



CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY (CIPET)

CIPET Head Office, Guindy, Chennai - 600 032.

Content Contribution, Moderation & Approval policy (CMAP)

In order that all contents published on the website are authentic, up-to-date and latest, officers contributing the contents must check them thoroughly for authenticity and accuracy before publishing. The contents must invariably display a time stamp indicating the date on which the information was published and last reviewed and/ or modified.

The content on the website goes through the entire life-cycle process of:-

- Creation
- Modification
- Approval
- Moderation
- Publishing
- Expiry

The content links of the website are given below. Before sending new/revised contents to the Web Information Manager for publishing in the website, all Head of respective Centres / Head of respective Department at Head Office should adopt the procedure as indicated in the table below relating to content contribution, moderation and approval.

No.	Content Element	Contributor	Moderator / Approver
1	About Us	Head of respective Department at Head Office	<ul style="list-style-type: none">• Contents should be moderated / approved at appropriate levels as per the work distribution of the organization.• It will be the responsibility of the concerned Centre / Department / Section to ensure that approvals have been obtained before sending the matter to the Web Information Manager for uploading in the website
2	Our Team	Head of Administration Department at Head Office	
3	Centres	Head of respective Centres / Head of respective Departments at Head Office	
4	Academics	Head of Academic Department at Head Office	
5	Technology	Head of Technology Support Services (TSS) Department at Head Office	
6	Skill Training	Head of Skill Training Department at Head Office	
7	Industry Programs	Head of respective Department at Head Office	

8	Hindi Version	Head of respective Department at Head Office	
9	Recruitments	Head of respective Department at Head Office / Head of respective Centres	
10	Event Gallery	Head of respective Centres / Head of respective Departments at Head Office	
11	Bill Status	Head of respective Centres / Head of respective Departments at Head Office	
12	Tender Notice	Head of respective Centres / Head of respective Department at Head Office	
13	Citizen Charter / Right to Information (RTI) / Vigilance	Head of respective Departments at Head Office	
14	Employee's Corner	Head of respective Departments at Head Office	
15	Contact Us	Head of respective Centres / Head of respective Department at Head Office	
16	Annual Report	Head of respective Department at Head Office	
17	Help Desk	Head of respective Departments at Head Office	
18	Certificates	Head of respective Departments at Head Office	
19	Ministry Related Matter to be displayed / updated	Head of respective Departments at Head Office	
20	CIPET Logo / Golden Jubilee Logo	Head of respective Departments at Head Office	
21	CIPET Videos	Head of respective Departments at Head Office	