

## Content Review Policy

Each and every bit of content published on the NABI website should be verified and checked thoroughly to ensure that authentic and accurate information is provided to the users of the website. It is, therefore, required to keep the content on the website current and up-to-date and hence there is a need for Content Review Policy.

The Review Policy is based on different types of content elements, their validity and relevance as well as the archival policy. The matrix enlisted gives the Content Review Policy.

S. No.	Content Element	Basis of Content Classification			Frequency of Review	Reviewer
		Event	Time	Policy		
1	Department Info	✓	✓	✓	- Once in a quarter as a policy. - Immediate in case a new department is created.	Technical Manager /Web Information Manager
2	Programme/Schemes	✓		✓	- Once in a quarter as a policy. - Immediate for new programme/Scheme introduced.	Technical Manager /Nodal Officer
3	Services	✓		✓	- Once In a quarter as a policy. - Immediate for new Policy introduced.	Technical Manager /Nodal Officer
4	Forms	✓		✓	- Once In a quarter as a policy. - Immediate In case of any change.	Technical Manager /Nodal Officer
5	Circulars/Notification s/Press Releases	✓	✓		- Immediate	Technical Manager /Nodal Officer
6	What's New	✓	✓		- Immediate	Technical Manager /Nodal Officer
7	Highlight	✓	✓		- Fortnightly	Technical Manager /Nodal Officer
8	Documents/Reports /Policies	✓		✓	- Once In a quarter as a policy. - Immediate for new document /report/policy introduced.	Technical Manager /Nodal Officer
9	Directories/Contact Details			✓	- Once In a quarter as a policy. - Immediate in case of change.	Technical Manager /Nodal Officer
10	Banners	✓		✓	- Once In a quarter as a policy. - Immediate in case of change.	Technical Manager /Nodal Officer
11	Photo-gallery	✓		✓	- Once In a quarter as a policy. - Immediate in case an event	Technical Manager /Nodal Officer
12	Who's Who (Department Personal's Details)	✓	✓		- Immediate	Technical Manager /Nodal Officer

The entire Portal content would be reviewed for syntax checks once a week