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भारत सरकार

सूचना एवं प्रसारण मंत्रालय

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Dated: 16th October, 2024

To,

All Community Radio Stations

Subject: Content Sharing portal for Community Radio Stations(CRSs).

Sir/Madam,

The Government of India (GoI) has been taking several actions for strengthening of the Community Radio Sector. At present, more than 500 Community Radio Stations (CRSs) are operating in the country. These CRSs are generating content on developmental, agricultural, health, educational, environmental, social welfare, community development and cultural programmes. The CRSs also generating content relating to local folk music, art and culture, thereby acting as a repository of the local cultural heritage.

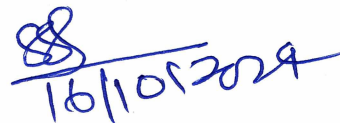
2. It has been felt necessary that such valuable content is not allowed to be lost but compiled and put up at a common platform so that it could be used by other community radio stations for the purpose of Community empowerment.

3. Keeping in view of the above, a portal has been developed for uploading/ downloading of audio content broadcasted by Community Radio Stations. The portal enables the following:

- a. The CRSs having valid Wireless operating License (WoL) can upload audio content on to the portal.
- b. The Provision exists for uploading of audio content of 12 episodes per CRS per year, each having maximum duration of 30 minutes.
- c. There exists a provision of downloading 02 programmes per upload by CRS for further broadcast on its Radio.
- d. The content up-loader will get goody points (10 points) which it can use for downloading the content (5 point for downloading the content).
- e. CRSs can upload only those content which was broadcasted by them during the last 06 months.
- f. Details of the content (Meta Data) are compulsory given by the up- loader of the audio content.

4. The portal can be accessed at <https://crs.navigatebharat.gov.in/> . All the operational Community Radio Stations will be able to register by giving details and uploading a copy of valid WoL issued to it. Approval of Registration will be done by Administrator. On successful registration the CRS will be able to login on to the portal and upload the audio content, already broadcasted by it.

5. User manual is enclosed herewith for assistance and in case of any clarification, the undersigned may be contacted.


16/10/2024

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Community Radio Station (CRS) Audio Content Sharing Module User Manual

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1. Introduction

The CRS Audio Content Sharing Module is designed for Community Radio Stations across India to upload and share audio content via the NaViGate Portal. This initiative by the Ministry of Information & Broadcasting (MIB) aims to preserve and share local and culturally significant audio content produced by CRSs, which includes developmental themes like women empowerment, literacy, health, and more.

2. Getting Started

Registration

To access the portal, each Community Radio Station must:

- Complete the registration form with station details.
- Upload a copy of the official license issued by the Ministry of Information & Broadcasting (MIB).
- Wait for the approval notification from the portal administrator.

Logging In

Once registered, users can log in by entering their credentials on the CRS portal login page.

3. Navigating the Portal

Home Page

The Home Page includes:

- A dashboard shows the count for Total Audio Files Added, Total Approved Audio Files, and Total Points Available.
- Easy access links to upload or download content.
- The “About Us” section, which describes the purpose and goals of the CRS module.

About Us Section

Located on the homepage, this section briefly outlines the CRS module's mission to support community empowerment through shared audio resources.

4. Uploading Audio Content

Content Upload Guidelines

Each Community Radio Station is permitted to upload up to 12 audio episodes per year, each with a maximum duration of 30 minutes. Stations are encouraged to upload content related to community development themes, such as local folklore, art, and culture.

Metadata Requirements

When uploading audio, the following metadata fields are required:

- Title of the audio content
- Description of the episode
- Keywords or tags for easy searchability
- Genres of programme (e.g., women empowerment, health, nutrition)
- Format of programme (e.g., Drama, Podcast, Discussion)
- Language

Note: Failure to provide complete metadata may result in delays in content approval.

5. Downloading Audio Content

Community Radio Stations can download audio content for rebroadcasting purposes:

- Navigate to the content page and select the desired audio.
- Use accumulated points to access downloads. Five points are required to download each episode.

6. Earning and Using Points

Points encourage content sharing and can be used for downloads:

- **Earn Points:** Upload audio content to earn 10 points per episode.
- **Redeem Points:** Spend 5 points per download.

This point system fosters a balanced exchange of content among stations.

7. Searching for Audio Content

Basic Search

Enter keywords or topics in the search bar located on the All Audio Files to search for relevant audio content.

Advanced Search

For more refined search results, use the filters available on the search results page:

- **Filter by Format:** Select a format for Drama, Podcast, Discussion, and more.
- **Filter by Genre:** Select a Genre for Mental health awareness, social welfare, and more.
- **Filter by Language:** Select a Language for Sindhi, Kashmiri, Hindi, and more.

8. Content Publishing

Only authorized personnel, known as Content Publishers, have the authority to publish uploaded content on the portal. Once approved, content becomes available for all registered users.

9. CMS Features and Administration

The Content Management System (CMS) includes:

- **Workflow Management:** Simple and flexible workflows for content approval.
- **User Roles and Access:** Role-based access to control content updates.

This manual provides a comprehensive overview of the features and functionalities of the CRS Audio Content Sharing Module. By following the instructions outlined here, Community Radio Stations can effectively utilize the NaViGate Portal to share, access, and preserve valuable audio content for community empowerment.