Policy for

ENTERPRISE RESOURCE PLANNING (ERP) SIDDHARTH UNIVERSITY, KAPILVASTU

SIDDHARTH UNIVERSITY, KAPILVASTU, SIDDHARTHNAGAR, UTTAR PRADESH, 272202

Enterprise Resource Planning (ERP) Policy

1. Introduction

Enterprise Resource Planning (ERP) is a term applied to integrated software systems used to manage the internal and external resources of an organization. This ERP policy of Siddharth University, defines the rules, guidelines and procedures governing the use and management of an ERP system within the University. The main aim of this ERP policy is to integrate all the activities of Siddharth University in a systematic manner for optimal utilization of resources and efficient functioning with the help of suitable software and technology in accordance with Siddharth University.

While several functionalities of the ERP system are being operated through web-based server (physically locate within the University) and login management system of the Siddharth University – through its main website and associated sever, some of the other modules (all modules mentioned below) need to be implemented through future ERP software and associate database management system.

2. Modules of ERP

This ERP policy of Siddharth University intends towards the implementation of following core systems within the University:

    (a) General Administration Management System
    (b) College affiliation Management system
    (c) Student Admission and fee Management System
    (d) University Examination Management system
    (e) Finance Management System
    (f) Human Resource Management System
    (g) Purchase and Store Management System
    (h) Hostel Management System
    (i) Library Management System
    (j) Training and Placement Management System
    (k) Transport Management System
    (l) Alumni Management System

(a) General Administration Management System

The following activities have been identified for inclusion in general administrative system under ERP.

(i)   File tracking – Manual

(ii)   Meeting management – Manual

(iii)   Document management – presently managed by the University (separately)

(iv)   Estate/Quarters and Guest House/Seminar Hall management – presently managed by the University (separately)

(v)   Legal issues, Health Centre management – presently managed by the University (separately)

(vi)   Research management system – presently managed by the University (separately)

(vii)   Student Grievances management system – presently managed by the University (separately)

(viii) SWAYAM (E learning) management system – Government system/additional LMS is under-construction for the specific use of the University personnel.

(ix)   Computer Centre – managed by the University covering coding cell and admission, examination and affiliated college management system through web-based server.

(x)   IQAC – presently managed by the University Server (separately)

(xi)   Accreditation management system – presently managed by the University Server (separately)

(xii)   Various Cells – presently managed by the University (separately)

(b) College affiliation Management system

(i)   Affiliation of new colleges – through Government channel

(ii)   Renewal of affiliation – through Government channel

(iii)   College infrastructure, Faculty-Staff-Student details – presently managed by the University Web-server

(iv)   Existing college registration details – presently managed by the University Web-server

(v)   University Notifications details – presently managed by the University Web-server

(c) Student Admission and fee Management System

(i)   Application of new students – presently managed by the University Web-server

(ii)   Checking student's eligibility – presently managed by the University Web-server

(iii)   Enrollment number generation and attendance management – presently managed by the University Web-server

(iv)   Login ID for students – presently managed by the University Web-server

(d) University Examination Management system

(i)   Enrollment form and examination form submission – presently managed by the University Web-server

(ii)   Verification of Degree/Transcript – presently uploaded and accessible at the DigiLocker

(iii)   Admit card/Result/Marksheet online – presently managed by the University Web-server

(iv)   Application for Revaluation, Transcript and Degree, Migration Certificate – presently managed by the University Web-server/manual

(v)   Examiner management (database, appointment, management) – presently managed by the University Web-server

(e) Finance Management System

(i)   University Budget – manual / managed by the University FO office

(ii)   Payments to students, faculties, other staff and vendors – manual / managed by the University FO office

(iii)   Scholarships and stipends – manual

(iv)   Bill processing – manual / managed by the University FO office

(v)   Core accounting – manual / managed by the University FO office

(vi)   Auditing

(f) Human Resource Management System

(vi)   Recruitment – presently managed by the University Web-server

(i)   Service register - manual

(ii)   Biometric attendance and Leave management – presently managed by the University local-server separate from the main web-server

(iii)   Pension and Gratuity – NA

(iv)   PF (GPF/CPF/NPS) – NA

(g) Purchase and Store Management System

(vii)   Notification and Tender – presently managed by the University Web-server

(viii)   Purchase process – manual /– presently managed by the University Web-server

(iii)   Store report – manual

(h) Hostel Management System

(i)   Hostel room allotment – manual

(ii)   Eligibility and fees details – presently managed by the University Web-server

(iii)   Report details – presently managed by the University Web-server

(i) Library Management System

(i)   Books and Journals purchase - details – presently managed by the University Manually

(ii)   e Books and e journal purchase – presently managed by the University Manually

(iii)   Issue and RFID management – presently managed by the University Manually/local server for Library management proposed (shall be assessable through main website)

(v)   Library usage report

(j) Training and Placement Management System

(i)   Training activities – manual

(ii)   Placement activities – manual

(iii)   Reports – manual

(k) Transport Management System

(i)   University transport vehicles (buses, cars etc.) management – manual

(ii)   Vehicle staff management – manual

(l) Alumni Management System

(i)   Alumni enrolment – through web-server

(ii)   Alumni Relationship management – through web-server

3. Basic features

3.1 **Users**

This policy includes all the employees including teaching and non-teaching staff, students, affiliated colleges and stakeholders who interact with or use the ERP system at Siddharth University. (per IT Policy section #5).

3.2 **Assess**

Users will only access data relevant to their job functions. A formal process must be followed to grant and modify the access rights. Periodic audits will be conducted to prevent unauthorized access.

3.3 **Security**

Users must adhere to strong passwords. All data transfers and communications within ERP must be encrypted.

3.4 **Training**

All users must undergo a training session before accessing the system. Updates or new features will be provided periodically.

3.5 **Customization**

Any customization or integration with other systems will require the preapproval of ERP administrator and University authorities.

3.6 **Documentation**

Proper documentation for processes, user manuals and technical details will be regularly updated and maintained.

4.   Additional considerations

4.1. This ERP Policy shall be implemented along with and in accordance with the IT Policy of the Siddharth University and the IT Cell (constituted per the IT Policy) shall be authorized body to implement the relavant measures of this policy.

4.2. Proper training, documentation, security consideration and customization shal be supreme and the ERP vendor shall fullfill the requirements before the actual implementation of the ERP software.

4.3. Upgrade disruptions and maintenance proceedure shall be considered prior to actual purchage and implementation.

4.4. Cost-benefit analysis shall be presented in detail before the ERP implementing body (or IT Cell).

5. Violations

Violation of this policy may result in disciplinary actions, up to and including termination of the employment or contract as well as legal actions if possible. Governed by IT Policy (section #9)

6. Revisions

This policy will be reviewed or revised as needed by Siddharth University.

7. Implementation

The implementation of ERP policy will be carried out in a phased manner. The selection of ERP system/ software/ platform shall be as per the procedure of the University.

This draft is prepared by Dr. Kaushlendra Chaturvedi, Dr. Shardendu Tripathi, Dr. Dev Baksh Singh, Dr. Anuj Kumar, and Dr. Satyam Mishra Siddharth University.