

Content Review Policy (CRP)

LHMC Website is the face of Lady Hardinge Medical College. It is therefore required to keep the content on the Website current and up-to-date as such 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:

#	Content Element	Basis of Content Classification			Frequency of Review	Approver
		Event	Time	Policy		
1	Home	√		√	Half Yearly Immediate-for new Department/ Division created.	DIR
2	About Us	√			Quarterly Immediate-for changes of any Ministers.	DIR
3	Organisation	√		√	Quarterly Immediate-for new Document/Tender introduced.	DIR
4	E-Citizen	√		√	Quarterly CJS Immediate-for new Programmes/Schemes	DIR
5	Vacancies	√	√	√	Quarterly Archival of current two Years	DIR

6	Store	√	√	√	Fortnightly	DIR
7	Download	√	√	√	Immediate	DIR
8	Public Forum	√	√		Quarterly Immediate in case of Change	DIR
9	Contact Us	√	√		Quarterly Immediate in case of Event	DIR

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

(DIR : Director)

Thank You,

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