State Council of Educational Research and Training
(An autonomous body under Directorate of Education, Govt. of NCT of Delhi)
Varun Marg, Defence Colony, New Delhi 110024

No. 3(3)/WIM/SCERT/2020-21/12,222-12246   Date: 27.01.2022

Order

SCERT, Delhi Web Management Team has developed a website under DRUPAL and GIGW pattern i.e. (http://scert.delhi.gov.in) and launched it on 24.01.2022. The content in this site is the result of collaborative effort of the entire Team of SCERT. Our aim is to provide reliable, comprehensive and accurate information about the SCERT, Delhi. It is our endeavour to continue the enhancement and enrichment of this site in terms of content coverage, design and technology on a regular basis.

Hence, there is need to establish a system for the future maintenance and updation of the SCERT website. Therefore, there will be a Website Management Team comprising of i. Web Information Manager and ii. Content Managers of DIETs/Branches/Divisions of SCERT. Roles of the Website Management Team (WMT), Web Information Manager (WIM) and Content Managers (CM) of DIETs/ Branches/Divisions of SCERT are as appended.
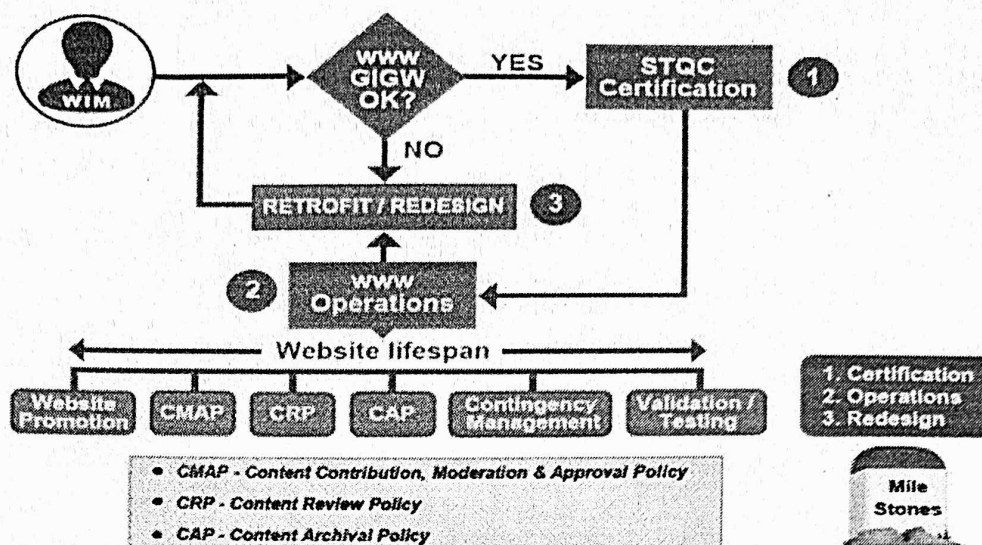
The success of any endeavour depends upon the backing of a strong and enthusiastic team. The role of Website Management Team assumes paramount importance in ensuring its credibility amongst its patrons.

1. Web Information Manager (WIM)

SCERT, Delhi nominate or depute a Web Information Manager (WIM) whose role shall be to ensure that there is proper flow of content to the site and quality of that content is to be taken care of as per user satisfaction.

1.1. To achieve this WIM has to coordinate with the Content Managers of DIETs and Branches and the website being maintained by her/him.

1.2. Formulation of policies concerning management of content on the web through its entire life cycle viz. creation, moderation, approval, publishing and archival. Ensuring that all content on the website is always authentic, up-to-date and obsolete information or services are removed.

1.3. Set a mechanism for periodically validating links to related information. An automated report can provide a list of broken links on the site, which can be immediately corrected.

1.4. Getting the website certified for Guideline Compliance and ensuring that it remains compliant throughout its lifecycle.

1.5. Web Information Manager is overall responsible for quality and quantity of information and services on the website. The complete contact details of the Web Information Manager should be displayed on the website, so that the visitor could contact him/her in case of some queries or requirements.

1.6. Since the websites receive a significant amount of feedback/query mails from the visitors, it is the responsibility of the Web Information Manager to either

reply to all of them or designate someone to regularly check and respond to the feedback/query mails.

- CMAP - Content Contribution, Moderation & Approval Policy
- CRP - Content Review Policy
- CAP - Content Archival Policy

2. Besides the Web Information Manager, a **Technical Manager** should also be nominated or deputed for the website whose responsibilities would be:

2.1. Regular monitoring of website for Performance, Security and Availability.

2.2. Ensuring compliance with policies (organisational, regulatory, legislative, etc.) that may require changes in website content, architecture, and security.

2.3. Periodic security audit of the website in line with major revisions.

2.4. Analysis of traffic on website and feedback to development/management team.

2.5. In case of multiple websites to be started, a team should be setup with Web Information Manager having professionals skilled in HTML Authoring, Programming, Design, Content etc.

2.6. The post of Web Information Manager shall be looked after by Joint Director (Admin) and the post of Technical Manager shall be looked after by System Administrator, SCERT.

3. **Content Managers (CM) of DIETs/ Branches**

3.1. To provide authentic and verified content of respective DIET or Branch to WIM.

3.2. Content Manager will be held responsible for quality and quantity of information on the website for respective DIET or Branch.

3.3. Content Manager of respective DIET or Branches will be solely responsible to updated content to WIM on regular basis. (Email: scertportal@gmail.com)

3.4. Complete and comprehensive updated details/information of all the programmes/sections/pages for the website are to be submitted to WIM for updation on the website.

3.5. Any information related to News, Tender, Circulars, Orders, Notifications, Recruitment notice etc. should be mailed to WIM **(upto 2mb)** (Email: scertportal@gmail.com).

3.6.   Any information forwarded to WIM shall be first approved by Principal, DIET.

3.7.   The post of Content Manager, DIET shall be looked after by Senior ICT Assistant.

Consequent upon the recommendation of Principals of respective DIETs the following Faculty/Official are designated for the role of Content Manager of respective DIET till the post of Senior ICT Assistant is filled:

SN	Content Manager (CM)	Designation	DIET
1.	Dr. Sunil Nandal	Assistant Professor	Ghumanhera
2.	Sh. Ajay Rawat	Technician	Keshavpuram
3.	Ms. Pushpa Gahlot	Lecturer	Pitampura
4.	Dr. Shinam Batra	Assistant Professor	Dilshad Garden
5.	Ms. M K Jayala	Technician	Karkardooma
6.	Ms. Neha Sharma	Assistant Professor	Daryaganj
7.	Dr. Vikram Kumar	Assistant Professor	Moti Bagh
8.	Ms. Laxmi Dagar	Sr. Lecturer	R K Puram
9.	Dr. Surinder Singh	Assistant Professor	Rajinder Nagar

All the Branch/Division Head of SCERT will be the Content Manager of their respective Branch/Division.

For the role of Web Information Manager, Dr. Veerendra Kumar Pathak, Assistant Professor is nominated as WIM of SCERT, Delhi. He will look after all the roles and responsibilities of WIM till the post of Joint Director (Admin) is filled.

(Rajanish Kumar Singh)
Director, SCERT
Date: 27.01.2022

No. 3(3)/WIM/SCERT/2020-21/ 12220 – 12246

Copy to:
1. PS to Pr. Secretary, Education
2. PS to Director, Education
3. PS to Director. SCERT
4 Joint Director, SCERT
5. Dy. Director (Admn), SCERT
6. All Branches/Divisions of SCERT
7. Principal, DIETs
8. Concerned Faculty/Officials
9. Guard file

(Rajanish Kumar Singh)
Director, SCERT