Content Contribution, Moderation & Approval Policy (CMAP)

Content needs to be contributed by the authorized Content Manager from Groups/Divisions of Maharashtra Prison 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 (CMS) which would be web-based having user-friendly interface.

The content on the website 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

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

S. No.	Content Element	Type of Content			Moderator	Approver	Contributor
		Routine	Priority	Express			
1	About Ministry/Department/ State (About Maharashtra Prison)			√	Web Information Manager	Commissioner	Content Manager
2	Programme /Schemes	√			Web Information Manager	Group Head	Content Manager
3	Policies (Policies and GRs)	√	√		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(Maharashtra Prison)	√	√		Web Information Manager	Group Head	Content Manager
8	Tenders	√	√		Web Information Manager	Group Head	Content Manager
9	Banners	√	√		Web Information Manager	Group Head	Content Manager