



Enterprise Resource Planning Policy Document

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Enterprise Resource Planning (ERP) Policy

Introduction: Pragati Engineering College (PEC) utilizes an Enterprise Resource Planning (ERP) system to streamline and integrate various administrative and academic processes. This ERP Policy outlines the guidelines and standards for the effective and secure use of the ERP system within the college.

Objectives: The objectives of this policy document are as follows:

1. The ERP policy aims to streamline administrative processes by providing a centralized system that integrates various functions. It seeks to improve efficiency, reduce manual tasks, eliminate redundancy, and enhance productivity within the organization.
2. The policy focuses on maintaining accurate and reliable data within the ERP system.
3. To safeguard data within the system, ensuring its confidentiality, integrity, and availability.
4. It promotes the use of ERP system features to share information, coordinate tasks, and enhance teamwork, fostering a culture of effective communication and collaboration.

Administration:

1. Access to the ERP system's administrative module shall be granted to authorized personnel based on their roles and responsibilities.
2. Authorized personnel shall ensure the accuracy, completeness, and integrity of data entered into the ERP system.
3. The ERP system shall be used to manage employee records, including personal information, employment history, and performance evaluations.
4. The ERP system shall be utilized to track employee attendance and manage leave applications and approvals.
5. The ERP system may include features for internal communication and collaboration, such as shared calendars, task management, and document sharing.
6. The ERP system may include a document management module for storing and organizing administrative documents.
7. The ERP system shall generate reports and provide analytics capabilities to support informed decision-making within the administrative department..

Finance and Accounts:

1. Access to the ERP system's accounts and finance module shall be granted to authorized personnel based on their roles and responsibilities.
2. Authorized personnel shall ensure the accuracy, completeness, and integrity of financial data entered into the ERP system.
3. The ERP system shall be utilized to manage student information, fee and payment details.

Student Admission and Support:

1. The ERP system shall be used for managing student admissions, registration, and related processes.
2. Authorized personnel shall ensure accurate and timely entry of student data, including personal information, academic records, course registration, and fee payment details.

Examinations:

1. The ERP system shall be utilized for managing examination processes, including exam scheduling, seating arrangements, result publication, and grade recording.
2. Authorized personnel shall ensure the accurate and secure entry of examination data, maintaining confidentiality and integrity throughout the examination cycle.

Data Security and Privacy:

The ERP system contains sensitive information, including personal data of students, faculty, and staff, financial information, and confidential research data. It is the responsibility of all users to protect this information and ensure its confidentiality, integrity, and availability. Users must adhere to the following guidelines:

Only authorized personnel should have access to the ERP system.

Users must not disclose any confidential information to unauthorized individuals or third parties.

Users must not modify or delete any data without proper authorization.

Users must report any suspicious activity or security incidents to the IT department immediately.

Data Backup and Recovery:

Regular backups of all data in the ERP system will be performed to ensure that data is not lost due to hardware failures, software bugs, or human errors. The IT department will maintain a backup schedule and ensure that backups are stored securely.

In the event of a data loss or corruption, the IT department will initiate a data recovery process to restore the data from the backup. Users must report any data loss or corruption immediately to the IT department.

Training and Support:

The IT department will provide training and support to all users of the ERP system to ensure that they can use the system effectively and efficiently. Users must attend the training sessions and follow the guidelines provided by the IT department.

Updates and Changes:

The ERP system may be updated or changed periodically to improve its functionality or to fix any issues. The IT department will notify all users of any updates or changes and provide instructions on how to adapt to the changes.

Conclusion:

Pragati Engineering College is committed to ensuring the security, integrity, and availability of the ERP system and the data it contains. All users must comply with this policy to ensure the proper use and protection of the ERP system. Any violations of this policy may result in disciplinary action, including revocation of access to the ERP system.