

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

Content needs to be contributed by the authorized Content Manager from Divisions of WII 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 interface.

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

- 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

S.N	Content Element	Type of Content			Moderator	Approver	Contributor
		Routine	Priority	Express			
1	<b>About Institute</b>	1/2			Web Information Manager	DWII	Faculty Members
2	<b>Governance</b>	1/2			Web Information Manager	DWII	Registrar/ Administrative Officer
3	<b>Faculty</b>	1/2			Web Information Manager	Dean	Faculty Members
4	<b>Departments/Cells</b>	1/2			Web Information Manager	Dean	Head of Dept./Cell
5	<b>Programme/ Courses</b>	1/2			Web Information Manager	Dean	Course Director
6	<b>Research Projects</b>	1/2			Web Information Manager	Dean	Research Coordinator
7	<b>Publications/ Reports</b>	1/2			Web Information Manager	Dean	Research Coordinator
8	<b>Acts/Rules</b>		1/2		Web Information Manager	Registrar	Admin. Officer

S.N	Content Element	Type of Content			Moderator	Approver	Contributor
		Routine	Priority	Express			
9	<b>Circular/ Notifications</b>		1/2		Web Information Manager	Registrar	Admin. Officer
10	<b>Directories/ Contact Details(WII)</b>	1/2			Web Information Manager	Registrar	Admin. Officer
11	<b>What's New</b>			1/2	Web Information Manager	Nodal Officer	Dept./Cells
12	<b>Tenders</b>		1/2		Web Information Manager	Registrar	Admin. Officer Academic Officer
13	<b>Announcements</b>		1/2		Web Information Manager	Dean/ Registrar	Admin./ Academic Officer
14	<b>Recruitment</b>		1/2		Web Information Manager	Dean/ Registrar	Admin. Officer/ Academic Officer

**Web Information Manager**

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