

Content Ownership, moderation & approval policy (COMAP)

Each and every bit of content published on the website should be verified and checked thoroughly and regularly to make the information authentic and accurate. The content of the website goes through the entire life cycle process of 1. Creation 2. Modification 3. Approval 4. Moderation 5. Publishing 6. Expiry Different content elements on the basis of their importance and utility have been categorized as: - 1. Routine 2. Priority and 3. Express. Express contents may be posted immediately on to the website. The priority content will get priority over routine contents.

For the purpose of website management, officers of the Sections have been categorized into four levels as follows:

Level 1 – Technical / Section Staff

Level 2 - AM

Level 3 - AGM/DGM

Level 4 – GM/Secretary/Director

In case, a particular level of Officer is not available in the hierarchy, the other upper level officer will discharge the duties in addition to his role in the scheme of management. New links on the website will be created only with the approval of the Web Information Manager. The originating Section is the owner of the content on the website. The primary responsibility for the correctness, accuracy and relevance of the content is that the officers of the concerned section shall act as the approver and moderator of the content in case the content is directly uploaded on to the website by the Section itself using web interface provided for that purpose. However, every content must have the approval of the Divisional Head (GM/Secretary/Director) or the Chairman before considering for approval and moderation for putting on the website. In case of those links/contents, which are uploaded by the in-house technical team of APEDA, the Moderators will be the officers of the IT Section and Approvers will be the officers of the originating Section.

Uploading Process of COMAP

The concerned division head approves the data or content that they required to get uploaded on the APEDA website. Division forward the approved content to the HOD of C&I Division, who further forwards it to AM (C&I Division). AM, then share the finally approved content or data with Technical Team to upload it on the APEDA Website.