

**Software Licensing**

**Monitoring Procedure**

**Version History:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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# Objectives

This Software Licensing procedure covers how the NST will ensure compliance with the

Information Security Policy for all software purchases and used with the organization

# Scope

This procedure is to be performed by IT infrastructure team regarding software licenses purchased by the organization and their future requirements.

# Procedure

* Whenever new PCs are procured, they are procured with preloaded OS. OS status of existing PCs is reviewed once in a year and license requirement is taken into account.
* Whenever new servers are procured OS license status is reviewed.
* Whenever new PCs are added in LAN, requirement for client licenses are taken into account.
* Requirement of software on desktops from users are reviewed and if requirement is more than no. of existing licenses those are taken into account.
* IT Department shall review the total requirement of software licenses once in a year by studying no. of desktops connected in LAN, no. of servers & no. of copies of software’s loaded on individual desktops etc.
* IT Department of its own shall also identify new software requirement.
* Taken into account all the above criteria IT department Manager/IT shall prepare a review report having details like:
  + Name of Software
  + Existing License Status
  + Future Requirement etc.
* The annual budget of IT Department finalized in September will be prepared based on the above needs.
* The procurement of above software licenses will be done on the basis of the administrative approval and allocation of budget.