



Enterprise Resource Planning Policy

Bundelkhand University
Kanpur Road, Jhansi – 284128 (U.P.) INDIA

Yashwantrao
Chairman & Member Secretary
Internal Quality Assurance Cell

Director, IQAC
Bundelkhand University, Jhansi-284128 (U.P.)

No part of this Policy may be reproduced in any form or by any means, electronic or mechanical, including photocopying, recording or by any Information storage and retrieval system without permission.

©Bundelkhand University

Bundelkhand University
Kanpur Road, Jhansi – 284128 (U.P.) INDIA

Director, IQAC
Bundelkhand University, Jhansi 284128 (U.P.)

Enterprise Resource Planning Policy

1. INTRODUCTION

This ERP (Enterprise Resource Planning) policy defines the rules, guidelines, and procedures governing the use and management of an ERP system within Bundelkhand University. The main aim of an ERP policy is to ensure that the system is utilized efficiently, securely, and in line with Bundelkhand University.

Bundelkhand University, ERP system is a complex web based software platform that integrate various online modules from Admission to examination to accounting to human resources, into a single unified system. Given the importance and sensitivity of the information they handle, and the intricate ways in which different modules interact, it's vital for Bundelkhand University to have clear guidelines on how to use these systems. Policy outline the guidelines and standards that govern the use, maintenance, and security of the ERP system.

2. SCOPE

This policy applies to all employees including teaching and non-teaching, students, affiliated and constituent colleges, contractors, and stakeholders who interact with or use the ERP system at Bundelkhand University.

3. POLICY STATEMENTS

3.1. User Access and Roles

Access to the ERP system will be role-based, ensuring users only access data relevant to their job functions. A formal process must be followed to grant, modify, or revoke access rights. Periodic audits of user roles and privileges will be conducted to prevent unauthorized access.

3.2. Data Integrity and Quality

All data entered into the ERP system must meet defined quality standards. Regular data validation and cleaning exercises will be conducted to maintain data accuracy.

3.3. Security

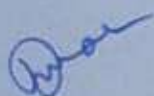
Users must adhere to strong password policies. All data transfers and communications within the ERP system must be encrypted. Regular backups of the ERP system will be performed and stored securely.

3.4. Training

All ERP users must undergo mandatory training before accessing the system. Refresher courses and updates on new features or modules will be provided periodically.

3.5. Maintenance and Upgrades

Scheduled maintenance will be communicated in advance to all users. Unplanned outages or issues will be addressed promptly and communicated to stakeholders.



Member Secretary
Quality Assurance Cell



Director, IQAC
Bundelkhand University, Jhansi-284128 (U.P.)

3.6. Customization and Integration

Any customization or integration with other systems requires prior approval from the ERP Administrator and University authorities. Customized features should not compromise the integrity, performance, or security of the system.

3.7. Compliance

The ERP system will comply with all relevant industry regulations and standards. Regular compliance checks and audits will be carried out.

3.8. Documentation

Proper documentation for processes, user manuals, and technical details will be maintained and regularly updated. All users should be familiar with the documentation relevant to their roles.

4. ROLES AND RESPONSIBILITIES

4.1. ERP Administrator

Set the strategic direction for ERP use within the Bundelkhand University. Approve any major changes or upgrades to the system. Oversee day-to-day operations of the ERP system. Ensure policy compliance, manage user roles, and handle regular maintenance.

4.2. Users

Adhere to this ERP policy and guidelines. Report any discrepancies, issues, or security concerns to the ERP administrator.

5. VIOLATIONS

Violations of this policy may result in disciplinary actions, up to and including termination of employment or contract, as well as legal actions if applicable.

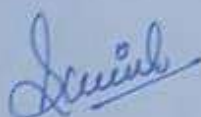
6. REVISIONS

This policy will be reviewed as needed based on Bundelkhand University requirement and technological changes.

7. PREPARED BY

This policy is prepared by Dr Deepak Tomar and Dr Sunil Trivedi on behalf of Computer Center, Bundelkhand University.

Bundelkhand University
Kanpur Road, Jhansi – 284128 (U.P.) INDIA



Director, IQAC
Bundelkhand University, Jhansi-284128