



# MITS RADIO 90.8 MHz COMMUNITY RADIO STATION

MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE  
MADANAPALLE – 517325, ANDRA PRADESH



## STANDARD OPERATING PROCEDURE (SOP)

### Standard Operating Procedure (SOP) for MITS 90.8 Community Radio Station (CRS) Based on Policy Guidelines for Setting Up Community Radio Stations in India

#### **Objective:**

To establish and operate MITS 90.8 CRS in alignment with the Policy Guidelines for setting up Community Radio Stations in India, focusing on community engagement, educational content, adherence to regulatory standards, and compliance with broadcasting principles.

#### **Scope:**

This SOP applies specifically to MITS 90.8 CRS and provides a structured approach for its establishment, operation, content creation, compliance, and adherence to policy guidelines.

#### **1. Preliminary Requirements:**

- 1.1. MITS 90.8 CRS must be operated by a 'non-profit' organization with a demonstrated record of at least three years of community service.
- 1.2. The CRS shall serve a specific, well-defined local community.
- 1.3. Ownership and management structure must reflect the community's composition.
- 1.4. Programs should address the educational, developmental, social, and cultural needs of the community.
- 1.5. MITS 90.8 CRS must be legally registered under the relevant acts, such as the Societies Act.
- 1.6. Private institutions/organizations must obtain recommendations from the District Administration and site security clearance for sensitive areas.

#### **2. Application and Clearance:**

- 2.1. Submit comprehensive applications during the Ministry of I&B's specified window.
- 2.2. Include all required documents and a processing fee of Rs. 2500/-.
- 2.3. Applications shall be processed based on the following criteria:
  - Government Universities, Deemed Universities, Government Colleges, and Krishi Vigyan Kendras (run by Government) receive single window clearance.



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- Other applicants, including private institutions, require clearance from Ministries of Home Affairs, Defence, and Frequency spot availability from the Ministry of Communication.

2.4. Clearance from Ministries concerned and Frequency spot availability will be communicated within the stipulated timeframes.

### 3. Grant of Permission Agreement:

- 3.1. Upon approval, a Letter of Intent (LOI) will be issued, subject to availability of Frequency spot.
- 3.2. Provide a bank guarantee of Rs. 25,000/- within one month of LOI issuance.
- 3.3. Sign the Grant of Permission Agreement (GOPA) and apply for a Wireless Operating License (WOL) from the Ministry of Communication.
- 3.4. Commence broadcasting operations within three months of receiving clearances and commission the Community Radio Station within six months of signing GOPA.

### 4. Content Creation and Monitoring:

- 4.1. Develop and broadcast programs aligned with the educational, developmental, social, and cultural needs of the community.
- 4.2. Ensure at least 50% of content is generated in collaboration with the local community.
- 4.3. Programs should preferably be in the local language and dialects.
- 4.4. Adhere to Prasar Bharti's Programme and Advertising Code.
- 4.5. Abide by content regulations, refraining from political news and maintaining non-partisan stance.
- 4.6. Preserve program recordings for a minimum of three months.

### 5. Funding, Sustenance & Advertising:

- 5.1. Limited advertising and announcements permitted, focusing on local events, businesses, services, and employment opportunities.
- 5.2. Utilize advertising revenue for operational expenses and primary objectives.



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5.3. Seek funding from multilateral aid agencies, ensuring compliance with FCRA clearance for foreign funds.

5.4. Utilize advertising revenue for operational expenses and the primary objectives of MITS 90.8 CRS.

## 6. Transmitter Power and Range:

6.1. Maintain a coverage range of 5-10 km using a transmitter with an Effective Radiated Power (ERP) of up to 100 W.

6.2. Comply with antenna height limits (15-30 meters) for safety and adherence to regulations.

## 7. Other Compliance Measures:

7.1. Adhere to broadcasting principles, guidelines, and regulatory requirements outlined in the policy document.

7.2. Ensure content complies with specified categories and avoids prohibited subjects.

7.3. Implement content review and monitoring mechanisms to prevent violations.

7.4. Uphold the primary objective of serving the local community through community engagement.

7.5. Abide by any future regulatory norms and amendments.

7.6. Submit audited annual accounts to the government as required.

7.7. Ensure security clearances for foreign personnel, if applicable.

By following this SOP, MITS 90.8 CRS will operate in accordance with the Policy Guidelines for setting up Community Radio Stations in India. The station will engage the local community, provide valuable education, and contribute to social development while adhering to regulatory standards and broadcasting principles.

**Source:** Consolidated Policy Guidelines for setting up Community Radio Stations in India/Dated: 17/11/2022

### Website Link:

<https://mib.gov.in/sites/default/files/Consolidated%20Policy%20Guidelines%20for%20setting%20up%20CRSs%20in%20India.pdf>