

Content Review Policy (CRP)

Vellore District Website is the face of Vellore District, Govt. of Tamil Nadu. It is therefore required to keep the content on the Website current and upto 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:

S.No.	Content Element	Basis of Content Classification			Frequency of Review	Approver
		Event	Time	Policy		
1	About District/ Department/State	√		√	Half Yearly Immediate for new Ministry/ Department/State created.	Secretary
2	Programme/ Schemes	√	√	√	Quarterly Immediate for new Programme/ Scheme introduced.	Group Head
3	Policies	√		√	Quarterly Immediate for new Policies introduced.	Group Head
4	Acts/Rules	√		√	Quarterly Immediate for new Acts/rules	Group Head
5	Circular/Notifications	√	√	√	Quarterly	Content Manager

Vellore District, Govt. of Tamil Nadu The entire website content would be reviewed for syntax checks once a week by the Vellore District Website Team.

S.No.	Content Element	Basis of Content Classification			Frequency of Review	Approver
		Event	Time	Policy		
6	Documents/Publications/Reports	√	√	√	Fortnightly Archival of current 2 year	Content Manager
7	Directories/ Contact Details (Vellore District)	√	√		Quarterly Immediate in case of change.	Group Head
8	What's New	√	√		Immediate	Web Information Manager
9	Tenders Publishing	√	√		Immediate	Group Head/ Web Information Manager
10	Highlight	√	√		Fortnightly	Content Manager/ Web Information Manager
11	Banners	√	√	√	Quarterly Immediate in case of an event.	Group Head/ Web Information Manager
12	Photogallery	√	√	√	Quarterly Immediate in case of an event.	Web Information Manager
13	Group Wise Contents	√	√	√	Quarterly Immediate in case of an event.	Group Head / Content Manager

Web Information Manager Vellore District, Govt. of Tamil Nadu Website

Vellore District, Gov. of Tamil Nadu