

प्रधान आरक्षक(रेडियो) का कार्य विवरण एवं उत्तरदायित्व :-

1. रेडियो सेट के माध्यम से वितन्तु सन्देश एवं वरिष्ठ अधिकारी का मौखिक सन्देश को वैसा के वैसा बिना त्रुटि के प्राप्त करना/ग्रहण करके, संबंधित रेडियो स्टेशनों/अधिकारियों को संप्रेषित करना। Dispatch, Delivery.
2. वितन्तु सन्देश, वरिष्ठ अधिकारी के सन्देश को नई प्रणाली ई-मेल, सोशल मीडिया (जैसे Whatsapp, Facebook, Twitter आदि) के प्रचलित माध्यमों का उपयोग करके संबंधित रेडियो स्टेशनों/अधिकारियों को सन्देश को संप्रेषित करना।
3. नये रेडियो स्टेशन स्थापित करने के लिए आवश्यक उपकरणों की जानकारी होना व उपकरणों को प्राप्त करने की प्रक्रिया तथा रेडियो उपकरणों को चेक करके स्थापित करना।
4. रेडियो स्टेशनों पर स्थापित सेकण्डरी बैट्रियों व सोलर पेनल सिस्टम स्थापित करना, इनकी मरम्मत एवं रखरखाव, चार्जिंग व आवश्यकता होने पर सुधार कार्य।
5. डायल-100 सेवा व सी.सी.टी.व्ही. सिस्टम की आधारभूत जानकारी। डायल-100 सेवा के अन्तर्गत डिस्पेचर कार्य व जिला कंट्रोल रूम में पदस्थ होने पर नेट-व्यूअर से संबंधित कर्तव्यों की जानकारी, डायल-100 सेवा के पर्यवेक्षण, संचालन का ज्ञान।
6. सी.सी.टी.व्ही. सिस्टम का प्राथमिक रखरखाव, आवश्यक सुधार कार्य, रिकार्डिंग संधारण करने का ज्ञान।
7. (ए) कम्प्यूटर पर हिन्दी व अंग्रेजी भाषा में टाईपिंग करना। (बी) कम्प्यूटर के प्राथमिक रखरखाव (सी) कम्प्यूटर पर एमएस वर्ड, एक्सेल, पावर पाइन्ट पर टाईप करने और विभागीय जानकारी तैयार करना।
8. Office work of PRC and other sections, filing, keeping guard file of circulars etc.
9. Repairing of wireless sets.
10. Preparing first draft of letters of routine nature.
11. Updating data on CUG portal & preparing reports.
- 12- Setting up normal mast and hydraulic masts, repairing of masts.
- 13- Keeping, monitoring, updating office records and registers.
- 14- UAV trained HCs to fly, maintain UAVs.
- 15- Cipher trained HCs to code & decode messages.
16. पुलिस अधीक्षक/उप पुलिस अधीक्षक के निज स्थापना कार्यालय में पदस्थ होने पर रीडर के समस्त कार्य, स्टेनो की सहायता, स्टेनो के उपलब्ध न होने पर स्टेनो के समस्त कार्य (शार्ट हैंड डिक्टेशन को छोड़कर)
17. जोन में कार्यरत बल को जिला कंट्रोल रूम में एवं कंट्रोल रूम में पदस्थ बल को समय-समय पर आपस में बदलना आवश्यक है जिससे कि शासकीय सेवक सभी प्रकार के कार्य करने में सक्षम हो सके।

(अ.म.नि. (द.सं.) महो. द्वारा अनुमोदित)

सहायक पुलिस महानिरीक्षक
रेडियो मुख्यालय, भोपाल

Training Module for C(Radio) to HC(Radio) P.P.Course

S. No	Topic	Synopsis
1	Radio Theory	<p>Ohms Law, KVL, KCL and its numerical exercises.</p> <p>Batteries - Charging and discharging. Fault and remedy for the lead acid batteries. Effect of over charging and discharging, sulphation, Ni-MH batteries-their construction & maintenance. VRLA & Tubular batteries.</p> <p>Semi Conductors :- P-N Junction diode and its characteristics. Zener diode. Light emitting diode (LED), Seven segment display.</p> <p>Transistors- Introduction, Construction, Operation of PNP and NPN, Transistor Biasing and characteristic of CE configuration.</p> <p>Logic Gates- Introduction, Basic logic gates with truth table.</p> <p>Rx & TX.- Difference between AM and FM modulation. Block diagram of FM receiver.</p> <p>Repeaters & Networking- VHF and HF networking in MP, General maintenance of repeaters and their importance repeater, simplex, semi duplex, full duplex.</p> <p>RTS- Introduction, Block diagram and function. Comparison with conventional communication System.</p> <p>Wave propagation, Antenna, Transmission line.</p>
2	Telecommunication Procedure	<ol style="list-style-type: none"> 1. Pro sign, Authorized abbreviation. Operating signals. 2. Types of message, Section and component of formal message, Component used in procedure message, Service message. 3. General instruction on message writing. Use of priorities, security. 4. Out message, In message, Through message, N.R slip, delay memo. 5. Call and call sign, preliminary calling and answering, establishing communication, discipline to be exercised when calling and answering, offering message. 6. "F" method, "G" method, Broadcast method (B.C.) difficult communication method (D.C.) 7. Operating rules, Radio log, Recording of message, Handing and taking over charge the watch. 8. Abbreviated procedure. 9. Distress signal, Alarm signal, Urgency signal, Safety signal. 10. General types of R/T communication, How to speak, Preliminary calling and answering, Control working, initiating R/T conversation, Transmitting and receiving formal message, Abbreviated R/T procedure, Security. 11. Q code and P code. 12. D.S.R. 13. Basic knowledge of communication security, PWCC. 14. Duties of OIC (R) watch and S.S.O. Signal security. 15. Handling of CSD/Cipher document.
3	Computer Practical	<p>Fundamental of Computer, Windows, Hardware/ software installation, Hindi/English Typing, MS Word, Excel, Power point, email-internet, bulk SMS, Skype, configuration of Internet, Printers. computer hardware & networking.</p>

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II. Technical Knowledge (Theory)
Training Module for Constable(Radio) to HC(Radio) P.P.Course
[TOTAL PERIODS =]

S. No	Topic	Synopsis	No. of Period	Faculty/Resource
1	Rectifiers	Rectifiers- Difference among HW, Center Tapped FW, Bridge FW Rectifiers. Filter- Different types of passive Filters.	3	
2	Power Supply	Power Supply- Basic block diagram and function of Power Supply. Voltage regulators with Zener diode and transistor. Difference between UPS and SMPS.	3	
3	Digital Trunking System	Digital Trunking System-Working function of main components, Advantages etc, Introduction of TETRA system.	3	
4	Dial-100	Dial-100 :- Net viewer, Call taker, Call Dispatcher, SPOC, MDT, Point of Interest.	6	
5	VHF Network	VHF Network :- Repeater, Simplex, Semi duplex, Full duplex, Full-full duplex, Patch unit repeater, Frequency allotment in VHF network, Geographical maps, Radio Mobile software.	4	
6	1-Video Conferencing	1. Introduction 2. Parts of video conferencing 3. Modes of video conferencing 4. Video conferencing component & equipments. 5. Component functions 6. Remote control button & there use 7. Installation procedure of video conferencing 8. Benefits of video conferencing	2	
	2- UAV	1. Overview 2. Main features 3. Performance parameters 4. Specifications 5. Important features 6. Surveillance tool 7. Application areas 8. Deployment method 9. Benefits 10. Precautions before, after & during UAV flight 11. Govt. regulations regarding UAV flight.	2	
	3- Biometric Attendance System (BAS)	1. Overview 2. Working Procedure 3. BAS use in organisation 4. Registration method 5. Requirements for BAS 6. Precautions in installation of BAS Machine 7. Types of report and there analysis.	2	
	4- CCTV	System Architecture and operation, A.N.P.R. system, R.L.V.D. System, Video management system (V.M.S.)	4	
	5- ROIP	1. Overview 2. Working procedure 3. ROIP use in organization 4. Components of ROIP, Advantages of ROIP System. 5. Common frequent problems & there Solution methods for ROIP System.	2	
	6-CUG	1. Overview 2. Working Procedure 3. Important Features 4. CUG Portal	2	
7	Computer	1. Hindi/English Typing 2. MS Word, Excel, Powerpoint 3. E-mail, Internet, Bulk SMS, Skype 4. Internet etiquettes & disclipine. 5. Net Security.	10	
8	Social Media	Operation of Social networking like Whatsapp, Twitter, Facebook & SMS. 1. Whatsapp - Installation, Profile updating, Privacy settings, Number saving, Group making, Message sending etc. 2- Twitter - Installation, Profile updating, Privacy settings. 3. SMS - Message sending procedure. 4. Facebook - ID creation, Profile settings, Privacy settings, News & photo updating, Likes-comments-sharing, Searching people, relatives & friends. 5. Social Media etiquettes & discipline.	10	
9	Behavioral Science	Telephone talk, Wireless talk and their etiquettes .	2	

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III. Professional/Official Approach (Administrative Role)
Training Module for Constable(Radio) to HC(Radio) P.P.Course

S. No	Topic	Synopsis	No. of Period	Faculty/Resource
1	Disaster Management	Definition of Natural calamities & disaster, Role of NDRF and SDRF, Role of police during disaster.		
2	Store & Purchase Rules	Function of DDO, Sanctioning authority of officers in Police, Procedure of keeping store ledgers. Purchase Process. Condemnation process and write off of store items.		
3	Handling of Cipher documents and communication	Introduction & definition of security, Types of message, Security destruction maintenance of records etc.		
4	Office Administration	Official correspondence and filling Proper way of documentation in PC, leave rules, TA rule, Medical rules, Police regulation, Maintenance of registers in admin, record keeping.		

(अ.म.नि. (डू.से.) मध्ये द्वारा अनुमोदित)



IV. Practical approach and innovation
Practical Training Module for Constable(Radio) to HC(Radio) P.P.Course

S.No	Module Categories		Practical Topic	No. of Period	Faculty/Resource
1	Instruments	1.1	(AVO) Multi-meter and its type.		
		1.2	Component test.		
2	Software uses	2.1	Programming of various VHF/HF sets.		
		2.2	Basic knowledge of VHF and HF frequencies allotted for use in M.P.		
3	Fault finding	3.1	Fault diagnosis and remedy of battery charger.		
4	Fabrication	4.1	Elementary knowledge of light, Fan and power wiring.		
		4.2	To Study the Secondary Batteries Charging procedure by using Mains Battery Charger.		
		4.3	Fabrication of patch units/universal repeater.		
5	Communication Network Installation	5.1	Installation of 60 ft. and 80 ft. aerial mast for VHF antenna.		
		5.2	To study the installation & operation of VHF/HF sets.		
		5.3	Basic installation & operation of CCTV.		
		5.4	Installation & operation of biometric attendance system.		
		5.5	To study the installation of Solar Power Pack/Bank		
6	Practical Demonstration	6.1	Installation & operation of MDT & Netviwer.		
		6.2	Operation of Biometric attendance system(BAS)		

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