

Content Review Policy (CRP)

WII Website is the autonomous Institution under Ministry of Environment & Forests, Govt. of India. 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:

S.N	Content Element	Basis of Content Classification			Freq. of Review	Approver
		Event	Time	Policy		
1	About Institute		√		Yearly	DWII
2	Governance	√			Yearly	DWII
3	Faculty	√			Half Yearly	Dean
4	Departments/Cells	√	√	√	Yearly	Head of Dept./Cell
5	Programme/ Courses	√	√		Yearly	Course Director
6	Research Projects	√	√		Yearly	Research Coordinator
7	Publications/Reports	√			Quaterly	Dean
8	Acts/Rules	√	√	√	Yearly	Registrar
9	Circular/ Notifications	√		√	Immediate in case of event	Registrar
10	Directories/ Contact Details(WII)	√	√	√	Yearly	Registrar
11	What's New	√	√	√	Immediate in case of event	Nodal Officer
12	Tenders	√	√		Immediate in case of event	Registrar
13	Announcements	√	√		Immediate in case of event	Registrar
14	Recruitment	√	√		Immediate in case of event	Registrar

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