

Content Contribution, Moderation & Approval Policy (CMAP)

Content needs to be contributed by the authorized Content Manager from Groups/Divisions of DIT in a consistent fashion to maintain uniformity and to bring in standardization along with associated metadata and keywords as explained in the section 3.5 (Guidelines for Content Categories in DIT-Website) of this document. 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 interface.

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 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
- Priority and
- Express

Sl.No.	Content Element	Type of Content			Moderator	Approver	Contributor
		Routine	Priority	Express			
1	About NSI			Yes	Web Information Manager	Director	Content Manager
2	Admission Notices/Results /Seminars	Yes	Yes		Web Information Manager	Programme Coordinator	Content Manager
3	RTI Manuals	Yes	Yes		Web Information Manager	SAO/CPIO	Content Manager
4	Directories	Yes			Web Information Manager	SAO	Content Manager
5	News /Activity	Yes	yes	Yes	Web Information Manager	Director/Program Coordinator	Content Manager
6	Tenders	Yes	yes		Web Information Manager	SAO	Content Manager
7	Photo-gallery	Yes	yes		Web Information	Program Coordinator	Content Manager

					Manager		
8	Department Wise Contents			Yes	Web Information Manager	Director/ Head of Department	Content Manager

Thank You,

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