



Radio Jockeying & News Reading
BAJMC
Third Semester
UNIT 1

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Unit I: [Radio News and Structure of Radio Station]

- 1. Basics of Radio News: Concept of News, News Values: Objectivity, Balance and Fairness**
- 2. News Sources: News agencies, Reporters, Correspondents and Monitoring Services**
- 3. Structure and Functioning of News Services Division and News Room**
- 4. Structure and Functioning of FM Radio Stations (Govt. & Private)**

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Basics of Radio News


INTRODUCTION

Radio is identified as the fastest medium for getting information. There are many listeners who start the day with listening morning news bulletin. Radio News is basically a spoken-word item. Radio News is different from a newspaper or television news. The reader of a newspaper can select news items of his/her choice, which is not possible with radio news. Moreover, one can leave a story and go back to the previous one, which again is not possible with radio news. Although the radio news is written in advance, it is 'presented' and not 'read'. Radio is a medium of voice-to-ear, not news-to-eye as in newspapers. Radio news is presented in different formats, viz., News Bulletin, News Magazine, Newsreel etc.

Concept of News

"News is anything that is timely and significant to audience in respect of their personal affairs or their relation to society and the best news is that which possesses the greatest degree of this interest and significance for the greatest number."

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 **Basics of Radio News**

What is Radio ?


- Radio is identified as the fastest medium for getting information.
- Radio News is different from a newspaper or television news.
- Radio is a medium of voice-to-ear, not news-to-eye as in newspapers.
- Radio news is presented in different formats, viz.,

1. News Bulletin
2. News Magazine
3. Newsreel etc.


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 **History of Radio**


- Radio is communication over distance when sounds are converted to electromagnetic waves and sent to a receiver that transfers the waves back to sounds.
- Radio in recent times has developed a new role as informant and companion, besides being the source of entertainment.
- From its first tentative experiments and the early days of wireless, radio has expanded into an almost universal medium of communication. At present Radio covers 92 percent of area and 99 percent of population in India.



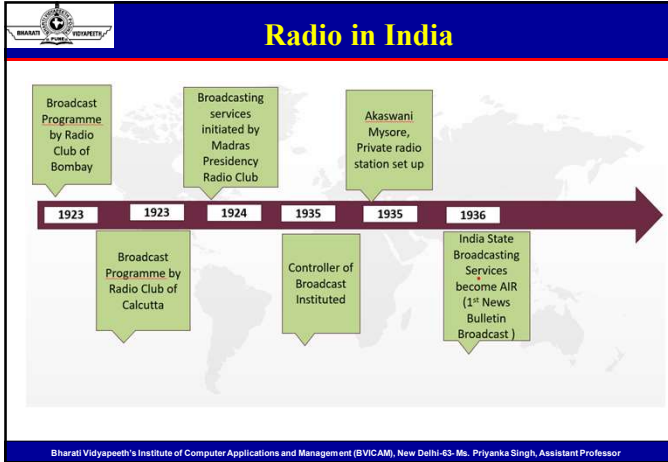
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 **History of Radio**

- Invention of radio Italian inventor Guglielmo Marconi 1890s. His ideas took shape in 1895 when he sent a wireless Morse Code message.
- Radio In India - Radio Broadcasting began in June 1923 during the British Raj.
- First Radio Station - Bombay station which began on 23 July 1927
- Same year Calcutta station which followed on 26 August 1927
- Establishment of All India Radio on 8 June 1936 by Lionel Fielden



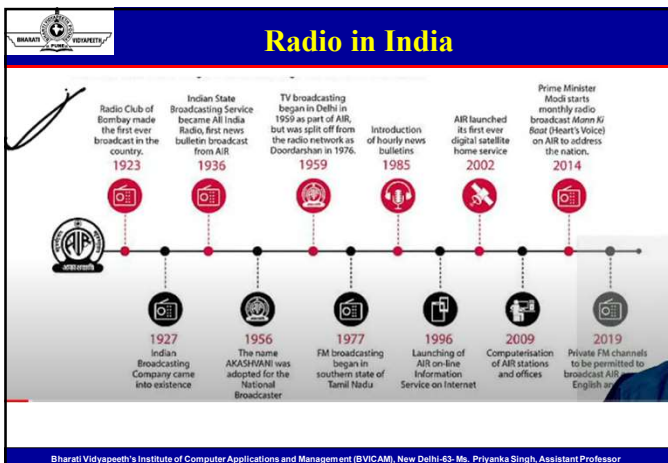
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Radio in India


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- At present Radio covers 92 percent of area and 99 percent of population in India. When India attained independence, there were six radio stations
 1. Delhi
 2. Bombay
 3. Calcutta
 4. Madras
 5. Tiruchirapalli and
 6. Lucknow
- Radio City Bangalore, started on July 3, 2001, is India's first private FM radio station.
- Community Radio started in India on 2004

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Characteristics of Radio

- Informs
- Educates
- Entertains
- Radio makes pictures
- Radio speaks to the individual
- Radio is inexpensive
- Radio does not need electric power supply
- One does not have to be literate to listen to radio
- Radio speaks to millions
- The speed of radio
- Radio has no boundaries
- Radio for society
- Interactive communication
- It motivates



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Qualities of Radio News

- a) Accuracy
- b) Balance
- c) Objectivity
- d) Clarity
- e) Conciseness
- f) Comprehensiveness
- g) Cohesiveness
- h) Interesting

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Basics of Radio News

Concept of News


Definition of News for radio depends on -

- The size of listeners
- The periodicity of Broadcast (Usually AIR broadcasts news hourly)
- The social character and economic base of the listeners
- The focus of attention or emphasis of the listeners.

Hence, the News is -

- Perishable (Which news is new at the moment but next moment it will old)
- Is of interest to a large number of people; Of unusual events and happenings;
- What is new to the public; and
- An event put forward by a reporter, as without a reporter, a news item does not exist.

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 **Basics of Radio News**

News Values

1. Conflict: Conflict means a kind of clash, quarrel, disagreement, discard or battle between persons, groups, societies or countries. It may be physical, social, economical, political, boundaries between or issues between two states or countries, religious, ethnic or personal. Most conflicts are newsworthy to some extent or degree.

2. Victory and Defeat: Conflict naturally paves way for the victory of one party and defeat of the other one. Whether the conflict is between two hockey or cricket teams striving for a cut or trophy, or two armies combating in a battle or two political parties contesting an election, one side's fate is victory and the other's is defeat. These two ingredients of human society are teemed with healthy newsworthiness.

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 **Basics of Radio News**


News Values

3. Progress and Development: Progress means any improvement in any field. If the progress is really significant it will be a part of the news bulletin. Progress of student or person, a society, a country, science & technology, relations between two countries, etc. gets attention of public. News related to development issues such as Environment, Ecology, Gender, Health, Population control, Agriculture etc. need to be reported and disseminated.

4. Government activities and action: The passing of a law or other order concerning general people, cabinet meetings, parliament and assembly sessions, notifications about new rules and regulations are newsworthy.

5. Eminence and Prominence: What happens to important people makes news. The value of the news increases with the prominence of the person involved.

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 **Basics of Radio News**

What the prominent people say is also very important for a reporter, particularly, if they make some announcements which have an impact on the common people. It is agreed upon that names make news and the bigger the name, the larger the news.

6. Timeliness (Immediacy): Timeliness means freshness. News must be timely and new. "Now" is more newsworthy than "Then". News is about what is happening now. It will not arouse interest if it is already, known, or brought to notice long after its occurrence.

7. Proximity (Nearness): Local is more newsworthy than "Distant". Proximity is nearness which means that an incident which has taken place near the people. We, naturally, tend to take more interest in the news story that is about us, or our city, or our province, or our country. The closer the accident, the more the interest will be.

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Basics of Radio News

8. Novelty: Novelty means something different, something against the general routine of people, something amazing, incredible, astonishing or unusual. Anything, any action, any hobby, any incident, people would hardly prepare to believe in something novel and hence carries the characteristic of novelty.

9. Human Interest: People are interested in what is happening to other people. In addition, oddities, humour, tragedy, triumph over handicap, stories involving kids, animals-all make for good human interest stories.

10. Weather and Sports: Both the weather and sports have great news value. The arrival of monsoon or cyclones makes important news. Similarly, fury of drought and floods make news.

11. Follow-up: A good news story does not end at the first reference, it needs a follow-up. Follow-up keeps the interest of the listeners alive by updating them on the latest development of an event or an issue.

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Basics of Radio News

Q1. Inventor of Radio ?
A. GUGLIELMO MARCONI (1890's)

Q2. All India Radio established on which date ?
A. 8 June, 1936

Q3. India's first private FM radio station
A. Radio City Bangalore, started on July 3, 2001

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Qualities of Radio News

There are some basic qualities of the news. These are Accuracy, Balance, Objectivity, Clarity, Concise and Comprehensiveness.


Characteristics of News

- Timeliness
- Prominence
- Proximity
- Conflict
- Impact
- Human Interest

More Characteristics...

- Resourceful
- Organized
- Ability to be a team player
- Willingness to accept criticism
- Flexibility
- Writes well
- Knows news


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Radio News Vs. Newspaper News

- Radio news writing demands the same standard of accuracy, speed, clarity and objectivity as the news writing for newspaper.
- Radio is an audio medium, while news is a written medium.
- Radio news is presented moments after the news event occurs, while newspapers have to wait for about 24 hours before they can publish the news to their readers.
- Radio news bulletins are broadcast at fixed times, while newspapers can be read at the time of one's choice.
- Language used in radio news is to-the-point and very concise, while newspaper news is a little bit detailed.
- Radio news language is conversational and colloquial, while newspaper news language is formal.


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News Sources: News Agencies, Reporters, Correspondents & Monitoring Services

- **News Source**
- In journalism, a **source** is an individual, company, document or more that can provide information to fuel a new story. In order for a story to be considered verified and to maintain a reputation as a news outlet, it is important to have a credible source.
- However, very often sources will choose to remain unnamed. This can make it very easy for a publication or a site to claim that it had a reliable source, without being forced to demonstrate any evidence of that fact.
- **The term 'news source' refers to any person, organization, document, or object that provides information to journalists. This may include the spokesperson for an international aid group, an academic, or a regular citizen who witnessed an event. It may also include press releases, court filings, or reports published by interest groups. By Rodrigo Zamith**

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News Sources: News Agencies, Reporters, Correspondents & Monitoring Services

News gathering is a specialized job which needs lot of skill.
News sources are the ways and routes through which a news channel gets news.

- **Some important news sources are –**
 1. Reporters / correspondents/ foreign correspondents
 2. News Agencies
 3. Newsroom diary
 4. Newsroom Files and records
 5. Monitoring services
 6. Handouts and Press releases
 7. Press conferences
 8. Interviews

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Reporters/correspondents/ foreign correspondents

Reporters: A group of reporters work in the newspaper org. They have specific coverage area according to their ability and expertise which is judged by the editor. This specific area is called beat. If a reporter is interested in politics, s/he gets a chance to do political beat. If interested in games are assigned sports beat. Similarly business, crime, art and culture and science beats are assigned to the reporters, who have skills, potential and ability to do that. They are supervised and instructed by the bureau chief or the chief reporter to file news items on time.

Correspondent: A correspondent or on-the-scene reporter is usually a journalist or commentator for a magazine, or an agent who contributes reports to a newspaper, or radio or television news, or another type of company, from a remote, often distant, location. A foreign correspondent is stationed in a foreign country.

Special Correspondents: They are the senior and most experienced members of the editorial wing who cover national and international issues. The foreign visit of President or Prime Minister, cabinet meeting called by Prime Minister or Chief Minister and parliamentary and legislative sessions are generally covered by the special correspondents.

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Reporters/correspondents/ foreign correspondents

- A fairly large team of trained reporters and correspondents based in the capital is responsible for covering, national and international events.
- A reporter / correspondents needs to have a variety of reliable and well-placed contacts to fork out information.
- Reporting major developments in the area, keeping in view the Indian interest they have to be quick in filing reports and accurate in facts as they faced a tough competition from other sources.
- These correspondents are generally Part-time Correspondents at District headquarters, who may be reporters or stringers.


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 **News Sources: Reporters/Correspondents**

Qualities of Reporters/Correspondents


- Nose for news/ Curious
- Sharp Observation
- Public Relations
- Active and Dynamic
- Well informed
- Shrewd yet well behaved

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 **News Sources: News Agencies**

- A news agency is an organization of journalists established to collect or gather news and supplies to different newspapers, magazines, radio stations and television channels who are subscribing to its services.
- They are also known as wire services or news services, after receiving and selecting news from the agencies, the copy has to be rewritten in the spoken word idiom to meet the requirement of the radio.
- News agencies have a well-organized wide network which provides a continuous flow of information through electronic tele-printers or computers.
- A news agency is an agency that collects information or news in multimedia or text format and then sells them to different media organisations.
- News Agencies are the main source of bulk supply of news materials including feature and photographs.

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 **News Sources: News Agencies**

The organizations which purchase the content include television broadcasts, radios, government organizations, etc. The news agencies are also known as newswires, news services, or wire services. The term wire services has its roots in the former times when agencies would use telegraphs to send their stories.

1. News agencies are establishments that supply news and current happenings to the press organizations from in and around the world.
2. They transmit the gathered news to media channels and do not directly supply them to the customers.
3. All India Radio, television channels, newspapers, and other media sources are supplied the news from the agencies.
4. They aim at gathering information also from other countries and abroad.

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News Sources: News Agencies


National News Agency

1. PTI – Press Trust of India (1947)
2. UNI – United News of India (1961)
3. IANS – Indo-Asian News Service (1986)
4. ANI – Asian News International (1971)
5. Hindustan Samachar (1948)

International News Agency

1. AP – Associated Press (1846) – United States of America
2. REUTERS (1851) – United Kingdom
3. ITAR TASS - Information Telegraph Agency of Russia (1902)
4. AFP – Agence France Presse (1835) - France
5. XINHUA (1931) - China
6. BBC – British Broadcasting Corporation (1922) - British

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News Sources: Monitoring Services

- A Monitoring Officer is responsible for translating news articles, broadcasts, or other media content from various languages into English, providing accurate and timely information for stakeholders, organizations, or government agencies.
- Various radio and television broadcast channels of other countries are monitored to obtain information.
- Monitoring officers listen to the transmissions in different languages, translate them into English and make a report of it.
- For good monitoring a monitor must be proficient in the language he is monitoring.
- Senior monitors scrutinize the monitoring reports and finally the news items to be made a part of news bulletin are sent to the news editors.

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News Sources: Monitoring Services

- **Functions of Monitoring Officer**

1. Translate news articles, broadcasts, or other media content from multiple languages into English.
2. Monitor news sources, identifying relevant and critical information.
3. Summarize and analyze translated content, highlighting key points and trends.
4. Provide contextual information and background research to support translations.
5. Ensure accuracy, quality, and timeliness of translations.
6. Collaborate with team members to share knowledge and best practices.
7. Stay up-to-date with current events, terminology, and language nuances.


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 **News Sources: Monitoring Services**

Qualities of Monitoring Officer

1. Language expertise: Fluency in multiple languages, with excellent English writing and comprehension skills.
2. Translation skills: Ability to accurately convey meaning, context, and nuances from source languages to English.
3. Attention to detail: Meticulous attention to detail, ensuring error-free translations.
4. Analytical skills: Capacity to analyze and summarize complex information.
5. Cultural knowledge: Understanding of diverse cultures, customs, and regional contexts.
6. Time management: Ability to meet deadlines and work under pressure.
7. Collaboration: Strong team player with excellent communication skills.

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 **News Sources: Newsroom diary**

Newsroom diary:

Newsroom diary is a kind of diary or register in which information about coming important events to be covered are logged in. Normally following information about following five W's is put in these columns:

- **What:** Nature of the function/ gathering
- **Who:** Name of the Chief Guest or persons involved
- **When:** Time & date of the event to be covered
- **Why:** Importance of the event
- **Where:** Complete address of the place where the event has to be held.


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 **News Sources: Newsroom diary**

Newsroom Files and Records

- Newsroom cabinet contains files and previous records with titles showing different captions.
- Each file is about any national or international issue and is updated as and when there is any progress in the issue.
- The purpose of these files is to provide the reporter with the factual background of any problem.


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 **News Sources: Handouts and Press releases**

Handouts

- The Government offices and private organizations issue handouts and press releases from time to time.
- Most of these handouts and press releases are exercises in publicity and public relations.
- The news value of these handouts should be closely examined before including them in the news bulletin.
- There is need to look for the lead point, give the story a logical sequence, roundup the figures and add background information wherever necessary.
- Handouts are pre-prepared materials provided to journalists, including radio news teams, to inform them about a particular topic, event, or issue.

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 **News Sources: Handouts and Press releases**


Handouts Functions

1. Provide background information on a story or event.
2. Offer additional context or data to support a news story.
3. Serve as a primary source for news teams.
4. Help shape the narrative or perspective on a story.

Qualities:

1. Accuracy: Handouts should contain accurate and reliable information.
2. Clarity: Clearly written and easy to understand.
3. Relevance: Relevant to the topic or story being covered.
4. Timeliness: Provided in a timely manner to meet deadlines.
5. Objectivity: Free from bias and balanced in perspective.

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 **News Sources: Handouts and Press releases**


Press Releases

A press release or press statement is a written or recorded communication, directed at members of the news media, for the purpose of announcing something, claimed as having news value.

Press Releases are generally sent through post, e-mail, fax, or by-hand to the assignment editors at radio stations. Some departments send out audio news releases (ANRs) which are pre-taped audio programs that can be aired intact by radio stations.

Press releases are official statements issued by organizations, individuals, or government agencies to share information with the public through media channels, including radio news.

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 **News Sources: Handouts and Press releases**


Press Releases Functions:

1. Share official statements or announcements.
2. Provide information on events, launches, or initiatives.
3. Offer quotes or perspectives from key individuals.
4. Serve as a primary source for news teams.
5. Help shape public opinion or perception.

Qualities:

1. Newsworthiness: Contain newsworthy information or announcements.
2. Clear structure: Well-organized and easy to follow.
3. Objectivity: Free from bias and balanced in perspective.
4. Accuracy: Accurate and reliable information.
5. Timeliness: Issued in a timely manner to meet deadlines.

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 **News Sources: Press Conference**

A Press Conference is a media event in which newsmaker (person who holds press conference) invites journalists to hear him speak and most often, ask questions.

- In a press conference, one or more speakers may make a statement, which may be followed by questions from reporters.
- Sometimes only questioning occurs, sometimes there is a statement with no questions permitted.

A Press Conference is a formal event where a person or organization invites journalists and media representatives to share information, make announcements, or address questions on a specific topic.

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 **News Sources: Press Conference**

The typical functions of a press conference include:

1. Sharing news or announcements.
2. Providing updates on a situation or event.
3. Addressing questions and concerns from the media.
4. Building relationships with journalists and media outlets.
5. Reaching a wider audience through media coverage.

Press conferences can be held in person, online, or via telephone conference. They are commonly used by businesses, governments, organizations, and individuals seeking to communicate their message to the public.

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 **News Sources: Interview**

Interviews can lead to exclusive stories and scoops.

- For producing a good interview, a great deal of planning and home work is essential.
- The interviewer should build up a rapport with the interviewee and make the Interviewee comfortable by having some pleasant preliminary conversation as relaxed atmosphere is conducive for a good interview.
- The interviewer should also be conversant with the handling of tape-recorder and a micro-phone. Before starting an interview, the correspondent should carry out a thorough check of the sound recording system, micro-phone and the batteries. And also check the ambient sound.
- If the ambient sound is loud then change the location where it is comfortable to broadcast quality recording.
- An interview is a conversation between two or more people, typically involving a journalist or researcher asking questions to gather information, insights, or opinions from the interviewee.

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 **News Sources: Interview**


Functions of an interview:

1. Gather information or data.
2. Obtain quotes or statements.
3. Provide context or background information.
4. Explore opinions or perspectives.
5. Build relationships or trust with the interviewee
6. Create engaging content for audiences.

Qualities of a good interview:

1. Preparation: Research and planning beforehand
2. Clear objectives: Defined goals and focus
3. Active listening: Engaged and attentive to the conversation
4. Open-ended questions: Encouraging detailed responses
5. Neutrality: Avoiding bias and remaining impartial
6. Respect: Professional and courteous

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 **Structure and Functioning of FM Radio Stations**


The organizational structure of FM Radio stations are designed in accordance with their objectives and functions.

There are several broadcasting networks in the world, some are public service broadcasting organizations, and others are commercial networks.

The policy objectives of FM radio stations differ widely depending on the policy of those who own or control them.

The organizational structure of a broadcasting organization differs organization to organization.

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 **Structure and Functioning of FM Radio Stations**

Organizational Structure of Government FM Radio Station

- In India government owned FM radio station is running by All India Radio (AIR) under the control of Prasar Bharati Board of India.
- At present AIR have 206 FM stations (transmitters) across the country.


This Includes:

1. 35 FM Rainbow stations
2. 4 FM Gold stations
3. 26 FM Vividh Bharati stations
4. Rest are local radio stations

The headquarters of All India Radio is located in New Delhi is headed by a Director General.


- There is not a separate infrastructure for Government FM radio stations.
- These are using basic infrastructure of All India Radio network spread all over the India.

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 **Structure and Functioning of News Services Division and News Room**


- News Services Division of All India Radio handles all news bulletins and news related programmes. News Service Division is one of the largest radio news organizations in the world.
- From 27 news bulletins in 1939-40, AIR today puts out 647 bulletins daily.
- News Service Division subscribes to the news agencies. Another source of news is the Monitoring Units attached to the General News Room and the Central Monitoring Services, which monitor the bulletins of major broadcasting organizations of the world. Apart from receiving news from news agencies, AIR has over a hundred regular reporters and correspondents in the state capitals and other important centers.
- The News Service Division (NSD) is headed by the Director General News, who is assisted by four Additional Directors General and seven Directional Officers. They supervise the functioning of the General News Room, Reporting Units, Current Affairs Units, Language Units, Regional News Units and the Monitoring Service.

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 **Structure and Functioning of News Services Division and News Room**

- Through all news sources, AIR receives three to four lakh words of news items daily. It is responsibility of the news editors of AIR working in the GNR in Delhi to examine this copy and select the usable items. The GNR functions round-the-clock in four shifts and handles over 300 bulletins in 24 hours. Each shift is headed by an Editor-in-Charge, assisted by a number of Assistant Editors, Sub-Editors and Compilation Editors. The Editor-in-charge is in-charge of the news desk where the news copies received from various sources are selected, edited and rewritten.
- **Home Service** - Home Service of News Services Division broadcasts from Delhi 178 daily news bulletins in English, Hindi and 33 languages for duration of 22 hours and 17 minutes.
- 56 bulletins in external services in 22 languages.
- 21 news bulletins, In Hindi
- 26 news bulletins In English
- 48 news bulletins in 18 Indian languages


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Structure and Functioning of News Services Division and News Room

- **Regional Service** - Regional news bulletins were introduced in the early fifties. The first such news bulletins were broadcast in April, 1953 from Lucknow and Nagpur Stations.
- In 1954-55, Regional News Units were set up at Bombay, Madras and Calcutta.
- At present there are 45 Regional News Units functioning in different parts of the country.
- 469 news bulletins in 75 regional languages/dialects including English and Hindi are being broadcast.
- **External Service** - Initially, the External Services were part of the News Services Division. They were de-linked from the Division on September 15, 1948.
- The responsibility of compiling the external news bulletins remains with the News Services Division.
- A total of 66 news bulletins are broadcast daily in 26 languages.
- 56 of these go on-Air from Delhi.
- Remaining 10 Bulletins from 6 Regional News Units.

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Structure and Functioning of News Services Division and News Room

- **News on FM Rainbow** - The News Services Division has been putting out news headlines on FM Rainbow channel since Delhi from May 28, 1995.
- Twenty four news headline bulletins on FM Rainbow are broadcast round-the-clock from Delhi.
- The duration of each headline FM Rainbow bulletin from Delhi is one minute approx.
- At present 40 AIR stations are broadcasting FM Headlines.

News on FM Gold - FM Gold, the news and entertainment channel was launched on Sept 1, 2001. The Channel carries news on the hour originating from Delhi.

- Composite news programmes Dopahar Samachar in Hindi & Midday News in English are broadcast daily for 30 minutes duration each.
- The channel has also some specialized programmes like 'Market Mantra' (Business Magazine) and 'Sports Scan'.
- Other news-based programmes mounted on FM Gold include 'Vaad Samvaad' and 'Countrywide' based on interviews with prominent personalities

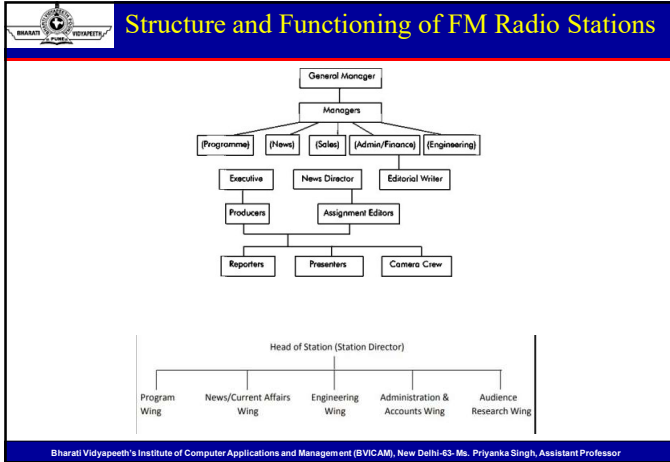
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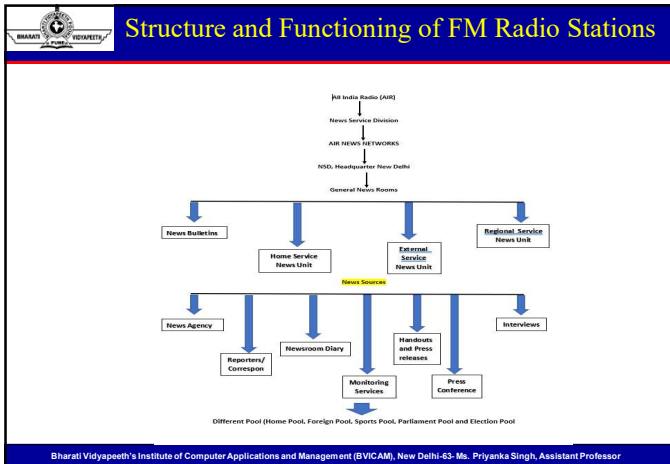


Structure and Functioning of News Services Division and News Room

- **News on Phone Service** - AIR's News-on-Phone (NOP) service was introduced on February 25, 1998 from Delhi.
- The service provides the latest news highlights in Hindi and English to a listener anywhere in the world on phone by dialing specified numbers.
- NOP services are now available from 14 AIR stations including Delhi.

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Structure and Functioning of FM Radio Stations

The Directorate General, All India Radio functions under Prasar Bharati. Director General is the Head of the Department and is responsible for the overall administration and supervision of the entire AIR network. In performance of his duties and functions, the Director General, AIR is assisted by officers of the following wings.

Programme Wing

Program Director: Leads the programming department, responsible for the overall content strategy and scheduling.


Producers: Manage specific shows or segments, overseeing content development, guest coordination, and show flow.

On-Air Talent (Presenters/Hosts/DJs): The voices of the station, who engage with listeners, present music, interviews, and live shows.

Music Directors: Curate the playlist, ensuring it aligns with the station's format and target audience preferences.

Content Creators/Writers: Develop scripts, show ideas, and other creative content.

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 **Structure and Functioning of FM Radio Stations**

Programme Wing Functioning:


Content Strategy: The Program Director and team decide the station's content mix, including music, talk shows, news segments, and special features. This is guided by the station's brand, target audience, and market research.

Scheduling: The programming team creates a daily/weekly schedule, balancing live shows, pre-recorded content, and commercials.

Execution: Producers coordinate with on-air talent and technical staff to ensure smooth delivery. They monitor live shows, adjust content as needed, and handle any on-the-spot changes.

Audience Engagement: On-air talent interacts with listeners via phone-ins, social media, and contests, keeping the programming dynamic and audience-focused.

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 **Structure and Functioning of FM Radio Stations**

News Wing

News Director: Leads the news team, deciding on news coverage and editorial direction.


Reporters/Journalists: Gather news, conduct interviews, and report from the field or studio.

News Anchors: Present news bulletins, often live, and sometimes participate in talk shows or debates.

Editors: Review and refine news content before broadcast, ensuring accuracy, fairness, and compliance with journalistic standards.

Researchers: Support reporters and anchors by providing background information, data, and verifying facts.

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 **Structure and Functioning of FM Radio Stations**

News Wing

Functioning:

News Gathering: Reporters collect news stories, conduct interviews, and provide live reports or recorded segments.


Editorial Meetings: The News Director and team meet regularly to decide which stories to cover, prioritize, and assign tasks to reporters.

Content Production: Editors refine news scripts, prepare reports, and ensure that content is suitable for broadcast. News Anchors deliver the content on air.

Real-Time Reporting: The news team reacts quickly to breaking news, coordinating live coverage, updates, and continuous reporting.

Ethical Journalism: The News Wing adheres to strict journalistic standards, focusing on accuracy, impartiality, and integrity in reporting.

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 **Structure and Functioning of FM Radio Stations**

Administration Wing

Additional Director General (Administration) and Additional Director General (Finance) assist the Director General on all matters of the administration and finance. One Director each looks after the Engineering Administration, Programme Administration and financial matters.


Station Manager/General Manager: Oversees the entire operation, making high-level decisions on finance, staffing, and strategy.

HR Department: Manages recruitment, employee relations, training, and welfare.

Finance Department: Handles budgeting, payroll, accounts payable/receivable, and financial reporting.

Legal and Compliance: Ensures the station adheres to broadcasting regulations, licensing, and contracts.

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 **Structure and Functioning of FM Radio Stations**

Administration Wing

Functioning:


Leadership and Decision-Making: The Station Manager coordinates with all wings, setting goals, policies, and ensuring alignment with the station's vision.

Staff Management: HR handles all aspects of employee management, from hiring to training and ensuring a positive work environment.

Financial Management: The Finance department manages resources, prepares budgets, monitors expenses, and ensures profitability.

Regulatory Compliance: The Legal department ensures that the station complies with all broadcasting laws, copyrights, and contracts, minimizing legal risks.

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 **Structure and Functioning of FM Radio Stations**

Engineering Wing

In respect of the technical matters, Director General is assisted by an Engineer-in Chief and ADG (Engineering) at the Headquarters and by the Zonal Chief Engineers in zones. In addition, there is a Planning and Development Unit at the Headquarters in respect of the Development Plan Schemes of All India Radio. For the civil construction activities, the Director General is assisted by the Civil (CCW) Construction Wing of AIR, which is headed by a Chief Engineer. The CCW caters to the needs of Doordarshan also.


Chief Engineer: Leads the technical team, responsible for all broadcast and transmission technology.

Broadcast Engineers: Maintain and operate the station's equipment, including transmitters, mixers, and studio gear.

IT Specialists: Manage digital infrastructure, including servers, automation systems, and streaming technology.

Transmission Operators: Oversee the signal transmission, ensuring it reaches the intended audience clearly and reliably.

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 **Structure and Functioning of FM Radio Stations**

Engineering Wing

Functioning:

Technical Maintenance: Engineers ensure that all equipment is functioning correctly, from microphones and consoles to transmitters and antennas. Regular maintenance and quick repairs are vital.


Signal Transmission: The Engineering Wing ensures the broadcast signal is strong and clear, managing both terrestrial and digital transmissions, including streaming.

Studio Setup: They design and maintain the studio environment, ensuring it is equipped for live broadcasting, recording, and special events.

Technical Support: Provide real-time support during broadcasts to handle any technical issues that may arise, ensuring uninterrupted programming.

Upgrades and Innovation: Engineers also work on upgrading equipment, implementing new technologies, and enhancing the station's technical capabilities.

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 **Structure and Functioning of FM Radio Stations**

Audience Research Wing


There is a Director (Audience Research) to assist the Director General in carrying out feedback studies on the programmes broadcast by the stations of All India Radio. Director (Audience Research) is assisted by a Joint Director (Audience Research). Audience Research Manager: Heads the department, overseeing all research activities and data analysis.

Data Analysts: Analyze listener data, ratings, and feedback to identify trends and patterns.

Survey Coordinators: Design and conduct surveys, focus groups, and listener panels to gather audience opinions.

Social Media Analysts: Monitor online engagement, feedback, and trends across digital platforms.

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 **Structure and Functioning of FM Radio Stations**

Audience Research Wing

Functioning:

The functions of the Research Department include Research and Development of equipment required by AIR and Doordarshan, investigation and studies relating to AIR and Doordarshan, development of prototype models of R&D equipment for limited use field trials in AIR and Doordarshan network.

Audience Analysis: The team collects and analyzes data on listener demographics, preferences, and behavior using surveys, ratings, and social media analytics.

Content Feedback: Research findings are shared with the Programming Wing to tailor content to audience preferences and increase listener engagement.

Market Trends: The team monitors industry trends, competitor analysis, and audience shifts, advising the station on strategic adjustments.

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