INFORMATION TECHNOLOGY ASSET MANAGEMENT POLICY

MANIPUR TECHNICAL UNIVERSITY

MANIPUR TECHNICAL UNIVERSITY, IMPHAL

(Version 1.0)

1. OVERVIEW AND PURPOSE

The purpose of this policy is to ensure all IT assets are correctly managed. The Manipur Technical University sets forth the IT Asset Management Policy that governs the responsible of all users of the University's information technology resources. This policy is designed to protect the University's resources on the network by establishing a policy and procedure for IT asset control. This comprises the IT facilities allocated by the University. Every member of the University is expected to be familiar with and adhere to this policy. Users are responsible to properly use and protect information resources and to respect the rights of others.

2. SCOPE & APPLICABILITY

This procedure applies to all University's IT assets. This Policy applies to all University faculties, staff and students and all others using the University IT resources.

3. DEFINTIONS

"Information Technology (IT) Asset" refers to any computer hardware, software, Information Technology based MTU information (both hardware and software), related documentation, licenses, contracts or other agreements, etc. In this context, "asset" and "Information Technology (IT) Asset" are understood to be the same. Here Manipur Technical University Imphal will be read as university.

4. ASSETS TRACKED

This section defines what IT assets should be tracked and to what extent they should be tracked, categorized below are the types of assets subject to tracking.

1. Computer systems -Laptops and desktops
2. Printers, Copiers.
3. Handheld devices
4. Networking Equipment: Switches, Routers, Firewalls, Servers
5. Desk Phones
6. Miscellaneous IT Hardware
7. Software and licenses (distributed through ITS Cell only)

Small memory storage assets will not be tracked e.g. CD/ DVD disks, memory sticks, USB drives. Disposable IT assets will not be tracked like printer's ink, cartridges, broken parts etc.

5. The IT Asset Management Policy includes the following asset lifecycle:

A. **Planning**: Certain activities/events may trigger acquisition and/or disposition of IT Assets, such as:

- Scheduled asset acquisitions, conducted in accordance with the University's Plan.
- Receiving an IT Asset Request Form due to an unplanned event.

ITS Cell shall review each IT Request Form which shall be submitted to the Head of Administration and Finance for budget approval.

B. Acquisition: MTU personnel shall use the IT Request Form to request new or replacement of IT Assets. This form shall be approved by the appropriate Head of department before being submitted to ITS Cell. The same form shall be used for assets being relocated within the University.

If a purchase or lease agreement exists for the kind of asset being requested, that asset shall be ordered from the existing vendor, pursuant to the terms of the agreement.

C. Management & Distribution: Physical assets shall be received by the Administrative department and forwarded to ITS Cell.

ITS Cell may receive non-physical assets, such as application software, directly from the vendor.

Administration and Finance shall contact the vendor for replacement of the nonconforming asset and dispose of the nonconforming asset in accordance with any purchase/lease agreement in place.

All assets must have an ID number. Either an internal tracking number will be assigned when the asset is acquired or the use of Manufacturer ID numbers.

When an asset is acquired, an ID will be assigned for the asset and its information shall be entered in the asset tracking database.

Only ITS Cell shall distribute IT assets:

- In the case of assets designed for use by individuals, installation shall be scheduled primarily for the user's convenience.
- In the case of assets used by multiple individuals (network hardware/software, operating systems, common application software, etc.

1. Installations shall be scheduled at a date and time that will affect the least number of users
2. Upon installing hardware, ITS Cell shall give each item a unique Asset ID.

D. IT Asset Disposal: When technology assets have reached the end of their useful life, they should be given to ITS Cell for proper disposal.

- Any IT equipment that has the potential to store sensitive data and which is no longer needed or has reached its "end of life" must have its data securely deleted/wiped and sensitive data deemed unreadable and unrecoverable before:
  - redistribution or reuse within the organisation

- decommissioning and disposal
- In the event that IT assets containing sensitive information are no longer needed by the care service and cannot be securely wiped, the equipment may need to be physically destroyed.
- In all cases, the IT Equipment Disposal Verification Form should be completed and signed and kept with the asset register.
- ITS Cell should ensure that any equipment that is leased should erase all data before returning to the supplier.
- IT and data equipment should not leave the organisation's premises unless a chain of custody is established relating to the data contained within the device; this means establishing who is responsible for deleting the personal data contained on them.
- Deleting visible files, emptying files from the "Recycle Bin" of a computer or reformatting a drive are not considered a sufficiently secure method of wiping equipment, as data recovery software could be used by a new owner to "undelete" files or "unformat" a drive.
- All IT equipment that is identified for disposal should be accompanied by an **IT Equipment Disposal Verification Form** and an entry included in the asset register.
- The university may contact third party disposal firm when the disposal assets contain hazardous and radioactive elements which are beyond the limit of the university.

6. RESPONSIBILITIES

A. Sections/ Departments become custodians of the IT assets issued for the use of their staff or students. This custodianship requires that adequate steps are put in place to ensure the security and safety of the assets. This is most easily accomplished by ensuring staff are aware of their responsibilities with regard to looking IT assets. Only ITS Cell can dispose of all IT asset.

B. Staff/faculty/any user become custodians of the IT assets allocated to them for their perusal use. In that regard the following should be noted:

   a. IT assets always remain the property of the university. They cannot be given away, thrown away, sold or kept when leaving.
   b. IT assets must never be used by any third party (friends, family, children etc).
   c. Any transfer of ownership must be recorded in the asset database the transferee.
   d. Any IT equipment become impaired, damaged, lost or stolen it must be immediately reported to the ITS Cell.

C. ITS Cell responsibilities :

   a. To retain oversight of IT assets in the asset database. This data will be utilised alongside other information to aid long term planning for rolling updating of IT assets (disposal and replacement).
   b. To ensure devices are properly marked secured and fixed location in the asset database.

c. The maintenance of a consolidated record set to aid in locating lost or missing IT assets.

d. To act as a single point of physical disposal for all IT Assets. This will ensure the risk of data leakage is minimized.

7. COMPLIANCE

a. ITS Cell will verify compliance to this policy at the best possible ways.

b. Individuals in breach of this policy are subject to disciplinary procedures at the instigation of the administrative authority of the university.

8. IT Equipment Disposal Verification Form

Manipur Technical University, Imphal

IT Equipment Disposal Verification Form

Disposal Register ID: _____

This form is for items in disposal condition.

Type of Deposition:

☐ Sold	☐ Traded-In	☐ Transfer	☐ Donate
☐ Return	☐ Missing	☐ Stolen	☐ Junk

Sl. No.	Item	Manufacturer	Model	MTU Device ID	Description

The signatures below ascertain that the conditions of the above listed items are in disposal condition and authorises their disposal. Also, the signatures below certify that the equipment listed is free from any and all radioactive materials.

Information prepared and verified by (w.r.t IT Asset register and database):

Permanent Data cleaned / removed by:

Name & Designation	**Signature with Date**	**Name & Designation**	**Signature with Date**

Physically Verified by: (Stock Manager/ Inventory Staff)

Disposal Requestor:

Name & Designation	**Signature with Date**	**Name & Designation**	**Signature with Date**

Approved by:

(Signature with date)

Registrar, Manipur Technical University, Imphal

Post – Disposal Note