

**SRIMANTA SANKARADEVA KALAKSHETRA SOCIETY
PANJABARI, GUWAHATI- 781 037**

No. SSK/New-WS/2015/ 2743

Dated the Guwahati 14th August, 2017

Notification

As instructed by the Govt. of Assam the following Content Management Responsibility Matrix is being notified as per the guidelines issued by the Website Development Cell of the Govt. in order to ensure a sustainable system in place for regular updating of the Website of Srimanta Sankaradeva Kalakshetra Society (SSKS).

The purpose for having the Responsibility Matrix of Content Managers /Officials is to ensure that the content from all areas within the Institution is covered and updated. Each Content Manager/Official will remain responsible for the areas of the Website as indicated against their names. Regular documents of the Society viz. NIT, Notifications, Office Circulars, and Office Orders etc. will have to be published on the Website and the respective Content Managers/officials have to initiate necessary action for the same.

However, 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
Srimanta Sankaradeva Kalakshetra Society(SSKS)**

Content	Area	Who is overall responsible for the Content. (Name of The Content Manager/Officials) (Create, Review and Publish)
Mega Menu	Name of the Organization	Srimanta Sankaradeva Kalakshetra Society
	Information & Services :	Sri Tilendra Das, Engineer, civil Sri Dipak Kalita, Sr. Assistant Sri Sri Bhaben Kalita, Accountant Sri Dwijen Kalita, J E Sri Jaleswar Barman, Jr. Assistant Sri Hirakjyoti Das, Coordinator, Cultural Programme, Smt. Dipti Bora, Jr. Assistant, Sri Arup Bordoloi, Asstt P& Research Coordinator, Sri Shishir Bharali, Jr. Assistant Sri Babul Deka, SPIO Sri Maneswar Brahma, I/C Lalit Kala Section Sri Puneswar Chutia, Store Incharge Sri Ramen Haloi, I/C Computer Section, Sri Monuranjan Mahanta, Field Supervisor Sri Kabindra Das, Sound Recordist
	Documents :	
	a. Acts	Sri Dipak Kalita, Sri Bhaben Kalita Sri Jaleswar Barman, Sri Dwipen Sharma Sri Arup Bordoloi, Sri Ramen Haloi

	b. Notifications	<p>Sri Tilendra Das Sri Dipak Kalita, Sri Sri Bhaben Kalita, Sri Dwijen Kalita, Sri Jaleswar Barman, Sri Hirakjyoti Das, Smt. Dipti Bora, Sri Arup Bordoloi, Sri Shishir Bharali, Sri Babul Dekha, Sri Maneswar Brahma, Sri Puneswar Chutia, Sri Ramen Haloi, Sri Monuranjan Mahanta, Sri Kabindra Das, Sri Prafulla Bhatta</p>
	c. Forms	<p>Sri Dipak Kalita, Sri Sri Bhaben Kalita, Sri Dwijen Kalita, Sri Jaleswar Barman, Sri Hirakjyoti Das, Smt. Dipti Bora, Sri Shishir Bharali, Sri Babul Dekha, Sri Maneswar Brahma, Sri Puneswar Chutia, Sri Ramen Haloi, Sri Monuranjan Mahanta, Sri Kabindra Das, Sri Prafulla Bhatta</p>
	d. Rules	<p>Sri Tilendra Das Sri Dipak Kalita, Sri Sri Bhaben Kalita, Sri Dwijen Kalita, Sri Jaleswar Barman, Sri Hirakjyoti Das, Smt. Dipti Bora, Sri Dwipen Sharma Sri Arup Bordoloi, Sri Shishir Bharali, Sri Babul Dekha, Sri Maneswar Brahma, Sri Puneswar Chutia, Sri Ramen Haloi, Sri Monuranjan Mahanta, Sri Kabindra Das,</p>
	e. Circulars	<p>Sri Tilendra Das Sri Dipak Kalita, Sri Sri Bhaben Kalita, Sri Dwijen Kalita, Sri Jaleswar Barman, Sri Hirakjyoti Das,</p>

		Sri Dwipen Sharma Smt. Dipti Bora, Sri Arup Bordoloi, Sri Shishir Bharali, Sri Babul Deka, Sri Maneswar Brahma, Sri Puneswar Chutia, Sri Ramen Haloi, Sri Monuranjan Mahanta, Sri Kabindra Das, Sri Prafulla Bhatta
	f. Report	Sri Tilendra Das Sri Dipak Kalita, Sri Sri Bhaben Kalita, Sri Dwijen Kalita, Sri Jaleswar Barman, Sri Hirakjyoti Das, Sri Dwipen Sharma Smt. Dipti Bora, Sri Arup Bordoloi, Sri Shishir Bharali, Sri Babul Deka, Sri Maneswar Brahma, Sri Puneswar Chutia, Sri Ramen Haloi, Sri Monuranjan Mahanta, Sri Kabindra Das,
	About Us	
	a. History, mission, vision, objectives	Sri Dipak Kalita, Sri Sri Bhaben Kalita, Sri Hirakjyoti Das, Sri Arup Bordoloi, Sri Shishir Bharali, Sri Babul Deka, Sri Maneswar Brahma, Sri Ramen Haloi,
	b. Who we are	Sri Dipak Kalita, Sri Bhaben Kalita, Sri Hirakjyoti Das, Sri Arup Bordoloi, Sri Shishir Bharali, Sri Babul Deka, Sri Maneswar Brahma, Sri Ramen Haloi, Sri Prafulla Bhatta
	c. What we do	Sri Dipak Kalita, Sri Sri Bhaben Kalita, Sri Hirakjyoti Das, Sri Arup Bordoloi,

		Sri Shishir Bharali, Sri Babul Deka, SPIO Sri Maneswar Brahma, Sri Ramen Haloi, Sri Prafulla Bhatta
	Contact Us	Sri Dipak Kalita, Sri Jaleswar Barman, Sri Arup Bordoloi, Sri Shishir Bharali, Sri Babul Deka, Sri Maneswar Brahma, Sri Ramen Haloi,
Portlet Areas	1.International Convention Centre	Sri Tilendra Das, Sri Dipak Kalita, Sri Sri Bhaben Kalita, Sri Arup Bordoloi, Sri Shishir Bharali, Sri Babul Deka,
	2. Purbajyoti Museum	Sri Tilendra Das, Sri Dipak Kalita,
	3. Publications	Sri Dipak Kalita, Sri Arup Bordoloi, Sri Puneswar Chutia,
	4. Art Gallery	Sri Maneswar Brahma
	5. Sankaradeva Study Centre & Sankaradeva Museum	Sri Tilendra Das, Sri Dipak Kalita Sri Babul Deka,
	6. Dr. Bhupen Hazarika Museum	Sri Tilendra Das, Sri Dipak Kalita
Do you want to know more about :	Entry Fees	Sri Dipak Kalita, Sri Sri Bhaben Kalita, Sri Jaleswar Barman Sri Shishir Bharali, Sri Puneswar Chutia,
	Time Schedule for Visitors	Sri Dipak Kalita, Sri Jaleswar Barman Sri Shishir Bharali, Sri Puneswar Chutia,
	Components/Unites to visit	Sri Dipak Kalita, Sri Jaleswar Barman Sri Shishir Bharali, Sri Arup Bordoloi,
	Facilities available for use in rent	Sri Dipak Kalita, Sri Shishir Bharali, Sri Sri Bhaben Kalita,

		Sri Jaleswar Barman Sri Puneswar Chutia,
How do I ?	Book Auditorium and other facilities	Sri Shishir Bharali, Sri Dipak Kalita, Sri Sri Bhaben Kalita,
Right Menu	1.SDG	Sri Dipak Kalita, Sri Sri Bhaben Kalita
	2.Budget	Sri Sri Bhaben Kalita, Sri Bakul Sharma Sri Dwipen Sharma
	3.Event	Sri Hirakjyoti Das , Sri Shishir Bharali, Sri Ramen Haloi, Sri Prafulla Bhatta
	5.Citizens charter	Sri Tilendra Das Sri Dipak Kalita, Sri Sri Bhaben Kalita, Sri Jaleswar Barman
	6.Court Cases	Sri Babul Deka, Sri Dipak Kalita
	7.RTI	Sri Babul Deka,
	8..Grievance Redressal	Sri Tilendra Das Sri Dipak Kalita, Sri Sri Bhaben Kalita, Sri Jaleswar Barman
	9.Media gallery	Sri Hirakjyoti Das , Sri Arup Bordoloi, Sri Puneswar Chutia, Sri Babul Deka Sri Ramen Haloi, Sri Prafulla Bhatta
	10.Feedback	Sri Tilendra Das Sri Dipak Kalita, Sri Sri Bhaben Kalita, Sri Jaleswar Barman Sri Arup Bordoloi,
	11.Important links	Sri Tilendra Das Sri Arup Bordoloi, Sri Puneswar Chutia, Sri Babul Deka Sri Ramen Haloi, Sri Prafulla Bhatta
Latest		Sri Tilendra Das Sri Dipak Kalita, Sri Jaleswar Barman Sri Sri Bhaben Kalita,

	Sri Hirakjyoti Das Sri Babul Deka Sri Ramen Haloi, Sri Prafulla Bhatta Palash Baruah, Sr.Assistant
Photo Slider	Sri Tilendra Das Sri Hirakjyoti Das Sri Arup Bordoloi, Sri Babul Deka, Sri Ramen Haloi, Sri Prafulla Bhatta

Secretary

Srimanta Sankaradeva Kalakshetra Society

No. SSK/New-WS/2015/2343

Dated the Guwahati 14th August, 2017

Copy to :

1. The Vice-Chairman, Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37
2. The Commissioner & Secretary, Cultural Affairs Deptt., Dispur. Guwahati-6
3. Mrs. Suchitra Pyarelal, Senior Technical Director, NIC Dispur. Guwahati-6
4. Ms. Anuradha Barua, Scientist C, Member of Web Development Cell, Dispur. Guwahati-6
5. All members of e-Prastuti Project Steering Committee / All Content Managers / Master Trainers / Website Administrator for information .
6. Office file.

Secretary

Srimanta Sankaradeva Kalakshetra Society