

Content Contribution, Moderation & Approval Policy (CMAP)

The institute have a Content Contribution, Moderation and Approval Policy (CMAP) which states the responsibility, authorisation and workflow details with regard to content publishing on the site under website link.

Content needs to be contributed by the authorized personnel and various sections of NCIPM 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 process of design and development tools of Microsoft ASP.net.

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. No.	Website Content Element	Type of Content			Moderator	Approver	Content provider
		Routine	Priority	Express			
1.	About Institute	√			Web Information Manager	Director	Administration
2.	Research	√			Web information Manager	Director	Crop leaders & PME
3.	Extension	√			Web Information Manager	Director	Crop and Extension leaders
4.	Pest surveillance	√			Web Information Manager	Director	Programme leader
5.	Services	√			Web Information Manager	Director	PME & HRD cell
6.	Publications		√		Web Information Manager	Director	PME & Library
7.	Staff Details		√		Web Information Manager	Director	Administration & staff
8.	Announcements			√	Web Information Manager	Director	Concerned administrative units
9.	Tenders		√		Web Information Manager	Store I/C	Store & purchase unit
10.	News			√	Web Information Manager	Director	Crop leaders & Administrative units
11.	Contact details		√		Web Information Manager	Director	Administration & staff
12.	RTI		√		Web Information Manager	PIO	RTI cell