

Although different policies and their need and purpose is explained in various sections of this document for the sake of convenience, a complete list of policies along with the section are referenced below:

## **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 IIRR. This is subject to the material being reproduced accurately and not being used in a derogatory manner or in a misleading context. Where the material is being published or issued to others, the source must be prominently acknowledged. However, the permission to reproduce this material does not extend to any material on this site,

which is explicitly identified as being the copyright of a third party. Authorisation to reproduce such material must be obtained from the copyright holders concerned.

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## **Hyperlinking Policy**

### **Links to external websites/portals**

At many places in this website, you shall find links to other websites/portals. These links have been placed for your convenience. IIRR 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. IIRR 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 IIRR website by other websites**

IIRR 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.

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## **Terms and Conditions Policy**

This website is designed, developed and maintained by IIRR, 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 the institute(s) and/or other source(s), and to obtain appropriate professional advice.

Under no circumstances will this institute 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 jurisdiction of the courts of India.

The information posted on this website could include hypertext links or pointers to information created and maintained by non-Government/private organisations. IIRR 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 IIRR website and are subject to the privacy and security policies of the owners/sponsors of the outside website.

IIRR, does not guarantee the availability of such linked pages at all times.

IIRR, cannot authorise the use of copyrighted materials contained in linked websites. Users are advised to request such authorisation from the owner of the linked website.

IIRR, does not guarantee that linked websites comply with Indian Government Web Guidelines.

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## **Content Contribution Moderation and Approval**

### **Content Management Policy:**

Content needs to be contributed by all stakeholders from Groups/Divisions of STQC 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.

### **Content Contribution & Management:**

The website is CMS based having multi administrative control with its users and the following content management matrix depicting the workflow for content Creation, modification, , Review and approval, Content Uploading and Publishing :

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 change**

<b>Content Element</b>		<b>Content Type or Category ( Routine / Priority )</b>	<b>Content Contributor</b>	<b>Content Moderator &amp; Approver</b>	<b>Content Uploader/ Publisher</b>
<b>Activity / Group</b>	<b>Sub Activity / Areas</b>				
<b>About Us</b>	Pages on About institute, Organisation setup, Director's message, AICRIP, Division/Units, RFD, Professional Societies Earlier Directors/Head Vision 2030, Vision 2050	Routine	PMEC	Director	Web Information Manager
	Pages on staff, cadre strength, RTI, vigilance, RFD, Swatch Bharath	Routine	SAO/ In charge concerned	Director	Web Information Manager

	Mission, Citizen and Client Charter				
<b>Research</b>	Pages on Research achievements, ongoing projects, technologies / varieties developed/Awards	Priority	PMEC Secretary, IRC	Director	Web Information Manager
<b>Downloads</b>	Pages on VIC/CVRC Proforma, Tenders Journal of Rice Research, Documents, Application Forms, Material agreement forms	Routine	In charge concerned, SAO	Director	Web Information Manager
	Pages on photo gallery	Routine	Photographer	Director	Web Information Manager
<b>Facilities / Services</b>	Pages on facilities available viz., Equipment, Guest house, Seminar hall	Routine	SAO, In charge concerned	Director	Web Information Manager
	Pages on services provided viz., Extension, Consultancy, Analytical, Library and Databases	Routine	Section Heads, In charge concerned	Director	Web Information Manager
<b>For Farmers</b>	Pages for farmers viz., Agricultural Operations, Success stories, Progressive farmers, Help line, Contingency plans	Priority	Extension	Director	Web Information Manager
<b>News Scroller</b>	Pages on events, Tender Notices,	Priority	SAO	Director	Web Information Manager
<b>Home Page</b>	Pages on site Map, Flash photo gallery, Latest updates, Web Policies, Contact us, child sites of IIRR and other important links	Priority	PMEC Photographer, concerned scientist	Director	Web Information Manager

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### **Web Content Review policy**

IIRR Website is the face of ICAR-IIRR, autonomous organization under Department of Agricultural Research Education and Ministry of Agriculture and Farmers Welfare. It is therefore required to keep the content on the Website current and up-to-date and hence 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:

S.No.	Content Elements	Frequency of Review	Approver
1	About us	Immediate in case any change in the institute upgradation, organogram, staff etc. OR once in a year as a Policy.	Web Information Manager
2	Research	Immediate in case any updates in research projects, technologies/varieties developed, awards obtained OR once in a year as a Policy.	Web Information Manager
3	Services	Immediate in case any updates in the analytical , education, extension services OR once in a year as a Policy.	Web Information Manager
4	Downloads	Immediate in case a new documents upload OR Once in a quarter as a Policy.	Web Information Manager
5	For Farmers	Immediate in case a new information service to farmers OR once in a quarter as a Policy.	Web Information Manager
6	Home Page	Immediate in case a new events,employment opportunities, announcements etc. OR once in a quarter as a Policy.	Web Information Manager

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

### Content Archival Policy:

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. The content Elements on the Website has different Entry / Exit criteria as Archival policy as enlisted in the following table:

Content Element		Entry Policy	Exit Policy
Activity / Group	Sub Activity / Areas		
About Us	Pages on About institute, Organisation setup, Director's message, AICRIP, Division/Units, RFD, Professional Societies Earlier Directors/Head Vision 2030, Vision 2050	As soon as there is change in the existing contents or fresh information need to be published	Perpetual (2 years ) since the date of entry into archival
	Pages on staff, cadre strength, RTI, vigilance, RFD, Swatch Bharath Mission, Citizen and Client Charter	As soon as there is change in the existing contents or fresh information need to be published	Perpetual (2 years ) since the date of entry into archival
Research	Pages on Research achievements, ongoing projects, technologies / varieties developed/Awards	As soon as there is change in the existing contents or fresh information need to be published	Perpetual (2 years ) since the date of entry into archival
Downloads	Pages on VIC/CVRC Proforma, Tenders Journal of Rice Research, Documents, Application Forms, Material agreement forms	As soon as there is change in the existing contents or fresh information need to be published	Perpetual (2 years ) since the date of entry into archival
Facilities / Services	Pages on facilities available viz., Equipment, Guest house, Seminar hall	As soon as there is change in the existing contents or fresh information need to be published	Perpetual (2 years ) since the date of entry into archival
	Pages on services provided viz., Extension, Consultancy, Analytical, Library and Databases		
For Farmers	Pages for farmers viz., Agricultural Operations, Success stories, Progressive farmers, Help line, Contingency plans	As soon as there is change in the existing contents or fresh information need to be published	Perpetual (2 years ) since the date of entry into archival
News	Pages on events, Employment	As and when the	The events will

<b>Scroller</b>	opportunities	information about events, employment opportunities approved and ready for uploading and publishing on the website.	remain for 3 months in the news category will move to ARCHIVE after 3 months . The Archived events backup will be maintained for 2 years on yearly basis.
	Tender Notices	As and when the approved tenders are ready of uploading and publishing on the website	The tenders will remain in CLOSE category for one month from the closing date . After one month tenders will go into ARCHIVE . The Archived tenders backup will be maintained for 2 years on yearly basis.
<b>Home Page</b>	Pages on site Map, Flash photo gallery, Latest updates, Web Policies, Contact us, child sites of IIRR and other important links	As soon as there is change in the existing contents or fresh information need to be published	Perpetual (2 years ) since the date of entry into archival

### **Website Security Policy**

The institute website is hosted in-house and all possible security measures are taken care.

### **Physical Security**

Our servers are located in a secure hosting facility in a separate server room with 5 hours power back up provided by 5 KV UPS. There is big generator for power back up to the entire building.

### **Connectivity**

The connectivity is provided from National Knowledge Network(NKN) , one of most well-known internet service providers in India.

### **Data Security and Back-up**

All data is located on secure servers that are continually monitored and maintained. All operating systems and applications are maintained at recommended patch levels for the highest level of operating system security possible. A weekly data back-up is stored simultaneously in the local host and in the external hard disk .

### **Perimeter Defense**

All servers are monitored around the clock for attempted network attacks. Industry standard Intrusion Detection Systems (IDS Systems) through firewall are employed to ensure that any breach of the perimeter defense is detected and dealt with immediately.

## **Website monitoring plan**

**IIRR** Websites will be monitored periodically in accordance with the plan to address and fix the quality and compatibility issues around the following parameters:

**Performance:** A variety of networks tested to optimise site download time.

**Functionality:** All modules of the website are tested for their functionality.

**Broken Links:** The website has been thoroughly reviewed to rule out the presence of any broken links or errors.

**Traffic Analysis:** The site traffic is regularly monitored to analyse the usage patterns as well as visitors' profile and preferences. Traffic Analysis tools also give reports on broken links.

**Feedback:** Feedback from the visitors is the best way to judge a website's performance and make necessary improvements. A proper mechanism for feedback analysis should be in place to carry out the changes and enhancements as suggested by the visitors.

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## **Contingency plan in the event of defacement / natural calamity**

The website of a Government Department is its presence on the Internet and it is very important that the site is fully functional at all times. It is expected of the Government websites to deliver information and services on a 24x7 basis.

Hence, all efforts are made to minimise the downtime of the website as far as possible. It is therefore necessary that a proper Contingency Plan MUST be prepared in advance to handle any eventualities and restore the site in the shortest possible time. The possible

### **Defacement of the website:**

All possible security measures have been taken for IIRR website to prevent any possible defacement/hacking by unscrupulous elements. However, if despite the security measures in place, such an eventuality occurs, a proper contingency plan is there, which will immediately come into force. If it has been established beyond doubt that the website has been defaced, the site will be immediately blocked. The contingency plan clearly indicates authorized person to decide on the further course of action in such eventualities. The complete contact details of this authorised person is available at all times with the web management team. Efforts should be made to restore the original site in the shortest possible time. At the same time, regular security reviews and checks should be conducted in order to plug any loopholes in the security.

### **Data Corruption:**

A proper mechanism has been written by IIRR web management team to ensure that appropriate and regular back-ups of the website data are being taken. These enable a fast recovery and uninterrupted availability of the information in view of any data corruption.

Hardware/Software Crash: Though such an occurrence is a rarity, still in case the server on which the website is being hosted crashes due to some unforeseen reason, there is enough redundant infrastructure available to restore the website at the earliest.

**Natural Disasters:**

There could be circumstances whereby due to some natural calamity, the entire data center where the website is being hosted gets destroyed or ceases to exist. A well planned contingency mechanism has been placed and the website is switched over with minimum delay and restored on the Net. Apart from the above, in the event of any National Crisis or unforeseen calamity, Government websites are looked upon as a reliable and fast source of information to the public. A well-defined contingency plan for all such eventualities are in place with IIRR so that the emergency information/contact help-lines could be displayed on the website without any delay. For this, responsible person has been identified and contact details of that person has been available with the institute at all times.

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