



DR. BHUPEN HAZARIKA REGIONAL GOVERNMENT FILM AND TELEVISION INSTITUTE

(An Academic Institute under the Cultural Affairs Department, Government of Assam)

Approved by AICTE, New Delhi :: Affiliated to SCTE, Assam

Kahilipara, Guwahati-781019, Assam, E-mail: rgftiassam@gmail.com, Ph: (0361) 2380066

No. JCFTI /39/99/113

Dated 10th August, 2017

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 updating 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 Standardized Website of
Dr. Bhupen Hazarika Regional Government Film and Television Institute
Kahilipara, Guwahati, Assam**

Content	Area	Who is overall responsible for the Content (Name of The Content Manager) (Create, Review and Publish)
Mega Menu	Name of the Department	Cultural Affairs Department, Assam
	Name of the Sub organization	Dr. Bhupen Hazarika Regional Government Film and Television Institute (DBHRGFTI)
	Information & Services :	Dr. Bimal Krishna Sarma, Nodal Officer Faruk Iqbal, Lecturer Anup Hazarika, Lecturer Kishore Kr. Sarma, Sr. Instructor Hiranya Kalita, Regular Guest faculty Chungkham Ingo, Regular Guest faculty Sanjib Parasar, Regular Guest faculty

	Pranjul Kashyap, Regular Guest faculty Mridusmita Sadhanidar, Office Assistant Lakshi Das, Lab-Assistant
Documents :	
a. Budget	Dr. Bimal Krishna Sarma, Nodal Officer Faruk Iqbal, Lecturer Kishore Kr. Sarma, Sr. Instructor
b. Booklets & Prospectus	Dr. Bimal Krishna Sarma, Nodal Officer Sanjib Parasar, Regular Guest faculty
c. Circular	Dr. Bimal Krishna Sarma, Nodal Officer Faruk Iqbal, Lecturer Anup Hazarika, Lecturer Kishore Kr. Sarma, Sr. Instructor
d. Notifications	Dr. Bimal Krishna Sarma, Nodal Officer Anup Hazarika, Lecturer
e. Forms	Dr. Bimal Krishna Sarma, Nodal Officer Sanjib Parasar, Regular Guest faculty Mridusmita Sadhanidar, Office Assistant
f. Rules	Dr. Bimal Krishna Sarma, Nodal Officer Hiranya Kalita, Regular Guest faculty Chungkham Ingo, Regular Guest faculty
g. Minutes of the meetings	Dr. Bimal Krishna Sarma, Nodal Officer Faruk Iqbal, Lecturer Sanjib Parasar, Regular Guest faculty
h. Office order	Dr. Bimal Krishna Sarma, Nodal Officer Anup Hazarika, Lecturer
i. Report	Dr. Bimal Krishna Sarma, Nodal Officer Faruk Iqbal, Lecturer Hiranya Kalita, Regular Guest faculty
About Us	
a. History, mission, vision, objectives	Dr. Bimal Krishna Sarma, Nodal Officer Faruk Iqbal, Lecturer Anup Hazarika, Lecturer

		Sanjib Parasar, Regular Guest faculty
	b. Who we are	Anup Hazarika, Lecturer Sanjib Parasar, Regular Guest faculty
	c. What we do	Faruk Iqubal, Lecturer Sanjib Parasar, Regular Guest faculty
	Contact Us	Anup Hazarika, Lecturer
Portlet Areas	1. Courses Offered	Dr. Bimal Krishna Sarma, Nodal Officer Anup Hazarika, Lecturer Sanjib Parasar, Regular Guest faculty
	2. Results	Anup Hazarika, Lecturer Hiranya Kalita, Regular Guest faculty
	3. Infrastructure & Facilities	Faruk Iqubal, Lecturer Anup Hazarika, Lecturer Sanjib Parasar, Regular Guest faculty Pranjul Kashyap, Regular Guest faculty
	4. Festivals, Workshops & Seminars	Anup Hazarika, Lecturer Sanjib Parasar, Regular Guest faculty
	5. Students' Creative Zones	Anup Hazarika, Lecturer Sanjib Parasar, Regular Guest faculty
	6. Alumni of DBHRGFTI	Anup Hazarika, Lecturer Hiranya Kalita, Regular Guest faculty
Do you want to know more about :	1. Glittering Alumni	Faruk Iqubal, Lecturer Sanjib Parasar, Regular Guest faculty
	2. Educational Tours	Faruk Iqubal, Lecturer Hiranya Kalita, Regular Guest faculty
	3. Screening of Diploma films	Anup Hazarika, Lecturer Hiranya Kalita, Regular Guest faculty
	4. FAQs	Anup Hazarika, Lecturer Sanjib Parasar, Regular Guest faculty Pranjul Kashyap, Regular Guest faculty

How do I?	1. Apply for admission	Dr. Bimal Krishna Sarma, Nodal Officer Sanjib Parasar, Regular Guest faculty
	2. Deposit fee	Dr. Bimal Krishna Sarma, Nodal Officer Mridusmita Sadhanidar, Office Assistant Lakshi Das, Lab-Assistant
Right Menu	1.Budget	Dr. Bimal Krishna Sarma, Nodal Officer Faruk Iqbal, Lecturer Kishore Kr. Sarma, Sr. Instructor
	2.Event	Sanjib Parasar, Regular Guest faculty Pranjul Kashyap, Regular Guest faculty Chungkham Ingo, Regular Guest faculty
	3.Citizens charter	Dr. Bimal Krishna Sarma, Nodal Officer Anup Hazarika, Lecturer
	4.Court Cases	Dr. Bimal Krishna Sarma, Nodal Officer Faruk Iqbal, Lecturer
	5.RTI	Dr. Bimal Krishna Sarma, Nodal Officer Anup Hazarika, Lecturer Sanjib Parasar, Regular Guest faculty Pranjul Kashyap, Regular Guest faculty
	6.Grievance Redressal	Dr. Bimal Krishna Sarma, Nodal Officer Anup Hazarika, Lecturer Sanjib Parasar, Regular Guest faculty Pranjul Kashyap, Regular Guest faculty
	7.Media Gallery	Kishore Kr. Sarma, Sr. Instructor Sanjib Parasar, Regular Guest faculty Pranjul Kashyap, Regular Guest faculty
	8.Feedback	Kishore Kr. Sarma, Sr. Instructor Sanjib Parasar, Regular Guest faculty Pranjul Kashyap, Regular Guest faculty
	9.Important links	Anup Hazarika, Lecturer Pranjul Kashyap, Regular Guest faculty
Latest	Faruk Iqbal, Lecturer Sanjib Parasar, Regular Guest faculty Pranjul Kashyap, Regular Guest faculty	

Photo Slider	Anup Hazarika, Lecturer Sanjib Parasar, Regular Guest faculty Pranjul Kashyap, Regular Guest faculty
---------------------	------------------------------------------------------------------------------------------------------------

Mr. Anup Hazarika, Lecturer, DBHRGFTI, Assam will Co-ordinate the institute for future modification/ updating of the website contents of the institute.



Director I/c

DBHRGFTI, Assam, Guwahati-781019

Dated 10th August, 2017

File No. JCFTI /39/99/113

Copy to:

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



Director I/c

DBHRGFTI, Assam, Guwahati-781019