

Content Review Policy (CRP)

Elementary Education Department Website is the face of **Elementary Education** 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.	ContentElement	Type ofContent			Frequency of Review	Approver
		Event	Time	Policy		
1	About Department	√		√	Content managers	Web Information Manager
2	Programme/ Schemes	√	√	√	Content managers	Web Information Manager
3	Policies	√		√	Content managers	Web Information Manager
4	Acts/Rules	√		√	Content managers	Web Information Manager
5	Circulars/ Notifications	√	√	√	Content managers	Web Information Manager
6	Documents/ Publications/ Reports	√	√	√	Content managers	Web Information Manager
7	Directories	√	√		Content managers	Web Information Manager
8	What's New	√	√		Content managers	Web Information Manager
9	Tenders	√	√		Content managers	Web Information Manager

10	Highlights	√	√		Content managers	Web Information Manager
11	Banners	√	√	√	Content managers	Web Information Manager
12	Photo-gallery	√	√	√	Content managers	Web Information Manager
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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