term	Definition
ITD	Information Technology Division

7.0 REVISION HISTORY

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