

Content Contribution, Moderation & Approval Policy (CMAP)

Content needs to be contributed by the authorized Content Manager from Groups/

Divisions of **Elementary Education Department** in a consistent fashion to maintain uniformity and to bring in standardization along with associated metadata and keywords. In order to present the content as per the requirement of the viewer, organize the content in categorized manner and to retrieve the relevant content efficiently, it is required to contribute the content to the website through a Content Management System which would be web-based having user-friendly inter face.

The content on the portal goes through the entire life-cycle process 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 multi level 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
- ❖ Priority
- ❖ Express

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

Sl.No.	Content Element	Type of Content			Moderator	Approver	Contributor
		Routine	Priority	Express			
1	About Department			√	Web Information Manager	Commissioner and Secretary	Content Manager
2	Programme/ Schemes	√			Web Information Manager	Commissioner and Secretary	Content Manager
3	Policies	√	√		Web Information Manager	Commissioner and Secretary	Content Manager
4	Acts/Rules	√	√		Web Information Manager	Commissioner and Secretary	Content Manager
5	Circulars/ Notifications	√	√		Web Information Manager	Commissioner and Secretary	Content Manager

6	Documents/ Publications/ Reports	√	√		Web Information Manager	Commissioner and Secretary	Content Manager
7	Directories	√			Web Information Manager	Commissioner and Secretary	Content Manager
8	What's New	√	√	√	Web Information Manager	Commissioner and Secretary	Content Manager
9	Tenders	√	√		Web Information Manager	Commissioner and Secretary	Content Manager
10	Highlight	√	√		Web Information Manager	Commissioner and Secretary	Content Manager
11	Banners	√	√		Web Information Manager	Commissioner and Secretary	Content Manager
12	Photo-gallery	√			Web Information Manager	Commissioner and Secretary	Content Manager

Thank You,

Website Information Manager



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