

## Minutes of the Awareness cum Training Program on Website Updation Process

**Venue: NIC Shillong Training Hall First Floor**

**Date: 20<sup>th</sup> November 2019**

**Time: 12-3pm**

The participating Offices/depts are :- (*Attendance Sheet attached*)

1. Labour Commissionerate
2. Labour Department
3. Labour Board
4. AMO ESIC
5. Housing Directorate
6. Home(Jails) department

The Awareness cum Training program was held on **the 20<sup>th</sup> November 2019 at 12pm**. The training continued for 2 hrs and was held at the **NIC Training Hall, 1<sup>st</sup> Floor, NIC State Center, Shillong-Meghalaya**.

At the very start of the session, Smti. W.Rynjah, TD (Training and Website Coordinator) NIC Meghalaya gave a detailed introduction to the importance of a Website, to the importance of the updation processes for a website, to the importance of learning the tools for the same purpose. She also pressed on the participants from the various departments to continue to update the websites and for any troubleshooting they could approach the NIC Officials in-charge. Details on the VPN connection, FTP processes for file transfers, GIGW guidelines of GOI and the Internet facility usage was also detailed in the process.

Further on, Smti. Kenyir Olga J.N.Nongrum

- Gave a demonstration of the various flaws in the existing departmental websites. Also pointing out to every department the issues at hand, the outdated information and contents at large.
- All the websites of the participating departments/offices were showcased and discussions were held respectively.
- Trained the participants on the importance of FILE Sizing (optimised), PDF format and conversions of normal MS Word files to PDF for transfer and updations on the respective websites.
- Demonstrated the Email usage , email creation for official use under .GOV.IN and the expiry and re-activation processes too. Email Ids and the Email content reading, attachment of files etc was discussed. Also stressing on the importance of securing data by transferring/sending the same files via official email-ids so created.
- Discussed sharing the important email ids of NIC officials for the purpose of communications for the web uploads etc.
- Gave an insight into the responsibilities of NIC Meghalaya for web hosting, designing, maintaining and further on discussed.
- Pointed out the requirement to update all pages of a website in-order.
- Discussed the Source code view in details, also showcasing the difficulties of designing /redesigning a page unless information is given in the proper manner with proper instructions given for the same.

- Stressed the importance of drafting an Archival policy for the websites, stressed on its importance to archive old contents of a website.
- Stressed on the importance of officially communicating all events w.r.t. web updations by simply using the official email for correspondences, updates etc. Authority to make changes must be provided by the dept./office concerned to the NIC Coordinators in letter/email.
- Also informed the participants that once the Dept. officials are equipped with the processes above, VPN will be availed for each dept/office for the purpose of web-updations. This then completes the process of handing over the departmental websites to the user departments.
- Also informed that Regular trainings if required by any office/staff/official/dept. will be provided on request to the HOD, NIC Meghalaya.
- Also stressed on the importance of the WIM (web information manager) details to be updated as required by the dept./office on their respective websites. For those who have not appointed a WIM, it was advised they do so at the earliest and the same be reflected on the respective websites.
- Discussion was also held with respect to securing data/information hosted on the websites by following certain norms for the same.

Furthermore, Issues were raised and discussed alongside Shri. Ebenezer Wanswett who was recently deputed to update the Labour websites for the Labour Dept/Board etc. and it was pointed out that there are issues pertaining to the confusing patterns of files sent for uploading onto the respective websites. The reason the delay in updating too.

Finally, a Query-Answer session was held where the participants were encouraged to pose their queries. Discussions were held accordingly. Many issues at hand were resolved almost instantly.

*The session ended with a vote of thanks.*

**Photographs of the Awareness cum Training held on Website Updation Processes**



**ATTENDANCE SHEET**  
**Website Updation Process: Awareness cum Training Program**

Date: 20<sup>th</sup> November, 2019

Place: NIC Building

Time: 12pm - 1pm

Sr.No.	Name & Designation	Phone no. / Email Id	Remarks on the Training	Signature
1	DR. S A LYNWOOD A.M.O. E.S.I SHF.	9402105854 ano.meghalaya@gmail.com		<i>S Lynwood</i>
2	Shri. D. Mawbawiang L.D.A.	8744052061 sidhite1986@gmail.com		<i>Mawbawiang</i>
3	T. N. SANGMA INVESTIGATOR DIRECTORATE OF HOS	7005041338 Eengchina@gmail.com		<i>T N Sangma</i>
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11	Smt. E. Lalou %o MBOCHWB.	9774477486 mbochwb-meg@gov.in		<i>E Lalou</i>
12	Smt. Parlyon Khongler %o MBOCHWB.	9862060113		<i>Parlyon Khongler</i>
13	Shri Phayngyng Kharmut A.M.O.ESIS U.D.A.	9615336528		<i>Phayngyng Kharmut</i>
14	N. Rynghel TD, NIC	6608111460 (Resource person)		<i>N Rynghel</i>
15	Ebeneser Wansnett, Programmer	8832241460 (Resource person)		<i>E Wansnett</i>
16	K. Olga - J.M.N.	9402534777 (Resource person) olgak.norjhem@nic.in		<i>K Olga</i>