



PHYSICAL RESEARCH LABORATORY

(A Unit of Department of Space, GOI)

Navrangpura, Ahmedabad

PRL Website - Content Contribution, Moderation, Approval and Archival Policy (CMARP)

Content is contributed by the authorized PRL staff members from the Groups/Divisions in a consistent format to maintain uniformity, and standardize the associated metadata and keywords. It is important that viewers locate the content they require with ease. For this the content must be categorized, and channelised through a Content Management System which would be web-based with user-friendly interface.

The moderation could be multilevel and role based. If the content is rejected at any level then it is reverted back to the Contributor of the content for modification.

The Content on the PRL website goes through the entire life-cycle process of:

- Creation
- Modification
- Approval
- Moderation
- Publishing
- Expiry
- Archival

Different Content Element is categorized as: -

- Routine
- Priority

Content Review Policy:

Physical Research Laboratory (PRL) Website is associated with the Department of Space, Govt. of India. It is therefore desirable to keep the content on the Website current and up-to-date. In view of this there is a need for a Content Review Policy. Since the scope of the content is diverse, different Review Policies are defined for the different content elements. The Review Policy is based on the type of content elements, its validity and relevance as well as the archival policy.

Sr. No .	Content Element	Type of Content		Frequency of Review	Contributor	Moderator	Approver
		Routine	Priority				
1.	About PRL	√	√	HY or I	Registrar's/Dean's/Director's Office	Director's Office	Director
2.	Academic Divisions	√	-	M or I	Respective Division/Group Head	Respective Division's Web Master	Area Chairman / Group Head
3.	Research Programmes	√	√	M or I	Dean's Office	Dean's Office	Dean's Office
4.	National Awards	√	√	Y or I	Registrar's/Dean's/Director's Office	Director's Office	Director
5.	Colloquium/Seminars	√	√	M or I	Dean's Office, Division Chairman	Dean's Office	Dean's Office
6.	Facilities	√	-	M or I	Respective Group Head	Web Master	Respective Group Head
7.	Outreach	√	-	Q or I	Dean's Office/Outreach Committee	Outreach Committee	Outreach Committee
8.	Administration	√	√	Q or I	Registrar's Office	Registrar's Office	Registrar's Office
9.	Opportunity	√	√	M or I	Registrar's Office/Administration	Web Master	Registrar's Office
10.	Tenders	√	√	M or I	Head, Purchase Section or Respective Tenderer	Web Master	Head, Purchase Section or Respective Tenderer

*M-Monthly, *Y-Yearly, *HY – Half Yearly, *Q-Quarterly, *I-In case of Immediate change

Sr. No .	Content Element	Type of Content		Frequency of Review	Contributor	Moderator	Approver
		Routine	Priority				
11.	Recent Publications	√	-	M or I	Respective PRL User	Web Master	Respective PRL User
12.	Photo/Video-gallery	√	-	Q or I	Head, Library	Web Master	Head, Library
13.	UN School of Space Science	√	-	Y or I	Joint Director, CSSTEAP, PRL	Web Master	Joint Director, CSSTEAP, PRL
14.	Contents related to Administration like RTI, Campus , Contact Us	√	-	Q or I	Administration	Administration	Registrar
15.	Individual Users' Webpages	√	√	M or I	Respective User	Respective User	Respective User
16.	Hindi Website or Hindi Contents	√	-	M or I	Hindi Cell	Hindi Cell	Hindi Cell
17.	Web Contents not covered above	√	-	Q or I	Webmaster – Webmaster will take suitable measures and actions after taking approval from respective authority.		

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Content Archival Policy:

Recognizing the need to ensure the preservation and availability of the official records of the PRL for legal, administrative and historical purposes, PRL has adopted an archival policy for important web documents. For some of the components the validity date may not be well defined. Under this scenario, the validity date would be ten years. Contents beyond validity date are not to be displayed on the PRL website. The expired contents would be stored in archive for one year to facilitate retrieval. After the one year archive period, the content would be removed. However, the respective content owners may keep the archive of the content in their custody. The archival of web content published by PRL users' will be the sole responsibility of PRL users.

Roles & Responsibilities

[A] PRL Webmaster(s):

1. Preparation of website design, layout and display in compliance with Guidelines for Indian Government Website (GIGW), Government of India.
2. Implement suitable security measures to protect web server and web applications from cyber threats
3. Conducts yearly security audit of entire PRL website and Users' web pages through CERT-In empanelled authorized security auditors
4. Conducts monthly Internal audit of entire PRL website and Users' web pages
5. Provides support and assistant to both Computer and IT security committee to review the entire PRL website.
6. Keep the backup of main PRL website

[B] PRL Users:

1. Preparation of website design, layout, display, security and other web parameters in compliance with Guidelines for Indian Government Website (GIGW), Government of India
2. Provides support during Internal and External Security audit of their webpages/web applications.
3. To protect web page(s)/web application(s) from cyber threats, take suitable measures since development and also as per guidelines received from PRL IT Security committee, External CERT-In Auditors or Government of India.
4. Keep the backup of webpages/web applications
5. Review the webpages/web applications monthly and take suitable measures regarding updation/modification/deletion/archival of contents
6. Keep the copyright contents after due approval from respective owner

[C] Website Content Moderators:

1. Review and moderate the contents on PRL website as per review frequency given in above table.
2. Provide details for updation/modification/deletion to webmaster in coordinate with content contributor and approver