



# CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY (CIPET)

CIPET Head Office, Guindy, Chennai - 600 032.

## Content Review policy (CRP)

In order to keep the content in the website current and up-to-date, there is a need for Content Review Policy. Any change in the contents, as and when they take place, should be intimated immediately to the Web Information Manager for updation in the website. All Head of respective Centres / Head of respective Department at Head Office should adopt the below mentioned procedure for sending revised / modified contents to the Web Information manager for publishing in the website.

No.	Content Element	Frequency of Review	Reviewer	Approver
1	About Us	Immediate	Head of respective Department at Head Office	• Contents should be reviewed and approvals should to be obtained before sending the matter to the Web Information Manager for uploading in the website
2	Our Team	Immediate	Head of Administration Department at Head Office	
3	Centres	Immediate	Head of respective Centres / Head of respective Departments at Head Office	
4	Academics	Half Yearly (Immediate for University Notification, Publishing Results, etc.)	Head of Academic Department at Head Office	
5	Technology	Half Yearly	Head of Technology Support Services (TSS) Department at Head Office	
6	Skill Training	Half Yearly	Head of Skill Training Department at Head Office	
7	Industry Programs	Half Yearly	Head of respective Department at Head Office	
8	Hindi Version	Immediate	Head of respective Department at Head Office	

9	Recruitments	Immediate	Head of respective Centres / Head of respective Department at Head Office
10	Event Gallery	Immediate	Head of respective Centres / Head of respective Departments at Head Office
11	Bill Status	Immediate	Head of respective Centres / Head of respective Departments at Head Office
12	Tender Notice	Immediate	Head of respective Centres / Head of Procurement Department at Head Office
13	Citizen Charter / Right to Information (RTI) / Vigilance	Immediate	Head of respective Department at Head Office
14	Employee's Corner	Immediate	Head of respective Departments at Head Office
15	Contact Us	Immediate	Head of respective Centres / Head of respective Department at Head Office
16	Annual Report	Yearly	Head of respective Department at Head Office
17	Help Desk	Immediate	Head of respective Departments at Head Office
18	Certificates	Immediate	Head of respective Departments at Head Office
19	Ministry Related Matter to be displayed / updated	Immediate	Head of respective Department at Head Office
20	CIPET Logo / Golden Jubilee Logo	Immediate	Head of respective Department at Head Office
21	CIPET Videos	Immediate	Head of respective Department at Head Office