

WEB POLICIES

This is the Official website of Board of Practical Training (Eastern Region), BOPT(ER) an Autonomous Organization under Ministry of Human resource Development, Department of Higher Education, Government of India, hosted by National Informatics Centre (NIC). The site has been developed to provide information to the general public. An attempt has been made through this site to provide reliable, comprehensive, accurate information about BOPT(ER), and its business. Hyperlinks at various places have been provided to other Indian Government Portals/Websites. The content in this site is the result of a collaborative effort of officials of BOPT(ER). It is our endeavour to continue with the enhancement and enrichment of this site in terms of content coverage, design and technology on at a regular basis.

1.CopyRight Policy

The information/material on this website is subject to copyright protection. The material which is meant for download purposes can be downloaded without requiring specific permission. Any other proposed use of material is subject to the approval of BOPT(ER). Application for obtaining such permission should be made the web administrator to the website.

2.HyperLink Policy

At many places in this website, you shall find links to other websites/portals. These links have been placed for your convenience. BOPT(ER) 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. BOPT(ER) can neither guarantee that these links will work all the time nor it has any control over availability of linked pages. Any query regarding the contents of linked pages of external website, please contact the webmaster of the concerned website. Links to BOPT(ER) website by other websites BOPT(ER) does not object to linking directly to the information that is hosted on this website and no prior permission is required for the same. However, we do not permit our pages to be loaded into frames on your site. The pages belonging to this website must load into a newly opened browser window of the User.

3.Privacy Policy

As a general rule, this website does not collect Personal Information about you when you visit the site. You can generally visit the site without revealing Personal Information, unless you choose to provide such information through online feedback. The information received depends upon what you do when visiting the site. Site visit data: This website records your visit logs and the following information for statistical purposes - your servers address; the name of the top-level domain from which you access the Internet (for example, .gov, .com, .in, etc.); the type of browser you use; the date and time you access the site; the pages you have accessed and the documents downloaded and the previous Internet address from which you linked directly to the site. We will not identify users or their browsing activities, except when where a law enforcement agency may exercise a warrant to inspect the service providers logs. Cookies: A cookie is a piece of information that an Internet web site sends to your browser when you access information at that site. This site does not use cookies. Email management - collection of Personal Information: Your email address will only be recorded if you choose to send a message. It will only be used for the purpose for which you have provided it. Your email address will not be used for any other purpose, and will not be disclosed, without your consent. If you are asked for any other Personal Information you will be informed how it will be used if you choose to give it. If at any time you believe the principles referred to in this privacy statement have not been followed, or have any other comments on these principles, please notify the webmaster through the contact us page. Note: The use of the term Personal Information in this privacy statement refers to any information from which your identity is apparent or can be reasonably ascertained.

4.Content Management Policy

Content needs to be contributed by all of BOPT(ER) in a consistent fashion to maintain uniformity and concurrency of the contents. In order to present the content as per the requirement of the viewer, organize the content in categorized manner and to retrieve the relevant content efficiently, it is required to contribute the content to the website through a Content Management System which would be web-based having user-friendly interface. The content on this website goes through the entire life-cycle process of Creation, Modification, Review and approval, Content Uploading , Publishing, Expiry and Archival. Different Content Element area categorized as Routine or Priority. Once the content is created or modified, it needs to be reviewed and approved prior to being uploaded and 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. Frequency of review of contents is at least one year or whenever the content changes. Content Archival : Each of the content element is accompanied by meta data, source and validity date. For some of the components the validity date may not be known i.e., the content is stated to be perpetual. Under this scenario, the validity date should be two years hence. Under no circumstances, any content is to be displayed on the Website after the validity date. For few of content elements like tenders, vacancy, and training course schedules etc., only the live content whose validity date is after the current date is shown on the Website. For other content elements such as documents, schemes, services, forms, contact us etc., there is a need for timely review of the same. For the retrieval of content which has expired, there is a need to archive the content. Government Websites, Forms, Services and Contact Directory which are discontinued should be expunged.

Activity/ Group	Content Type /Category	Content Contributor	Content Moderator	Content Publisher
Pages on common activities of BOPT(ER)	Routine	Trianing officers	Director BOPT(ER)	Web Administrator
Tenders	Routine	Inrenal purchasing committee	Director BOPT(ER)	Web Administrator
Recruitment	Routine	Addmin cum Accounts officer	Director BOPT(ER)	Web Administrator

5.Content ownership, moderation & approval policy (COMAP)

The content to be published on the website is contributed by various section of BOPT(ER) in a consistent fashion to maintain uniformity and to bring in standardization. In order to present the content as per the requirement of the viewer, the content is categorized and to retrieve the relevant content efficiently, and the content is contributed to the website through a Content Management System which is web-based having user-friendly interface. Once the content is contributed it is approved and moderated 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.

S No	Content Element	Creator	Approver	Publisher
1	About Us	Training Section	Director	BOPT(ER) Team
2	Student	Training Section	Director	BOPT(ER) Team
3	Institution	Training Section	Director	BOPT(ER) Team
4	Establishment	Training Section	Director	BOPT(ER) Team
5	Announcements	Training Section	Director	BOPT(ER) Team
6	Downloads	Training Section	Director	BOPT(ER) Team
7	Quick Links	Training Section	Director	BOPT(ER) Team
8	Documents	Training Section	Director	BOPT(ER) Team
9	Others	Training Section	Director	BOPT(ER) Team
10	RTI	Training Section	Director	BOPT(ER) Team
11	Citizen Charter	Training Section	Director	BOPT(ER) Team
12	Tenders	Training Section	Director	BOPT(ER) Team

6.Content review policy (CRP)

All possible efforts need to be taken to keep the content on the Website current and up-to-date. This Content Review Policy defines the roles and responsibilities of the website content review and the manner in which it need to be carried out. 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.

S No	Content Element	Frequency of Review	Reviewer
1	About Us	Monthly	Training Section
2	Student	Monthly	Training Section
3	Institution	Monthly	Training Section
4	Establishment	Monthly	Training Section
5	Announcements	Monthly	Training Section
6	Downloads	Monthly	Training Section
7	Quick Links	Monthly	Training Section
8	Documents	Monthly	Training Section
9	Others	Monthly	Training Section
10	RTI	Monthly	Training Section
11	Citizen Charter	Monthly	Training Section
12	Tenders	Monthly	Training Section

7.Content Archival Policy

The content components are created with metadata, source and validity date. Validity of some of the components may not be known at the time of creation. Such content is treated as perpetual and the validity date shall be ten years from the date of creation. The content shall not be displayed on the Website after the validity date. Some of the short lived content components like tenders, recruitment, draft for discussion etc. which will not have any relevance on the website after the event or intended purpose. The content components like documents, reports, what's new are to be regularly reviewed as per the Content Review Policy. The content is to be reviewed at least two weeks prior to the validity date and if required revalidate the content and modify the validity date. If content is not relevant, then the content is archived and no longer published on the Website.

S No	Content Element	Exit Policy
1	About Us	As When Required
2	Student	As When Required
3	Institution	As When Required
4	Establishment	As When Required
5	Announcements	As When Required
6	Downloads	As When Required
7	Quick Links	As When Required
8	Documents	As When Required
9	Others	As When Required
10	RTI	As When Required
11	Citizen Charter	As When Required
12	Tenders	As When Required

8. Terms & Conditions

This official website of BOPT(ER), an Autonomous Organization under Ministry of Human resource Development, Department of Higher Education, Government of India, has been developed to provide information to the general public. Though all efforts have been made to ensure the accuracy and currency of the content on this website, the same should not be construed as a statement of law or used for any legal purposes. In case of any ambiguity or doubts, users are advised to verify/check with BOPT(ER) and/or other sources, and to obtain appropriate professional advice. Under no circumstances BOPT(ER) will be liable for any expense, loss or damage including, without limitation, indirect or consequential loss or damage, or 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. 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. The information posted on this website could include hypertext links or pointers to information created and maintained by Government, non-government/private organizations. BOPT(ER) is providing these links and pointers solely for your information and convenience. When you select a link to an outside website, you are leaving the BOPT(ER) website and are subject to the privacy and security policies of the owners/ sponsors of the outside website.

- BOPT(ER) does not guarantee the availability of such linked pages at all times.
- BOPT(ER) cannot authorize the use of copyrighted materials contained in linked websites. Users are advised to request such authorizations from the owner of linked website.
- BOPT(ER) does not guarantee that linked websites comply with Indian Government Web Guidelines.