

GOVT. OF ASSAM
OFFICE OF THE DIRECTOR
STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING, ASSAM,
KAHILIPARA, GUWAHATI-781019
Phone/Fax No.-(0361) 2382507

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.

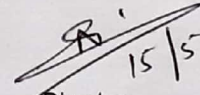
The purpose for having the responsibility matrix of Content Managers is to ensure that the content from all areas within the department is covered and updated and each Content Manager will remain responsible for the areas of the Website as indicated against their names. Regular documents of the department 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) (Create, Review and Publish)
	Information & Services :	All content managers of respective departments
	Documents :	
	a. Acts	All content managers of respective departments
	b. Guidelines	All content managers of respective departments
	c. Notifications	All content managers of respective departments
	d. Forms	All content managers of respective departments
	e. Rules	All content managers of respective departments
	f. Circulars	All content managers of respective departments
	g. Report	All content managers of respective departments
	h. Guidelines	All content managers of respective departments
	i. Success stories	All content managers of respective departments
	About Us	
	a. History, mission, vision, objectives	Dr. Deva.Kr.Dutta, HOD, Educational Planning, Management and Leadership Deptt. SCERT, Assam
	b. Who we are	Dr. Deva.Kr.Dutta, HOD, Educational Planning, Management and Leadership Deptt. SCERT, Assam
	c. What we do	All Content managers of respective departments
	Contact Us	Sri Mukesh Sharma, Deputy Director, SCERT, Assam
Portlet Areas		
	1. Teacher Education	Dr.Lakhi Narayan Sonowal, HOD, Teacher Education & Extension Service, SCERT, Assam
	2. School Education	Dr. Ajanta Brahma, HOD, CMD, SCERT, Assam Dr.Sumona Roy, HOD, Inclusive, Special Education & Pre-Primary, SCERT, Assam
	3. Educational Research	Dr. Jayanta Sharma, HOD, Research & Evaluation Deptt. SCERT, Assam
	4.Partnership	All content managers of respective departments

	5.List of Textbooks	Dr. Ajanta Brahma, HOD, CMD, SCERT, Assam
	6.FAQ	Dr. Ajanta Brahma, HOD, CMD, SCERT, Assam Dr.Sumona Roy, Inclusive, Special Education & Pre-Primary, SCERT, Assam Dr. Deva.Kr. Dutta, HOD, Educational Planning, Management and Leadership Deptt. SCERT, Assam Sri Narendra Nath, Controller of Examination, SCERT, Assam
Do you want to know more about :	All content managers of respective departments	
How do I ?	All content managers of respective departments	
Right Menu	1.SDG	Dr. Ajanta Brahma, HOD, CMD, SCERT, Assam Dr. Deva.Kr.Dutta, HOD, Educational Planning, Management and Leadership Deptt. SCERT, Assam
	2.Budget	Dr.Lakhi Narayan Sonowal, HOD, Teacher Education & Extension Service, SCERT, Assam Dr. Deva.Kr.Dutta, HOD, Educational Planning, Management and Leadership Deptt. SCERT, Assam
	3.Event	All content managers of respective departments
	5.Citizens charter	Dr. D.K. Dutta, HOD, Educational Planning, Management and Leadership Deptt. SCERT, Assam
	6.Court Cases	Dr. Jayanta Sharma, HOD, Research & Evaluation Deptt. SCERT, Assam
	7.RTI	Dr.Sumona Roy, HOD, Inclusive, Special Education & Pre-Primary, SCERT, Assam
	8..Grievance Redressal	Dr.Sumona Roy, HOD, Inclusive, Special Education & Pre-Primary, SCERT, Assam
	9.Media gallery	Ruksana Saikia, Asstt. Director, SCERT, Assam
	10.Feedback	All content managers of respective departments
	11.Important links	Dr. Jayanta Sharma, HOD, Research & Evaluation Deptt. SCERT, Assam Ruksana Saikia, Asstt. Director, SCERT, Assam
	Latest	All content managers of respective departments
Photo Slider	Ruksana Saikia, Asstt. Director, SCERT, Assam	


15/5/19
Director

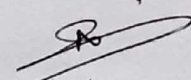
SCERT, Assam, Guwahati-19

Dated Guwahati, the 15th May, 2019

Memo No. SCERT/ACA/Website/261/2016/159

Copy for kind information and necessary action to :-

1. The Commissioner & Secretary, Elementary Education Department, Dispur .
2. Mrs. Suchitra Pyarelal, SIO, NIC, Dispur.
3. Mr. Tapan Gogoi, Technical Director, NIC Assam, Dispur.
4. Smti Hiramoni Goswami, Scientist , NIC, Dispur, Assam.
5. Ms. Anuradha Barua, Scientist, NIC, Dispur.
6. Person Concerned
7. Copy for uploading in the website of SCERT, Assam
8. Office file.


Director

SCERT, Assam, Guwahati-19