



# Guwahati Biotech Park

Technology Complex, IIT Guwahati

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Date: 21/8/2013

## Office Order

In pursuance of Guidelines issued by the Website Development Cell, NIC- Dispur in Tool Kit- 6 in order to ensure a sustainable system in place for regular updation of the Guwahati Biotech Park website, the following Content Management Responsibility Matrix is notified.

The purpose for having the Responsibility Matrix of Content Manager is to ensure that the content from all areas within Guwahati Biotech Park is covered and updated and each Content Manager will remain responsible for the areas of the website as indicated against their names. However important contents are to be uploaded on the website after it is approved and moderated by competent authority prior to being published on the website

### Content Management Responsibility Matrix for Guwahati Biotech Park:

Content	Area	Sub-Area	Responsible Content Manager
Main Menu	Organisation:	Guwahati Biotech Park	Ms. Monsumi Gogoi Mr. Hemen Das
	Information & Services:		Ms. Monsumi Gogoi Mr. Hemen Das
	Documents	MoA	Ms. Monsumi Gogoi Mr. Hemen Das
		Budgets	
		Forms	
		Manuals	
		Office Memorandums	
		Office Order	
About Us	Who we are	Ms. Monsumi Gogoi Mr. Hemen Das	
	What we do		
Contact Us	Ms. Monsumi Gogoi Mr. Hemen Das		
Slider	Main Images	Ms. Monsumi Gogoi Mr. Hemen Das	

Portlet Areas	Thrust Areas	Health Care & Pharmaceuticals	Ms. Monsumi Gogoi Mr. Hemen Das
		Food Processing	
		Agro Technology	
		Bioinformatics	
	Publication	Newsletter	
		Scientific Magazine	
Biotechnology Policy			
Careers			
Training Programmes & Activities			
Do You want to know more about:	About Guwahati Biotech Park	Ms. Monsumi Gogoi Mr. Hemen Das	
	GBPIC (Incubation Centre)		
	Incubatees Associated with GBP		
How Do I?	Apply for association with GBP	Ms. Monsumi Gogoi Mr. Hemen Das	
	Apply for laboratory space at GBP		
	Apply for Internships/ Projects/ Dissertations at GBP		

All concerned are requested to comply with instructions and the assigned responsibilities so as to ensure continuous updation of the GBP Website.



(Shri Vinod Seshan)  
Chief Executive Officer  
Guwahati Biotech Park

Copy to :

- ✓ 1. Smti Suchitra Pyarelal, Sr. Technical Director, NIC; Head, WDC for kind information.
2. Shri. Nitin Khade, IAS, Secretary to the Government of Assam, Science & Technology Department.
3. Office Copy