

Usage Policy for ERP System

Effective From: 03/06/2024

1. Purpose

This policy outlines the rules and responsibilities for using the Institute's Enterprise Resource Planning (ERP) system to ensure secure, responsible, and effective use of institutional digital resources.

2. Scope

This policy applies to all staff, faculty, and authorized users who have access to the Institute's ERP system.

3. User Responsibilities

- All ERP users are expected to:
- Access only the modules and information necessary for their official duties.
- Maintain confidentiality of login credentials and sensitive institutional data.
- Immediately report any suspected data breaches, misuse, or unauthorized access to the IT Cell.
- Log out after each session and avoid using shared or public systems without proper logout procedures.

4. Acceptable Use

Users shall:

- Use the ERP system strictly for academic, administrative, and official purposes.
- Ensure accuracy and integrity when entering or updating data.
- Follow institutional data protection and privacy standards.



5. Unacceptable Use

The following actions are strictly prohibited:

- Sharing login credentials with others.
- Accessing or attempting to access unauthorized modules or data.
- Using the ERP system for personal or commercial activities.
- Altering, deleting, or falsifying institutional records without authority.
- Installing unauthorized software, plugins, or scripts within the ERP system.

6. Security & Access Control

Each user will be assigned role-based access permissions by the ERP Administrator, approved by the concerned Head of Department or Principal.

- Passwords must be strong and changed periodically.
- Users must not attempt to bypass ERP security or IT policies.

7. Data Confidentiality and Protection

All data accessed through ERP is considered confidential and should not be disclosed to third parties without appropriate authorization.

Printing or downloading reports must be done only when necessary and handled securely.

8. Monitoring and Compliance

ERP usage may be monitored for security and audit purposes.

Violations of this policy may result in disciplinary action, including revocation of access, official warning, or further administrative measures.

9. Declaration of Understanding

All ERP users must sign an ERP Usage Undertaking declaring that they have read, understood, and agreed to comply with this IT usage policy.



Approved By:

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