

## Content Moderation and Approval Policy (CMAP)

The content which has to publish on website is contributed by content manager (or content management team) of respective department / division on periodic basis in a prescribed format as per requirement for respective category / department.

The content is then sent to Moderator team / Group-head for review prior to publish on website.

After review by Group-head / moderator team for the content contributed by content manager , it is sent to approval (Head of Center). If content approved, then final content is published by Web Information Management Team comprising the Technical Group-head and Team.

In case of rejection of content at any level, the reason for the same is communicated in prescribed format to originator (content manager) through moderator. After review based on reason for rejection/ modification, the content manager again make necessary changes / modification and then again put-up to approver through moderator.

The content is reviewed (As per Content Review Policy) on periodic basis in order to maintain the standardization, change as per requirement and continuous improvement in overall best user-friendly experience, quality of content, user interface and ease of use.

The obsolete / old content are archived by Web Information Management team as per Content Archive Policy. The record of the archived information is maintain at respective Group-head/Moderator level as well as Web Information Management Team.

Web Information Manager

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### Content Review Policy (CRP):

All feasible efforts are taken to keep the website content up-to-date. This Content Review Policy defines the roles and responsibilities of the website content review and periodicity of review.

This Content Review Policy is applicable for content , validity, relevance of information, deletion, addition or modification as per event or requirement. Below are the details of content review policy & related information matrix.

S. No	Content Element	Frequency of Review	Reviewer
1	About STPI	Half Yearly	Group Head
2	STPI Related Information / Guidelines etc.	Half Yearly	Group Head
2	Services Related Information	Quarterly /Immediate in case of event	Content Management Team / Group-Head
3	Contact Details	Quarterly /Immediate in case of event	Content Management Team / Group-Head
4	Acts/ Rules/ Regulation/Circular / Notification	Quarterly /Immediate in case of event	Content Management Team / Group-Head
8	Formats & Procedure	Quarterly /Immediate in case of event	Content Management Team / Group-Head
10	Tenders / Recruitments	Quarterly /Immediate in case	Content Management Team / Group-Head

		of event	
11	RTI related	Quarterly /Immediate in case of event	APIO

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### **Content Archival Policy**

The minor changes e.g. grammatical, spelling etc need not to be archive. Even major changes in Formats , Procedure may not archive considering irrelevance. The Notification, Circular, guidelines , or information from generated from the sources outside the organization may not achieve.

The web content present in print publication / print format will not archive.

The archival of information having specific validity e.g. recruitment, tenders, events may be archive after period of its validity expiry or 3 months which ever is earlier. Exit policy for such content would be 1 year.

The responsibility of archival of relevant content e.g. circular, guidelines, notification, statistics records etc. available on website belong to respective group & group-head, provided the source of such content is within the organization however such archival can be in any format.

The archived content Exit policy does not specifically defines time period but such exit of archived content will be solely based on case to case basis & requirement at the time of review.

In case, competent authority issued guidelines to destroy the archived content in any or all forms & categories, then such content will not be available for future reference purpose.

The archived content should not be available on website.

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