

Resource Guide

Electoral Literacy Clubs

Class XII



The Resource Guide comprises a detailed description of the activities to be conducted in the Electoral Literacy Club and instructions for the conduct of these activities.



Election Commission of India

Abbreviations & Glossary

1. **Assembly Constituency** – In case of State Legislative elections, the State is divided into various constituencies so as to have more or less the same number of electors in a particular constituency.
2. **BLO: Booth Level Officer** – is a local Government/Semi-Government official, familiar with the local electors and is generally a voter in the same polling area. S/he assists in updating the roll using his/her local knowledge. He, under the overall supervision of Electoral Registration Officer, is responsible for field verification, collection of information/data regarding electors and preparation of roll of a part of electoral roll in respect of the polling area, assigned to him.
3. **CEO: Chief Electoral Officer** –An officer of the Government designated by Election Commission for superintendence, direction and control of elections and who shall also supervise the preparation, revision and correction of electoral rolls in the State.
4. **Constituency** – an area whose voters elect a representative to a legislative body.
5. **DEO: District Election Officer** – The Election Commission designates the head of district administration, (the Collector, Deputy Commissioner or District Magistrate) as District Election

Officer of the district concerned. Working under the directions of the Chief Electoral Officer, the District Election Officer supervises all work in the district or in the area within his jurisdiction in connection with the preparation and revision of the electoral rolls for all Parliamentary, Assembly and Council Constituencies within the district. District Election Officer is responsible for providing polling stations and the publication of the list of polling stations and for providing polling staff at elections.

6. **Election** – a formal decision making process by which a population chooses an individual to hold public office.
7. **Electors** – An enrolled individual who is eligible to vote in the elections.
8. **Electoral Participation** – The action of engaging oneself in the processes that comprise an election as a voter, election official, candidate, political party or, any other stakeholder in a democratic form of government.
9. **Electoral Process** – A series of steps that voters, election officials, candidates, political parties and other stakeholders engage in as a part of the electoral exercise in a democracy.
10. **Electoral Roll** – Ordinarily known as ‘voter list’, electoral roll is a list of persons registered as electors residing in a constituency. For proper management, electoral roll of a constituency is divided into several parts which contain details of electors of the corresponding polling areas.

11. **EPIC: Electors Photo Identity Card** – is issued by Electoral Registration Officer to all electors registered in the electoral roll of the Assembly Constituency under him, for establishing the identity of the concerned elector at the time of poll.
12. **ERO: Electoral Registration Officer** – For the purpose of preparation and revision of electoral rolls of a constituency, the Election Commission, in consultation with the Government of the State, designates/nominates an officer of the State Government concerned, as Electoral Registration Officer. Electoral Registration Officer is the statutory authority to prepare the electoral roll of the Constituency under his charge.
13. **EVM: Electronic Voting Machine** – An EVM is a machine used for the purpose of recording votes by electors during elections. It consists of two Units – a Control Unit and a Balloting Unit – joined by a five-meter cable. Instead of issuing a ballot paper, the Polling Officer in-charge of the Control Unit will press the Ballot Button. This will enable the voter to cast his vote by pressing the blue button on the Balloting Unit against the candidate and symbol of his choice.
14. **Franchise** – The right to vote in public elections.
15. **Model Code of Conduct (MCC)** – is a set of guidelines issued by the Election Commission of India for conduct of political parties and candidates during elections mainly with respect to speeches, polling day, polling booths, election manifestos, processions and general conduct. The Model Code of Conduct comes into force immediately on announcement of the election

schedule by the commission for the need of ensuring free and fair elections.

16. **NVD: National Voters' Day** – is celebrated to increase enrolment of voters, especially young voters. The day is also utilized to spread awareness among voters regarding effective participation in the electoral process.
17. **NOTA: None Of The Above** – stands for 'None of the Above' an option introduced in October 2013, displayed on all EVMs and ballot papers to enable voters who do not wish to vote for any of the candidates to exercise their right without violation of the secrecy of their decision.
18. **NVSP: National Voters' Service Portal** – (www.nvsp.in) is a website by the Election Commission of India which provides certain e-services relating to registration in electoral roll for citizens and election officials.
19. **Panchayat** – In India, the *Panchayati Raj* now functions as a system of governance in which gram *Panchayats* are the basic units of local administration. The system has three levels: *Gram Panchayat* (village level), *Mandal Parishad* or *Block Samiti* or *Panchayat Samiti* (block level), and *Zila Parishad*(district level).
20. **Parliamentary Constituency** – For Lok Sabha Elections (also known as the General Elections) the country is divided into 543 constituencies known as the parliamentary constituencies in

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order to have more or less the same number of electors in each constituency.

21. **PwDs: Persons with Disability** – Group of electors that suffer from one physical disability or another and require special facilitation during elections.
22. **RO: Returning Officer** – The Election Commission, in consultation with the Government of the State, designates/nominates an officer of the State Government concerned, as Returning Officer for a constituency for election to State Legislature or Parliament.
23. **Suffrage** – The right to vote in political elections.
24. **Universal Adult Franchise** – The right to vote is given to all adult citizens without the discrimination of caste, class, colour, religion or gender.
25. **VVPAT: Voter Verifiable Paper Audit Trail** – VVPAT machines have been designed to allow voters to verify that the vote polled by a voter goes to the correct candidate. After casting a vote/pressing blue button on Ballot unit of EVM, the VVPAT prints a slip which will contain serial number, name and symbol of the chosen candidate. This machine is placed in a glass case in a way that only the voter can see it. The slip is displayed to the voter for seven seconds and after that will be cut and dropped in the sealed box. The machines can be accessed by the election officials only.

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1. Introduction

Electoral Literacy Clubs are being set up in the country to promote electoral literacy in all age groups of the Indian citizens through engaging and interesting activities and hands-on experience but in an apolitical, neutral and non-partisan manner.

Electoral Literacy Clubs are especially being set up in Secondary and Senior Secondary Schools all across India targeting the future voters, (in the age-group of 14-17 years old) studying in Class IX-XII. These shall be called ELC-Future Voters.

The club will have all of the students from Class IX, X, XI and XII as its members. The following sections will talk in detail on how the ELC will be set up, who will be its participants, convener, where and how it will be conducted and what activities it will include.

2. Objective

- i) To educate the target population about voter registration, electoral process and related matters through hands on experience;
- ii) To familiarize participants about EVM and VVPAT and educate them about robustness of EVM and integrity of the electoral process using EVMs;
- iii) To help the target audience to understand the value of their vote and exercise their suffrage right in a confident, comfortable and ethical manner;

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- iv) To harness the potential of ELC members for carrying the electoral literacy in communities;
- v) To facilitate voter registration for its members **as they achieve the age of 18**
- vi) To develop a culture of electoral participation and maximize the informed and ethical voting and follow the principle 'Every vote counts' and 'No Voter to be Left Behind'

3. Structure

ELC shall be for each Class and Section. While the Electoral Literacy Clubs for each school grade will be different and consist of a set of activities unique to that particular grade, the activities for different Sections at each Grade shall remain same. The ELC shall conduct activity Class wise in a scheduled class/session. All the students of the class shall be the members of the Electoral Literacy Club.

4. Members & Executive Committee

Students may be encouraged to run the ELC through an elected body of Executive Committee with elected representatives from each of the Sections. The elected representatives, under the guidance, consultation and supervision of the Nodal Officer of the School, will be responsible for organizing the activities of the ELC.

Alternatively, School may conduct the activities through teachers involving the class students while the activity is being conducted.

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5. Nodal Officer & Duties

One or two teachers from the Humanities Department of the School will act as the Nodal Officers for the ELC. They will also act as Mentors for the respective ELC. The teachers with election duty experience should be given preference for this work. Their job content will focus on:

- (i) Coordinating with formation prescribed by the District Election Officer for receipt of EL engagement resources. EL Resources for Student and teachers will be provided online or other means by the District Election Officer.
- (ii) Facilitating training of Teachers who will be conducting the ELC activities in the school on specific Resources/Tools.
- (iii) Guiding the Teachers for conduct of the ELC activities
- (iv) Organizing utilization of EL engagement resources for engaging Future Voters for skill development through hands on experience.
- (v) Guiding the School Elections as per the ELC activity
- (vi) Attempt generating new resources and forward the same to the District Election Officer.
- (vii) Develop a calendar of activities for the year in consultation with the Students /Executive Committee.
- (viii) Facilitate the enrollment for the students of Class XII when they become eligible.

Nodal officer will be free to engage the Executive Committee Members in the operations of the ELC

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6. Convener

There would be a teacher for each class who will conduct the ELC activity. Alternately there may be a group of teachers who may conduct the ELCs of various classes. The training of the Teachers shall be taken up by the Nodal officer. The Teachers shall be guided by the Nodal Officer in the conduct of the ELC activities.

7. Venue

Respective Classrooms shall be the venue of most ELC activities. Some activities shall however be conducted in the School auditorium or in School Sports Grounds.

8. ELC Sessions

There shall be activities based sessions and some activities shall be conducted for more than one ELC together. Different ELC levels shall have separate activities and hence hours/sessions earmarked for them ranging between a total of 6-8 hours classroom sessions in the academic year.

9. Proposed Schedule Of Activities

Following is a proposed schedule of the order of activities in which the ELC shall be conducted.

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Month	Activity	Duration
Round the Year	Democracy Wall - The Wall Magazine	--
April	Nirvachitra-Film Show	45 minutes
July	Lok Sabha 2014 Film Screening	60 minutes
August-September	Know Your Candidate	30 min of briefing 60 minutes of presentation
October	Filling Form 6 and registering	30 minutes
November	Word Games	30 minutes
January (NVD)	Essay writing Competition	60 minutes
Total		4 hours 30 minutes <i>(Nirvachitra time not included)</i>

10. Activities

This Electoral Literacy Guide Book for class XII comprises a detailed description of **four activities** and their conduct. Of these the first activity i.e. the film screening will be conducted only with the first batch of the Class XII ELC.

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11. Session Structure

Every ELC is encouraged to follow the given session structure –

Assembly –The ELC members will greet each other as they assemble at the venue. The convener will then take 5- 10 minutes to recapitulate the experiences and learning of the previous session

Activity Conduct –The activity decided for the session shall be conducted by the convener who must come prepared and ensure that the session duration is not exceeded.

3-2-1 Summary and Recall –All activities must follow this recall method which has been explained in individual activity descriptions.

12. Accessible ELC

The ELCs will be an inclusive club that must make every attempt to ensure the participation of students with disabilities.

- The convener shall make efforts to promote inclusion and sensitize members about the same.
- Try to ensure that the venue for ELC activity is easily accessible
- If a student with hearing impairment is attending the meeting, sign language interpreter should be made available for their convenience (the interpreter may be a companion that the student already has)
- Any activity conducted in the club should not leave behind students with disabilities.

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13. ACTIVITIES WITH INSTRUCTIONS

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Activity: Wall of Democracy - The Wall Magazine

The idea behind a wall magazine is to create and share electoral literacy information in an interesting, creative and engaging manner and encourage participation from all students.

For this purpose the **wall** in a prominent part of the school would be used. This shall be called the '**Democracy Wall**'. The wall will display various contents related to electoral literacy which can be pasted or pinned or even painted, if allowed.

The Wall Magazine shall be managed by ELC of Class IX. Students of Class XII shall contribute to the Wall Magazine in terms of contents.

The contents within the theme shall be changed weekly or fortnightly depending upon the quantity of contribution from the students.

Students shall extend help to the IX Class for creating the contents of the wall magazine.

Themes for Wall Magazine

Following are a list of themes and possible sub-themes for the wall magazine –

- 1) Democracy: The government of the people, by the people, for the people
- 2) My Vote is My Right
 - The value of a vote
- 3) Inclusive Elections: Every vote counts the same
- 4) Getting registered

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- 18 years - the age of eligibility
 - Voter List
- 5) Voter Card/My EPIC (Electors Photo Identity Card)
 - 6) Who all can contest an election?
 - Eligibility
 - Steps to become a candidate
 - 7) Ethical and informed voting
 - Do's and Don'ts in Election Campaign
 - Model Code of Conduct; Whom to report malpractices by candidates
 - 8) Electronic Voting Machine(EVM) and VVPAT(Voter Verifiable Paper Audit Trail)
 - Secrecy of Vote
 - Integrity of the election process through use of EVM/VVPAT
 - 9) NOTA
 - When to use None Of The Above
 - Knowing the essential information of your candidate
 - 10) Election Commission vs State Election Commission/NVD

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Activity: Nirvachitra - Film Screening /Flip Chart Display

Overview:

The activity introduces the electoral process and procedures through an engaging film/flipchart and thereafter using comics for advocacy and information dissemination.

Note: This activity shall be conducted for only the first batch of Class XII ELC members.

Learning Outcomes:

Post the completion of the activity, the students must -

- i) Know that the 18 years is the age of eligibility to become a voter
- ii) Get familiar with the process of registration as a voter
- iii) Realize the value of a vote
- iv) Recognize the role of a Booth Level Officer who is the first point of contact with a voter and guides him/her through the electoral process

Resources

- i) *Mast Dosti Matdan* (Animated short film-12 minutes)
- ii) *Abhay and Abha* –Picture Book
- iii) *Loktantra Express* – audio story
- iv) Flip Chart on Registration & Voting

**The picture book, audio story and flip chart maybe used as alternative resources where film screening is not possible*

Material Required

- i) Screen, projector, laptop and speakers
- ii) Notebook and pen for each student

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iii) Chart paper and bold markers

Duration :60 minutes

Timeline: First week of April

Method:

1. Before the film screening/flip chart display, the facilitator will engage the student in a short, informal discussion on elections and participation, with the aim to familiarize them with the topic of voter registration and briefly gauging the existing perceptions of the students .
2. The facilitator can start by asking –
 - What can you tell me about the form of government in India?
 - What is a democracy?
 - Why is democracy such a popular form of governance?
 - How can every voice be heard in a democracy?(Elected representatives)
 - How do we choose our representatives in a democracy? (Elections)
 - What is the instrument of making our voice heard? (with a vote)
 - Do you think elections are important? Why is your vote important
3. The facilitator must now talk about the 14-17 age group comprising young and future voters of India and emphasize on how important it is for each and every one of them to vote when they turn 18.

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4. Facilitator must then ask the ELC students if they are prepared to vote?
5. The facilitator may leave the question hanging and proceed to show the film. Where the film cannot be screened, the facilitator may show the flip chart/picture book or play the audio story.
6. The class then delves in the larger debate around the importance of vote .The learners are prompted to recall their first memories of an actual election that was held in their vicinity irrespective of their parents /guardians /relatives / neighbors participation .
7. The students are then provided with chart paper and colours and are asked to **make a poster** on either the most important takeaway of the film according to them or on importance of elections and voting.
8. The facilitator will collect the posters and store it in a safe place. The posters must be carefully stored and can be used to decorate the future ELC venues or utilized for an exhibition in the school put up on the National Voters Day.

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Activity :Film Screening Of Lok Sabha Election 2014

Overview

Through this activity students will get an overview of how elections are conducted in India.

Learning Outcomes

Post the completion of the activity, the students must learn -

- i) About the largest democratic process
- ii) The size of electorate
- iii) The size of Operations
- iv) The significance of Indian Elections

Resources:

- i) Lok Sabha Elections 2014 film

Materials Required

- ii) Screen, projector, laptop and speakers
- iii) Notebook and pen for each student

Duration :45 minutes

Timeline: First session after summer vacations

Method:

1. Before the film screening, the facilitator will engage the student in a short, informal discussion on elections and participation, and prompt them to give their views on India's Lok Sabha Elections.

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2. The facilitator will then talk about how intensive the election management exercise is to conduct the biggest elections in the largest democracy of the world.
3. Post discussion, the facilitator will proceed to show the film.

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Activity : Filling Form 6 & Enrolling As An Elector

(The enrollment will occur during summary revision if the student has turned 18 or is due to turn 18 on or before 1st January of coming year)

Overview

The activity is aimed at actively converting the future voters to active electors of the nation's democracy.

Learning Outcomes

Post the completion of the activity, the students must know -

- i) How to fill form 6 for registration
- ii) What is Voter ID/EPIC
- iii) What is NVSP

Resources

- i) Blank Form 6

Duration :30 minutes

Timeline: During the summary revision period of the state

Note: The facilitator must keep a check on the dates of the summary revision of the state. S/he may log on to www.eci.nic.in to obtain this information.

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Method

1. The facilitator will hold a session and explain how to fill the various sections of Form 6 to the students.
2. After giving instructions, the facilitator will show all the students a sample Voter ID, officially known as the Electors Photo Identity Card (EPIC).
3. S/he will then distribute blank Form6 to each student and ask them to fill the same.
4. Alternatively, the facilitator may ask the students to log on to www.nvsp.in and apply for registration on the electoral roll.

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Activity: Compare Manifestos of National And State Political Parties (For Humanities Students)

Overview

In sync with the Political Science syllabus of Class XII, students pursuing Humanities are expected to study closely, analyze, compare and infer from the manifestos, ideology, political position and general stance of major National and State political parties of India. An exercise merging the disciplines of electoral literacy and civic education, students are expected to know, understand, critique and develop an informed opinion on the subject.

Method

1. The activity shall be given to the students in the winter break as homework.
2. The students will be required to obtain the manifestos of national and state political parties and commit to a serious study of the same.
3. Students will be required to prepare a 500 word report on their analysis and inferences and submit it when school session resumes post winter break.

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Activity: Know Your Candidate

Overview

Through this activity students will learn the importance of making informed ballot decisions by knowing the candidates contesting the elections.

Learning Outcomes:

Post the completion of the activity, the students must -

- i) Be aware that affidavits of candidates are available at RO's office/website
- ii) Be able to find out about the contesting candidate and party of their constituency
- iii) Be able to develop the capability to make an informed decision

Material required

- i) Smart Class (Projector and system equipped)
- ii) Computer with internet

Duration (2 sessions with a gap of a week)

Briefing in one session (30 min)

Presentations by students in second session(45-60 min)

Timeline: Month of August & September

Method:

Briefing Session

1. Students will be briefed about the activity in advance.

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2. The Facilitator will prepare a list of candidates contesting the elections from the constituency where the school is located. These candidates list will change every 5 years. The Constituency may be Parliamentary constituency, Assembly Constituency, a Municipal or a Panchayat Constituency as may be felt appropriate by the convener/facilitator.
3. The class will be divided into group consisting of 5 or 6 students each depending on the total number of candidates.
4. Each group will be allotted one candidate. The task for the students now will be to prepare a 10 minute presentation on their candidate.
5. The presentation must include the following –
 - Brief introduction about the candidate
 - Name of the party s/he represents if not an independent candidate
 - Information on educational, criminal and financial records of the candidate
 - News articles and other media evidences discussing the candidates. The students must prepare a table summarizing what each media said about the candidate.
 - Negative and positive news around the candidate (may discuss developmental projects undertaken by the candidate or controversies caught in)
 - End with an overall Strengths and Weaknesses analysis of the candidate.
6. The convener will inform the students that they can obtain information about their candidates from the Returning Officer (RO) Office or website and share the address of the same.

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Presentation Session (after suitable preparation time)

7. On the decided session the student groups will give a presentation of their candidates one by one.
8. After all the groups have given their presentations, a short discussion will be initiated by the convener.
9. The aim of the discussion is **NOT to make students choose a candidate, as that is a function of secret ballot.**
10. The discussion must simply be about what are the desirable qualities in a candidate and the importance of making an informed decision.

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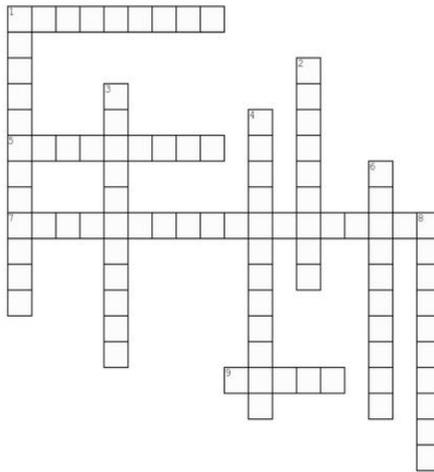
Activity : Word Games

Word games like Crosswords and Word Searches will be designed and featured in national and local dailies and magazines on a weekly or monthly basis.

Crossword

Elections Crossword

Complete the crossword below



Across

1. A person nominated for to contest elections is known as?
5. What sort of ink is used to mark the finger of a voter at the polling station before they cast their vote?
7. Which constitutionally set up body in India ensures free and fair elections?
9. After casting their vote, an elector turns into a _____ ?

Down

1. An area whose voters elect a representative to a legislative body.
2. The right to vote in public elections is also known by this term.
3. Filling the _____ Account is an exercise held post the conclusion of poll where the Presiding Officer records det
4. The _____ Commission is in charge of fixing limits or boundaries of constituencies in India.
6. A State having one legislative chamber
8. A candidate has to secure this from the party before contesting an election.

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Word Search

The Indian Democracy is rich and vibrant. Find out the enlisted words in the grid that are all about elections and democracy

A	D	J	O	U	R	N	M	E	N	T	F	L	C
M	E	C	R	H	T	A	L	L	Y	U	G	I	O
E	L	I	D	E	H	T	O	O	B	O	Y	E	N
N	I	I	I	N	C	U	M	B	E	N	T	T	S
D	M	J	N	T	K	O	T	L	M	R	I	S	T
M	I	N	A	D	O	C	U	R	C	U	L	U	I
E	T	O	N	Q	E	L	Y	N	U	T	A	F	T
N	A	P	C	L	G	L	L	X	T	T	R	F	U
T	T	X	E	F	H	W	I	A	O	S	U	R	E
R	I	G	G	I	N	G	V	B	B	R	L	A	N
Z	O	Y	B	E	G	N	I	L	L	O	P	G	C
A	N	F	R	A	N	C	H	I	S	E	D	E	Y
I	S	E	A	L	E	R	O	V	O	T	I	N	G
S	V	V	P	A	T	T	O	X	A	T	O	N	E
C	A	M	P	A	I	G	N	L	C	I	P	E	K

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Key

Adjournment
Amendment
Ballot
Booth
Campaign
Candidate
Constituency
Delimitation
Elect
Enrol

EPIC
EVM
Franchise
Incumbent
Indelible Ink
NOTA
Ordinance
Plurality
Polling
Proxy

Recount
Rigging
Seal
Suffrage
Tally
Turnout
Voting
VVPAT
Writ

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Did you find our secret word? Arrange the letters in the BLUE boxes!

Hint: This 8 letter word describes the process through which we choose our political representatives.

Method:

The activity can be conducted by printing out/photocopying the word games and distributing to the members or by making a common puzzle on the board and including multiple members to participate at once into solving it.

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Activity: for National Voters' Day: Essay Competition

The competition shall be held on topics related to elections and representative democracy. Some examples of topics are:

- India without the Election Commission of India
- Knowing what you don't want: NOTA
- What will make India vote/How to make India vote?