

Title	Contents of YMRC	Clause No	Rev. No.
Document No	Yashada/SOP/YMRC/01	NIL	NIL

Contents of YMRC

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Document No	Yashada/SOP/YMRC/01	6.3	NIL

Introduction

1.. **Audio-Visual Cell**-responsible for production and distribution of audio-visual materials and maintenance of audio-visual equipment required for training purpose.

The YMRC's organizational structure and job charts of personnel are presented in the subsequent pages.

The various activities performed by YMRC are briefly described in this manual. The sample copies of records and formats used are also included in this manual.

Title	Work allotment	Clause No	Rev. No.
Title	Work allotment	Clause No	Rev. No.
Document No	Yashada/SOP/YMRC/work allot	6.3	NIL

YMRC		
No.	Name and Title	Duties
1.	DDG (Res.) & HoD, YMRC	<ul style="list-style-type: none"> • Policy formulation and strategic planning to achieve the objectives of YMRC • Overall supervision and direction of YMRC Activity • Production of multimedia training modules • Any other duties assigned by the DG
2.	Research Officer & OIC, Audio-Visual Cell	<ul style="list-style-type: none"> • Overall supervision on Audio-Visual Cell • Production of media training modules • Supervision on film production
3.	Audio-Visual Officer	<ul style="list-style-type: none"> • Video documentation of training sessions, best practices, case studies etc. • To coordinate with Doordarshan in the production of programmes on development and governance issues • To network with the public and private mass media, the DGIPR, etc. • Identification of resources to provide YASHADA with state-of-the-art and audio-visual facilities • To make the necessary purchases, and streamline inventory in these articles • Budgeting the reporting - audio-visuals
4.	Assistant Audio-Visual	<ul style="list-style-type: none"> • Care and maintenance of A-V Equipment • Care and maintenance of AV Classroom/theatre • Assistance in Press Conferences / Events • Establishing and maintaining a video library of entertaining and education feature films documentaries • Ware, software, peripherals, consumables • Maintenance of files dealing with AV equipment

Title	Work allotment	Clause No	Rev. No.
Title	Publication of journal	Clause No	Rev. No.
Document No	Yashada/SOP/YMRC/PUB/01	6.3	NIL

PURPOSE :- To provide reliable AV equipments in the Classroom

SCOPE :- It covers entire Academy

RESPONSIBILITY :- AVO, YMRC

Activity No 1 :- Deployment of AV Equipment as per requisition

Sr No	Work Activity	Time Limit	Person/s responsible
1.	Receive requisition for audio visual equipment	H-72	AVA
2.	Scrutinize demands	H-48	AVA
3.	Plan for supply	H-24	AVA
4.	Install at location	H-1	AVA
5.	Ensure smooth working	H	AVA
6.	Return equipment to YMRC and reporting on its condition	H+1	AVA
7.	Initiate action for any repairs/purchases needed	H+24	AVO
8.	Undertake Preventive maintenance of AV equipment other than AMC	Weekly	AVO

Reference Documents:-

1. Office note
2. Time table
3. AV Equipment Requisition Form

Records:-

1. Equipment Movement Register
2. Non-AMC Maintenance Register
3. Imprest Account Records

MIS Parameters :-

1. YMRC-08: Maintenance Expenses

Title	Provision of suitable Audio Visual backup to Yashada Training	Clause No	Rev. No.
Document No	Yashada/SOP/YMRC/AVC/02	6.3	NIL

PURPOSE :- To provide suitable AV backup to YASHADA Training

SCOPE :- It covers all Academy

RESPONSIBILITY :- OIC / YMRC

Activity No 2 :- Purchase of Audio Visual Equipment

Sr No	Work Activity	Time Limit	Person/s responsible
01	Receive demands	D-30	Head, YMRC
02	Get decision on file on intent to purchase	D-25	OIC / YMRC
03	Complete Quotation/Tender process	D-10	AVO
03	Complete proposal for purchase	D-5	OIC / YMRC
04	Obtain clearance from Purchase Committee	D-3 days	OIC / YMRC
05	Place order	D	Head YMRC
06	Acquire equipment	D+N	AVO
06	Enter in the Dead Stock Registrar/ Consumable Items Register	D+N+1	AVA
07	Notify all YASHADA faculty and staff about acquisition, through LAN/ circular	D+N+5	OIC / YMRC

Reference Documents: -

1. Demand/decision for purchase of equipment
2. Policy Circular on Purchase

Records:-

1. Minutes of relevant meeting (BOG, EC, Think Tank, YMRC Review etc)
2. Individual purchase files
3. Dead Stock Register
4. Consumable Articles Register
5. Operational Manuals of equipments
6. Warranty or Guarantee of the equipments

MIS Parameters: -

1. YMRC-07: Capital Purchases
2. YMRC-08: Maintenance Expenses

* If decision id negative intimate the persona who had raised the demand. in search case remaining steps would be come redundant

Title	Enrichment of Training Resources	Clause No	Rev. No.
Document No	Yashada/SOP/YMRC/AVC/03	6.3	NIL

PURPOSE: - To enrich Training Resources at YASHADA

SCOPE: - Entire Academy

RESPONSIBILITY: - Head, YMRC

Activity No 3: – Production of Audio Visual Programmes/Documents

Sr No	Work Activity	Time Limit	Person/s responsible
01	Received proposal for video production	D - 60	YASHADA Faculty
02	Proposal for approval to video production approval committee	D - 55	Head, YMRC, and OIC / YMRC
03	Obtain administrative approval	D - 50	Head, YMRC, and OIC / YMRC
04	Discussion with producer	D -45	Concern faculty and OIC / YMRC
05	Approval of the idea	D - 40	Head YMRC
06	Selection of producer and calling estimate of production by the committee	D - 30	OIC YMRC
07	Discussion with the producer	D - 25	Head YMRC / OIC YMRC
08	Obtain financial approval	D - 10	Head YMRC / OIC YMRC
09	Place the order	D - 5	Head YMRC / OIC YMRC
10	Evaluation of script and story board	D	Head YMRC / Concern faculty
11	Production	D + N	Head, YMRC
12	Preview of first cut and approval by committee	D + N + 10	AVO
13	Preview of final product and approval by committee	D + N + 15	AVO
14	Release of the final product	D + N + 20	Head, YMRC
15	Payment release	D + N + 25	Head, YMRC

Title	Enrichment of Training Resources	Clause No	Rev. No.
Document No	Yashada/SOP/YMRC/AVC/03	6.3	NIL

Reference Documents: -

1. Minutes of relevant meeting.
2. DGIPR's shortlist of Outsource Firms
3. Budgetary provisions.
4. Demand for production.
5. AV production review committee.

Records: -

1. Theme paper/Script of the documentary
2. Annual Production Plan

MIS Parameters:

1. YMRC-04: Number of TV Programmes telecast
2. YMRC-05: Number of Radio Programmes broadcast
3. YMRC-06: Number of Films/Slideshows produced

Title	Long-term Maintenance of Equipment and Breakdown	Clause No	Rev. No.
Document No	Yashada/SOP/YMRC/AVC/04	6.3	NIL

PURPOSE: - Long-term Maintenance of Equipment and Breakdown

SCOPE: - All Audio-Visual Equipment

RESPONSIBILITY: - A V Officer

Activity No 4 – Inventory and Maintenance of AV Equipment

Sr No	Work Activity	Time Limit	Person/s responsible
1.	Stock-checking and inventory	Half-yearly	AVO
2.	Preparing annual maintenance plan, including disposal and acquisition	Yearly	AVO
3.	Entering in AMC for specified equipment	Yearly	Head YMRC

Reference Documents: -

- 1) Existing Inventory
- 2) Maintenance Procedure MOP Manual

Records: -

1. Existing AMCs
2. Dead Stock Register

MIS Parameters

None

ACTIVITY NO. 4 : Organize Radio & TV talks by Resource Persons

<i>Sr No</i>	<i>Work Activity</i>	<i>Time Limit</i>	<i>Person/s responsible</i>
1.	Obtain script from concerned faculty members / resource person	D-90 to D-60	A.P.O.
2.	Obtain approval from HoD, YMRC	D-60 to D-55	A.P.O. / A.P.
3.	Refer the script to AIR / Doordarshan Centre	D-55 to D-50	A.P.O.
4.	Receive intimation letter	D-50 to D-20	A.P.O.
5.	Organize resource person's visit to studio for recording	D-20 to D	A.P.O.
6.	Intimate CAVP to record the telecast	D to D+5	A.P.O.

Reference Documents:

1. KRA Policy

Records: (Files, Formats, Registers, etc.)

1. Requisitions for Organising Programmes on AIR / Doordarshan
2. Collection of Audio and Video Cassettes / CDs

Title	Publication of Articles in News Papers	Clause No	Rev. No.
Document No	Yashada/SOP/YMRC/PUB/05	6.3	NIL

ACTIVITY NO. 5: Publication of Articles in News Papers

<i>Sr No</i>	<i>Work Activity</i>	<i>Time Limit</i>	<i>Person/s responsible</i>
1.	Receive indent for publication of articles in Newspaper	D-30 to D-20	A.P.O.
2.	Obtain approval from HoD, YMRC	D-20 to D-15	A.P.O.
3.	Send to relevant Newspapers	D-15 to D-10	A.P.O.
4.	Follow-up and get it published	D-10 to D	A.P.O.
5.	Distribute the cuttings to concerned resource person and collection file	D to D+5	A.P.O.

Reference Documents:

- 1. KRA Policy**

Records: (Files, Formats, Registers, etc.)

- 1. Requisitions for Publication of Articles in Newspapers**
- 2. File for preservation of published Articles**

Title	Publication of News items in Newspaper	Clause No	Rev. No.
Document No	Yashada/SOP/YMRC/PUB/06	6.3	NIL

ACTIVITY NO. 6: Publication of News items in Newspaper

<i>Sr No</i>	<i>Work Activity</i>	<i>Time Limit</i>	<i>Person/s responsible</i>
1.	Receive indent for publicity		A.P.O.
2.	Finalize the draft of news item		A.P.O.
3.	Deliver the news item to Newspaper / Radio / TV		A.P.O.
4.	Intimate the concerned officials about publication and display on notice board		A.P.O.
5.	Preserve in collection of news items.		A.P.O.

Reference Documents:

- 1. KRA Policy**

Records: (Files, Formats, Registers, etc.)

- 3. Requisition for Organizing Programme on AIR / Doordarshan**
- 4. File for preservation of published News Items**

Title	Format for Requisition of Organizing Programme on AIR/ Doordarshan	Clause No	Rev. No.
Document No	Yashada/SOP/YMRC/PUB/04	6.3	NIL

Format for Requisition of Organizing Programme on AIR/ Doordarshan

आकाशवाणी / दूरदर्शनवर कार्यक्रम सादर करण्यासाठी

१. आकाशवाणी / दूरदर्शनसाठी सादर करावयाचा कार्यक्रमाचा विषय
२. मुलाखत / चर्चासत्र / भाषण
३. सहभागी व्यक्तींची नांवे
४. अवधी
५. कार्यक्रम सादर करण्याचा विषय आपणास ठरवून दिलेल्या KRA शी संबंधित आहे / नाही
६. यापूर्वी कार्यक्रम सादर केलेली तारीख
७. यापूर्वी सादर केलेल्या कार्यक्रमाचा विषय
८. सोबत कार्यक्रमाची संहिता जोडली आहे / नाही.

Title	Format of Requisition for Publication of Articles in News Papers	Clause No	Rev. No.
Document No	Yashada/SOP/YMRC/PUB/05	6.3	NIL

Format of Requisition for Publication of Articles in News Papers

वृत्तपत्रांमध्ये लेख प्रकाशित करण्यासंबंधी

१. लेखाचा विषय
२. लेख प्रकाशित करण्याचा उद्देश
३. लेख KRA शी संबंधित आहे / नाही
४. प्रकाशित करण्याची संभाव्य तारीख

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Title	Format of Requisition for Publication of News Items in News Papers	Clause No	Rev. No.
Document No	Yashada/SOP/YMRC/PUB/06	6.3	NIL

Format of Requisition for Publication of News Items in News Papers

प्रसारमाध्यमांसाठी बातमी देण्यासाठी

१. कार्यक्रमाचे नांव
२. कार्यक्रमाची तारीख व वेळ
३. कार्यक्रमाचे स्थळ
४. प्रमुख उपस्थितांचे / मान्यवरांचे नांव
५. आकाशवाणी / दूरदर्शन / वृत्तपत्रे यापैकी कोणत्या माध्यमांसाठी बातमी द्यावयाची त्याचा तपशील
६. फोटो / व्हिडीओ Clip किंवा बाहेरील पत्रकारांना निमंत्रित करावयाचे आहे / नाही

Title	Provision of Audio Visual equipments in Classrooms	Clause No	Rev. No.
Document No	Yashada/SOP/YMRC/AVC/01	6.3	NIL

PURPOSE :- To provide reliable AV equipments in the Classroom

SCOPE :- It covers entire Academy

RESPONSIBILITY :- AVO, YMRC

Activity No 1 :- Deployment of AV Equipment as per requisition

Sr No	Work Activity	Time Limit	Person/s responsible
9.	Receive requisition for audio visual equipment	H-72	AVA
10.	Scrutinize demands	H-48	AVA
11.	Plan for supply	H-24	AVA
12.	Install at location	H-1	AVA
13.	Ensure smooth working	H	AVA
14.	Return equipment to YMRC and reporting on its condition	H+1	AVA
15.	Initiate action for any repairs/purchases needed	H+24	AVO
16.	Undertake Preventive maintenance of AV equipment other than AMC	Weekly	AVO

Reference Documents:-

- 4. Office note**
- 5. Time table**
- 6. AV Equipment Requisition Form**

Records:-

- 4. Equipment Movement Register**
- 5. Non-AMC Maintenance Register**
- 6. Imprest Account Records**

MIS Parameters :-

- 2. YMRC-08: Maintenance Expenses**

Title	Provision of suitable Audio Visual backup to Yashada Training	Clause No	Rev. No.
Document No	Yashada/SOP/YMRC/AVC/02	6.3	NIL

PURPOSE :- To provide suitable AV backup to YASHADA Training

SCOPE :- It covers all Academy

RESPONSIBILITY :- OIC / YMRC

Activity No 2 :- Purchase of Audio Visual Equipment

Sr No	Work Activity	Time Limit	Person/s responsible
01	Receive demands	D-30	Head, YMRC
02	Get decision on file on intent to purchase	D-25	OIC / YMRC
03	Complete Quotation/Tender process	D-10	AVO
03	Complete proposal for purchase	D-5	OIC / YMRC
04	Obtain clearance from Purchase Committee	D-3 days	OIC / YMRC
05	Place order	D	Head YMRC
06	Acquire equipment	D+N	AVO
06	Enter in the Dead Stock Registrar/ Consumable Items Register	D+N+1	AVA
07	Notify all YASHADA faculty and staff about acquisition, through LAN/ circular	D+N+5	OIC / YMRC

Reference Documents: -

3. Demand/decision for purchase of equipment
4. Policy Circular on Purchase

Records:-

7. Minutes of relevant meeting (BOG, EC, Think Tank, YMRC Review etc)
8. Individual purchase files
9. Dead Stock Register
10. Consumable Articles Register
11. Operational Manuals of equipments
12. Warranty or Guarantee of the equipments

MIS Parameters: -

3. YMRC-07: Capital Purchases
4. YMRC-08: Maintenance Expenses

* If decision id negative intimate the persona who had raised the demand. in search case remaining steps would be come redundant

Title	Enrichment of Training Resources	Clause No	Rev. No.
Document No	Yashada/SOP/YMRC/AVC/03	6.3	NIL

PURPOSE: - To enrich Training Resources at YASHADA

SCOPE: - Entire Academy

RESPONSIBILITY: - Head, YMRC

Activity No 3: – Production of Audio Visual Programmes/Documents

Sr No	Work Activity	Time Limit	Person/s responsible
01	Received proposal for video production	D - 60	YASHADA Faculty
02	Proposal for approval to video production approval committee	D - 55	Head, YMRC, and OIC / YMRC
03	Obtain administrative approval	D - 50	Head, YMRC, and OIC / YMRC
04	Discussion with producer	D -45	Concern faculty and OIC / YMRC
05	Approval of the idea	D - 40	Head YMRC
06	Selection of producer and calling estimate of production by the committee	D - 30	OIC YMRC
07	Discussion with the producer	D - 25	Head YMRC / OIC YMRC
08	Obtain financial approval	D - 10	Head YMRC / OIC YMRC
09	Place the order	D - 5	Head YMRC / OIC YMRC
10	Evaluation of script and story board	D	Head YMRC / Concern faculty
11	Production	D + N	Head, YMRC
12	Preview of first cut and approval by committee	D + N + 10	AVO
13	Preview of final product and approval by committee	D + N + 15	AVO
14	Release of the final product	D + N + 20	Head, YMRC
15	Document release	D + N + 25	Head, YMRC

Title	Enrichment of Training Resources	Clause No	Rev. No.
Document No	Yashada/SOP/YMRC/AVC/03	6.3	NIL

Reference Documents: -

1. Minutes of relevant meeting.
2. DGIPR's shortlist of Outsource Firms
3. Budgetary provisions.
4. Demand for production.
5. AV production review committee.

Records: -

3. Theme paper/Script of the documentary
4. Annual Production Plan

MIS Parameters:

4. YMRC-04: Number of TV Programmes telecast
5. YMRC-05: Number of Radio Programmes broadcast
6. YMRC-06: Number of Films/Slideshows produced

Title	Long-term Maintenance of Equipment and Breakdown	Clause No	Rev. No.
Document No	Yashada/SOP/YMRC/AVC/04	6.3	NIL

PURPOSE: - Long-term Maintenance of Equipment and Breakdown

SCOPE: - All Audio-Visual Equipment

RESPONSIBILITY: - A V Officer6

Activity No 4 – Inventory and Maintenance of AV Equipment

Sr No	Work Activity	Time Limit	Person/s responsible
4.	Stock-checking and inventory	Half-yearly	AVO
5.	Preparing annual maintenance plan, including disposal and acquisition	Yearly	AVO
6.	Entering in AMC for specified equipment	Yearly	Head YMRC

Reference Documents: -

- 1) Existing Inventory
- 2) Maintenance Procedure MOP Manual

Records: -

3. Existing AMCs
4. Dead Stock Register

MIS Parameters

None