



**Tamilnadu Skill Development Corporation**  
**தமிழ்நாடு திறன் மேம்பாட்டுக் கழகம்**

Website and IT Applications Practices and Policies



## Revision History

S.No	Update	Updated by	Date
1	Website Practices and Policies	TNSDC IT Team	03-Oct-2019

## Approval

S.No	Version	Approved by	Date



## Contents

Website Practices and Policies.....	4
<b>Terms and Conditions</b> .....	4
<b>Privacy Policy</b> .....	4
Email Management.....	5
Transactions .....	5
<b>Hyperlinking Policy</b> .....	5
Links to External Websites/Portals .....	5
Links to TNSDC Website by Other Websites .....	5
<b>Copyright Policy</b> .....	6
<b>Accessibility Policy</b> .....	6
Screen Readers.....	6
Content Accessibility Features.....	7
Language Support .....	8
Color and Font Change.....	8
<b>Website Content Contribution, Moderation &amp; Approval Policy (CMAP)</b> .....	8
Content Review Policy (CRP).....	9
Content Archival Policy (CAP) .....	11
<b>Website Security Policy</b> .....	11
<b>Compliance with Standards and Guidelines</b> .....	11
Staff Privacy Policy for Intranet Applications and Emails .....	12
<b>Web Information Manager</b> .....	12



# Website Practices and Policies

The official website of the Tamilnadu Skill Development Corporation, Tamil nadu State is

<https://www.tnskill.tn.gov.in>. At TNSDC, our mission is Imparting employable skills for harnessing the power of youth towards nation building.

This document lists the terms and conditions for the website.

- Terms and Conditions
- Privacy Policy
- Hyperlinking Policy
- Copyright Policy
- Accessibility Statement
- Compliance with Standards and Guidelines

This document also lists the Staff Privacy Policy with regard to the use of Intranet Applications and Emails.

## Terms and Conditions

This website is designed, developed and maintained for TNSDC by Talisma Corporation Private Limited, a subsidiary of Campus Management. 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 TNSDC and/or other source(s), and to obtain appropriate professional advice.

Under no circumstances will this Tamil Nadu Skill Development Corporation 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.

## Privacy Policy

As a general rule, this website does not collect Personal Information about you when you visit the site. You can generally visit the site without revealing Personal Information, unless you choose to provide such information.

### Site Visit Data

This website records your visit and logs the following information for statistical purposes – your server's address; the name of the top-level domain from which you access the Internet (for example, .gov, .com, .in, etc.); the type of browser you use; the date and time you access the site; the pages you have accessed and the documents downloaded and the previous Internet address from which you linked directly to the site. We will not identify



users or their browsing activities, except when a law enforcement agency may exercise a warrant to inspect the service provider's logs.

### **Email Management**

Your email address will only be recorded if you choose to send a message. It will only be used for the purpose for which you have provided it. Your email address will not be disclosed, without your consent.

### **Collection of Personal Information**

If you are asked for any other Personal Information, you will be informed, how it will be used, if you choose to give it. If at any time you believe the principles referred to in this privacy statement have not been followed, or have any other comments on these principles, please notify the webmaster through the contact us page.

### **Transactions**

All electronic commerce transactions are handled through secure means.

### **Hyperlinking Policy**

All hyperlinks provided in the website are reviewed twice in the year, in the month **of April and October**. During review any site found inappropriate for linking or found to have Page not found/broken links are removed.

### **Links to External Websites/Portals**

At many places in this website, you shall find links to other websites/portals. The links have been placed for your convenience. TNSDC 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 Portal should not be assumed as endorsement of any kind. We cannot guarantee that these links will work all the time and we have no control over availability of linked pages.

When you select a link to an outside website, you are leaving the TNSDC website and are subject to the privacy and security policies of the owners/sponsors of the outside website. TNSDC cannot authorize the use of copyrighted materials contained in linked websites. Users are advised to request such authorization from the owner of the linked website. TNSDC does not guarantee that linked websites comply with Indian Government Web Guidelines.

Links to third party information should not be taken as endorsement of any kind.

### **Links to TNSDC Website by Other Websites**

We do not object to you linking directly to the information that is hosted on this site and no prior permission is required for the same. However, we would like you to inform us about any links provided to this Portal so that you can be informed of any changes or updates therein. Also, we do not permit our pages to be loaded into frames on your site. The pages belonging to this site must load into a newly opened browser window of the User.



## Copyright Policy

All copyright and other intellectual property rights in all text, images, sound, software and other materials on this site are owned by TNSDC.

Due permission has been obtained for publishing any content protected by copyright. Source of all documents, whether reproduced in part or full, is mentioned.

You are permitted to browse this site and to reproduce extracts by way of printing, downloading to a hard disk and by distribution to other people but, in all cases, for non-commercial, informational and personal purposes only. No reproduction of any part of the site may be sold or distributed for commercial gain nor shall it be modified or incorporated in any other work, publication or site, whether in hard copy or electronic format, including posting to any other site. No other license or right is granted.

The information on this site has been included in good faith but is for general informational purposes only. It should not be relied on for any specific purpose and no representation or warranty is given as regards its accuracy or completeness. Neither TNSDC nor their affiliates' officers or employees shall be liable for any loss, damage or expense arising out of any access to or use of this site or any site linked to it including, without limitation, any loss of profit, indirect, incidental or consequential loss.

All comments, suggestions and other information or materials you submit to TNSDC through this website will become and remain the exclusive property of TNSDC including any future rights associated with such submissions, even if these terms and conditions are later modified or terminated.

If you believe copyrighted work is available on this web site in such a way that it constitutes copyright infringement under the relevant Indian or International Law, or a breach of an agreed license or contract, please notify us immediately with full details (Use Feedback/Contact link) for rectifying the same.

We reserve the right to make any changes and corrections to this site as and when we consider it appropriate and without notice.

## Accessibility Policy

### Screen Readers

The TNSDC website complies with World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 level AA. This will enable people with visual impairments access the website using assistive technologies, such as screen readers. The information of the website is accessible with different screen readers, such as NVDA, System Access to go, J.A.W.S and Window-Eyes.

S.No	Screen Reader	Website	Free/Commercial
1	Non Visual Desktop Access (N.V.D.A.)	<a href="http://www.nvda-project.org/">http://www.nvda-project.org/</a>	Free



2	System Access to Go	<a href="http://www.satogo.com/">http://www.satogo.com/</a>	Free
3	J.A.W.S.	<a href="http://www.freedomscientific.com/jaws-hq.asp">http://www.freedomscientific.com/jaws-hq.asp</a>	commercial
4	Window-Eyes	<a href="http://www.gwmicro.com/Window-Eyes/">http://www.gwmicro.com/Window-Eyes/</a>	Commercial

We are committed to ensure that the TNSDC Portal is accessible to all users. We have implemented a number of features to make this portal easy to use, especially for users with disabilities.

It has been built, with an aim, to provide maximum accessibility and usability to its visitors. As a result this portal can be viewed from a variety of devices such as Desktop / Laptop computers, web-enabled mobile devices, PDAs, etc.

We have put in our best efforts to ensure that all information on this Portal is accessible to people with disabilities. For example, a user with visual disability can access this Portal using assistive technologies, such as screen readers and magnifiers.

### **Content Accessibility Features**

- 1) **Descriptive Link Text:** Brief description of a link is provided using descriptive phrases instead of just using words such as 'Read more' and 'Click here' as linked text. For example, if a link opens a PDF file, the description specifies its file size. Further, if a link opens a Web site in a new window, the description specifies the same.
- 2) **Table Headers:** The table headings are marked and associated with their corresponding cells in each row. For example, if there are 30 rows and 5 columns in a table, it is difficult for a user with visual disability to identify which data cell belongs to which header. In this situation, an assistive device such as a screen reader can read the column header of any cell for the user. In addition, captions are also specified for each table that act as labels and indicate what data is provided in the table.
- 3) **Headings:** The Web page content is organized using appropriate headings and subheadings that provide a readable structure. H1 indicates the main heading, whereas H2 indicates a subheading. In addition, for the screen reader users, there are hidden headings in this portal that are read out by a screen reader for better readability. For example, the Navigation pane has been given a hidden heading as Global Navigation.
- 4) **Titles:** An appropriate name for each Web page is specified that helps you to understand the page content easily.
- 5) **Alternate Text:** Brief description of an image is provided for users with visual disability. If you are using a browser that supports only text or have turned off the image display, you can still know what the image is all about by reading the alternate text in absence of an image
- 6) **Explicit Form Label Association:** A label is linked to its respective control, such as text box, check box, radio button, and drop-down list. This enables the assistive devices to identify the labels for the controls on a form.
- 7) **Consistent Navigation Mechanism:** Consistent style of presentation throughout the portal is incorporated.
- 8) **Expandable and Collapsible Lists:** Lists of items are provided that can be expanded to view a list of sub-items or can be shrunk using a keyboard, mouse, or screen reader. There are many Web pages in this portal that contain expandable and collapsible lists. Each item in the list is preceded by the '+' symbol



that indicates that this item is expandable. This symbol has been given alternate text to enable the screen readers to identify the state of the symbol to notify users with visual disability. When the '+' symbol is clicked, it changes to '-' that indicates that this item is collapsible. Further, the alternate text is updated to indicate the same and a list of sub items is displayed. If now the '-' symbol is clicked, it changes to '+'. Further, the alternate text is again updated and the list of sub items goes away, which is referred to as collapsing.

- 9) Keyboard Support: The portal can be browsed using a keyboard by pressing the Tab and Shift + Tab keys.
- 10) Customized Text Size: The size of the text on the Web page can be changed either through the browser or through the accessibility options feature.
- 11) JavaScript Independent: Web page information and functionalities are independent of JavaScript, irrespective of the browser support for the scripting language.

### **Language Support**

The website is built in English and supported with conversion to Tamil language by a translator tool. Users are to note that the translator may not translate all terms and the extent of the accuracy of translation is limited by the effectiveness of the tool.

### **Color and Font Change**

Use the accessibility options provided by this portal to control the screen display. These options allow changing the text size and color scheme for clear visibility and better readability.

Changing the size of the text refers to making the text appearing smaller or bigger from its standard size. There are three options provided to you to set the size of the text that affects the readability.

For example, if you are using a mobile device to access this portal, the text might appear smaller on the screen that makes it difficult to read. In such a situation, you can use this option to increase the size of the text for clear visibility and better readability.

### **Website Content Contribution, Moderation & Approval Policy (CMAP)**

Content needs to be contributed by the **authorized Content Owner – the respective Project directors** from various wings of **TNSDC** in a consistent fashion to maintain uniformity and to bring in standardization along with associated metadata and keywords.

The content on the portal goes through the entire life-cycle process, which consists of:-

- Creation
- Modification
- Approval



- Moderation
- Publishing
- Expiry
- Archival

Once the content is contributed it needs to be approved and moderated prior to being 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.

Different Content Element is categorized as: -

- Routine – activities that are done as normal
- Priority - activities that are done as urgent
- Express - activities that are done as most urgent

**(Approver and the moderator for each of the content element)**

S.No	Content of Element	Type of Content			Moderator/Reviewer
		Routine	Priority	Express	
1	Training Partner data			Y	Project Director, Project Manager
2	Scheme Data		Y		Project Director, Project Manager
3	Documents/Contents	Y	Y	Y	Project Director, Project Manager

### Content Review Policy (CRP)

The website is an important tool for disseminating the information to the masses being served by TNSDC. 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 significant, 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:

SN	Content Element	Basis of Content Classification			Frequency of Review	Reviewer	Approver
		Event	Time	Policy			
1	About TNSDC	Y	-	Y	Half Yearly Immediate – for change in organization structure	Web Information Manager	Executive Director
2	Schemes	Y	Y	Y	Half Yearly. Immediate – for new Schemes Created	Web information Manager	Executive Director
3	Policies	Y			Immediate	Project Director (Technical Initiatives)	Executive Director
4	Acts/Rules	Y			Immediate	Project Director	Executive Director
5	Circular/Notifications	Y			Immediate	Project Manager	Project Directors
6	Documents/Publications/ Reports	Y			Immediate	Project Manager	Project Directors
7	Contact Details	Y			Immediate	Web Information Manager	Project Directors
8	News/ Highlights	Y			Immediate	Web Information Manager	Project Directors
9	Tender Publishing	Y			Immediate	Project Manager	Project Directors
10	Banners	Y			Immediate	Web Information Manager	Project Directors
11	Photo Gallery	Y			Immediate	Web Information Manager	Project Directors

## Content Archival Policy (CAP)

Content Archival Mechanism is in place to ensure that all outdated website URLs are removed from the website and moved to archive. Schemes which are discontinued should be archived. The content elements on the directory has different Entry/Exit Policy and Archival Policy as enlisted below:-

S.No	Content Element	Entry Policy	Exit Policy
1	Training Partner data	Active and Approved Training Partners	Inactive/ Exit of Training Partners
2	Schemes	Proposal approved date / Start Date	End Date + 6 months
3	Documents	Approved for Public	Validity date of Document + 7 days.
4	Links	Active and Relevant	Periodic review every 6 months indicating "Page not found", irrelevance

## Website Security Policy

For site security purposes and to ensure that this service remains available to all users, the system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Unauthorized attempts to upload information or change information on this web site are strictly prohibited and may be punishable as per the provisions of the relevant laws.

## Compliance with Standards and Guidelines

We aim to be standards compliant and follow principles of usability and universal design, which should help all visitors of this Portal.

This Portal is designed based on the GIGW, Web Content Accessibility Guidelines (WCAG) 2.0 laid down by the World Wide Web Consortium (W3C). Part of the information in the Portal is also made available through links to external Web sites. External Web sites are maintained by the respective organizations/government agencies who are responsible for making these sites accessible.

TNSDC follows the W3 CSS and W3C XHTML standards in the website. This enables the user, to provide convenient access of the Website.



---<https://validator.w3.org/>



----<https://jigsaw.w3.org>



# Staff Privacy Policy for Intranet Applications and Emails

All staff members of TNSDC should never procure or store Aadhaar id and associated data of any individual internal or external members in TNSDC emails domains.

If an email with Aadhaar data is received in any TNSDC email domain, they are immediately required to delete the same and notify the sender.

All staff members are expected to comply with “Regulations and Notifications with respect to use of Aadhaar data” as issued by UIDAI as can be learnt from the Legal Framework section of the website <https://uidai.gov.in/>

IT Helpdesk and IT application team members will not have the authority to extract any data in any format (Excel, PDF, etc...) and share with staff. Staff members are requested to retrieve data from their respective logins of applications. In the event of staff requiring data/ reports to be extracted, the request needs to be sent to the IT Head for approval.

All Email communications triggers from the IT application will not be entertained on personal email ids such as gmail, yahoo, outlook etc, unless otherwise approved by the IT Head.

All official communications should be through email ids under TNSDC Domain

- [tnskill.tn.gov.in](mailto:tnskill.tn.gov.in)

In the event, you do not have email id of TN domain, please write to the Web Information Manager.

## Web Information Manager

Web information manager can be reached out for informing content related issues of the website at email id [Webmaster@tnskill.tn.gov.in](mailto:Webmaster@tnskill.tn.gov.in)