

**GOVT OF ASSAM  
OFFICE OF THE DIRECTOR  
STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING (SCERT), ASSAM  
KAHILIPARA, GUWAHATI-781019  
E-MAIL [dr.scertassam@rediffmail.com](mailto:dr.scertassam@rediffmail.com)**

Memo No. SCERT/ACA/Website/261/2016/274

Dated Guwahati, the 19<sup>th</sup> January, 2021

**Notification**

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 departmental Website the following Content Management responsibility Matrix is notified.

The purpose for having the 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 allotment 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 published on the Website as per the content management responsibility matrix for creation, review and publication.

**Content Management Responsibility Matrix for SCERT, Assam**

Content	Area	Who is overall responsible for the Content. (Name of The Content Manager) <b>(Create, Review and Publish)</b>	
Mega Menu	Organizations	Smti. Ruksana Saikia, Assistant Director, SCERT, Assam	
	Information & Services :	All content managers of SCERT, Assam	
	Documents :		
	a. Acts	All content managers of SCERT, Assam	
	b. Guidelines	All content managers of SCERT, Assam	
	c. Notifications	All content managers of SCERT, Assam	
	d. Forms	All content managers of SCERT, Assam	
	e. Rules	All content managers of SCERT, Assam	
	f. Circulars	All content managers of SCERT, Assam	
	g. Report	All content managers of SCERT, Assam	
	h. Guidelines	All content managers of SCERT, Assam	
	i. Success stories/ Achievements	All content managers of SCERT, Assam	
	About Us		
	a. History, mission, vision, objectives	Dr. Lakhi Narayan Sonowal, Joint Director, SCERT, Assam Dr. Jayanta Kr. Sarmah, Joint Director, SCERT, Assam Sri. Mukesh Sharma, Deputy Director, SCERT, Assam	
	b. Who we are	Dr. Lakhi Narayan Sonowal, Joint Director, SCERT, Assam Sri. Mukesh Sharma, Deputy Director, SCERT, Assam	
c. What we do	All content managers of SCERT, Assam		
Contact Us	Smti. Ruksana Saikia, Assistant Director, SCERT, Assam		
Portlet Areas			
	1. Teacher Education	Dr. Lakhi Narayan Sonowal, Joint Director, SCERT, Assam	
	2. School Education	Dr. Ajanta Brahma, Joint Director, SCERT, Assam Dr. Sumona Roy, Joint Director, SCERT, Assam Sri. L.K Das, Deputy Director, SCERT, Assam Smti Suwala Dutta Saikia, Deputy Director, SCERT, Assam Smti Barasha Saikia, Deputy Director, SCERT, Assam Sri. Mukesh Sharma, Deputy Director, SCERT, Assam	
	3. Educational Research	Dr. Jayanta Kr. Sarmah, Joint Director, SCERT, Assam	
	4. Partnership Programmes	All content managers of SCERT, Assam	

	5. List of Textbooks	Dr. Ajanta Brahma, Joint Director, SCERT, Assam
	6. Learning Outcomes	Dr. Ajanta Brahma, Joint Director, SCERT, Assam Dr. Sumona Roy, Joint Director, SCERT, Assam Sri. L.K Das, Deputy Director, SCERT, Assam Smti Suwala Dutta Saikia, Deputy Director, SCERT, Assam Smti Barasha Saikia, Deputy Director, SCERT, Assam Sri. Mukesh Sharma, Deputy Director, SCERT, Assam
Do you want to know more about:	All contents	All content managers of SCERT, Assam
How do I ?	All contents	All content managers of SCERT, Assam
Right Menu	1.SDG	Dr. Ajanta Brahma, Joint Director, SCERT, Assam Sri. Mukesh Sharma, Deputy Director, SCERT, Assam
	2.Budget	Sri. Mukesh Sharma, Deputy Director, SCERT, Assam Sri. Abani Deka, Sr. Research Officer, SCERT, Assam
	3.Event	Sri. Hemanta Narayan Das, Documentation Officer, SCERT, Assam
	4.Tender	Sri. Abani Deka, Sr. Research Officer, SCERT, Assam
	5.Citizens charter	Dr. Sumona Roy, Joint Director, SCERT, Assam Smti. Geeta dutta Borthakur, Deputy, Director, SCERT, Assam
	6.Court Cases	Dr. Jayanta Kr. Sarmah, Joint Director, SCERT, Assam
	7.RTI	Dr.Sumona Roy, Joint Director, SCERT, Assam
	8..Grievance Redressal	Dr.Sumona Roy, Joint Director, SCERT, Assam Smti. Geeta dutta Borthakur, Deputy, Director, SCERT, Assam
	9.Media gallery	Smti. Ruksana Saikia, Assistant Director, SCERT, Assam Sri. Hemanta Narayan Das, Documentation Officer, SCERT, Assam
	10.Important links	Smti. Ruksana Saikia, Assistant Director, SCERT, Assam
Latest		Smti. Ruksana Saikia, Assistant Director, SCERT, Assam
Photo Slider		Smti. Ruksana Saikia, Assistant Director, SCERT, Assam

Yours faithfully,


  
19/01/21  
Director,  
SCERT, Assam,  
Kahilipara, Guwahati-781019

**Memo No. SCERT/ACA/Website/261/2016/274**

**Dated Guwahati, the 19<sup>th</sup> January, 2021**

Copy for kind information to:

1. The Commissioner & Secretary to the Govt. of Assam, Elementary Education Department, Dispur.
2. Mrs. Suchitra Pyarelal, SIO, NIC, Dispur.
3. Mr. Tapan Gogoi, Technical Director, NIC Assam, Dispur.
4. Ms. Anuradha Barua, Scientist E, Member of Web Development Cell, Dispur.
5. All members of e-Prastuti Project Steering Committee / All Content Managers / Master Trainers / Website Administrator for information.
6. Guard File

  
Director,  
SCERT, Assam,  
Kahilipara, Guwahati-781019