SEICOM DEGREE COLLEGE
(Affiliated to Sri Venkateswara University)

ENTERPRISE RESOURCE PLANNING POLICY (ERP)

Contents

ERP Policy Rules and Guidelines

The ERP Policy establishes a framework for the effective use and management of the organization's ERP system. It ensures operational efficiency, data integrity, and security while promoting collaboration across departments.

ERP System Governance and Administration

The ERP system is governed by a dedicated team responsible for its smooth operation, including system administrators, IT support, and departmental coordinators. All users must adhere to the established processes and protocols.

User Access and Security Protocols

- Access to the ERP system is role-based and requires appropriate authorization.
- Users must maintain confidentiality and protect their login credentials.
- Regular security reviews are conducted to mitigate risks and ensure compliance.

Data Management and Accuracy

- Users must ensure all data entered into the ERP system is accurate and up-to-date.
- Unauthorized data alterations are prohibited.
- The IT team performs regular data backups to prevent data loss.

Training and Support Framework

- Comprehensive training sessions are mandatory for all ERP users.
- The organization provides resources, guides, and ongoing support for troubleshooting.
- Feedback from users is encouraged to enhance the training framework.

Compliance Monitoring and Audits

- Compliance with ERP policy guidelines is monitored regularly through audits.
- Violations may lead to disciplinary action, including access revocation.

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- Reports on compliance are reviewed by the management team.

Revision and Update Procedures

- The ERP Policy is reviewed annually to incorporate technological advancements and organizational changes.
- Suggestions for improvement can be submitted to the ERP Administrator.

ERP System Support and Maintenance Categories

- Regular maintenance ensures the ERP system remains operational and secure.
- Support categories include technical troubleshooting, user assistance, and system upgrades.
- Contact the IT helpdesk for immediate support needs.

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