



OFFICE OF THE MISSION DIRECTOR

AXOM SARBA SIKSHA ABHIYAN MISSION

SARVA SIKSHA ABHIYAN [SSA], ASSAM, KAHILIPARA, GUWAHATI-781 019, ASSAM

No. SSA/Esstt/SW/743/2015/ 736

Date : 29/05/2017

ORDER

In pursuance of Guidelines issued by the Website Development Cell, Dispur in Tool Kit-6 and in order to ensure a sustainable system in place for regular updation of the department website, the following *Content Management* responsibility Matrix is notified.

The proposal for having responsibility matrix of *Content Managers* is to ensure that the content from all areas within the department is covered and updated and each Content manager will remain responsible for the areas of the website as indicated against their names. Regular documents of the department viz. Office Circulars, office Orders and Notifications etc. will have to be published on the Website by the entrusted *Content Managers* (as per departmental work allotted orders of the department).

However, important contents are to be uploaded on the website after it is approved and moderated by the Competent Authority prior to being publishing on the website as per the content management responsibility matrix for creation, review and publication.

Content Management Responsibilities Matrix for SSA, Assam

Content	Area	Who is overall responsible for the Content (Name of the Content Manager)		
		Create	Review	Publish
Main Menu	Organizations			
	Information & Services :	All component in-charges		
	Documents			
	a. Acts & Rules	All Content Managers (In consultation with component in-charges including Asst. Administrative Officer).	Dhrubajyoti Das, ACS	Rajarshee Saikia
	b. Guidelines			
	c. Circulars & Notifications			
	d. Forms			
	e. Rules			
	f. Circulars			
	g. Report			
	h. Guidelines			
	i. Success stories			
	About Us			
a. History, Mission, Vision, Objectives	Tusar Dev Goswami			
b. Who we are	Nandita Medhi, Kandarpa Kumar Kalita			
c. What we do	All Content Managers			
Contact Us	Nandita Medhi			
Portlet Areas	1. Mid-Day-Meal	Kandarpa Kumar Kalita		
	2. Gunotsav	Nandita Medhi, Sumi Borthakur, Rajarshee Saikia		
	3. Components	All component In-charges		
	4. Educational Statistics	Rajarshee Saikia, A.S Baksh		
	5. Teacher Training	Apurba Thakuria		
	6. KGBV	Prasanta Chakraborty		
	7. Right To Education	Tusar Dev Goswami		
	8. Planning	Tusar Dev Goswami		
	9. Community Participation & Special Focus Group.	Sumi Borthakur		

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Content	Area	Who is overall responsible for the Content (Name of the Content Manager)		
		Create	Review	Publish
Do you want to know more about	As specified	Kandarpa Kumar Kalita	Dhrubajyoti Das, ACS	Rajarshee Saikia
		Nandita Medhi		
		Rajarshee Saikia		
		Rebati Mohan Kakaji		
		Apurba Thakuria		
How do I	As specified	Kandarpa Kumar Kalita		
		Nandita Medhi		
		Rajarshee Saikia		
		Rebati Mohan Kakaji		
		Apurba Thakuria		
Right Menu	1. SDG	Sumi Barthakur		
	2. Budget	Tusar Dev Goswami		
	3. Event	Panchali Dutta		
	4. Tender	Kalyan Dihingia		
	5. Citizen Charter	Nandita Medhi		
	6. Court Cases	Dhrubajyoti Das		
	7. RTI	Prasanta Chakraborty		
	8. Grievance Redressal	Prasanta Chakraborty		
	9. Media Gallery	Panchali Dutta		
	10. Feedback	Dhrubajyoti Das		
	11. Important Links	Rajarshee Saikia		
Latest		Rajarshee Saikia		
Photo Slider		Panchali Dutta		

All concerned are requested to comply with instructions and the assigned responsibilities so as to ensure continuous updation of the SSA Webiste.


 [Aruna Rajoria, IAS]
 Mission Director
 SSA, Assam

Memo No No. SSA/Esstt/SW/743/2015/ 736-A

Date : 29/05/2017

Copy to :

1. The Commissioner & Secretary to the Govt.of Assam, Elementary Education Deptt.,Dispur for kind information.
2. The Commissioner & Secretary to the Govt.of Assam, IT Department, Dispur for information.
3. Mrs. Suchittra Pyarelal, Sr.Technical Director, NIC & Member, Website Development Cell, Dispur for information.
4. Mr. Tapan Gogoi, Technical Director, NIC, Assam, Dispur for information.
5. Mrs. Hiramoni Goswami, Scientist, NIC, Assam for information.
6. Ms. Anuradha Barua, Scientist, Member of Web Develpoment Cell, Dispur.
7. All members of e-Prastuti Project Steerping Committee.
8. All Contetnt Managers/Master Trainers/Web Administrator for information and necessary action.


 Mission Director
 SSA, Assam