

# Content Contribution, Moderation & Approval Policy (CMAP)

Content needs to be contributed by the authorized Content Manager from Groups/Divisions of Vellore District, Govt. of Tamil Nadu 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 Vellore District, Govt. of Tamil Nadu 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 webbased having userfriendly interface.

The content on the portal goes through the entire lifecycle 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

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

Sno.	Content Element	Type of Content			Moderator	Approver	Contributor
		Routine	Priority	Express			
1	About District/Department/ State			√	Web Information Manager	District Collector	Content Manager
2	Programme/Schemes	√			Web Information Manager	Group Head	Content Manager
3	Policies	√	√		Web Information Manager	Group Head	Content Manager
4	Acts/Rules	√	√		Web Information Manager	Group Head	Content Manager
5	Circular/Notifications	√	√		Web Information Manager	Group Head	Content Manager
6	Documents/Publications/Reports	√	√		Web Information Manager	Group Head	Content Manager
7	Directories/ Contact Details (Vellore District)	√			Web Information Manager	Group Head	Content Manager
8	What's New	√	√	√	Web Information Manager	Content Manager	Content Manager
9	Tenders	√	√		Web Information Manager	Group Head	Content Manager
10	Highlight	√	√		Web Information Manager	Web Information Manager	Content Manager
11	Banners	√	√		Web Information Manager	Group Head	Content Manager

Sno.	Content Element	Type of Content			Moderator	Approver	Contributor
		Routine	Priority	Express			
12	Photogallery	√			Web Information Manager	Group Head	Content Manager
13	Group Wise Contents	√	√	√	Web Information Manager Manager	Group Head	Content Manager

Web Information Manager Vellore District, Govt. of Tamil Nadu Website