

## **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
- Modification
- Approval
- Moderation
- Publishing
- Expiry
- Archival

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.

**Thank You,**

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