POLICY DOCUMENT

ENTERPRISE RESOURCE PLANNING

Officer-in-Charge
Taki Government College
Taki, 24 Parganas (N)

1. Preamble-

The shift to digital platforms for learning and management became crucial during the COVID-19 pandemic. Taki Government College also felt the necessity to adapt digital solutions for academic continuity and administrative efficiency. The college has embraced digital learning and management and has introduced Enterprise Resource Planning (ERP) system to enhance the educational experience, improve accessibility, streamline the administrative processes, and to prepare for a future where digital competence is essential.

The following ERP policy defines the rules and guidelines governing the use and management of the Taki Government College ERP system.

2. Scope-

The ERP system can be used to manage the learning and management primarily for teaching-learning and assessment, student data management, student scholarship verifications, recording internal marks, and controlling the post-graduate examination procedure.

3. Objective-

The use of ERP system is aimed to enhance the quality of education, efficiency of administrative processes, improve accessibility and foster a culture of continuous learning and innovation within the institution.

4. Policy statements-

4.1. Usage Policy-

- ERP access is provided 24/7 for employees and students of the Taki Government College.
- Each user shall be given the necessary and restricted access to the ERP.
- Employees shall be held responsible for inappropriate use of information, which they have to feed in to it. All passwords must be kept confidential and computers shall be logged out after usage.
- The institute has the right to monitor any and all of the aspects of its technology.
- 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, information security and upgrades.
- All personal greetings, displays or messages on any technology shall be formal and professional.
- Carrying information in printed or soft copy shall be prohibited without prior sanction and any information shall not be copied illegally.
- Inappropriate use of any technology can cause unintended consequences. An employee shall consider the availability of resources for others as well as the overall operational efficiency of the technology system.

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4.2. User access and roles-

- Access to the ERP system will be role-based, ensuring users only access data relevant to their functions. A formal process is followed to grant, modify and revoke access rights. Periodic audit of user roles will be conducted to prevent unauthorized access.
- The Principal/ Officer-in-Charge, being the super-admin will have the access to all modules of the ERP.
- The Coordinator, IQAC will have the access to the IQAC and student feedback modules.
- The Principal/ Officer-in-Charge, as the Controller of Examinations, and the Convener and Joint Convener of PG Examination Committee, as the Deputy Controller will have the access to the Controller Module. The Convener of the PG Result Publication Committee will also have the restricted access to the module.
- The Convener of the Website Committee will have the access of Website module. All Heads of the Departments will have the limited access to the Website module only for their respective department.
- The LPP module can be accessed by all Heads of the Departments.
- The Store module can be accessed by all Heads of the Departments and the Office Staff assigned for the duty by the college authority.
- Fees, students and finance modules can be accessed by the Office as assigned by the college authority.
- All teaching faculty will have the access to the LMS, Faculty, Employee and Notification modules.
- ERP administrator will set the strategic direction for ERP use, approve any major changes or upgrades to the system, and oversee day-to-day operations of the ERP system.
- Administrator will also ensure policy compliance, manage user roles.
- All users must adhere to the policy and guidelines. Any discrepancies, issues, or security concerns must be reported to the ERP administrator.
- A breach of any of the guidelines or not following the policy guidelines shall lead to disciplinary action against the concerned employee.

4.3. Data integrity and quality-
All data entered into the ERP system must have defined quality standards. Regular data validation and cleaning exercises will be conducted to maintain data accuracy.

4.4. Maintenance and upgrades-
Scheduled maintenance will be communicated in advance to all users. Unplanned issues will be addressed promptly to the stakeholders.

4.5. Customization and integration-

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Integration with other systems requires prior approval from the ERP administrator and College authorities. Customized features should not compromise the integrity, performance, or security of the system.

4.6. Compliance-
ERP system will comply with all relevant regulations and standards. Regular compliance checks and audits will be performed.

4.7. Security-
- Institute is protected with the ERP access rights.
- All authorized users are provided with a username and password to login into the ERP and access rights as per the required features.
- Usage of features defined as per the college and department roles and requirement.

4.8. Third party access-
Third party access can be defined as "The granting of access of Taki Government College ERP to an individual who is not an employee of Taki Government College". Examples of third parties include ERP software vendor or service provider who is providing technical support. Any employee of the college is never permitted to use another individual details to access Taki Government College ERP. The third party access will only be granted to facilities and data that are required to perform any specific task as identified by Taki Government College. For the access, relevant approval have to be obtained from the concerned authorities and management.

4.9. Violations-
Prohibited activities on the ERP system include-
- Alteration of system software or hardware configurations and data without authorization.
- Unauthorized access to any other user account.
- Unauthorized decryption of coded information.
- Transmission of any data of college without permission.
- Deliberate introduction of any disruptive program.
- Attempts to bypass system administration policies.
- Uploading any socially or ethically objectionable material.

In case of any reported misuse, Taki Government College, at its own discretion, may prevent or limit use of user ERP system or may take disciplinary action after investigating the report.

4.10. Revisions-
Policy will be reviewed as needed based on requirement of Taki Government College and technological changes.

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