

**ANNUAL TRAINING CALENDAR FOR THE YEAR 2018-19
NABM (P) Delhi**

Sl. No	Code	Course Name	Duration		Days	Venue	Level of Participants
			From	To			
Programme Courses							
1	D18-P01	Art of Presentation & Voice Acting	18.04.2018	20.04.2018	3	Delhi	PEX/TREX/ANNCR (AIR)
2	D18-P02	Gender Responsive Programming	21.05.2018	23.05.2018	3	Delhi (with UNICEF)	ADP/PEX/TREX (AIR/DD)
3	D18-P03	Media Marketing	18.06.2018	20.06.2018	3	Delhi	PEX/TREX/ANNCR (AIR/DD)
4	D18-P04	Sports & Non Sports Commentary	04.07.2018	06.07.2018	3	Delhi	ADP/PEX /TREX (AIR)
5	D18-P05	Election Broadcast	12.09.2018	14.09.2018	3	Delhi	ADP/PEX/TREX (AIR/DD)
6	D18-P06	Social Media & Broadcasting	10.10.2018	12.10.2018	3	Delhi	ADP/PEX (AIR/DD)
7	D18-P07	Media Marketing	26.11.2018	28.11.2018	3	Delhi	STS /JTS/ PEX (AIR/DD)
8	D18-P08	Programme Customisation & Revenue Generation	03.12.2018	05.12.2018	3	Delhi	ADP/PEX/TREX (AIR/DD)
9	D18-P09	Radio Drama	10.12.2018	14.12. 2018	5	Delhi	PEX/TREX/ANNCR (AIR)
10	D18-P10	Radio Documentary & Feature	14.01.2019	18.01.2019	5	Delhi	PEX/TREX/ANNCR (AIR)
11	D18-P11	Customising Audience Measurement	13.02.2019	15.02.2019	3	Delhi	ADP/PEX / ARO (AIR/DD)
Administrative Courses							
1	D18-A01	Reservation in Services	23-04-2018	24-04-2018	2	Delhi	Admin. Staff (AIR/DD)
2	D18-A02	Prevention of Sexual Harassment	01.05.2018	01.05.2018	1	Delhi	Prog/Admn/Engg. Staff (AIR/DD)
3	D18-A03	Administrative Vigilance	07-05-2018	10-05-2018	4	Delhi	Admin. Staff (AIR/DD)
4	D18-A04	"Training the Trainers"- Workshop on GST/PFMS/GEM –Govt. E Marketing/ Bhavishya /Digital Payments etc.	16-07-2018	20-07-2018	5	Delhi	Admin/Prog./Engg. Staff with learning aptitude & Communication Skill for Training (AIR/DD)
5	D18-A05	Administrative & Financial Management for DDO's	27-08-2018	31-08-2018	5	Delhi	DDO (AIR/DD)
6	D18-A06	Disciplinary Procedures and Departmental	22-10-2018	26-10--2018	5	Delhi	DDGs/AD(P)/AD(E)/ PEX/ Sr.AO/AE (AIR/DD)

		Inquiries					
Administrative Courses (contd.)							
7	D18-A07	Handling of Court Cases	12-11-2018	14-11-2018	3	Delhi	PEX/AO/Sr.AO/AE (AIR/DD)
8	D18-A08	Purchase Management	28-01-2019	30-01-2019	3	Delhi	DDOs/AO/PEX/AE (AIR/DD)
9	D18-A09	Ethics & Value in Administration	18-02-2019	20-02-2019	3	Delhi	STS /JTS /PEX (AIR/DD)
Orientation Programme for the Newly Promoted Assistant Directors (Programme)							
1	D18-OP01	Batch-I	02.04.2018	06.04.2018	10	Delhi	ADP(AIR/DD)
2	D18-OP02	Batch-II	07.05.2018	11.05.2018	10	Delhi	ADP(AIR/DD)
3	D18-OP03	Batch-III	04.06.2018	08.06.2018	10	Delhi	ADP(AIR/DD)
4	D18-OP04	Batch-IV	06.08.2018	10.08.2018	10	Delhi	ADP(AIR/DD)
TV Workshops							
1	D18-TV 01	Channel Specific Content Generation: For DD Bharati	14.05.2018	18.05.2018	5	Bengaluru	PEX/TREX/PA(DD)
2	D18-TV 02	Channel Specific Content Generation: For DD Sports	25.06.2018	29.06.2018	5	Delhi	PEX/TREX/PA(DD)
3	D18-TV 03	Channel Specific Content Generation: For DD Kisan	23.07.2018	27.07.2018	5	Delhi	PEX/TREX/PA(DD)
4	D18-TV04	3 D Graphics & Animation	03.12.2018	07.12.2018	5	Delhi	CREATIVE EDITOR (DD)
5	D18-TV05	Development Programing for TV	25.02.2019	01.03.2019	5	HYD	PEX/TREX/PA(DD)
6	D18-TV06	Visual Aesthetics for TV Programmes	05.03.2019	09.03.2019	5	Delhi	CAM. MAN Gr. II & III(DD)
7	D18-TV07	Drone Based Video Production	27.03.2019	29.03.2019	3	Delhi	PEX/TREX/PA/CA M. MAN Gr. II & III(DD)

ANNUAL TRAINING CALENDAR FOR THE YEAR 2018-19
NABM (P) Bhubaneswar

Sl. No	Code	Course Name	Duration		Days	Venue	Level of Participants
			From	To			
Programme Courses							
1	B18-P01	Broadcast Management during Disaster	23.04.2018	27.04.2018	5	Vishakha patnam	PEX/TREX (AIR & DD)
2	B18-P02	Spoken-words Programmes	21.05.2018	25.05.2018	5	BBSR	TREX/PEX (AIR)
3	B18-P03	Transmission Management	24.09.2018	28.09.2018	5	BBSR	Newly Recruited TREX/PEX (AIR)
4	B18-P04	OB based Radio Programme	26.11.2018	30.11.2018	5	BBSR	Newly recruited TREX/PEX (AIR)
5	B18-P05	Radio Feature and Documentary	07.01.2019	11.01.2019	5	BBSR	ANNCR/TREX/PEX (AIR)
6	B18-P06	Radio Drama Production	25.02.2019	01.03.2019	5	BBSR	PEX/TREX/PA(AIR)
Television Courses							
1	B18-TV01	TV Production Technique	04.05.2018	15.05.2018	10	BBSR	PEX/TREX/PA/CAM. MAN(Gr.II) (DD)
2	B18-TV02	Non-linear Editing & 3D Graphics	16.07.2018	27.07.2018	10	BBSR	PEX/TREX/PA(DD)
3	B18-TV03	Virtual Reality & Augmented Reality	01.08.2018	14.08.2018	10	BBSR	PEX/TREX/PA/CAM.MAN (Gr.II) (DD)
4	B18-TV04	Lighting in TV Production	10.09.2018	14.09.2018	5	BBSR	PEX/TREX/PA/CAM.MAN(Gr.II) (All India Nomination) (DD)
5	B18-TV05	TV Documentary	05.11.2018	09.11.2018	5	BBSR	PEX/TREX/PA(DD)
6	B18-TV06	Interactive Programme/ Reality Show for TV	28.01.2019	01.02.2019	5	BBSR	PEX/TREX/PA(DD)
7	B18-TV07	TV Drama Production	11.02.2019	15.02.2019	5	BBSR	PEX/TREX/PA(DD)
8	B18-TV08	Promo & Packaging in TV Programme	11.03.2019	15.03.2019	5	BBSR	PEX/TREX/PA(DD)
Administrative Courses							
1	B18-A01	Financial Management & Budgeting	09.05.2018	11.05.2018	3	BBSR	Administrative staff & Stenographers

							(AIR/DD)
2	B18-A02	Pension & Income tax Calculation	27.06.2018	29.06.2018	3	BBSR	Administrative staff & Stenographers (AIR/DD)
3	B18-A03	Team Building & Leadership	24.10.2018	26.10.2018	3	BBSR	Administrative staff & Stenographers (AIR/DD)
4	B18-A04	Soft Skill Development	29.08.2018	31.08.2018	3	BBSR	Administrative staff & Stenographers (AIR/DD)
5	B18-A05	Disciplinary Proceeding & Departmental Inquiries	12.12.2018	14.12.2018	3	BBSR	Administrative staff & Stenographers (AIR/DD)
6	B18-A06	Prevention of Sexual Harassment	21.12.2018	21.12.2018	1	BBSR	Prog/Admn/Engg. Staff (AIR/DD)

ANNUAL TRAINING CALENDAR FOR THE YEAR 2018-19
RABM (P) Ahmedabad

Sl. No	Course Code	Course Name	Duration		Days	Venue	Level of Participants
			From	To			
Programme Courses							
1	A18-P01	Corporate Grooming & New Work Culture	11.04.2018	13.04.2018	3	AHM	PEX/AO/TREX (AIR/DD)
2	A18-P02	A New Design To Literary Programmes	28.05.2018	30.05.2018	3	Vadodara	PEX/TREX/ANNCR (AIR / DD)
3	A18-P03	Health Programmes : New Thrust Areas	21.08.2018	23.08.2018	3	AHM	PEX/TREX / ANNCR (AIR/ DD)
4	A18-P04	Campaigns, Promos and Reception Appraisal	10.10.2018	12.10.2018	3	AHM	PEX/TREX / ANNCR (AIR / DD)
5	A18-P05	Building Groups and Teams for Organizational Goals	07.11.2018	09.11,2018	3	AHM	DDE/AE/PEX/TREX / ANNCR (AIR / DD)
6	A18-P06	Reaching out to the Youth	06.03.2019	08.03.2019	3	AHM	PEX/TREX ANNCR (AIR/ DD)(Cross Zone Nomination from LUCKNOW & HYD)
Administrative Courses							
1	A18-A01	Administrative Orientation of Programme Staff	20.06.2018	22.06.2018	3	AHM	PEX/TREX (AIR/DD)
2	A18-A02	Composite w/s on GEM,PFMS, Bhavishya, E Payment & GST	11.07.2018	13.07.2018	3	AHM	STENO/ASSISTANT/UDC/LDC (AIR /DD)
3	A18-A03	Prevention of Sexual Harassment	17.09.2018	17.09.2018	1	AHM	Prog/Admn/Engg. Staff (AIR/DD)
4	A18-A04	Reservation In Services	05.09.2018	07.09.2018	3	Jaipur	Admin. staff (AIR/DD)
5	A18-A05	Motivational Training For MTS Staff	05.12.2018	07.12.2018	3	AHM	MTS staff (AIR / DD)
6	A18-A06	Pension And Retirement Rules	29.01.2019	31.01.2019	3	AHM	Administrative Staff (AIR & DD)
7	A18-A07	Stenographer – the Wider ambit	13.02.2019	15.02.2019	3	Jodhpur/ Udaipur	Stenographers (AIR / DD)

ANNUAL TRAINING CALENDAR FOR THE YEAR 2018-19

RABM (P) Hyderabad

Sl. No	Course Code	Course Name	Duration		Days	Venue	Level of Participants
			From	To			
Programme Courses							
1	H18-P01	Soft Skill & Leadership	16.05.2018	18.05.2018	3	HYD	Prog. /Engg. /Admn. Staff (AIR/DD)
2	H18-P02	Media –Ethics	18.07.2018	20.07.2018	3	HYD	PEX/TREXANNCR(AIR/DD) (Cross Zone Nomination from TVM)
3	H18-P03	Working Environment in Office	08.08.2018	10.08.2018	3	HYD	Prog./Engg./ Admn. Staff (AIR/DD)
4	H18-P04	Seminar:Challenges before Public Service Broadcaster	26.09.2018	26.09.2018	1	HYD	PEX/TREXANNCR . (AIR/DD) (Cross Zone Nomination from AHM)
5	H18-P05	Programmes on Consumer Awareness	14.11.2018	16.11.2018	3	HYD	PEX/TREXANNCR (AIR/DD) (Cross Zone Nomination from TVM)
6	H18-P06	Public Relations for Programme Personnel	13.03.2019	15.03.2019	3	HYD	PEX/TREXANNCR (AIR) (Cross Zone Nomination from BBSR)
Administrative Courses							
2	H18-A02	GST, Bhavishya, GEM and Public Financial Management System	20.06.2018	22.06.2018	3	HYD	AC/HC/UDC/LDC (AIR/DD)
3	H18-A03	Stress Management	10.10.2018	12.10.2018	3	HYD	Prog./Engg./ Admn. Staff (AIR/DD)
4	H18-A04	Prevention of Sexual Harassment	03.12.2018	03.12.2018	1	HYD	Prog/Admn/Engg. Staff (AIR/DD)

ANNUAL TRAINING CALENDAR FOR THE YEAR 2018-19
RABM (P) Lucknow

Sl. No	Course Code	Course Name	Duration		Days	Venue	Level of Participants
			From	To			
Programme Courses							
1	L18-P01	Planning & Production of Women & Children Programme	17.04.2018	20.04.2018	4	R.K. Jammu	PEX/TREX/ANNCR (AIR/DD)
2	L18-P02	Planning & Production of Current Affairs Programme	25.06.2018	27.06.2018	3	Lucknow	PEX/TREX (AIR/DD)
3	L18-P03	Effective and Innovative Programme Presentation	07.08.2018	10.08.2018	4	Lucknow	PEX/TREX/ANNCR (AIR/DD)
4	L18-P04	Agrivision	22.10.2018	24.10.2018	3	Lucknow	PEX/TREX/ANNCR (AIR/DD)
5	L18-P05	Fundamentals of Auditions	27.11.2018	30.11.2018	4	Lucknow	PEX/TREX (AIR)
6	L18-P06	Commercial Broadcast Management	11.12.2018	13.12.2018	3	Lucknow	PEX/TREX/ANNCR (AIR) (Cross Zone Nomination from BBSR & SHILLONG)
7	L18-P07	Workshop on Non-Sports Events	08.01.2019	10.01.2019	3	Lucknow	PEX/TREX/ANNCR (AIR)
Administrative Courses							
1	L18-A01	Office Management	21.05.2018	23.05.2018	3	Shimla	Stenographers/ Admin Staff (AIR/DD)
2	L18-A02	Prevention of Sexual Harassment	17.07.2018	17.07.2018	1	Lucknow	Prog/Admn/Engg. Staff (AIR/DD)
3	L18-A03	Ethics & Value in Administration	28.08.2018	30.08.2018	3	Lucknow	PEX/AE/AO/HC/ACTT (AIR/DD)
4	L18-A04	Communication Skill for Admin Staff	10.09.2018	12.09.2018	3	Dehradun	Admin. Staff (AIR/DD)

5	L18-A05	Time Bound Action & Staff Welfare	12.11.2018	14.11.2018	3	Lucknow	DDO/ ACCTT /H.C./ UDC (AIR/DD)
6	L18-A06	Attitudinal Development for MTS	03.12.2018	05.12.2018	3	Lucknow	MTS/HELPER/MOT OR DRIVER (AIR/DD)
7	L18-A07	Disciplinary Proceedings and Departmental Inquiries	13.02.2019	15.02.2019	3	Lucknow	AD(P)/AD(E)/PEX/A E/Sr. AO/AO (AIR/DD)

ANNUAL TRAINING CALENDAR FOR THE YEAR 2018-19
RABM (P) Shillong

Sl. No	Course Code	Course Name	Duration		Days	Venue	Level of Participants
			From	To			
Programme Courses							
01	S18-P01	Training for Trainers	10.04.2018	13.04.2018	4	Shillong	PEX/ TREX/ ANNCR (AIR)
02	S18-P02	Inter-Personal Effectiveness	09.07.2018	11.07.2018	3	Shillong	PEX/ TREX (AIR/DD)
03	S18-P03	Team Building & Leadership	14.11.2018	16.11.2018	3	Gangtok	AD(P)/ PEX/TREX (AIR/DD)
04	S18-P04	Workshop on Tribal & Folk Culture	16.01.2019	18.01.2019	3	Dimapur	PEX/ TREX/ ANNCR (AIR/DD)
05	S18-P05	Health & Wellness Programmes	18.03.2019	20.03.2019	3	Shillong	PEX/TREX/ANNCR (AIR/DD)
Administrative Courses							
01	S18-A01	Computerization of Accounts	21.05.2018	25.05.2018	5	Shillong	DDO/ACTT/UDC/L DC (AIR/DD)
02	S18-A02	Computerization of Pay bills & Income Tax	23.07.2018	27.07.2018	5	Shillong	DDO/ACTT/UDC/ LDC (AIR/ DD)
03	S18-A03	Purchase & Disposal Procedure and Computerization Stores	06.08.2018	10.08.2018	5	Shillong	DDO/ACTT/SK/UD C/ LDC (AIR/ DD)
04	S18-A04	Pay Fixation and Income Tax: Workshop	22.10.2018	26.10.2018	5	Shillong	AO/ACCTT/UDC/ LDC (AIR)
05	S18-A05	Prevention of Sexual Harassment	05.11.2018	05.11.2018	1	Shillong	Prog./Admn./Engg. Staff(AIR/ DD)

ANNUAL TRAINING CALENDAR FOR THE YEAR 2018-19

RABM (P) Thiruvananthapuram

Sl. No	Course Code	Course Name	Duration		Days	Venue	Level of Participants
			From	To			
Programme Courses							
01	T17-P01	Brand Building & Marketing	24.04.2018	26.04.2018	3	TVM	PEX/ TREX (AIR/DD)
02	T18-P02	Duties & Responsibilities of Heads of Programmes	19.06.2018	21.06.2018	3	AIR, Bengaluru	Programme Head/ PEX functioning as DDO (AIR)
03	T18-P03	Social Media & Content Management	25.09.2018	27.09.2018	3	TVM	PEX/ TREX (AIR/DD) (Cross Zone Nomination from AHM)
04	T18-P04	Broadcast Management during Disaster	23.10.2018	25.10.2018	3	DDK, Port Blair	AD(P)/ PEX (AIR/DD)
05	T18-P05	Inter Personal Relations & Leadership Qualities	18.12.2018	20.12.2018	3	Hyderabad	Prog/ Engg./Admn. Staff (AIR/DD) (Cross Zone Nomination from HYD)
06	T18-P06	Orientation Course for Announcers	12.03.2019	14.03.2019	3	Mysore	ANNCR (AIR)
Administrative Courses							
01	T18-A01	Superannuation: Motivational Course for the Retiring Staff	07.05.2018	11.05.2018	5	Ooty	ADP/PEX/TREX/A DE/AE/AO/HC/ ACTT. (AIR/DD) (All India Nomination)
02	T18-A02	Prevention of Sexual Harassment at work places	17.07.2018		1	AIR, Devikulam	Prog./Engg/ Admn. Staff (AIR/DD)
03	T18-A03	Public Finance Management System(PFMS)/Bhavishya/ Goods & Service Tax(GST)	24.07.2018	26.07.2018	3	Chennai	HC/ACTT/UDC/ LDC (AIR/DD) (Cross Zone Nomination from HYD)
04	T18-A04	Conducting Enquiries & Handling Court Cases	07.08.2018	09.08.2018	3	AIR, Kochi	HC/UDC / Steno (AIR/DD)
05	T18-A05	Refresher Course for Administrative Staff	21.01.2019	25.01.2019	5	Madurai	HC/ ACTT./UDC/ LDC/ Steno (AIR/DD)
06	T18-A06	Soft Skill Development for Admn. Staff	19.02.2019	21.02.2019	3	Coimbatore	HC/ ACTT./UDC/ LDC/Steno/Lib. (AIR/DD)

PROFORMA FOR NOMINATIONS

To be sent to NABM/ RABM ----- (Name of the concerned Training Academy)

Name of the Nominating Station/Office

S. No.	Name of the course for which nominated	Course Code	Name of the Nominee	Designation	Retirement		Whether nominated for any other course(s) proposed to be conducted by any NABM/RABM during the Year 2018-2019	No of courses attended during the last Year (if any)
					Year	Month		
1								
2								
3								
4								
5								
6								
7								
8								

The following guidelines may be adhered to while nominating personnel for training.

1. Everyone at the Station should get a chance for training. An officer should not be nominated for more than three courses in a year.
2. Nominations should be forwarded to their respective NABM/RABM under which the stations are covered.
3. Preference should be given to the official of the younger age group and woman official.
4. Every nomination should be forwarded by the immediate Superior Officer.
5. Officials retiring within two years need not to be nominated.
6. Nomination duly filled in prescribed format should reach (preferably by E- mail) to the concerned NABM/RABM before stipulated dates as per the jurisdiction and instructions specified in the calendar.
7. NABM, Delhi has all India mandate for all the cadres.