

## **Content Contribution, Moderation and Approval Policy (CMAP)**

Content needs to be contributed by the authorized Content Manager from Groups/Divisions of **Department of Social Security and Development of Women and Children, Punjab** in a consistent fashion to maintain uniformity and to bring in standardization. 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 a user-friendly interface.

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

- Creation
- Approval
- Publishing

Once the content is contributed it is 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.

S. No.	Content Element	Contributor	Approver	Content Type
1.	About the Department/ Organization	Content Manager	Admin	CMS Page
2.	Programme/Schemes	Content Manager	Admin	CMS Page
3.	Services	Content Manager	Admin	CMS Page
4.	Contact Details	Content Manager	Admin	CMS Page
5.	News	Content Manager	Admin	CMS Page
6.	Events	Content Manager	Admin	CMS Page
7.	Downloads	Content Manager	Admin	CMS Page
8.	Circulars/Notifications	Content Manager	Admin	CMS Page
9.	Documents/Reports	Content Manager	Admin	CMS Page
10.	Photo Gallery	Content Manager	Admin	CMS Page
11.	Forms	Content Manager	Admin	CMS Page
12.	Acts/Rules and Policies	Content Manager	Admin	CMS Page

**Thank You,**

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