

Standard Operating Procedure

SoP 6: Department Master Trainers

- They will need to extend support to all departments in training the Content Mangers as and when required by departments.
- They will support as resource persons for ePrastuti training programmes for department Content Mangers.
- They will ensure the capability building within their respective department.
- They will do Heuristic Evaluation of their respective department and subordinate websites. The report will be submitted to the department Web Information Mangers for necessary rectifications.
- They will undergo refresher programmes from Website Development Cell as and when required.