RESOURCE MANAGEMENT POLICY (ERP)

Preamble

Periyar University was established in the name of the great social reformer of South India, E.V. Ramasamy fondly called as Thanthai Periyar, to promote higher education in 1997. True to its motto, 'Wisdom Maketh the World', the University is always committed for quality and transparency. As a result it includes Information Technology in its academic and administrative functions. By virtue of powers vested with Periyar University, Salem under the Periyar University Act and Statutes, the University enacts the following policy. Periyar University has framed its own Enterprise Resource Planning (ERP) with effect from January 2018.

Aim

To integrate all the activities of Periyar University in a systematic manner for optimal utilisation of resources and efficient functioning with the help of suitable software and technology.

Plan of Implementation

To implement ERP in the University system in a phased manner from 2018 to 2023. Initially important activities would be digitalised and executed in the online platform of University.

Core Areas Identified

Periyar University Resource Management System will comprise of the following core systems.

1. General Administration Management System

2. College Affiliation Management System

3. Student Admission Management System

4. University Examination Management System

5. Finance Management System

6. Human Resource Management System

7. Purchase and Stores Management System

8. Hostel Management System

9. Library Management System

10. Training and Placements Management System

11. Alumni Management System

12. Distance Education

The University has planned to implement ERP in all areas in the coming years with more emphasis on the various core sub-systems.

1. General Administration Management System

The general administration forms the core of the University activities. The following activities have been identified for the inclusion in general administration under ERP.

a) IQAC - Internal Quality Assurance Cell, All teaching-learning, evaluation, curricular, co-curricular, extension, API related information system

b) Accreditation Management System

c) File Tracking

d) Meeting Management

e) Document Management, Dispatch and Diary Management

f) Vehicle Management, Repair and Maintenance

g) Estate / Quarters and Guest House / Seminar Hall Management

h) Legal Issues, Engineering Unit, Health Centre Management

i) College Development Council

j) Research Management System

k) Student Grievances Management System

l) Swayam (E-learning) Management System

m) Computer Centre (ERP Implementation Centre)

n) Various Cells

2. College Affiliation Management System

The University aims to create a transparent and fast track of affiliation related matters. This calls for adopting the college affiliation management system in a phased manner.

a) Affiliation of New Colleges – Application, Scrutiny, Committee Formation, Sanction, Affiliation Certificate

b) Renewal of Affiliation

c) Uploading College Infrastructure, Faculty-Staff-Student Details

d) Existing College Registration

e) University Notifications

3. Student Admission Management System

Periyar University attracts students from different geographical areas and to simplify the admission process and increase the genuineness, online student admission system is adopted. It comprises the following tasks such as:

a) Application, registration and uploading of newly enrolled students on portal

b) Checking student's eligibility

c) Enrollment number generation

d) Login ID for students

e) Enrollment reports and analysis

4. University Examination Management System

To reduce the grievances related to examinations and increase reliability, the following sub-components would be included in the University examination management system. All examination related activities would be made online to avoid discrepancy. ERP is utmost useful for:

a) Enrollment Form and Examination Form Submission

b) Complete Verification of Degree / Transcript

c) Examination Hall Ticket / Result / Mark Statement Online

d) Application for Revaluation, Transcript and Degree, Migration Certificate

e) Examiner Management (Database, Appointment, Payment)

5. Finance Management System

a) University budget

b) Payments to students, staff and vendors

c) Scholarships and stipends

d) Bill processing

e) Core accounting

f) Auditing

6. Human Resource Management System

a) Service Register

b) Pension and Gratuity

c) Biometric Attendance and Leave Management

d) PF (GPF/CPF/NPS)

e) Recruitment

7. Purchase and Stores Management System

a) Notification and Tender

b) Purchase process

c) Store report

8. Hostel Management System

a) Hostel administration (rooms, eligibility and fees)

b) Report

9. Library Management System

a) Books and Journals purchase

b) Issue management

c) Library usage report

10. Training and Placement Management System

a) Training activities

b) Placement activities

c) Reports

11. Alumni Management System

a) Alumni Enrollment

b) Alumni Relationship Management

12. Distance Education Management System

a) Student Enrollment

b) Self-Learning Material (SLM)

c) Queries and Grievances

Implementation

The implementation of the Enterprise Resource Planning would be carried out in a phased manner. This requires training of personnel in online related activities.

Expected Outcome

ERP is expected to provide transparency in functioning of the University in a systematic, reliable and efficient manner.

Approval and Review

Resource Management Policy will be reviewed once in three years or as and when required. The Registrar of the University will be the custodian of the Policy.

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REGISTRAR
PERIYAR UNIVERSITY
SALEM-636 011.