



## **GUIDELINES ON INFORMATION TECHNOLOGY ASSET MANAGEMENT**

### **IIUM ICT GUIDELINES**

**PREPARED FOR:**

International Islamic University Malaysia

**PREPARED BY:**

Information Technology Division

## IIUM ICT Guidelines

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### *Document Change Log*

Release Version	Date	Pages Affected	Remarks/Change Reference
Version 1.0	25/06/2025	-	Endorsement from ITD Management

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### Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Muhammad Izzat Bin Mohd Bahamam	Endorsement from ITD Management	23/06/2025	25/06/2025

# IIUM ICT Guidelines

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## 1. OBJECTIVE

The objective of this document is to define the guidelines for the management of IT assets at IIUM.

## 2. SCOPE

2.1 This guideline applies to all staff of IIUM.

2.2 The ICT resources provided are to support teaching and learning, research, consultancy, and administrative activities of the University.

## 3. TERMS AND DEFINITIONS

Term	Definition
ITD	Information Technology Division
IIUM Staff	Permanent Staff and Contract Staff of IIUM
Network Equipment	Includes but is not limited to routers, switches, access points, firewalls, and network storage devices.
Asset Management System	The official system is designated by ITD for recording and tracking IT assets.

## 4. GUIDELINES

### 4.1 Asset Tagging and Record-Keeping

4.1.1 All computers, printers, network equipment must be tagged with an official IIUM IT asset label upon procurement.

ITD Tag Sticker Categories as below :

ITD Asset Code	Type
AXXXXXX	Computer/Laptop Purchases/Server
BXXXXXX	Other Equipment
CXXXXXX	Scanner, cd-writer, digital camera etc
DXXXXXX	Computer/Laptop Leasing
SXXXXXX	Networking Equipment

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4.1.2 ITD shall ensure all tagged assets are recorded in the designated IT asset management system, including:

- Asset Name
- Serial Number
- Model
- Date of Acquisition
- Assigned Department/Staff
- Warranty and Maintenance Information
- Asset Condition Status

4.1.3 Departments and staff receiving IT assets are responsible for the proper handling, usage, and safekeeping of these assets in accordance with the Information Technology Division (ITD) guidelines and established security policies. The appointed Person-In-Charge (PIC) at each respective office must ensure that all received IT assets are accurately recorded and maintained within the designated IT Asset Management System. This process must be supported by a signed Letter of Undertaking (LOU) and an IT Asset Handover Checklist to ensure accountability and compliance.

### **4.2 Repossession and Disposal of IT Assets**

4.2.1 Should a staff member resign, be dismissed, terminated, or discontinue service at the University, the University shall:

- Repossess the equipment, or
- Require the staff to pay the University according to the value determined by the University.

4.2.2 Obsolete or unserviceable IT assets shall be disposed of in accordance with the Guidelines for Disposal of ICT Resources and related policies. The respective officers are responsible for managing the disposal process to ensure compliance with environmental and security standards.

## **5. IMPLEMENTATION AND NON-COMPLIANCE**

The Director of ITD holds the responsibility for the implementation of this guideline and shall take necessary actions in the event of violation of this guideline.

## **6. ENFORCEMENT**

This guideline is applicable to the University community and any infringement of the guideline may be subject to disciplinary actions and any other actions deemed necessary.

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## **7. MAINTENANCE OF GUIDELINES**

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

## **8. RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES**

8.1 This guideline shall be read together with the following or any documents as below:

8.1.1 ICT Regulations

8.1.2 IIUM ICT Policy

8.1.3 IIUM ICT Security Procedure

8.1.4 ISO/IEC 27001:2022 Annex A 5.9 - A5.14