Content Review Policy (CRP):-

DIT Website is the face of Department of Information Technology, Ministry of Communications and Information Technology, Govt. of India. It is therefore 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	Basis of Content Classification			Frequency of Review	Approver
		Event	Time	Policy		
1	About NSI	Yes		Yes	Quarterly, Immediately after any new event.	Director
2	Admission Notices/Results /Seminars	Yes	yes	Yes	Every Fortnightly	Program Coordinator
3	RTI Manuals	Yes		Yes	Every Six Monthly	Senior Administrative Officer /CPIO
4	Directories	Yes	yes		Every Six Monthly	Senior Administrative Officer
5	News /Activity	Yes	yes	Yes	Every Fortnightly	Program Coordinator
6	Tenders	Yes	yes		As per requirement after the issue of tender	Senior Administrative Officer
7	Photo-gallery	Yes	yes	Yes	Every Fortnightly	Program Coordinator
8	Department Wise Contents	Yes		Yes	Half Yearly, Immediately after any new event.	Director/ Head of Department

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

Thank You,

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