



# WEBSITE POLICY

Manipur Technical University



*Saimane*



[www.mtu.ac.in](http://www.mtu.ac.in)

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## Website Policy

This is the official website of Manipur Technical University. The website content is managed by the Website Management Team of Manipur Technical University. It has been managed with an attempt to provide reliable, comprehensive and accurate information to the general public. The content in this site is the result of collaborative efforts of various departments, sections, cells and contributors.

The website policies came into force w.e.f. vide Office Order No. \_\_\_\_\_ The policies include the following sections.

### A. Content Contribution, Moderation and Approval Policy (CMAP)

The University adopts a 3-tiered structure to implement CMAP with the following roles:

- a) Contributor
- b) Moderator
- c) Approver

#### Content Contributor

- Contributor shall be responsible for the initial content creation and compilation thereby ensuring accuracy of information.
- The university's branding and communication guidelines should be followed in all content.

#### Content Moderator

- Moderator shall be responsible to provide constructive feedback to the Contributor regarding the content if any revisions are required.
- Should be responsible to ensure that the content is relevant and accurate.

#### Content Approval

- Approver is responsible for the final review and authorisation for the content publication.

These personnel would be assigned by the Chairperson and would be responsible for overall quality and quantity of information on the Website. The Web Administrator will be responsible for overall supervision to ensure that authentic and updated information are available on the website.



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CMAP policy ensures the following Activities on the Website:

- i. All information about the University, useful for the citizen and other stakeholders, is present in the "About Us" section and a mechanism is in place to keep the information up to date.
- ii. The validity of the course, syllabi, notification etc. has been mentioned.
- iii. Mechanism is in place to ensure that all the Citizen Services, Forms, Documents and Schemes are aligned with the respective repositories in other portals.

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

- I. Creation
- II. Moderation
- III. Approval
- IV. Publishing
- V. Expiry
- VI. Archival

Content needs to be contributed by the authorized personnel from the respective department/section of Manipur Technical University in a consistent fashion to maintain uniformity and to bring in standardization along with associated metadata and keywords. To ensure that all material shared on the website is genuine, current, and recent, the personnel responsible for contributing the content must meticulously verify its authenticity and precision.

To present the content as per the requirements of the viewer, the contents are organised in a categorized manner and to retrieve the relevant content efficiently, the content is contributed to the website through a Content Management System which would be web-based having user friendly interface.

Once the content is contributed, it needs to be moderated and approved prior to being published on the website. The moderation could be multilevel and is role based. If the content is rejected at any level, then it is reverted back to the originator of the content for modification.

Different content elements are categorized as: -

- Routine
- Priority and
- Express



Sl. No.	Content Elements	Type of Content		
		Routine	Priority	Express
1	Home Page	✓		
2	About Us	✓		
3	Act/Statutes/Ordinance/ Regulation	✓		
4	Accreditation/Recognition, Vision and Mission	✓		
5	Committee and Proceedings (as applicable)		✓	
6	MOUs	✓		
7	Departments/Cells/Centres	✓		
8	Faculty	✓		
9	Programme/Courses	✓		
10	Who's who		✓	
11	Circular & Notices		✓	
12	News and Events		✓	
13	Tenders		✓	
14	Job Opening		✓	
15	Library	✓		
16	Hostel	✓		
17	Student's Corner		✓	
18	Online Forms		✓	
19	Banner/Gallery / Media		✓	
20	Documents/Reports	✓		

**Table 1: Categorization of content elements**

**Note:** The aforementioned content elements may be revised under the supervision of the Web Information Manager.



**Web Information Manager (WIM)** is overall responsible for quality and quantity of information and services on the website. **Web information Manager** should ensure that

- Website is free from offensive/discriminatory language.
- Content is compiled and packaged with citizen orientation.
- Clear and simple language has been used throughout the website.
- The language is free from spelling and grammatical errors.
- Documents/pages in multiple languages are updated simultaneously (if any).
- All information, which is of direct importance to the citizen, is accessible from the Homepage.
- It has been ensured that all stationery of the department as well as advertisements/public messages issued by the concerned Department prominently display the URL of the web site.

**Web Administrators or Webmasters** monitor and improve website performance, upgrade servers and coordinate all published content. They ensure websites are functional and serve end users' needs. These personnel are expected to possess working knowledge of IT.

**Web Administrator (Technical)** should ensure that

- Text is readable both in electronic and print format and the page prints correctly on an A4 size paper.
- There is adequate contrast between text and background colour.
- Alternate text is provided for non-text elements (e.g. images).
- There is adequate contrast between text and background colour.
- Web pages do not contain any content that flashes for more than three times in a second.
- There is a mechanism to control scrolling, blinking content.
- Website ranks in the first five results on major search engines when searched with relevant keywords.

## **B. Content Review Policy**

This content review policy defines the roles and responsibilities of MTU Website content review and the way it needs to be carried out. The Web Information Manager, the Web Administrator and the assigned personnel will have the responsibility for periodically reviewing the content of the website in respect of their respective domains and keep the information up-to-date. The contents shall be reviewed as and when required and the revised content is published through CMS.

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The Content Review Policy is based on different types of content elements, its validity and relevance as well as the archival policy. The matrix below gives the content review policy:

Sl. No.	Content Elements	Frequency of Review
1	Home Page	Immediate in case of change Quarterly
2	About Us	Immediate in case of change Quarterly
3	Act/Statutes/Ordinance/ Regulation	Immediate in case of change Quarterly
4	Accreditation/Recognition, Vision and Mission	Immediate in case of change Quarterly
5	Committee and Proceedings ( <i>as applicable</i> )	Immediate in case of change
6	MOUs	Immediate in case of change
7	Departments/Cells/Centres	Immediate in case of change Quarterly
8	Faculty	Immediate in case of change
9	Programme/Courses	Immediate in case of change
10	Who's who	Immediate in case of change Yearly
11	Circular & Notices	Immediate in case of change
12	News and Events	Immediate in case of change
13	Tenders	Immediate in case of change
14	Job Opening	Immediate in case of change
15	Library	Immediate in case of change Quarterly
16	Hostel	Immediate in case of change Quarterly
17	Student's Corner	Immediate in case of change
18	Online Forms	Immediate in case of change
19	Banner/Gallery / Media	Immediate in case of change
20	Documents/Reports	Immediate in case of change Yearly

**Table 2: Content review policy matrix**



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The entire website content would be reviewed by the Website Management team once a week for syntax. The URLs listed on the website shall be checked periodically for its availability and necessary actions shall be taken to provide current and up-to-date website URLs.

### **C. Content Archival Policy**

Content Archival Mechanism is in place to ensure that all outdated announcements are removed from the website or moved to archive. This will help the website team in ensuring that the expired contents are removed from the main website. The Archival System available on the Website will transfer the expired content in the archives section as soon as it reaches expiry date. All the archived contents or records of the university website remain in the CMS Database for audit purposes and can be accessed from the database if required.

***News and Archival materials relevant to the NAAC accreditation should be available on the website for the NAAC accreditation cycle period.***

**Note:** It is the Responsibility of the Web Information Manager to put the Expiry date while contributing the content wherever Applicable.

The content elements on the website has different entry/exit points and the archival policy is enlisted below:

<b>Content Elements</b>	<b>Entry Policy</b>	<b>Exit Policy</b>
As applicable	As soon it loses relevance	The information is retained till any direction is received from concerned authority/ department/ section about its permanent removal from the archive

**Table 3: Entry and Exit points**

### **D. Website Security Policy**

Website requires a security clearance certificate before hosting any website in its data centre. The new website should be audited by **CERT-IN** empanelled auditor and all the vulnerabilities have been fixed as per existing government guidelines. Upon completion of the audit, security clearance certificate of CERT-IN empanelled auditor should be collected. After that, the website should be hosted and open to the public domain. It is the role of the Chairperson and Web Administrator (Technical) to ensure that the website is security audited before hosting.



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**Note:** A periodic check on the requirement of security certificate is recommended to the web information manager in case there are changes in the functionality or any other environmental changes.

## E. Website Monitoring Policy

Under the Website Monitoring Policy, it is advised to monitor periodically to address and fix the quality and compatibility issues around the following parameters:

- **Functionality:** All modules of the website are tested for their Functionality for their smooth working.
- **Performance:** All important pages of the website are tested for the download time.
- **Broken Links:** The website is thoroughly reviewed to rule out the presence of any broken links or errors. The Hosting Service Provider possesses state-of-the-art multi-tier security infrastructure as well as devices such as firewall and intrusion prevention systems.

## F. Contingency Management

The presence of the website on the Internet and very importantly the site is fully functional all the time. It is expected of the University website to deliver information and services on a 24X7 basis. Hence, all efforts should be made from University Web Administrator (Technical) to minimize the downtime of the website as far as possible. In case of any defacement and data corruption, quick action needs to be taken by the respective authorized personnel for the same.

## G. Terms & Conditions

The Manipur Technical University's official website is overseen by the University's **Website Management Team** to provide information to the public. Though all efforts have been made to ensure the accuracy and correctness of the content on this website, the same should not be construed as a statement of law or used for any legal purposes.

- The web contents are subject to change without any prior notice from Office of the Registrar, Manipur Technical University.
- In no event will Manipur Technical University be liable for any expense, loss or damage including, without limitation, indirect or consequential loss or damage, or



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any expense, loss or damage whatsoever arising from use, or loss of use, of data, arising out of or in connection with the use of this website. In case of any variation between what has been produced on the website about Act, Rules, Regulations, Policy Statements etc and that contained in the relevant Act, Rules, Regulations, Policy Statements etc, with the department the latter shall prevail.

- Links to other websites that have been included on this website are provided for public convenience only. Manipur Technical University is not responsible for the contents or reliability of linked websites and does not necessarily endorse the view expressed within them. It is also not guaranteed that the availability of such linked pages at all times.
- Material featured on this website may be reproduced free of charge. However, the material has to be reproduced accurately and not to be used in a derogatory manner or in a misleading context. Wherever the material is being published or issued to others, the source must be prominently acknowledged. However, the permission to reproduce this material shall not extend to any material which is identified as being copyright of a third party. Authorization to reproduce such material must be obtained from the department/copyright holder concerned.
- These terms and conditions shall be governed by and construed in accordance with the Indian Laws. Any dispute arising under these terms and conditions shall be subject to the exclusive jurisdiction of the courts of India.

## H. Copyright Policy

Material featured on this Website may be reproduced free of charge after taking proper permission by sending a mail to us. However, the material has to be reproduced accurately and not to be used in a derogatory manner or in a misleading context. Wherever the material is being published or issued to others, the source must be prominently acknowledged. However, the permission to reproduce this material shall not extend to any material which is identified as being copyright of a third party. Authorisation to reproduce such material must be obtained from the departments/copyright holders concerned.

These terms and conditions shall be governed by and construed in accordance with the Indian Laws. Any dispute arising under these terms and conditions shall be subject to the exclusive jurisdiction of the courts of India.



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## I. Hyper Linking Policy

### External Links Present on the Website

At many places on this website, there may be many links to other portals. These links have been placed for convenience. Manipur Technical University is not responsible for the contents and reliability of the linked websites and does not necessarily endorse the views expressed in them. Mere presence of the link or its listing on this website should not be assumed as endorsement of any kind. Manipur Technical University cannot guarantee that these links will work all the time and we have no control over availability of linked pages.

### Links to the Manipur Technical University website by other websites/portals

Prior permission is NOT required before hyperlinks are directed from any website/portal to this site. However, we would expect a communication from your side about any links provided to this website so that you can be informed of any changes or update therein. Also, we do not permit our pages to be loaded into frames on any other site. The pages belonging to this website must load into a newly opened browser window of the User.

## J. Privacy Policy

Manipur Technical University website does not collect personal information for any purpose other than to respond to Viewers. If any users choose to provide the University with personal information like filling out a Contact Us form with an e-mail address or postal address, and submitting it to the University through the website, the University may use that information to respond to the message, and to help in getting the information requested.

- Manipur Technical University website never collects information or creates individual profiles for commercial marketing. While any user may provide an email address for a localized response to any incoming questions or comments to the University, it is recommended that DO NOT include any other personal information.
- If any users are asked for any other Personal Information, he/she will be informed how it will be used. If at any time the User believes the principles referred to in this privacy statement have not been followed, or have any other comments on these principles, please notify the concerned through the contact us page.
- The use of the term "Personal Information" in this privacy statement refers to any information from which User's identity is apparent or can be reasonably ascertained



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