



NATIONAL ACADEMY OF BROADCASTING & MULTIMEDIA (P)
RADIO COLONY, KINGSWAY CAMP, DELHI - 110 009

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No. NABM (P)/ATC-MEET-2019-20

3rd April 2019

CIRCULAR

Subject : Recirculation of Annual Training Calendar of NABM Delhi & Bhubaneswar and RABM Shillong for the Year 2019 -20 for Inviting Nominations

Consequent upon closure of Regional Academies of Broadcasting & Multimedia located at Ahmedabad , Hyderabad, Lucknow & Thiruvananthapuram , Heads of AIR Stations , DD Kendras & other field offices of Prasar Bharati are requested to download the attached Annual Training Calendar as above for 2019-20 and forward nominations accordingly for Programme and Administrative Training Courses in the requisite proforma strictly adhering to the scheduled guidelines mentioned therein to National Academy of Broadcasting & Multimedia at Delhi , Bhubaneswar & Regional Academy of Broadcasting & Multimedia at Shillong .

(S.K.Tyagi)
Programme Executive
For DDG (Trg.) & HOP

ANNUAL TRAINING CALENDAR FOR THE YEAR 2019-20 NABM, DELHI

Sl. No	Course Code	Course Name	Duration		Days	Venue	Level of Participants
			From	To			
Programme Courses							
1	D19-P01	Radio Archiving, Digitization & Re- packaging	22.04.2019	24.04.2019	3	Delhi	PEX/TREX/EA/ LIA(AIR)
2	D19-P02	Gender Responsive Programming	13.05.2019	15.05.2019	3	Delhi	AD(P)PEX/TREX (AIR/DD)(Co-ord.UNICEF)
3	D19-P03	Nuances of Programme Management	17.06.2019	19.06.2019	3	Delhi	AD(P)/PEX/TREX (AIR/DD)
4	D19-P04	Current Affairs & Developmental Programming for Border Areas	08.07.2019	10.07.2019	3	Delhi	AD(P)/PEX/TREX (AIR/DD Kendras catering to border areas)
5	D19-P05	Social Media & Broadcasting	05.08.2019	07.08.2019	3	Delhi	AD(P)/ADE/PEX/AE/ TREX(AIR/DD)
6	D19-P06	Intellectual Property Rights & Programming	19.08.2019	21.08.2019	3	Delhi	AD(P)PEX/TREX (AIR/DD)
7	D19-P07	Marketing Strategies & Revenue Generation	16.09.2019	18.09.2019	3	Delhi	HOO/AD(P)/PEX/TREX/ ANNCR(AIR/DD)
8	D19-P08	Sports & Non Sports Commentary	14.10.2019	16.10.2019	3	Delhi	AD(P)/PEX /TREX(AIR)
9	D19-P09	Broadcast Management during Disaster	04.11.2019	06.11.2019	3	Delhi	HOO/AD(P)/AD(E)/ PEX /AE/TREX(AIR & DD)
10	D19-P10	Digital Marketing	18.11.2019	20.11.2019	3	Delhi	HOO/ AD(P)/PEX/ AE/TREX(AIR & DD)
11	D19-P11	Flagship Programmes : A Creative Approach	01.12.2019	03.12.2019	3	Delhi	PEX/TREX(AIR & DD)
12	D19-P12	Emerging Techniques in Audience Measurement	10.02.2020	12.02.2020	3	Delhi	AD(P)/PEX/Investigators/ AROs (AIR/DD)
13	D19-P13	Workshop for Visually Challenged Programme Personnel (Emails/ Surfing Internet/Noting & Drafting/Maintaining Database)	02.03.2020	04.03.2020	3	Delhi	AD(P)/PEX/TREX/ (Visually Challenged) (AIR/DD)
Administrative Courses							
1	D19-A01	Training the Trainers+ Composite Workshop on GST/PFMS/GEM / Bhavishya /Digital Payments& NPS	08-04-2019	12-04-2019	5	Delhi	Admin./Prog./Engg. Staff of AIR & DD with Learning Aptitude & Communication Skill for Training
2	D19-A02	Administrative & Financial Management for DDOs	03-06-2019	07-06-2019	5	Delhi	HOO/DDP/DDE/PEX/AE/ AO (AIR & DD)
3	D18-A03	Administrative Vigilance	01-07-2019	05-07-2019	5	Delhi	HOO/DDP/DDE/PEX/AE/ AO (AIR & DD)
4	D19-A04	Disciplinary Procedures & Departmental Inquiries	02-09-2019	06-09-2019	5	Delhi	DDG(P)/DDG(E) /AD(P)/ AD(E)/PEX/Sr.AO/AOAE (AIR/DD)

5	D19-A05	Skill Up-gradation for Stenographers	08-01-2020	10-01-2020	3	Delhi	Stenos (AIR/DD)
6	D19-A06	E-Procurement & Inventory Management	20-01-2020	22-01-2020	3	Delhi	DDOs/AO/PEX/AE/ (AIR/DD)
7	D19-A07	Establishment Rules	24-02-2020	26-02-2020	3	Delhi	DDG(P)/DDG(E) /DDE/PEX/AO/Sr.AO/AE. (AIR/DD)
8	D19-A08	Handling of Court Cases	18-03-2020	20-03-2020	3	Delhi	HOO/ Sr.AO/ AO/AE/HC/Actt. (AIR/DD)
Television Courses							
1	D19-TV 01	Refresher Course for Cameraman	22.04.2019	26.04.2019	5	Delhi	Cameraman (States located in Northern & Western India)
2	D19-TV 02	Workshop on Tele Film Production	20.05.2019	24.05.2019	5	Delhi	PEX/TREX/PA/ Cameraman Gr-II & III
3	D19-TV 03	Refresher Course for Cameraman	24.06.2019	28.06.2019	5	Delhi	Cameraman (States located in Northern & Western India)
4	D19-TV 04	Refresher Course for Cameraman	26.08.2019	30.08.2019	5	Delhi	Cameraman (States located in Northern & Western India)
5	D19-TV 05	Workshop on Development Communication	23.09.2019	27.09.2019	5	Delhi	PEX/TREX/PA/ Cameraman Gr-II & III
6	D19-TV 06	Refresher Course for Cameraman	21.10.2019	25.10.2019	5	Delhi	Cameraman (States located in Northern & Western India)
7	D19-TV 07	Workshop on- %Graphic & Animation in TV Programming+	16.12.2019	20.12.2019	5	Delhi	PEX/AE/TREX/PA/SEA/ Video Editor/Graphic Supervisor/Scenic Designer
8	D19-TV 08	Workshop on- %Sports Coverage for DD+	16.03.2020	20.03.2020	5	Delhi	PEX/TREX/EA/SEA/PA/ Cameraman Gr-II & III

ANNUAL TRAINING CALENDAR FOR THE YEAR 2019-20 NABM, BHUBANESWAR

Sl. No	Code	Course Name	Duration		Days	Venue	Level of Participants
			From	To			
Programme Courses							
1	B19-P01	New Media Technology	24.04.2019	26.04.2019	3	BBSR	Newly Recruited PEX /Trex/AE/EA /Anncr. (AIR)
2	B19-P02	Re-orientation of Youth Programme	15.07.2019	19.07.2019	5	BBSR	PEX/Trex(AIR) All India Nominations
3	B19-P03	Innovation in Spoken-word Programmes	16.09.2019	20.09.2019	5	BBSR	Newly Recruited Pex /Trex (AIR)
4	B19-P04	Radio Feature & Documentary	04.11.2019	08.11.2019	5	BBSR	Newly Recruited PEX /Trex/Anncr. (AIR)
5	B19-P05	OB based Radio Programme	09.12.2019	13.12.2019	5	BBSR	Newly Recruited Pex/ Trex /Anncr. (AIR) All India Nominations
6	B19-P06	<i>Broadcast Management during Disaster</i>	06.01.2020	10.01.2020	5	BBSR	PEX/ AE/Trex/EA (AIR & DD)
7	B19- P07	Radio Drama Production	24.02.2020	28.02.2020	5	BBSR	Newly Recruited Pex/Trex/ Anncr. (AIR)
Television Courses							
1	B19-TV-01	Non-linear Editing & 3D Graphics	13.05.2019	24.05.2019	10	BBSR	PEX/AE/SEA/ TREX/EA/PA/ Editor (DD)
2	B19-TV-02	TV Production Technique	10.06.2019	21.06.2019	10	BBSR	PEX/AE/SEA/ TREX/EA/PA/ Cameraman (Grade-II) (DD)
3	B19- TV-03	TV Drama Production	19.08.2019	23.08.2019	5	BBSR	PEX/Trex/PA/ Cameraman (DD)
4	B19-TV-04	Lighting in TV Production (Studio & Location)	18.11.2019	22.11.2019	5	BBSR	PEX/AE/SEA/ TREX/EA/PA/ Cameraman(DD)
5	B19-TV-05	Refresher Course for Cameraman	Date to be Decided	Date to be Decided	5	BBSR	Cameraman (Grade-II & III) (DD) (States located in North Eastern & Southern India)
6	B19-TV-06	TV Dance Production	16.03.2020	20.03.2020	5	BBSR	PEX/Trex/PA/ Cameraman (DD)

Administrative Courses							
1	B19-A01	Financial Management & Budgeting	10.04.2019	12.04.2019	3	BBSR	Administrative staff (AIR & DD)
2	B19-A02	Handling Court Cases	07.08.2019	09.08.2019	3	BBSR	HOO/AD(P)/AD(E) / PEX/AO (AIR & DD)
3	B19-A03	Composite Workshop of GST/PFMS/GEM/ Bhavishya / Digital payment & NPS	16.10.2019	18.10.2019	3	BBSR	AD(P)/PEX/AO (AIR & DD)
4	<i>B19-A04</i>	<i>Workshop for "Stenographer – A Wider Ambit"</i>	<i>04.12.2019</i>	<i>06.12.2019</i>	<i>3</i>	<i>BBSR</i>	<i>Stenographer</i>
5	B19-A05	Disciplinary Procedures & Departmental Inquiries	29.01.2020	31.01.2020	3	BBSR	HOO/AD(P)/AD(E) /Sr. AO/AO/Steno/ AIR & DD

ANNUAL TRAINING CALENDAR FOR THE YEAR 2019-20 RABM, SHILLONG

Sl. No	Course Code	Course Name	Duration		Day	Venue	Level of Participants
			From	To			
Programme Courses							
1	S19-P01	Marketing Strategy & Media Planning for revenue Generation	13.05.2019	15.05.2019	03	Shillong	AD(P)/PEX/TREX (AIR)
2	S19-P02	Special Audience Programme and Stock Characters	10.06.2019	14.06.2019	05	Shillong	AD(P) /PEX/TREX (AIR)
3	S19-P03	Repackaging of Sports Programme	22.07.2019	24.07.2019	03	Shillong	PEX/TREX /Anncr. (AIR)
4	S19-P04	Leadership Skills	25.09.2019	27.09.2019	03	Gangtok	AD(P)/AD(E)/PEX/AE/Sr. AO & AO (AIR)
5	S19-P05	Art of Storytelling	04.11.2019	06.11.2019	03	Shillong	PEX/TREX /Anncr. (AIR)
6	S19-P06	Border Area Programming	04.12.2019	06.12.2019	03	Shillong	AD(P)/PEX/TREX /Anncr. (AIR)
Administrative Courses							
1	S19-A01	Financial Management	10.06.2019	14.06.2019	05	Shillong	DDO/Actt./UDC/LDC (AIR&DD)
2	S19-A02	Establishment Rules	26.08.2019	30.08.2019	05	Shillong	DDO/Actt./UDC/LDC (AIR/DD)
3	S19-A03	E-Procurement & Inventory Management	14.10.2019	18.10.2019	05	Shillong	DDO/Actt/SK//UDC/LDC (AIR/DD)
4	S19-A04	Composite Workshop on GST/PFMS/ GEM/ Bhavishya / Digital payment/IT & NPS	17.02.2020	21.02.2020	05	Shillong	DDO/Actt./HC/UDC/LDCs (AIR/DD)

**PRASAR BHARATI
INDIA'S PUBLICSERVICE BROADCASTER
NATIONAL ACADEMY OF BROADCASTING & MULTIMEDIA
RADIO COLONY, KINGSWAY CAMP,
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The distribution of states in the jurisdiction of different training academies

Academies	Jurisdiction
NABM , Delhi	All India jurisdiction for all cadres
NABM , Bhubaneswar	Odisha, West Bengal, Madhya Pradesh, Jharkhand, Chhattisgarh
RABM , Shillong	Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Tripura, Sikkim

PROFORMA FOR NOMINATIONS

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

Name of the Nominating Station/Office

Sl.No.	Name of the course for which nominated	Course Code	Name of the Nominee	Designation	Date of Retirement		Whether nominated for any other course(s) proposed to be conducted by any NABM/ RABM during the Year 2019-2020	No of courses attended during the last Year (if any)	Mob. No/ Tel.No of Candidate.	E-MAIL ID of Candidate	Whether Nominated candidate is on difficult tenure posting. Pl specify.
					Year	Month					
1											
2											
3											

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 by the AIR Stations & DD Kendras to NABMs & RABMs of their jurisdiction.**
- 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 NABMs/RABMs before stipulated dates as per the jurisdiction and instructions specified in the calendar.**
- 7. Nomination of an official who is under difficult station tenure posting should not be forwarded as per Prasar Bharati guidelines.**
- 8. NABM, Delhi has all India mandate for all the cadres.**