

Content Review Policy (CRP)

ASFAC Website is the face of Assam Small Farmers' Agri Business Consortium 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. | Content Element | Type of Content | | | Frequency of Review | Approver |
|---------|--|-----------------|------|--------|-------------------------|-----------------|
| | | Event | Time | Policy | | |
| 1 | About Department | √ | | √ | Web Information Manager | Secretary |
| 2 | Programme/ Schemes | √ | √ | √ | Web Information Manager | Master Trainer |
| 3 | Policies | √ | | √ | Web Information Manager | Master Trainer |
| 4 | Acts/Rules | √ | | √ | Web Information Manager | Master Trainer |
| 5 | Circulars/ Notifications | √ | √ | √ | Web Information Manager | Master Trainer |
| 6 | Documents/ Publications/ Reports | √ | √ | √ | Web Information Manager | Master Trainer |
| 7 | Directories | √ | √ | | Web Information Manager | Master Trainer |
| 8 | What's New | √ | √ | | Web Information Manager | Content Manager |
| 9 | Tenders | √ | √ | | Web Information Manager | Master Trainer |

| | | | | | | |
|-----------|---------------------|---|---|---|-------------------------|-------------------------|
| 10 | Highlights | ✓ | ✓ | | Web Information Manager | Web Information Manager |
| 11 | Banners | ✓ | ✓ | ✓ | Web Information Manager | Master Trainer |
| 12 | Photo-gallery | ✓ | ✓ | ✓ | Web Information Manager | Master Trainer |
| 13 | Group Wise Contents | ✓ | ✓ | ✓ | | |

The entire website content would be reviewed for syntax checks once a week by the Website Team.

Thank You,

Web Information Manager

Shri Manjit Talukdar

Assam Small Farmers' Agri Business Consortium

Agriculture Campus, Khanapara

Guwahati, Assam-781022

Tel: 0361-2333560/94351-49245

Email: sfacassam@yahoo.co.in