



**Title:** Asset Management Procedures

**Code:** GU-PR55AM

**Version:** 3.1

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**Approval Authority:** University Council

**Document Owner:** IT Department

**Review:** The procedures are subject to periodic reviews as per amendments of Asset Management Policy

## 1. Purpose

This document sets out Gulf University's procedures towards effective management of its IT assets.

## 2. Scope

These procedures apply to all University assets that are used on and off campus. Also, it covers the responsibilities of users including staff members (full-time and part time academic and administrative), students and GU alumni members.

## 3. Acronyms

<b>BQA</b>	Education and Training Quality Authority
<b>HOD</b>	Head of Academic Department
<b>IT</b>	Information Technology

## 4. Definitions

**Asset:** Any resource which has value to the institution, such as a system or hardware.

**Database:** Database means a collection of data or information structured for fast search and retrieval.

## 5. Procedure Details

5.1 The asset inventory shall contain the following but not limited to:

- Identification number
- Type
- Description (brand, model, specification)
- Location
- Status
- Custodian

5.2 The assets shall be categorized as:

- **Public** - These assets are suitable for public use. Examples include Wi-Fi hotspots, library computers and kiosks.
- **Internal (Administrative)** - These assets are available to all faculty and staff within the University. Access to these assets is restricted to use by employees only for the conduct of university functions. Examples include IP phones, printers, photocopiers, etc.

- **Internal (Academic)** - These assets are available to all students and faculty members within the University. Access to these assets is restricted to use only for academic purposes. Examples include laboratory computers, projectors, IP phones, printers, and photocopiers, etc.
  - **External** - These include assets leased by the University.
  - **Restricted** - These include assets that the University may decide to share with other institutions for the purpose of collaboration. Examples of these include servers and portable storage devices.
- 5.3 All assets shall be labeled physically in accordance with their asset classification (as described in Articles 5.1 and 5.2 of this document) such that all users are aware of the ownership and classification.
- 5.4 Each asset shall be allocated to a nominated custodian. The custodian is accountable for the security of the assets.
- 5.5 All purchased desktops and laptops shall be provided with IT-approved images built specifically for colleges and departments.
- 5.6 The IT Department shall conduct annual evaluation activities with HODs and Managers of administrative departments to assess the need for acquisition of new assets.
- 5.7 The IT Department shall not carry out any purchase of assets that are not compatible with standard IT specifications unless non-standard specifications have been approved in advance.
- 5.8 IT Department shall perform periodic preventive maintenance of university assets as follows:

<b>Device Type</b>	<b>Frequency of Maintenance</b>
Projectors	Daily
Printers and Photocopiers	Weekly
Desktops and Laptops	Each Semester
All other Electronic Devices	Each Semester

## 6. Responsibilities

### **Staff Members and Students are responsible for:**

- following this document appropriately.

### **HODs and Managers of Administrative Departments are responsible for:**

- following this document appropriately.

### **IT Department responsible for:**

- appropriate implementation of this document

### **Vice President for Academic Affairs is responsible for:**

- ensuring appropriate implementation of this document.

### **University Policy Development and Review Committee is responsible for:**

- systematic review of the effectiveness of this document.

## 7. Related Policies

- Asset Management Policy

## 8. Related Procedures

- No Related Procedures

## 9. Related References and Standards

<b>BQA</b>	Institutional Review Handbook
<b>BQA</b>	Programs-within-College Reviews Handbook