

COMPLIANCE MATRIX of GIGW		
Sl. No.	Guide Lines	Compliance
1. Government of India Identifiers		
1	Association to Government is demonstrated by the use of Emblem/Logo, prominently displayed on the homepage of the website	NA
2	Ownership information is displayed on homepage and on all important entry pages of the website.	YES
3	Complete and self explanatory title of the homepage (appearing on the top bar of the browser) is provided.	YES
4	Website is registered under 'gov.in' or ' nic.in' domain.	YES
5	Website provides a prominent link to the 'National Portal' from the Home page and pages belonging to National Portal load in new browser window	YES
2. Building Confidence		
6	Website has a Copyright Policy, prominently displayed on the homepage.	Under Approval
7	Due permission have been obtained for publishing any content protected by copyright.	YES
8	Source of all documents, whether reproduced in part or full, is mentioned.	Under Process
9	Website has a comprehensive Hyper Linking Policy	Under Approval
10	Clear indication are given when a link leads out to a non government website.	No private website linking
11	The mechanism is in place to check the accuracy of Hyperlinked Content.	YES
12	Mechanism is in place to ensure that there are no 'broken links' (internal as well as external) or 'Page not found' errors.	YES
13	Website has comprehensive Terms and Conditions statements, linked from all important pages.	Under Approval
14	Terms & Conditions disclaims responsibility of the content sourced/ linked from non Government website and clearly indicates whether information available on the site can be used for legal purposes or not.	Under Approval
15	Website has a Privacy Policy linked from all the relevant pages.	YES
16	All electronic commerce transactions are handled through secure means.	YES
3. Scope of Content : Primary Content		
About us		
17	All information about the department, useful for the citizen and other stakeholders, is present in ' About Us' section and mechanism is in place to keep the information up to date	YES

Schemes		
18	The complete title of the Scheme is reflected.	YES, student related schemes
19	The website provides a complete description of the scheme along with the procedure for obtaining the associated benefits.	YES
20	The validity of the scheme has been mentioned.	YES
Sl. No.	Guide Lines	
Services		
21	Self explanatory title of the services is published.	YES
22	The website provides a complete description of the service along with the procedure to apply for/avail the same.	YES
Forms		
23	The website provides the complete title of the form along with the purpose it is used for	YES
24	Language of the Form (other than English) is mentioned clearly.	YES
Acts		
25	The complete title of the Act (as written in the official notification) is mentioned.	YES
Documents		
26	The complete title of the document is mentioned on the website.	YES
27	The language of the Document (other than English) is mentioned clearly.	YES
28	Validity of the Circular/ notification is mentioned.	Under Process
Circulars and Recruitment		
29	The official title of the Circular /Notification is mentioned.	YES
30	Validity of the Circular/ notification is mentioned.	Under Process
Tenders and Recruitment		
31	Mechanism in place to ensure that all Tender / Recruitment Notices issues by the Department are published on the website.	YES
32	Website provides a complete description of the Tender / Recruitment notice along with the procedure to apply for the same	YES
33	Mechanism is in place to ensure that information on old / irrelevant Tender / Recruitment notices is removed or moved into the archive section	Yes
News and Press Release		
34	News / Press releases are displayed along with the date and these are organized as per the archival policy of the website	Yes
Contact Us		
35	Website has a 'Contact Us' page, linked from the home page and all relevant places in the website.	YES
36	The complete contact details of important functionaries in the Department are given in the 'Contact Us' section	YES
Presence on the National Portal		
37	Mechanism is in place to ensure that all the Citizen Services, Forms, Documents and Schemes are registered with the respective repositories of the National Portal.	NA

Scope of Content : Secondary Content		
38	Mechanism is in place to ensure that all outdated announcements are removed from the website or moved to archive	YES
39	All Discussion Forum on the website are moderated.	NA
40	For every related link, the complete URL of the Home Page/concerned webpage is provided.	YES
S.No	GUIDELINE	
Scope of Content : Tertiary Content		
41	Feedback is collected through online forms and mechanism is in place to ensure timely response to feedback/queries received through the website.	YES
42	The website has a readily available Help section	Under Process
43	Complete information including title, size(playing time for audio/video), format, usage instructions and plug-in to view the file is provided for downloadable material including documents.	Under Process
44	Mechanism is in place to ensure that all downloadable material is free from virus.	YES
45	Minimum content as prescribed in the guidelines is present on the homepage.	YES
46	Subsequent pages of the website have the minimum content as prescribed in the guidelines.	YES
47	Website is free from offensive / discriminatory language.	YES
4. Quality of Content		
48	Content is compiled and packaged with citizen orientation.	YES
49	The Department has a Content Contribution, Moderation and Approval Policy(CMAP) for the Websites.	Under Approval
50	Home Page and every important entry page of website displays the last updated / reviewed date.	YES
51	Department has a Content Review Policy(CRP) for the website.	Under Approval
52	All Documents / Reports have a time stamp at least on the main page.	Under Process
53	The Departments have a clearly laid out Content Archival Policy(CAP) for the website.	Under Approval
54	Clear and simple language has been used throughout the website.	YES
55	The language is free from spelling and grammatical errors.	YES
56	Whenever there is a change in the language of a web page it has been clearly indicated.	YES
57	Consistency in nomenclature is maintained across the website.	YES
58	All information, which is of direct importance to the citizen, is accessible from the Homepage.	YES
59	Information structure and relationship is preserved in all presentation styles.	YES
60	The meaningful reading sequence is preserved in all presentation styles.	YES
61	Documents / pages in multiple languages are updated simultaneously.	YES
S.No	GUIDELINE	
5. Design		

62	Visual/textual identity elements highlighting the Government's ownership of the website are prominently placed on the page.	YES
63	A consistent page layout has been maintained throughout the website	YES
64	National identity symbols like Flag, National Emblem etc., are in a proper ratio and colour.	NA
65	Hindi/ regional language fonts have been tested on popular browsers for any inconsistency (loss of layout)	YES
66	Web Pages allow resizing of text without the use of assistive technology.	YES
67	Text is readable both in electronic and print format and the page prints correctly on an A4 size paper.	YES
68	There is adequate contrast between text and background colour.	YES
69	All information is conveyed with colour is also available without colour.	YES
70	Alternate text is provided for non text elements(e.g. images).	YES
71	Websites provide textual description of audio / video clips and multimedia presentation.	YES
72	Caption have been provided for all important audio content.	YES
73	Web pages do not contain any content that flashes for more than three times in a second.	YES
74	There is a mechanism to control scrolling, blinking content.	YES
75	There is a mechanism to control (stop, pause....) audio that starts automatically.	YES
76	All pages on the website have a link to the home page.	YES
77	The positioning and terminology used for navigation items and navigation scheme is consistent across the website.	YES
78	There are no links to 'under construction' pages.	YES
79	Each page is a stand alone entity in terms of ownership, navigation and context of content.	YES
80	Web pages allow the user to bypass repeated blocks of content.	YES
81	Website has either a "search" box or a link to a "search" page from every page of the website.	YES
82	Website has an up to date Site Map that is linked to the Home Page as well as to all important entry pages of the website.	YES
83	If the site uses frames, each frame is properly titled.	NA
S.No	GUIDELINE	
6. Development		
84	Website uses Cascading Style sheets to control layouts/styles	YES
85	Website is readable even when sheets are switched off or not loaded.	YES
86	Web pages are usable even when scripts, applets etc are turned off.	YES
87	Documents are provided either in HTML or other accessible formats. Instruction / Download details for viewing these formats are provided.	YES
88	In content implemented using mark up languages, the elements have been use according to specification.	YES
89	Labels have been provided when content requires input from the users.	YES

90	Time limit for time dependent web functions can be adjusted by the user (also refer exceptions).	NA
91	Instructions for operating/ understanding content do not rely solely on characteristics like shape, size, location etc.	YES
92	All input errors are flashed in text.	YES
93	Functionality of content is operable through keyboard.	YES
94	Focus is not trapped in any component while navigating through keyboard only.	YES
95	Purpose of each link is clear to the user.	YES
96	When any component receives focus it does not initiate change in context.	YES
97	Changing the setting of a component does not change the context unless the user has been informed of the same.	YES
98	Metadata for pages like title, keywords, description and language is appropriately included.	YES
99	Data tables have been provided with necessary tags / mark up.	NA
100	All components receives focus in an order that preserves the meaning / operation.	YES
101	Role of all interface components can be programmatically determined.	YES
102	The websites have been tested on multiple browsers.	YES
103	Websites has cleared Security Audit by certificate agency and has a Security Policy.	Pending
S.No GUIDELINE		
7. Website Hosting		
104	Websites are accessible to the intended audience in an efficient and secure manner on 24 x 7 basis.	YES
105	The hosting Service Provider possesses state-of-the art multi-tier security infrastructure as well as devices such as firewall and intrusion prevention system.	YES
106	The hosting Service Provider has redundant server infrastructure for high availability.	YES
107	The hosting service provided performs regular backup of the web site.	YES
108	The Hosting Service Provided has a Disaster Recovery (DR) Centre in a geographically distance location and a well crafted DR plan for the website.	YES
109	Website Hosting Provider provides Helpdesk & Technical support on 24x7x 365 basis.	YES
110	All possible secure measures have been taken to prevent defacement/ hacking of the website and the Department has been contingency plan in place for situation like these.	YES
8. Website Promotion		
111	Website ranks in the first five results on major search engines when searched with relevant keywords.	YES
112	It has been ensured that all stationery of the department as well as advertisements/ public messages issued by the concerned Department prominently display the URL of the website.	YES
9. Website Management		
113	Department has nominated a Web Information Manager as defined in the guidelines.	YES
114	The websites has a website monitoring policy.	YES
115	All policies and plans are approved by Head of Department.	YES