

Asset Management Policy

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1. Introduction

1.1 Objective

All IT assets used within SGA for any purpose shall be approved by the management. SGA will ensure all feasible efforts to maintain these assets. This policy is developed for management of IT assets so that appropriate controls can be implemented based on the applied confidentiality and threat to the asset. The asset management process aids to track and monitor health of implemented IT assets.

The purpose of this policy is to:

1. Maintain up-to-date asset register for normal business operations
2. The review of the asset register shall be conducted twice every year
3. The asset register will include category, type of asset, location, asset sensitivity, asset allocation information

1.2 Scope

The asset management policy applies to SGA owned IT assets only.

1.3 Glossary of Terms

Terms	Description
BU	Business Unit
IT	Information Technology
MR	Management Representative
PO	Purchase Order
SGA	SG Analytics Pvt. Ltd.
TAT	Turn Around Time

2. Responsibility

IT team shall be responsible for verifying the effectiveness of the process and its revision whenever required.

3. Policy

1. Asset Management process categories IT assets into hardware and software
2. IT team shall maintain asset register for hardware and software
3. IT assets are segregated into Data center assets and End User assets
 - a. Data center assets: These assets are considered as critical assets as they are logically & physically isolated
 - b. End User assets: These assets are allocated to authorized employees of SGA and the employees are completely responsible & accountable to protect these assets from the time it is allocated. IT team is responsible, accountable to provide support and maintain allocated assets

4. Each asset shall have an identified owner who will be responsible for safeguarding the asset. The responsibility for ensuring appropriate controls for safeguarding the asset lies with the owner
5. IT asset shall be tagged as per type of asset specified in the register
6. IT team shall monitor data center assets of SGA
7. IT team will track the warranty period for certain assets
8. The keyboard, mouse and headset are excluded from IT asset register

4. Procedure for Requisition of IT Asset

1. The employee shall submit IT asset requisition to IT team
2. IT team shall provide the estimate cost of the asset. BU Lead may provide the requisite approvals to IT team
3. IT team shall provide the formal asset quotation
4. BU Lead shall raise the purchase order with required approvals
5. IT team shall forward purchase order to Finance Head for signature and PO number
6. IT team shall share the scanned copy to vendor for asset procurement
7. SGA shall complete the procurement, implementation and allocation
8. In case of system allocation for end user, Administration team will allocated desk number
9. In case the employee resigns or is terminated, the asset will be restored to the stock for reallocation
10. IT team shall issue gate pass to transfer or move the asset out of the SGA

5. TAT for Requisition of IT Asset

TAT specified below is applicable after release of formal PO & advance payment.

Hardware	
Sub-category	Delivery TAT
Connectivity Cable	1-2 weeks
Datacenter Rack	2-3 weeks
Desktop System	1-2 weeks
Display Adapter	1-2 weeks
Firewall	4-6 weeks
Hard disk	1-2 weeks
Headset	1 -2 weeks
IP Phone	2-3 weeks
ISP Link	3-5 weeks
Keyboard & Mouse	1-2 weeks
LAN cable	1-2 weeks
Laptop	2-3 weeks
Monitor	1 -2 weeks
Network Switch L2	1 -2 weeks
Printer	2-3 weeks
Projector	1-2 weeks
RAM	1-2 weeks
Wi-Fi Access Point	2-3 weeks

Software	
Sub-category	Delivery TAT
Adobe	4-6 weeks
Adobe Design Suite	4-6 weeks
Adobe Editor	4-6 weeks
Microsoft Client OS	4-6 weeks
Microsoft Office	4-6 weeks
Microsoft Server OS	4-6 weeks
MSDN	4-6 weeks
Other Business Software	4-6 weeks
SQL Server	4-6 weeks