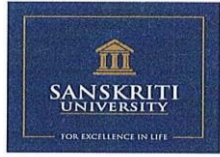


**SANSKRITI  
UNIVERSITY**  
FOR EXCELLENCE IN LIFE

# **ERP POLICY**

**(As approved by the Executive Council in its Third meeting dated 03 October 2017)**

**Sanskriti University  
Mathura  
Uttar Pradesh**



## **PREAMBLE**

Enterprise Resource Planning, commonly known as ERP, is a powerful and integrated software solution that has revolutionized the way organizations manage and streamline their core business functions. ERP systems serve as a central hub for a multitude of business processes, offering real-time data and a cohesive platform for efficient decision-making.

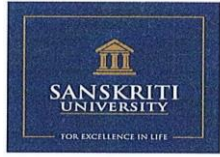
ERP software is designed to encompass various department and functions within an organization, such as finance, human resources, procurement, inventory management, sales, and customer relationship management. By integrating these functions, ERP eliminates data silos and ensures seamless communication and collaboration across the entire organization.

One of the primary benefits of ERP is the automation of routine tasks and processes. This automation not only reduces human errors but also frees up valuable human resources to focus on strategic tasks that require creativity and critical thinking. Additionally, ERP systems provide accurate and up-to-date information, enabling businesses to make informed decisions quickly.

ERP implementation is a complex process that involves meticulous planning, customization, and training. However, the rewards are substantial. Organizations that successfully implement ERP systems experience increased operational efficiency, reduced costs, improved customer service, and enhanced competitiveness in their respective industries.

Enterprise Resource Planning (ERP) systems play a crucial role in managing various administrative and academic functions within universities. These systems help streamline processes, improve efficiency, and enhance data accuracy. When implementing ERP policies for a university, it's important to consider various aspects to ensure the successful integration and utilization of the system.

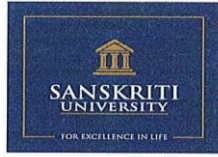
Enterprise Resource Planning (ERP) objectives encompass a range of goals and targets that organizations aim to achieve when implementing



ERP systems. These objectives are essential to streamline operations, enhance efficiency, and support overall business growth.

### **ERP OBJECTIVES**

- 1. Process Integration:** ERP systems aim to integrate various business processes and functions within an organization, eliminating data silos and ensuring consistent data flows across departments.
- 2. Data Centralization:** ERP systems centralize data into a single database, providing a unified source of truth for the entire organization. This centralization improves data accuracy and accessibility.
- 3. Real-Time Information:** ERP systems provide real-time access to critical business data, enabling informed decision-making and quick responses to changing market conditions.
- 4. Efficiency Improvement:** ERP systems automate routine tasks and processes, reducing manual work, minimizing errors, and improving overall operational efficiency.
- 5. Cost Reduction:** By optimizing processes, reducing manual labor, and minimizing errors, ERP systems can lead to cost savings in various aspects of business operations.
- 6. Enhanced Collaboration:** ERP systems facilitate better communication and collaboration among teams and departments, leading to improved productivity and teamwork.
- 7. Improved Customer Service:** Many ERP systems include CRM (Customer Relationship Management) modules, which help organizations better manage customer interactions, address inquiries, and track customer preferences, ultimately enhancing customer satisfaction.
- 8. Inventory Management:** ERP systems enable organizations to manage inventory levels efficiently, reducing carrying costs, and preventing overstock or understock situations.



**9. Financial Management:** ERP systems provide robust financial tools for budgeting, accounting, and financial reporting, ensuring accurate financial data and regulatory compliance.

**10. Strategic Planning:** With access to real-time data and analytics, ERP systems support strategic planning and decision-making, helping organizations align their actions with long-term goals.

### **Benefits of ERP**

#### **1. Data Security and Privacy**

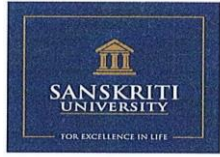
- Establish strict data security protocols to protect sensitive student, staff, and financial information.
- Implement user access controls based on roles and responsibilities to prevent unauthorized access.
- Comply with relevant data privacy regulations, such as GDPR or HIPAA, depending on the jurisdiction.

#### **2. Data Governance**

- Define data ownership and accountability for maintaining accurate and up-to-date information.
- Standardize data formats, naming conventions, and data definitions across the university.

#### **3. User Training and Support**

- Develop comprehensive training programs for staff and faculty to effectively use the ERP system.
- Provide ongoing user support to address queries, issues, and ensure efficient system usage.



#### **4. Change Management**

- Implement change management strategies to ease the transition to the new ERP system.
- Communicate the benefits of the system to stakeholders and manage their expectations.

#### **5. Integration and Interoperability**

- Ensure the ERP system can integrate with existing university systems such as student information systems, financial systems, and learning management systems.
- Establish data exchange standards and protocols to enable seamless communication between systems.

#### **6. Customization and Configuration**

- Define the level of customization allowed in the ERP system to align with the university's processes.
- Document customization policies and guidelines to maintain system stability and future upgradability.

#### **7. Data Backup and Disaster Recovery**

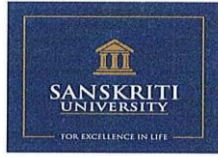
- Implement regular data backup procedures to prevent data loss.
- Establish a disaster recovery plan to ensure continuity in case of system failures or other emergencies.

#### **8. Maintenance and Upgrades**

- Outline procedures for routine maintenance and system updates to ensure optimal performance.
- Plan for regular software upgrades to stay current with new features and security patches.

#### **9. Vendor Management**

- Define vendor relationship policies, including communication channels, issue escalation, and service level agreements.



## **10. Reporting and Analytics**

- Determine reporting requirements and standards to generate accurate and timely reports.
- Utilize the ERP system's analytical capabilities to gain insights into university operations.

## **11. Budgeting and Cost Management**

- Allocate appropriate resources for ERP implementation, including hardware, software, training, and support.
- Monitor costs associated with maintenance, upgrades, and ongoing system usage.

## **12. Compliance and Regulatory Considerations**

- Ensure the ERP system supports compliance with educational and financial regulations specific to the university's region.

These policies should be tailored to the specific needs, size, and structure of the university. Involving key stakeholders, including administrators, faculty, IT professionals, and students, in the policy-making process will help create a comprehensive and effective ERP policy framework.

**Registrar**  
**Sanskriti University**  
**Chhata Mathura U.P.**