



Langslide

Asset Management and Media Handling Procedure

Version 1.0

PURPOSE

This policy aims to define the rules for inventorying, configuring, allocation, de-allocation, and disposal of assets within Rudramsa Systems Pvt. Ltd. (herein referred to as Organization)

SCOPE

This policy applies to all IT assets within the organization.

DEFINITIONS

The following is an explanation of various terms used within this document:

- ISMS: Information Security Management System
- Information Security: confidentiality, integrity, and Availability of information.
- ISG: Information Security Group

RESPONSIBILITIES

The primary ownership in implementing this policy lies with the IT, DevOps, and Admin Team.

POLICY

All employees and personnel having access to organizational computer systems must adhere to the Asset Management and Media Handling Procedure. Organization assets shall be used for business purposes. Employers have a responsibility to protect and safeguard these assets from loss, theft, misuse, damage, and waste, thereby preserving their value. All assets should be categorized based on their importance to the organization's business operations and the potential consequences of a security incident involving them.

Asset Inventorying Physical Asset Inventory

1. An accurate inventory of all the organization's managed hardware must be maintained. • All relevant hardware must be equipped with asset management tags.
2. All organization-managed hardware must have, at a minimum, the following information documented:
 - a. Asset Name ◦
 - b. Owner
 - c. Location
 - d. Serial Number
3. Asset procurement must be based on capacity planning and requirements agreed upon by Department Heads.
4. All assets must be inventoried in the Asset Inventory, with serial numbers serving as unique identifiers.

5. Wherever possible, assets shall be tagged or labeled using the Asset Tagging scheme developed by the organization.
6. Assets shall be classified using the Information Classification Policy.

Software Asset Inventory

- An accurate inventory of all the organization-managed software must be maintained.
- All managed software must have, at a minimum, the following items documented:
 - Vendor
 - Software Name
 - Version
 - License Type
 - Purchase Date
 - Expiration Date

Return of Assets

Information Users are required to return all organization-owned assets in their possession upon termination of their employment, contract, or agreement, including, but not limited to, the organization's Information Assets, supplied laptop, and mobile phone.

Tracking of Assets

The IT team shall maintain an inventory of IT-related assets and monitor and log all inbound (received) and outbound (returned or disposed of) IT assets on a daily basis. Assets should be remotely locked on an employee's last working day, and a documented chain of custody should be maintained for each asset throughout its lifecycle.

Reuse and Disposal of Assets

- Computers, storage components, and removable storage media must be securely wiped before reuse.
- Computers, storage components, and removable storage media must be disposed of securely at the end of an asset's life cycle.

Version Details

Version	Version Date	Description of changes	Created By	Approved By	Published By
Version 1.0	Mar 14 2026	Initial Release	Pronoy	Kartikeya	Kartikeya