

## 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 ELTI, Assam**

Content	Area	Who is overall responsible for the Content . (Name of The Content Manager)
	Name of the organization	English Language Teaching Institute, Assam <b>(Create, Review and Publish)</b>
	Information & Services :	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	Documents :	
Mega Menu	a. Acts	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	b. Guidelines	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	c. Notifications	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	d. Forms	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	e. Rules	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	f. Circulars	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	g. Report	Chitra Lekha Sarma, Director i/c, ELTI, Assam
		About Us

	9. Media gallery	
	a. History, mission, vision, objectives	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	b. Who we are	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	c. What we do	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	Contact Us	Chitra Lekha Sarma, Director i/c, ELTI, Assam Chitra Lekha Sarma, Director i/c, ELTI, Assam
Portlet Areas		
	1. English Teacher Training	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	2. Research	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	3. Collaborative Programs	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	4. Library and Publications	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	5. Proficiency	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	6. Success stories	Chitra Lekha Sarma, Director i/c, ELTI, Assam
Do you want to know more about :	1. In-service Training Programme offered by ELTIA	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	2. Types of In-service Training Programme offered by ELTIA	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	3. Proficiency courses	Chitra Lekha Sarma, Director i/c, ELTI, Assam
How do I ?	1. Attend In-service Training Programme offered by ELTIA	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	2. Enroll in the Proficiency Courses	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	2. Budget	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	3. Event	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	4. Tender	Chitra Lekha Sarma, Director i/c, ELTI, Assam

	9. Media gallery	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	10. Feedback	Chitra Lekha Sarma, Director i/c, ELTI, Assam
	11. Important links	Chitra Lekha Sarma, Director i/c, ELTI, Assam
Latest		Chitra Lekha Sarma, Director i/c, ELTI, Assam
Photo Slider		Chitra Lekha Sarma, Director i/c, ELTI, Assam

Yours Faithfully

*Chitra Lekha Sarma*

Director i/c  
ELTI, Assam  
Kahilipara, Guwahati-19

**Director  
English Language Teaching  
Institute, Assam  
Kahilipara, Guwahati-19**

Dated 12<sup>th</sup> July, 2017

Memo No: ELTI/SDW/1/2017

Copy to :

1. The Commissioner & Secretary, Elementary Education Department, Dispur.
2. Mrs. Suchitra Pyarelal, Senior Technical Director, NIC & Member, Website Development Cell, Dispur.
3. Mr. Tapan Gogoi, Technical Director, NIC Assam, Dispur.
4. Hiramoni Goswami, Scientist, NIC, Dispur, Assam.
5. Ms. Anuradha Barua, Scientist C, Member of Web Development Cell, Dispur.
6. All members of e-Prastuti Project Steering Committee / All Content Managers / Master Trainers / Website Administrator for information.
7. Office file.
8. Copy to Website

*Chitra Lekha Sarma*

Director i/c  
ELTI, Assam  
Kahilipara, Guwahati-19

Dated 12<sup>th</sup> July, 2017

**Director  
English Language Teaching  
Institute, Assam  
Kahilipara, Guwahati-19**