



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُونِيسَيْتِي إِسْلَامِيَّةٌ أَنْتَارَا بَعْثِيَا مَلَيْسِيَا  
*Garden of Knowledge and Virtue*

# **Guidelines on Information Technology Asset Management**

International Islamic University  
Malaysia (IIUM)

**Document Change Log**

<b>Version</b>	<b>Revision</b>	<b>Date</b>	<b>Pages Affected</b>	<b>Remarks/Change Reference</b>
Version 01	00	25/06/2025	-	Endorsement from ITD Management
Version 02	00	10/06/2026	4, 5 & 6	Term and Definition, Guidelines (Clause 4.1 , 4.1.1, 4.1.2, 4.1.3, & 4.2.2) & Related Policies/Standards/Procedures/ Guidelines

## *Responsibility and Activity Log*

<b>Requestor</b>	<b>Description</b>	<b>Submission Date</b>	<b>Approval Date</b>
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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

<b>Term</b>	<b>Definition</b>
<b>ITD</b>	Information Technology Division
<b>IIUM Staff</b>	Permanent Staff and Contract Staff of IIUM
<b>PIC</b>	Person In Charge: The person accountable for a specific project, task, or operational area, responsible for ensuring the accurate recording and maintenance of IT assets.
<b>LOU</b>	Letter of Undertaking: A document signed by an IIUM staff acknowledging receipt of a University ICT asset and agreeing to comply with the University's policies, procedures, security requirements, and conditions governing its use, custody, protection, and return.
<b>IT Asset Management System</b>	The official system is designated by ITD for recording and tracking ICT assets.
<b>Network Equipment</b>	Includes but is not limited to routers, switches, access points, firewalls, and network storage devices.
<b>Other ICT Controlled Item</b>	As stated in Guidelines on Technical Approval for the Procurement of ICT Resources

## 4. GUIDELINES

### 4.1 IT Asset, Inventory Tagging and Record-Keeping

- 4.1.1 All IT assets and inventory must be tagged with an official IIUM IT asset label upon procurement.

**ITD Tag Sticker Categories as below :**

<b>ITD Asset Code</b>	<b>Type</b>
AXXXXXX	Computer/Laptop Purchases/Server
BXXXXXX	Software
CXXXXXX	Other ICT Controlled Items
DXXXXXX	Computer/Laptop Leasing
SXXXXXX	Network Equipment

*\* XXX refers to the number generated*

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

- a. Asset Name
- b. Serial Number
- c. Model
- d. Date of Acquisition
- e. Assigned Department/Staff
- f. Warranty and Maintenance Information
- g. Asset Condition Status

4.1.3 Departments and staff receiving IT assets and inventory are responsible for the proper handling, usage, and safekeeping of these assets in accordance with the ITD guidelines and IIUM ICT Security Policy. The appointed 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 LOU 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:

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

4.2.2 Obsolete or unserviceable IT assets and inventory shall be disposed of in accordance with the Guidelines for Disposal of ICT Resources and related policies. The asset liaison is 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.

## **7. MAINTENANCE OF GUIDELINES**

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

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

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

- 8.1 IIUM ICT Policy
- 8.2 ICT Regulations
- 8.3 IIUM Information Management Policy
- 8.4 IIUM ICT Security Policy
- 8.5 Manual of Financial Policies and Procedures
- 8.6 Policy of IIUM Asset Management

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