



# MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

মনোহরী দেবী কানৌ মহিলা মহাবিদ্যালয়, ডিব্ৰুগড়, অসম।

## Institutional ERP Policy

MDKG College, Dibrugarh, Assam

### Objective:

- To provide, state of the art information systems and electronic communication services via internet
- To enhance the workflow and carry out the administrative activities of the educational institution effectively and efficiently

### Access to ERP:

Everyone with access to the computer and the internet network can access to the ERP. This includes the use of all software features with necessary authorization. While the ERP is a great resource for this organization i.e. MDKG College, hence it is the responsibility of each employee/ user/ student to use this resource responsibly and respectfully.

### Security:

- The Entry/ Exit Points of internet are protected by firewall
- All authorized users are provided with a username and password to login into the ERP and access the required features
- Each user has features defined as per the departmental job role and requirement

### Usage Policy:

Access is provided 24X7 for employees and students of the MDKG College.

### Do's:

- Additional Software features can be requested and shall be allocated once the relevant authorities /manager approves the need.
- All information shall be shared on a need to know basis. Each user shall be given necessary and restricted access to the ERP. It shall be mandatory to follow the access limit strictly.

Dr. Nibedita Phukan  
Principal, MDKG College  
Dibrugarh