DOCUMENT INDEXING - INTEGRATED POLICY

Title: Enterprise Resource Planning (ERP) Policy

Description: The ERP Policy enables the institution's data management, organizes, monitors, and simplifies the academic and administrative performance.

UDIN	AMJ/POL/ADP/ERP/2024/09/VER-2
Effective Date	22-05-2024
Revision Period	May 2024
Review Cycle	One year
Policy Population	All the stakeholders of the Institution
Policy Implementing Department	ERP Team and HRD
Proposer & Drafter	Dr. M M Ramya, Dean
Revisors	Ms. Meghala, HRD, Ms. Bhavani S, Asst. Coordinator, IQAC

INSTITUTIONAL POLICY SCRUTINY COMMITTEE (IPSC) - IP

Designation	Name	Signature
Director	Dr. N. Venkataramanan	
Vice-Principal	Dr. S. Ananthakrishnan	
Dean (SF)	Dr. M.M. Ramya	
Coordinator, IQAC	Dr. V. S. Murali	
Academic – (A)	Dr. A. Sharmila	
Deputy Dean (SF)	Dr. R. Surekha	
Chief Manager (SF)	Mrs. Sangeetha Rajappa	

AUTHORISATION AND APPROVAL

Principal	Dr. B. Mahavir	
Management Committee Member	Shri. Pannalal Chordia	
Secretary/ Associate Secretary	Sri. Udhan Kumar Chordia/ Sri. Hemant P Chordia	
Policy Approval Date	22-05-2024	

ENTERPRISE RESOURCE PLANNING (ERP) POLICY

I. Background:

In the digital age, the strategic use of technology is fundamental to achieving operational excellence. Agurchand Manmull Jain College recognizes the critical role of our ERP in enhancing our academic and administrative capabilities. This comprehensive policy is crafted to govern the access, usage, and management and ensure security, integrity, and efficient use of the ERP to support the institution's academic and administrative functions effectively.

II. Objectives:

1. ERP is the operational requirement of Agurchand Manmull Jain College to provide state-of-the-art information systems and electronic communication services (via Internet and intranet) to enhance the workflow and carry out the administrative activities of the institution effectively and efficiently. For this purpose, the institute has implemented the ERP system

2. Everyone with access to the computer and the internal network can access to the ERP. This includes the use of all software features with necessary authorization. While the ERP is a great resource of our organization, It is the responsibility of each employee/ student to use this resource responsibly and respectfully.

III. Scope:

   a. **Integration of Modules:** It addresses the integration and utilization of various ERP modules, such as student information systems, finance and accounting software, HR management systems, and procurement systems, to ensure seamless data flow and operational efficiency.

   b. **User Roles and Permissions:** The policy defines user roles and permissions within each ERP module, ensuring that access is granted based on job responsibilities and the principle of least privilege.

2. **Data Management Protocols:** It outlines protocols for data entry, validation, storage, and retrieval, ensuring data integrity, confidentiality, and compliance with data protection regulations.

AGURCHAND MANMULL JAIN COLLEGE

(A Unit of Sri. S. S. Jain Educational Society)
Affiliated to the University of Madras | A Jain Minority Institution
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Meenambakkam, Chennai – 600061

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3. **Security Measures:** The policy includes provisions for implementing robust security measures, such as encryption, access controls, and monitoring tools, to safeguard against cyber threats and unauthorized access.

4. **Training and Support:** It mandates training programs for ERP system users to ensure they are proficient in using the system effectively and securely. Additionally, it provides ongoing support and resources for users to address any issues or concerns.

5. **Policy Enforcement:** It defines procedures for enforcing compliance with ERP policies and procedures, including consequences for non-compliance, such as disciplinary action or loss of system privileges.

IV. User Access and Authorization

1. Access Control

a) Access to the ERP system is granted based on job function and role, following the principle of least privilege.

b) Users must receive proper authorization from their department head and the ERP system administrator before accessing the system.

2. User Responsibility

a) Users are responsible for the security of their credentials and must not share them with others.

b) Any change in a user's role or termination of employment must be promptly reported to ensure timely modification or revocation of system access.

c) A self-declaration form is attached with this policy (Appendix-A) which should be submitted by all staff to policy implementing department.

3. Data Management and Integrity

a) Users must ensure the accuracy, completeness, and reliability of data entered into the ERP system.

b) Any data errors or inconsistencies must be immediately reported to the ERP system administrator.

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4. System Security

a) Users must comply with all security policies and procedures to protect the ERP system from unauthorized access, disclosure, alteration, destruction, or misuse.

b) Regular security audits will be conducted to ensure compliance with this policy.

c) The entry/ exit points of internet are protected by firewall

d) All authorized users are provided with a username and password to login into the ERP and access the required features

e) Each user has features defined as per the departmental job role and requirement

5. Training and Support

a) All users are required to complete ERP system training before accessing the system.

b) Ongoing training will be provided to ensure users are aware of system updates, new features, and best practices.

6. Usage - Acceptable Use

a) Access is provided 24/7 for employees and students of Agurchand Manmull Jain College

b) The ERP system must be used solely for official institutional purposes.

c) Unauthorized use, including but not limited to personal use, committing fraud, or infringing on intellectual property, is strictly prohibited.

V. Do's

1. Additional software features can be requested and shall be allocated once the Principal/ Dean approves the need

2. Each user shall be given necessary (and restricted) access to the ERP. It shall be mandatory to follow the access limits strictly

3. Employees shall be held responsible for inappropriate use of information, which they have access to. All passwords must be confidential and computers shall be locked/ logged out from while away

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4. The institute shall have the right to monitor any and all of the aspects of its technology

5. Employees shall be required to read and follow the technology updates sent from time to time. These shall include tips for effective use of technology, new technology and upgrades

6. All information on any technology shall be formal and professional.

VI. Don'ts

1. Employees are expected not to use Institute's technology for personal/ financial gain

2. Any employee shall not copy information illegally

3. There shall be no toleration for the use of technology for any actions that are harassing or discriminatory

4. Reverse engineering, decompiling, or modifying software code without permission.

5. A breach of any of the above guidelines or not following the policy guidelines shall lead to strict disciplinary action against the concerned employee

6. Engaging in activities that violate software copyright laws.

VII. Compliance, Monitoring and Acknowledgment

1. The institution reserves the right to monitor ERP system usage to ensure compliance with this policy.

2. Violations of this policy may result in disciplinary action, up to and including termination of employment and legal action.

VIII. **Backup and Recovery:** Backup is done separately and labelled properly. Daily backup of the database are scheduled at 12am

IX. **Acknowledgement:** All ERP system users must acknowledge that they have read, understood, and agreed to abide by this ERP Usage Policy. (Refer Appendix-A)

X. **Policy Population:** This policy is intended and applicable to all the staff and students of Agurchand Manmull Jain College.

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XI. **Review Cycle:** This policy will be reviewed annually and updated as necessary to reflect changes in technology, business processes, and regulatory requirements. Users will be notified of any significant changes to the policy.

XII.   **Conclusion:**

Agurchand Manmull Jain College's ERP software makes teaching, classroom management and admin process far more simplified and time-saving. The institution's strong data management system enables in the effective storage and retrieval of data.

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Appendix -A

Staff Declaration Form

Name: _____

EMP ID_____

Department/Unit: _____

Date of Joining: _____

Declaration

I, _____ hereby acknowledge that

I have read, fully understand, and commit to comply with the Agurchand Manmull Jain

College's ERP Policy. I understand the importance of this policy in maintaining the

security and efficiency of the ERP and agree to use this responsibly and in accordance

with the outlined provisions. I acknowledge that failure to adhere to this policy may result

in disciplinary action, up to and including termination of my access to the ERP and/or

employment.

Signature: _____

Date: _____