

<b>Document Name</b>	<b><u>CSE Web Site Review Policy</u></b>
<b>Document Creation Date</b>	<b>11/11/2024</b>
<b>Document Created By</b>	<b>CISO-CSE &amp; CRO-CSE</b>
<b>Version Control History</b>	<b>1.0</b>
<b>Document Reviewed Date</b>	<b>05/12/2024</b>
<b>Document Reviewed By</b>	<b>CISO-CSE &amp; CRO-CSE</b>
<b>Document Approved By</b>	

## Exchange Web Site Content Review Policy (CSE)

**Purpose:** - It is required to review the content/s of the website at regular interval and keep the content on the Website current and up-to-date as well as keeping and disseminating historical data as per norms prescribed by regulatory authority. Hence there is a need for the Content Review Policy periodically.

**Job Description:** - Periodical check of static data like Notices, documents, forms etc. to be done in consultation with the departmental heads and concerned authorities of data related to different departments like Listing, Membership, IT, Secretarial, Administrative, Legal, Accounts etc.

The dynamic data which are being uploaded by external entities like Members and Listed Companies concerned, need to be verified by concerned departments relating to the functionalities and module being working properly or not.

Related employees of Exchange have to check Exchange Web site on weekly basis and are requested to inform to respective departmental heads for any changes / corrections need to be made in data or functionality.

Content Archival Mechanism is to ensure that all outdated announcements are removed from the website or moved to archive in separate place with search engine/hyperlinks etc. for future reference. This will help Exchange website in ensuring that the expired content is removed from the main website.

**Responsibility:** - The original content-providers, the Web Administrator, the assigned personnel are responsible for periodically reviewing the content of this website in their respective working domains and keep the information updated at all times. A proper workflow should be followed before final Updation of content on the website is affected. The respective HOD is responsible to put the expiry date for the content, wherever applicable.

**Reporting:** - Accordingly the HOD of each department will meet on every Tuesday at 4.00PM together with ITD head for updation, modification, deletion of any data/functionality etc. and report to CGM.

## **Version Control History**

**Version Change Date:**

**Version Number:**

**Changes:**