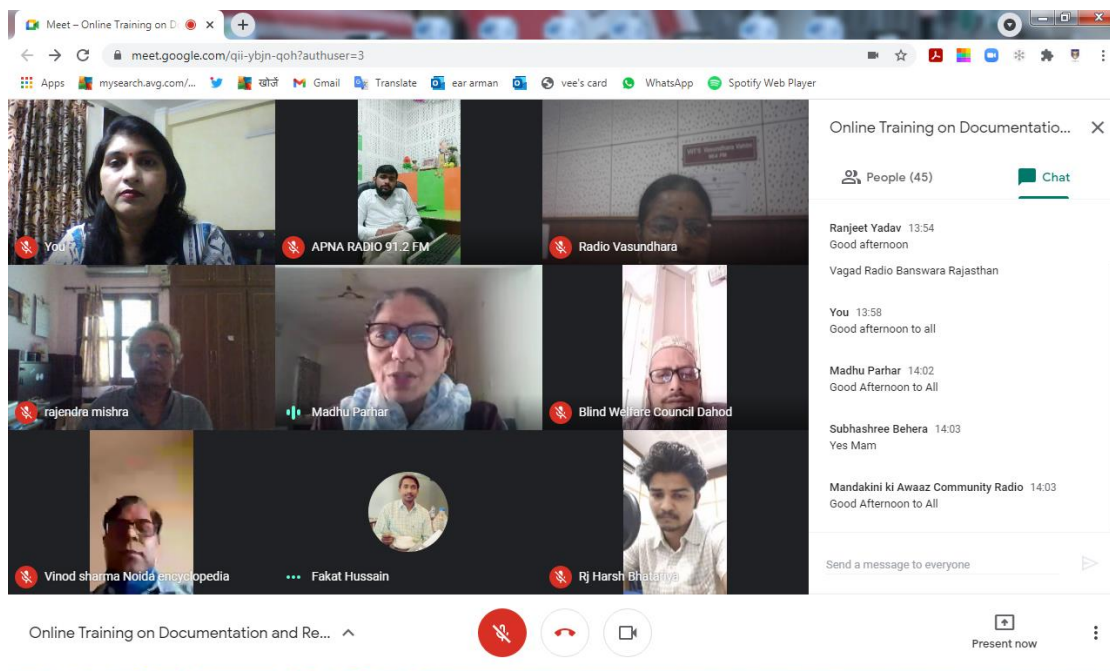


# Orientation Training Program on Documentation & Reporting Skills for Community Radio Stations In India



**Conducted By**  
**Dr. Rajendra Mishra**  
**Consultant, CEMCA**  
**(First Workshop)**  
**Dated: 26<sup>th</sup> & 27<sup>th</sup> April, 2021**

**Organized By**  
**Commonwealth Educational Centre for Asia**  
**New Delhi**

## **Acknowledgement**

**The present workshop was conceived and organized by CEMCA, New Delhi. I wish to acknowledge with thanks to Dr. Madhu Parhar, Director and Ms Monica Sharma, Program Assistant, CEMCA for giving me this opportunity to conduct the workshop online for the participants from all over the country, stationed at various community radio stations in India. All the logistics have been provided by CEMCA in conducting this workshop. I am thankful to all the participants for attending the workshop with great enthusiasm on both the days.**

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## **First Online Orientation Training Program for CRS**

### **Introduction**

Commonwealth Educational Centre for Asia, New Delhi is a body of Commonwealth of learning working for the development of various aspects of educational and media related programs for Asia. For the development of Community Radio Stations in India, few orientation training programs are planned and focused to help them to enhance their capacity in the areas of project management and skill-development in utilizing technological tools like ICT while implementing the projects, which can be later be collated to make a comprehensive reports to see the outcomes of the same for the target groups addressed by various CR Stations.

### **Objectives of the Orientation Program**

- Design and develop the online workshops for CRS and prepare program schedule
- Conduct 3 workshops in the months of April, May and June, 2021 respectively in consultation with CRS to fix the dates and participation of each workshop in advance by CEMCA
- To make the participants understand the use of tools for project preparations, data collection and report writing. The tools may be Google Docs, Forms, and Sheets to be utilized for various purposes by CRS in future.
- To expose the participants on report writing skills to present the same in standardized format .

### **Methodology**

CEMCA coordinated with all the community radio stations (CRS) and in consultation with the consultant a two days online workshop for the month of April. The present group consists of CR stations which are mainly using Hindi as a major language to broadcast the various radio programs to make the target groups aware about the various projects being run by them. Therefore, it was decided to impart the online training presentation in Hindi and English languages as per the demand of the present group.

### **Online Training Orientation**

As has been mentioned earlier, in the beginning of the orientation program in the afternoon of 26<sup>th</sup> April, 2021, Ms Sharma welcomed all the participants as well as Director, CEMCA and the resource person Dr. Rajendra Mishra.

Dr. Madhu Parhar, Director, CEMCA also greeted all the participants and the subject expert and briefly discussed about the need of such workshops as per the suggestions of various Community Radio Stations in India. Dr. Parhar also stressed the need and importance of the workshop for the better utilization of the outcomes by way of getting systematic and comprehensive data and report which can be collated for future use as it will be in standardized formats.

Dr. Rajendra Mishra, the resource person of the workshop started the presentation by greeting all the participants, Director CEMCA and Ms Monica Sharma. He also mentioned about the need of such a useful and timely workshop for the human resource working in CR stations. At the outset Dr. Mishra told the participants that this orientation will mainly focus on the Google Forms, Google Sheets and how the same will be saved in Google Drive automatically as these become the part of Google Drive. He also stressed that when we use Google Forms and Google Sheets the collection of data and collation with the help of forms and sheets of any project will have a standardized format to explain the same while reporting for the benefit of policy makers or sponsoring agencies.

All the participants were first exposed to the use of Google Drive and how it can be opened, used as well as saved for future use. Later, all the participants were given online exposure with the help of the presentation step by step and exposed the same about Google Form and how the same can be shared with the individual as well as the group for data collection and collation. They were also told that 3-4 people can simultaneously work together online in real-timeframe. The participants were also shown the method to create a Google Form and fill the same online as well as submit the same to the given destination.

After the Google Forms all the participants were shown the use of spreadsheets which is called as Google Sheets for the purpose of collation of all data they want to utilize for writing the report or for any other purpose with the help of columns and rows in which all the material is filled as per the responses received from Google Forms.

After the completion of this part all the participants were asked to put their questions and clear all the doubts if they have so. Some of the participants asked questions related to use of both the applications and it was clarified. The participants were also told to practice the same after the session and report the same on 27<sup>th</sup> April, 2021 or submit the same to the organizer of the program Ms Monica Sharma for any clarifications if needed. One participant submitted the Google Form without title therefore the same was not correctly filled. This mistake was clarified.

The first day session ended here with the online feedback about the presentation by the CEMCA organizer. All the participants were very appreciative of the way by which the explanation of the above Google Applications was explained by the resource person. At the end vote of thanks was given by Community Radio Association Office bearer.

On day 2, 27<sup>th</sup> April 2021 the session started at 2 P.M. and this day Dr. Rajendra Mishra started the orientation on How to write a report.

In the presentation the resource person discussed about the various aspects of report writing starting from Introduction, Objectives, Methodology, Target Group to whom the report has to be addressed. One should know for whom to be written, what to be written and how to be written.

Participants were told that report writing is a very important part of any activity, whether it is a project, research, training and conference. Therefore, one should be very careful in writing the same with giving all the relevant information as well as shortcomings and limitations.

The most important aspects of any good report is that it should be written in such a manner so that the reader is able to grasp the same by way of its smooth flow while reading the same. It was also emphasized that one should always keep in mind the target group while writing the report.

Today at the end of the program Director, CEMCA also joined and asked the participants feedback on both the days of the workshop. All the participants were very happy to attend the workshop and also opined that it was explained so nicely and lucidly which will enable us to utilize the same in a much better manner in future endeavors. Some of the participants opined that the sessions were very useful and helpful to overcome their doubts in the above areas and felt the explanations were very elaborate, clear and in simple language. Some of them have suggested that, in future, some workshop should be organized on the use of social media platforms by the CRS and also a workshop on how to conduct the research.

Finally, Director, CEMCA thanked all the participants and the resource person for making this workshop a success by way of their good participation and discussion. All the participants were shared the copies of both the days' presentation to their emails.

## **Annexures**

### **Subject Expert**

Dr. Rajendra Mishra  
Former Director, IMC, MANNU,  
Research Scientist, UGC/CEC  
Consultant, CEMCA  
Email: rajenmis@gmail.com

### **CEMCA Team**

Dr, Madhu Parhar, Director  
Ms Monica Sharma, Program Assistant

### **Administrative Support**

MrDalip Kumar Tetri, Advisor, Administration & Finance  
Sunny Joseph, Administrative Assistant

**Orientation Training Programme on**  
**Documentation & Reporting Skills for the Community Radio Stations in**  
**India**

**AGENDA**

DAY 1: 26<sup>th</sup> April 2021 (2.00 pm -3.30 pm)

Welcome Address	-	Ms. Monica Sharma, CEMCA
Introductory Remarks	-	Dr. Madhu Parhar, Director, CEMCA
Introduction to Expert	-	Ms. Monica Sharma
Session -1	-	Dr. Rajendra Mishra, Former Director, IMC, Research Scientist, CEC, New Delhi.  How to use Google doc, Forms etc for various purposes by CRS
Closing Remarks	-	Mr B S Panwar, President, CRA
Vote Of Thanks	-	Ms Monica Sharma

Day 2: 27<sup>th</sup> April 2021 (2.00 pm - 3.30 pm)

Welcome Address	-	Ms Monica Sharma
Session – 2	-	Dr. Rajendra Mishra.  How to write Report
Closing Remarks	-	Mr B S Panwar, CRA
Vote of Thanks	-	Ms Monica Sharma, CEMCA









## Presentations

# DEVELOPMENT OF GOOGLE FORMS AND GOOGLE SHEETS

**Dr. Rajendra Mishra**

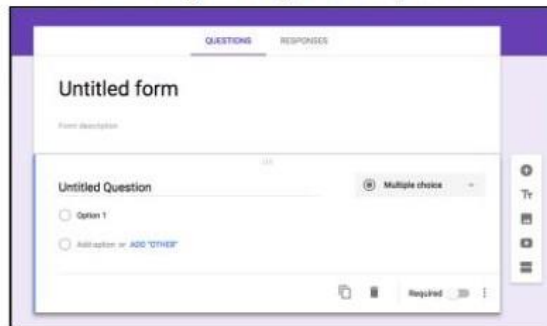
Formerly Director, IMC MANUU &  
Research Scientist(rtd), CEC-UGC.

### Most Commonly Used Google Drive Applications

App	Description	Primary Functions
Google Docs 	Text Documents	Proposals, reports, shared meeting notes
Google Sheets 	Spreadsheets	Project Plans, budget sheets
Google Forms 	Surveys	Group polls, customer satisfaction surveys
Google Slides 	Presentation	Training modules, team presentations
Google Drawings 	Shapes, charts & diagrams	Flowcharts, mind-maps
Google Sites 	Websites	Team sites, project sites, resume sites

## How to create a Google Form ?

1. Go to Google Forms.
2. In the menu bar, click on "Blank" to create a new form from scratch or choose from any of the given templates.

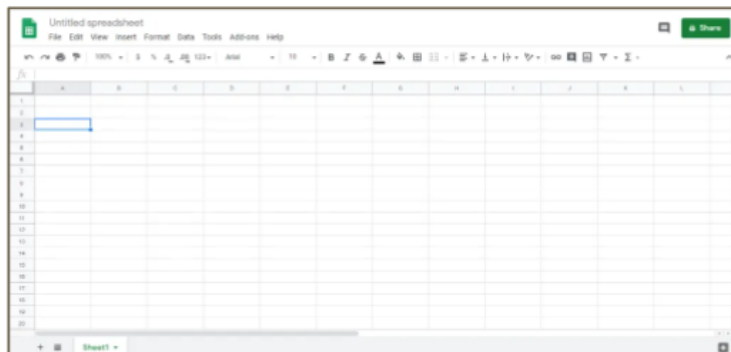


Let's see how to make one in real time!

<https://docs.google.com/forms/d/13fLZNOeic2mmrlgWhGaxAm8I-3QtU6zUv-2ujyKjKzA/edit>

## How to create a spreadsheet using Google Sheets?

1. Go to Google sheets.
2. In the menu bar, click on "Blank" to create a new spreadsheet from scratch or choose from the given templates.



Let's see how to make one in real time!

<https://docs.google.com/spreadsheets/d/1Qom7grZtERUeyjsKEVPcO2BtzgWhi7vs7l4LG38DrCU/edit?usp=sharing>

# REPORT WRITING



**Dr. Rajendra Mishra**

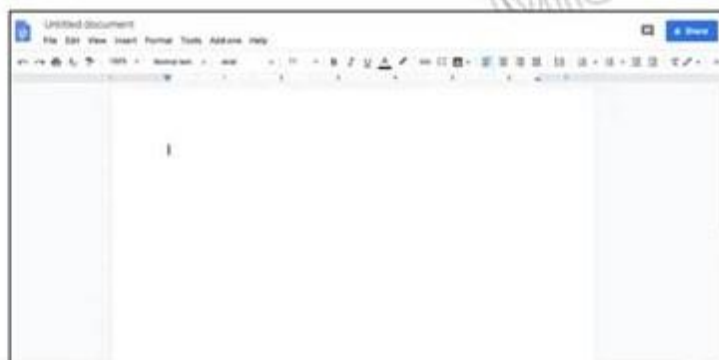
Formerly Director, IMC MANUU &  
Research Scientist (rtd), CEC-UGC.

## HOW TO WRITE A REPORT USING GOOGLE DOCS?

Let's see  
how to  
make one  
in real  
time!

<https://docs.google.com/document/d/11dbcRRIGFL5ajL492BrS7C37tzwolpPta93tzyAN7IU/edit?usp=sharing>

- Go to Google Docs.
- In the menu bar, click on "Blank" to create a new document from scratch or choose from any of the given templates.



## List of Participants

S . N o .	Name of the Community Radio Station	Name of the Participants	Phone Number	E-mail ID
1	Radio Gunjan	Meenakshi Sharma	9459178035/ 9736119236	minakshi@gunjanindia.org
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3		SachinKapoor	8219908159 / 7832078774	sachukapoor195@gmail.com
4		Vikas	8219897567	vikaskcontact@gmail.com
5		Monika Singh	9418008533	advaitafoundation5@gmail.com
6	DeshBhagat Radio (107.8 FM )	Sachin	9872448211	deshbhagatradio@gmail.com
7	90.4 , Palwal	Deepti Shah		deept@ngfcet.com
8	Radio Sharda	MeenakshiBhat	<a href="tel:8717040319">8717040319</a>	<a href="mailto:radiosharda@yahoo.com">radiosharda@yahoo.com</a>
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10	Radio Madhuban 90.4 FM	RJ SubhashreeBehera	9414034401	subha@radiomadhuban.in
11		Krishna	9414082424	krishna@radiomadhuban.in
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14		GudhiyaChoursiy		
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16	Alfaz-e-Mewat	FakatHussain		<a href="mailto:alfazemewat@gmail.com">alfazemewat@gmail.com</a>
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22	RaioBadaun 90.4 FM	SatyaBhanYadav	91- 9410293787	shs.ngo@gmail.com
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42		HariPandey		
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44	Radio Alwar	AlpanaBishnoi	8619113639	bishnoialpana@gmail.com
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2	kiAwaz			
5	Radio Aravali	Manish Vidharthi	<a href="tel:9812466294">9812466294</a>	<a href="mailto:manishvidharthi@gmail.com">manishvidharthi@gmail.com</a>
3		Mrs.Raj Rani	9812466294	<a href="mailto:radioaravali@gmail.com">radioaravali@gmail.com</a>
5		.RjSumit		<a href="mailto:aravaliradio@gmail.com">aravaliradio@gmail.com</a>
4		RjVikash		
5				
5	Radio Seven	ShilpaGoswami	98872528888	<a href="mailto:shilpi.goswami@icfia.org">shilpi.goswami@icfia.org</a>
7	Kisan FM, Basti	RishabhSrivastav	9918257474,	<a href="mailto:kisan.fm@gmail.com">kisan.fm@gmail.com</a>
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0		Neha Raj		<a href="mailto:radiogorakhpur90.8@gmail.com">radiogorakhpur90.8@gmail.com</a>
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6	Apna Radio	Jyoti Sharma		
8		VirPratap Singh	6375963119	<a href="mailto:apnaradio91.2fm@gmail.com">apnaradio91.2fm@gmail.com</a>
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7		Sanjeev Kumar	9045661234	
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7 9		Andlib Husain		
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8 1	Mandakini Ki Awaz	PoonamRawat		radiomandakini@gmail.com
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