

Content Contribution, Moderation & Approval Policy (CMAP)

Content needs to be contributed by the authorized Content Manager from Groups/Divisions of NIELIT Calicut in a consistent fashion to maintain uniformity and to bring in standardization along with associated metadata and keywords. In order that all contents posted on the website are authentic, up-to-date and latest, officers/division contributing the contents must check them thoroughly for authenticity and accuracy before posting. The contents must invariably display a time stamp indicating the date on which the information was posted and last reviewed and/or modified.

The general content links of the website are given below. Before sending new/revised contents to the Web Information Manager (WIM) for posting in the website, all officers/ divisions should adopt the procedure as indicated in the table below relating to content contribution, moderation and approval. The content on the portal goes through the entire life-cycle process of:-

- Creation
- Modification
- Approval
- Moderation
- Publishing
- Expiry
- Archival

Once the content is contributed it needs to be approved and moderated prior to being published on the Website. Different Content Element is categorized Routine OR Priority.

| Sl No | Content Element | Type of Content | | Moderator | Approver | Contributer |
|-------|--------------------------------|-----------------|----------|-------------------------|----------|-------------------|
| | | Routine | Priority | | | |
| 1 | About Departments | √ | | Web Information Manager | Director | HOD |
| 2 | Programmes/Schemes/Courses | √ | | Web Information Manager | Director | Coordinator |
| 3 | Policies | √ | | Web Information Manager | Director | Concerned Section |
| 4 | Acts/Rules | √ | | Web Information Manager | Director | Concerned Section |
| 5 | Circular/Notifications | | √ | Web Information Manager | Director | Concerned Section |
| 6 | Documents/Publications/Reports | √ | | Web Information Manager | Director | Concerned Section |

| | | | | | | |
|---|-----------------------------|---|--|-------------------------|----------|-------------------|
| 7 | Directories/Contact Details | √ | | Web Information Manager | Director | Concerned Section |
| 8 | Tenders | √ | | Web Information Manager | Director | Concerned Section |
| 9 | Other Relevant Information | √ | | Web Information Manager | Director | Concerned Section |

Content Review Policy (CRP)

NIELIT Calicut Website is the face of National Institute of Electronics and Information Technology (NIELIT), Calicut, Ministry of Communications & 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

| Sl No | Content Element | Basis of Content Classification | | | Frequency of Review by the contributor. | Approver |
|-------|------------------------------------|---------------------------------|------|--------|--|----------|
| | | Event | Time | Policy | | |
| 1 | About Departments | √ | | √ | Half Yearly, Immediate-for New Department Created | Director |
| 2 | Programmes/Schemes/ Courses | √ | √ | √ | Quarterly, Immediate-for new Programme/ Scheme introduced. | Director |
| 3 | Policies | √ | | √ | Quarterly, Immediate-for new Policies introduced. | Director |
| 4 | Acts/Rules | √ | | √ | Quarterly, Immediate-for new Acts/rules | Director |
| 5 | Circular/Notifications | √ | √ | √ | Quarterly | Director |
| 6 | Documents/ Publications/Reports | √ | √ | √ | Quarterly | Director |
| 7 | Directories/Contact Details | √ | √ | | Quarterly, Immediate in case of change. | Director |
| 8 | Tenders | √ | √ | | Immediate | Director |
| 9 | Other Relevant Information | √ | √ | √ | Quarterly, Immediate in case of change. | Director |

Content Archival Policy (CAP)

Each of the content components is accompanied by meta data, source and validity date. For some of the components the validity date may not be known i.e., the content is stated to be perpetual. Under this scenario, the validity date should be ten years hence. Under no circumstances, any content is to be displayed on the Website after the validity date.

For few of the components like announcements, tenders, only the live content whose validity date is after the current date is shown on the Website. For other components like documents, schemes, services, forms, websites and contact directory there is a need for timely review of the same as per the Content Review Policy.

List of content contributed is sent to the content contributor two weeks prior to the validity date to revalidate the content and if required modify the validity date. In case of no response, then a reminder is sent a week before the validity date and therefore the content is archived and no longer published on the Website.

For the retrieval of content which has expired, there is a need to archive the content. Government Websites, Forms, Services and Contact Directory which are discontinued should be expunged. The content Element on the Website has different Entry/Exit Policy and Archival Policy as enlisted below:-

| Sl No | Content Element | Entry Policy | Exit policy |
|-------|---------------------------------|---|---|
| 1 | About Departments | Whenever Departments are changed or merged | Perpetual (10 years) since date of entry into archival. |
| 2 | Programmes/Schemes/Courses | Discontinuation of Sanction of Programme/Schemes | Five (05) years since date of discontinuation. |
| 3 | Policies | Discontinuation of Policy by Government | Perpetual (10 years) since date of entry into archival. |
| 4 | Acts/Rules | Issued through the gazette/ Passed by the Central or State Government | Perpetual (10 years) always available in the acts/rules database. |
| 5 | Circular/Notifications | Overruling Office Memorandum or Notification issued | Five (05) years since date of discontinuation. |
| 6 | Documents /Publications/Reports | Completion of its validity period. | Perpetual (10 years) since date of entry into archival. |
| 7 | Directories/Contact Details | Not Required | Not applicable |
| 8 | Tenders | As soon as it loses relevance. | Immediate |
| 9 | Other Relevant Information | As soon as it loses relevance. | Quarterly, Immediate in case of change. |

