





# Information Security Management System ISO/IEC 27001:2013

NOTEBOOK AND DESKTOP COMPUTER  
DISTRIBUTION GUIDELINES

GARIS PANDUAN PENGAGIHAN KOMPUTER  
RIBA DAN KOMPUTER MEJA



<b>For PTM Use Only</b>	<b>Version 1.0</b>	<b>Date: 24th June 2015</b>
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<b>Doc No : UM-ISMS-GL-PC-001</b>	<b>Version 1.1</b>	<b>Effective Date : 15 Okt 2016</b>

## Revision History

No	Date of Change	Description	Page	Version	Approved By
1	14 June 2016	Change 3.1 and 3.2 Remove 3.3 to 3.9 and add new 3.3 to 3.6 Remove 6.1.1 to 6.1.6 and add new 6.1.1 to 6.1.4 Change 6.2.12 and 6.2.13 4.4.1 Change "Garis Panduan Perpindahan Peralatan/ Aset Bil 3/2009" to "Garis Panduan Pengurusan Aset" Add 4.4.4	2 3 & 4 5 6 4 4	1.1	Dr David Asirvatham

ORIGINAL

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## 1.0 Purpose

The purpose of this guidelines is to established for the purpose of proper coordination and distribution of computers in University of Malaya (UM).

## 2.0 Scope

This policy applies to all UM staff who transfer information over communication facilities.

## 3.0 Guideline



Below is the list of staff eligibility for a computer. Computer is provided based on the job position held by staff. RC is allowed to apply for new computers on behalf of new staff who are filling-up new posts. However a replacement staff who is replacing a staff who had completed his services/resigned/ transferred, will be requested to use the existing computer left by the staff.

3.1 The following staff are eligible to apply for a notebook AND desktop computer but approval will subject to availability :



- i) Vice Chancellor
- ii) All Deputy Vice Chancellors
- iii) Registrar, Financial Controller and Chief Librarian
- iv) Deans/Directors of academic RCs
- v) Directors of non-academic RCs

3.2 The following staff are eligible to apply for a notebook OR desktop computer but approval will subject to availability:

- i) All lecturers (Permanent/Contract)
- ii) Professional & Management officers



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- 3.3 The following staff are eligible to apply for a desktop computer but approval will subject to availability:
- i) Vice Chancellor and all Deputy Vice Chancellors
  - ii) Registrar, Financial Controller and Chief Librarian
  - iii) Deans/Directors of academic RCs
  - iv) Directors of non-academic RCs
  - v) Vice Chancellor/ Deputy Vice Chancellor
  - vi) Dean/ Director/ Residential College Masters
  - vii) Deputy Dean/ Deputy Director
  - viii) All Professional & Management officers (permanent/contract)
  - ix) Support staff with grade 17 or higher and involve in administration or ICT/technical work.
- 3.4 Others than the above categories, approval will be considered as case by case basis.
- 3.5 RC's can use their own budget to provide computers to computer laboratory used for teaching, learning and research.
- 3.6 All computers supplied by PTM are covered by insurance.
- 3.6.1 RCs are required to follow the "Garis Panduan Tuntutan Insurans" in Umportal
- 3.6.2 Computers can be used outside of UM campus areas for university official work, subject to approval from Head of RCs. University official work includes :
- i) Seminar
  - ii) Conference
  - iii) Meeting
  - iv) Expo/ exhibition
  - v) Sabbatical leave
  - vi) Work visit

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#### 4.0 Computer distribution terms and conditions

- 4.1 Computer replacement can be applied by the user whose computer is damaged and not economical for repair or has become obsolete, subject to availability and the university management discretion.
- 4.2 New staff who is appointed to new position, meet the condition stated above and has not been not assigned a computer, is eligible to apply for a computer.
- 4.3 Staff who succeeded a retired/resigned staff is required to use the computer returned by the retired/resigned staff.
- 4.4 Redistribution of recycled computer must follow these conditions/ procedures :
- 4.1.1 All assets transfer arrangement must follow "Garis Panduan Pengurusan Aset".
- 4.1.2 PTM is allowed to redistribute used computers to staff/RCs based on availability.
- 4.1.3 Dean/Director/Head of RCs has the authority as stated below :
- i) To reclaim any computer from academic staff who is abroad for more than a year on "Hadiah Latihan Cuti Belajar (HLCB) study scheme.
  - ii) To reallocate the computer to any staff who needs the computer
  - iii) To reallocate the computer which was previously allocated to staff who has completed their service/ resigned/ transferred to other staff who fills the post.
  - iv) To reallocate computer which is still in good condition to the service counter, waiting area, information searching area, door access system, science laboratory, computer laboratory, postgraduate room, tutor room, seminar room, lecture hall or administration office.
- 4.1.4 Upon retirement, staff can make a request to purchase the PC or notebook they are using (asset must be more than 5 years old and less than RM5000 per unit). The computer must first be disposed through disposal exercise and must be approved by RC's disposal committee

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## 5.0 Loss/ Theft/ Total Damage to the computer

5.1 A penalty will be charged for the loss/ theft/ total damage according to the rate stated below :

- i) 100% of cost price for computers that are less than 1 year old
- ii) 80% of cost price for computer that are between 1 to 2 years old.
- iii) 60% of cost price for computer that are between 2 to 3 years old.
- iv) 50% of cost price for computer that are between 3 years old and above.

5.2 A penalty will be charged for cases listed below, but not limited to :

- 5.2.1 Loss/ theft due to negligence. For example, by leaving the computer in the vehicle, or at public area without exercising adequate preventive measures.
- 5.2.2 Damage because of accidental drop, liquid spills, accidental fire, etc
- 5.2.3 Intentional damage due to act such as the computer being intentionally slammed, thrown, crushed, etc



## 6.0 Responsibility

6.1 PTM

- 6.1.1 Prepare computer distribution list for individual and RCs, get confirmation of receipt and inform Bahagian Pengurusan Harta
- 6.1.2 Prepare computer for the eligible staff
- 6.1.3 Arrange inventory registration of the distributed computers
- 6.1.4 Provide recommendation for computer disposal request submitted by RCs

6.2 RCs

- 6.2.1 Confirm receipt of computers distributed by PTM and inform Bahagian Pengurusan Harta
- 6.2.2 Ensure computers are received in good condition
- 6.2.3 Use RCs budget allocation to upgrade the computer resources such as upgrade RAM, LCD Monitor, CD/DVD writer, etc
- 6.2.4 Perform operating system downgrade/upgrade when required, if hardware/ software/operating system incompatibility occurs

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- 6.2.5 Ensure computers provided are covered by insurance
- 6.2.6 Ensure the security and safety of the computers at RCs and report any loss/ theft to Security office and Bahagian Pengurusan Harta
- 6.2.7 Ensure computers provided are being used for official work only, and not for society, club usage, etc
- 6.2.8 Manage and maintain the computer inventory (name of computer owner, designation, department, computer model, inventory tag number, date of purchase, etc)
- 6.2.9 Reallocate computer which is still in good condition to staff without computer, according to RC's discretion.
- 6.2.10 Implement computer sharing scheme in situations where computer can be used by a group of people.
- 6.2.11 Carry out proper computer disposal process according to proper procedure for computer that is beyond economical repair
- 6.2.12 Notify Bahagian Pengurusan Harta of any computer disposal exercise
- 6.2.13 Perform computer maintenance and repair

## 7.0 Conclusion

With this guideline, authorities and responsibilities of the parties involved in the Notebook/Desktop computer distribution are expected to be clear, consistent and comprehensive.