

BEML WEBSITE POLICY

CONTENT CONTRIBUTION, MODERATION AND APPROVAL POLICY (CMAP)

Content would be contributed by the authorized Content Manager in a consistent fashion to maintain uniformity and to bring in standardization along with associated metadata and keywords. In order to present the content as per the requirement of the viewer, organize the content in categorized manner and to retrieve the relevant content efficiently, the content is contributed to the website through a Content Management System which would be web-based having user-friendly interface.

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

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

Once the content is contributed it is approved and moderated prior to being published on the Website. The moderation is multilevel and is role based. If the content is rejected at any level then it is reverted back to the originator of the content for modification.

Different Content Element is categorized as: -

- Routine
- Priority and
- Express

BEML has prescribed the appropriate Moderator & Approver for each of the content element.