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ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್
PADUA COLLEGE OF COMMERCE & MANAGEMENT
(Affiliated to Mangalore University & Recognised by Govt. of Karnataka)
(A Unit of Catholic Board of Education)
Nanthur, Mangalore - 575 004.

Email : paduadegreecollege@gmail.com   website : www.paduainstitutions.com

Ref . :   Date :.........................

ENTERPRISE RESOURCE PLANNING POLICY

1. Objectives:-

1.1 To use Internet, Intranet in administration and communication to enhance the work efficiency and productivity through the implementation of ERP.

1.2 Through the usage of authorized softwares, internet and database to make the administration and communication, employee and student friendly.

2. Protection Policy:-

2.1 Protection of Entry / Exit internet points.

2.2 Only authorized persons are provided with username and password to login to the ERP and access its authorized features.

3. Rules and Regulations:-

3.1 Only authorized persons can log in.

3.2 The restricted access can be given to data on the permission of the Principal, which shall have an access limit.

3.3 Employees shall not misuse the information.

3.4 Employees shall keep their password confidential and computers logged out, when not in work.

3.5 College shall monitor all the aspects of the technology and its functioning.

3.6 Employees shall update themselves on the information sent by the service provider.

3.7 No employee shall use the database and technology for his/her personal benefit.

3.8 Without Principal's prior permission, no employee shall carry information out in hard or soft copy.

3.9 ERP facility shall not be used for any unlawful purpose.

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3.10 Any breach of regulations shall be liable to appropriate disciplinary action.

4. Usage of Softwares:-

4.1 The college shall procure softwares according to its needs and availability of financial resources.

4.2 All the employees shall learn the usage of software as early as possible.

5. Remote and Third Party Access:-

5.1 An employee can access the software away from the college campus which is called Remote Access only with the permission of the Principal, which should be closed and logged out immediately after the completion of work.

5.2 The Third Party access refers to the granting of access to college data by the persons other than the Padua College of Commerce and Management employees.

They include:

- ❖ Software Service Providers
- ❖ Consultants
- ❖ Contractors

5.3 The third party who is given the access to the college data shall maintain confidentiality about it.

6. Back- up Policy:-

The employees shall maintain a complete back up data every month in External Hard Discs. Such discs shall be labeled and preserved with utmost security.

7. Misuse of Data:-

7.1 Any action that obstructs the information system in achieving its original purpose is termed as misuse of data. Some of the activities which are considered misuse of data are:-

7.1.1 Manipulation or alteration of the configuration of hardware or software.

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7.1.2 Manipulation of data without authorization.

7.1.3 Showing of confidential information via Internet without security observations.

7.1.4 Unauthorized use of others' accounts.

7.1.5 Unauthorized change of others' passwords and coded information.

7.1.6 Stealing of others' data.

7.1.7 Storage or transmission of protected data of the Institution without prior permission from the Principal.

7.1.8 Installation of destructive computer programmes into the system.

7.1.9 Involvement in any cyber crime.

7.1.10 Involvement in any illegal activity.

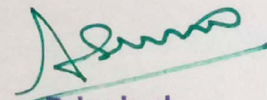7.1.11 Uploading or downloading of any kind of ethically and legally objectionable material.

8. Disciplinary Action:-

When the college comes to know the misuse of data, it will deny the access to the *primafacie*, accused, to the ERP system and shall start any investigation through a competent body. The Disciplinary action that follows should be in proportion to the offence committed.

9. Procurement and maintenance of software and services:-

The college shall procure hardware and software according to the Institutional needs. It shall also sign an agreement with the service providers for the maintenance of ERP.

Principal
Padua College of Commerce and Management
Nanthur, Mangalore - 575 004