

## Content Review Policy (CRP)

Handloom, Textiles & Sericulture is the face of Department of Handloom, Textiles & Sericulture of Government of Assam. 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                  | 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,**

**Website Information Manager**

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Designation :

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