Content Review Policy (CRP)

This website required to keep the content on the Website current and up-to -date and hence there is a need for the Content Review Policy. Since the scope of the content is huge, different Review Policies are defined for the diverse content elements.

The Review Policy is based on different type of content elements, its validity and relevance as well as the archival policy. The matrix below gives the Content Review Policy:

Sl. No.	Content Element	Type of Content			Frequency of Review	Approver
		Event	Time	Policy		
1	About Department	√		√	Web Information Manager	Secretary
2	Programme/ Schemes	√	√	√	Web Information Manager	Master Trainer
3	Policies	√		√	Web Information Manager	Master Trainer
4	Acts/Rules	√		√	Web Information Manager	Master Trainer
5	Circulars/ Notifications	√	√	√	Web Information Manager	Master Trainer
6	Documents/ Publications/ Reports	√	√	√	Web Information Manager	Master Trainer
7	Directories	√	√		Web Information Manager	Master Trainer
8	What's New	√	√		Web Information Manager	Content Manager
9	Tenders	√	√		Web Information Manager	Master Trainer

10	Highlights	√	√		Web Information Manager	Web Information Manager
11	Banners	√	√	√	Web Information Manager	Master Trainer
12	Photo-gallery	√	√	√	Web Information Manager	Master Trainer
13	Group Wise Contents	√	√	√		

The entire website content would be reviewed for syntax checks once a week by the Website Team.

Thank You,

Web Information Manager