

# **Website Policies**

## **1. Copyright policy**

Material featured on this Website may be reproduced free of charge after taking proper permission. However, the material has to be reproduced accurately without changing the contents and not to be used in a derogatory manner or in a misleading context. Wherever the material is being published or issued to others, the source must be prominently acknowledged. However, the permission to reproduce this material shall not extend to any material which is identified as being copyright of a third party. Authorisation to reproduce such material must be obtained from the departments/copyright holders concerned.

## **2. Hyperlinking policy**

### **Links to external websites/portals:**

At many places in this Website, you shall find links to other websites/portals. These links have been placed for your convenience. Commission is not responsible for the contents and reliability of the linked websites and does not necessarily endorse the views expressed in them. Mere presence of the link or its listing on this website should not be assumed as endorsement of any kind. We cannot guarantee that these links will work all the time and we have no control over availability of linked pages.

### **Links to our website by other websites:**

We do not object to you linking directly to the information that is hosted on this website and no prior permission is required for the same. However, we would like you to inform us about any links provided to this website. Also, we do not permit our pages to be loaded into frames on your site. The pages belonging to this website must load into a newly opened browser window of the User.

## **3. Content Moderation and Approval Policy (CMAP)**

The content to be published on the website is contributed by the Commission in a consistent fashion to maintain uniformity and to bring in standardization. In order to present the content as per the requirement of the viewer, the content is categorized to retrieve the relevant content efficiently, and the content is contributed to the website through a Content Management System which would be web-based having user-friendly interface.

Once the content is contributed, it is approved and moderated prior to being published on the Website. The moderation could be multilevel and is role based. If the content is rejected at any level then it is reverted back to the originator of the content for modification.

## **4. Content Review Policy (CRP)**

All possible efforts need to be taken to keep the content on the Website current and up-to-date. This Content Review Policy defines the roles and responsibilities of the website content review and the manner in which it need to be carried out. 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 computer cell will be regularly reviewing the content as per the Content Review Policy. The matrix below gives the Content Review Policy:

<b>Sr. No.</b>	<b>Content Element</b>	<b>Frequency of Review</b>
1	Tenders/Notices	Immediate in case of an event
2	About Department	Yearly
3	News & Events	Immediate in case of an event
4	Contact Details	Quarterly

## 5. Content Archival Policy (CAP)

The content components are created with metadata and source. The content shall not be displayed on the Website after the validity period i.e. 3 years from the time of creation.

Some of the short lived content components like tenders, notices etc which will not have any relevance on the website after the event or intended purpose. The content components like advertisements, results, syllabus etc. are to be regularly reviewed as per the Content Review Policy.

The expired contents components such as advertisements, results, syllabus etc. need to be archived. The content Element on the Website has different Entry/Exit Policy and Archival Policy as enlisted below:-

Sr. No	Content Element	Entry Policy	Exit Policy
1	Tenders/Notices	As soon as it loses relevance.	Ten (10) years since date of entry into archival.
2	News & Events	As soon as it loses relevance.	Ten (10) years since date of entry into archival.

## 6. Website Monitoring Policy

The website is monitored periodically to address and fix the quality and compatibility issues around the following parameters:

**Performance:** Site download time is optimized for a variety of network connections as well as devices. All important pages of the website are tested for this.

**Functionality:** All modules of the website are tested for their functionality. The interactive components of the site are working smoothly.

**Broken Links:** The website is thoroughly reviewed to rule out the presence of any broken links or errors.