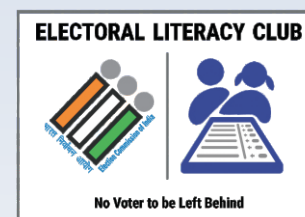


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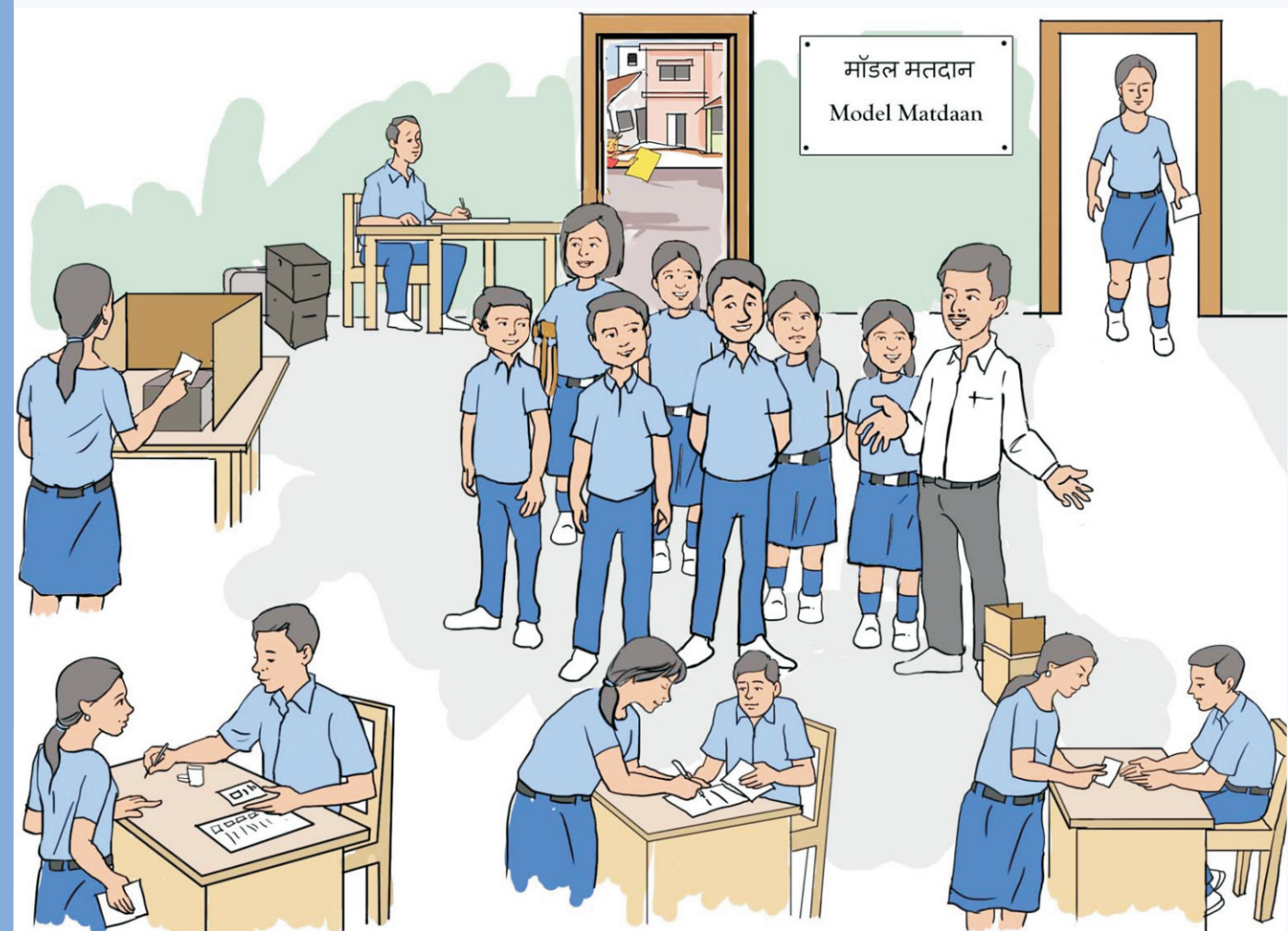


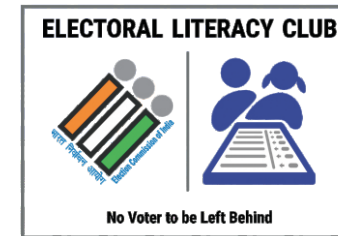
Election Commission of India

Electoral Literacy Club

RESOURCE GUIDE

for Class XI



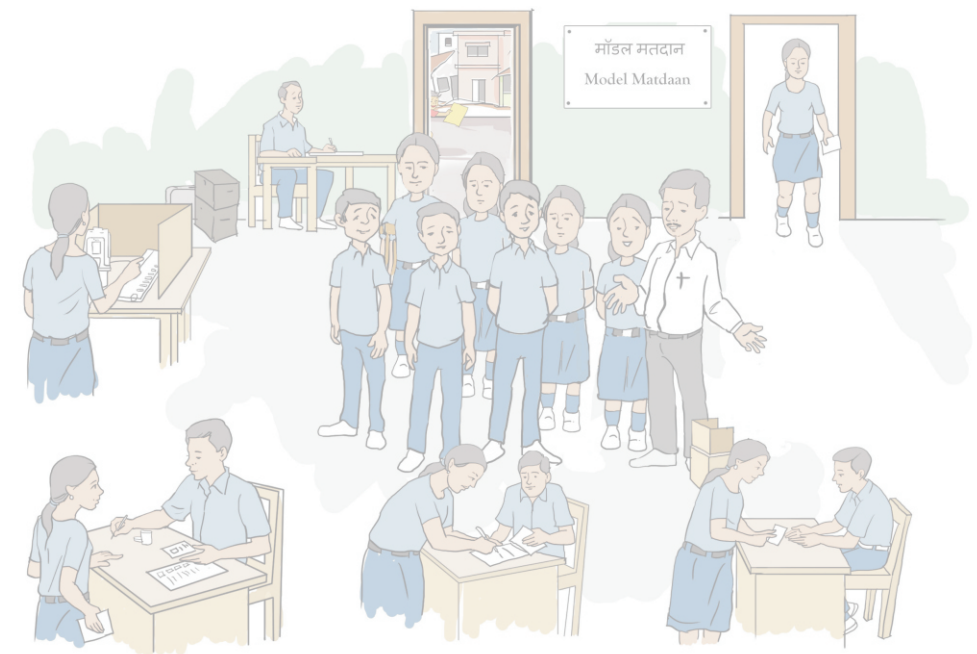


Election Commission of India

Electoral Literacy Club

RESOURCE GUIDE

for Class XI



FOREWORD

This Resource Guide comprises a detailed description of the activities to be conducted in the Electoral Literacy Clubs for Class XI. The Resource Guide carries instructions for the execution of the activities which have been carefully designed keeping in mind the messages of electoral education that the Election Commission of India wants to impart to 16-17 year old students, and therefore serves as a **Guide or Manual for the ELC Convener**.

Club Conveners and Nodal Officers are encouraged to conduct all or as many activities from this Resource Guide and also to adapt these activities in a manner to get the message across to their students. However, these activities for Class XI must focus on accomplishing the following Learning Outcomes by the end of the academic year –

1. Students must be well aware of the process of registering as a voter
2. Students must get familiar with the polling process and the scenario inside a polling station
3. Students must gain a basic idea about the process of nomination of candidates for elections, the Model Code of Conduct and basis of disqualification of political candidates
4. Students must know about EVM and VVPAT and integrity of the electoral process using EVMs and VVPAT.
5. Students must appreciate the importance of the secrecy of a vote



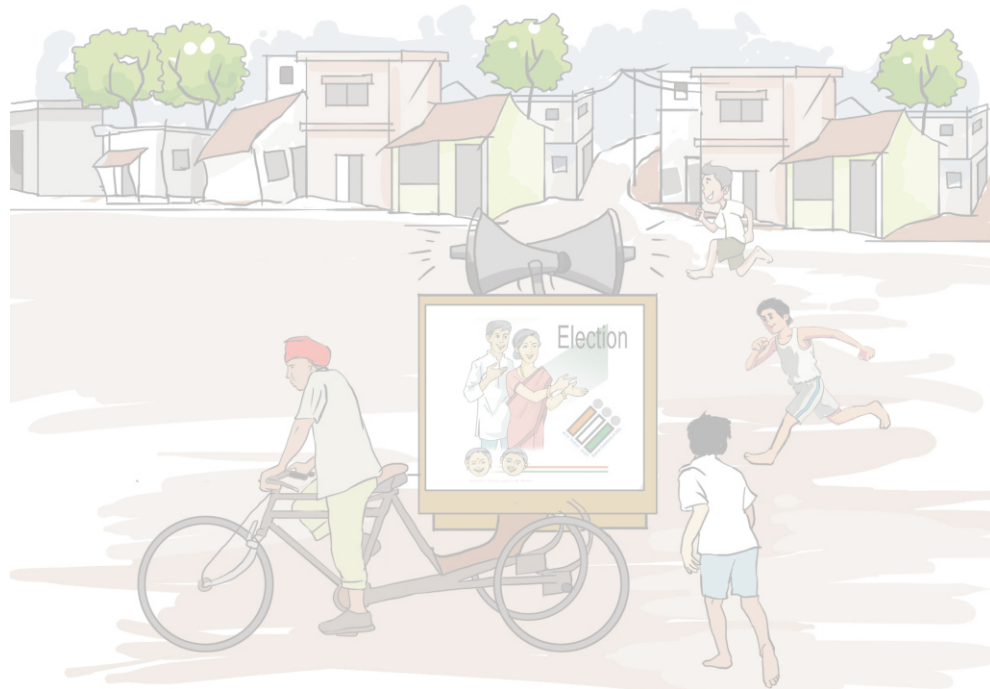
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1. Introduction

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. Objectives

The objectives of Electoral Literacy Clubs are follows-

- (i) To educate the target population about voter registration, electoral process and related matters through hands on experience;
- 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;
- (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 attain 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.

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 conveners 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 students and teachers will be provided online or through 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 Electoral Literacy engagement resources for experience.
- (v) Attempt generating new resources and forward the same to the District Election Officer.
- (vi) Develop a calendar of activities for the year in consultation with the Students/Executive Committee.
- (vii) Facilitate the enrollment for the students of Class XII when they become eligible.

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

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. A balance between male and female conveners may be appropriately maintained.

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 -

Month	Activity	Duration
Round the Year	The Wall Magazine	
April	Nirvachitra(1 st Year)	45 minutes
April	Card Game on Nomination	45 minutes
April	Model Matdan	60 minutes
July-August	Film Screening	60-120 minutes
September-November	Chunav Yantr& Build your Ballot	60 minutes
January (National Voters' Day)	Debate Contest	60 minutes
Total		5 hours (Nirvachitra time not included)



10. Activities

This Electoral Literacy Guide Book for **Class XI** comprises a detailed description of the activities and their conduct. Of these, the Wall Magazine Activity will be a monthly feature conducted by Class IX ELC members to which the Class XI students will contribute on a regular basis.

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 and this recall method. (The Convener will randomly ask different ELC members the following)

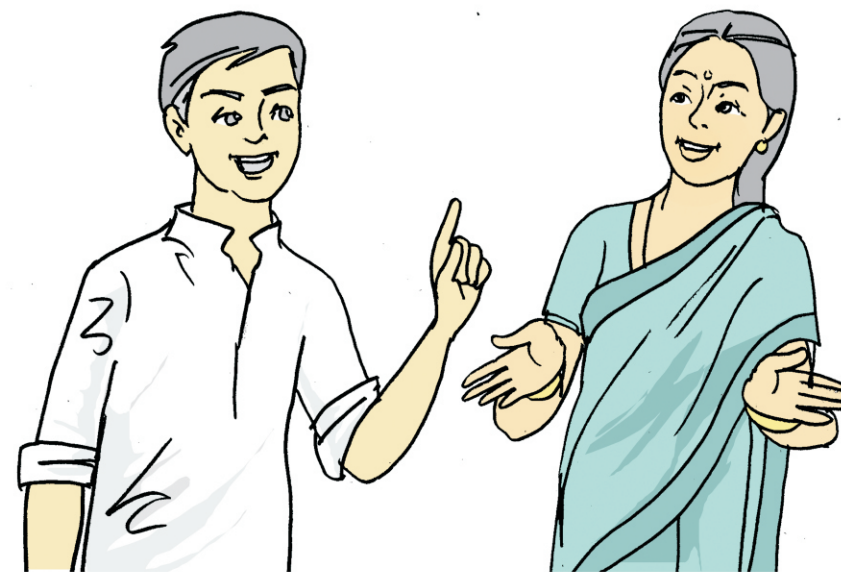
- 3 things that they learnt today
- 2 things that they are going to keep in mind
- 1 thing they need to now more about (there students can ask questions related to the activity).

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.

13. ACTIVITIES WITH INSTRUCTIONS



Activity: Contributing to Wall of Democracy (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 '**Wall of Democracy**'. 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 XI 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 Class IX members 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
 - 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



Activity: Nirvachitra - Film Screening Followed By Poster Making

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 will be conducted for only the first batch of Class XI ELC members.

Learning Outcomes

Post the completion of the activity, the students must -

- i) Know that 18 years is the age of eligibility to become a voter
- ii) Get familiar with the process of registration as a voter and the Forms to be used
- 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*

Materials Required

- i) Screen, projector, laptop and speakers
- ii) Notebook and pen for each student
- iii) Chart paper and bold markers

Duration: 60 minutes

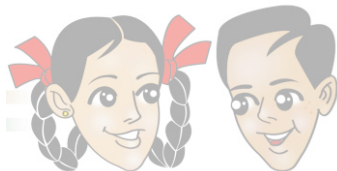
Timeline: First week of April

Method

1. Before the film screening/flip chart display, the convener 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 convener can start by asking –
 - Who is the Prime Minister of India?
 - Do you know how he became the Prime Minister?
 - 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? (a vote)
 - Do you think elections are important? Why is your vote important?



3. The convener 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.
4. Convener must then ask the ELC students if they are prepared to vote.
5. The convener may leave the question hanging and proceed to show the film. Where the film cannot be screened, the convener 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 convener 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.
9. **Conduct a 3-2-1 Summary and Recall** activity where the Convener will ask the randomly ask different members the following –
 - 3 things that they learnt today
 - 2 things they are going to keep in mind
 - 1 thing they need to know more about (where they can ask questions related to the activity)



Activity: Card Game- Become a People's Representative

Overview

The card gametakes the players through the process of nomination and election from the point of view of a political candidate. It can be played by 2-6 players at a time.

Learning Outcome

Post the completion of the activity, the students must -

- i) Know the eligibility criteria to become a candidate
- ii) Understand the nomination process
- iii) Know about the Model Code of Conduct
- iv) Know about disqualification of a candidate

Resources

- i) Card Game Set

Duration: 30 minutes

Timeline: Second week of April

Method

1. This game can be played by students without any facilitation and guidance
2. Instructions come with the game and can be played anytime by the students.
3. Post the game, convener can invite an informal discussion on the various aspects of the nomination and election process.
4. Members can discuss if they want to include any of the prescribed process and eligibility requirements in the School Council Elections.



5. **Conduct a 3-2-1 Summary and Recall** activity where the Convener will ask the randomly ask different members the following –

- 3 things that they learnt today
- 2 things they are going to keep in mind
- 1 thing they need to know more about (where they can ask questions related to the activity)



Activity: Model Matdaan-Election Simulation

Overview

The Election Simulation will be a section wise activity for Class XI ELCs. Through this process they may elect the Class Monitor or any other post for the class.

Convener may choose to conduct the activity for one Class (e.g. one section of XI) or for the entire grade (i.e. Class XI all sections)

Learning Outcomes

Post the completion of the activity, the members must -

- Get familiar with the polling process
- Understand about the secrecy of a Vote
- Be aware of how votes are counted

Resources

- Registration Form(on page no. 47)
- Voter List Format(on page no. 48)
- Nomination Form (on page no. 49)
- Notification for List of Candidate(on page no. 52)
- List of Symbols(on page no. 53)
- Ballot Paper Sample(on page no. 56)

Material Required

- Ballot box –can be built with a shoe box
- Cover screens –cardboard can be used to make the screen

Duration: 30 minutes each

Timeline: End of April



SESSION - 1

I. Role Assignment

- i) Convener shall display on the board the roles that the students can choose to play in the Election Simulation Activity:
 - a) Returning Officer – 1
(*Shall be responsible for accepting the nomination form, preparing the ballot paper, conducting election, counting and declaring the results. RO will be assisted by the presiding and Polling Officers.*)
 - b) Presiding Officer – 1
(*Shall supervise the polling and counting process and will be assisted by polling officers*)
 - c) Polling officers – 3
 - d) Electoral Registration Officer – 1
(*Shall be responsible for registration of the students and finalize the electoral roll/voter list and will be assisted by the BLO*)
 - e) Booth Level Officer – 2/4
(*Can be one per House/....in the Class. S/he shall issue and receive the registration forms from students of the house/....and also help the RO with making the ballot papers*)
 - f) Voters
 - g) Contesting Candidates
(*Shall contest election and campaign for the same*)

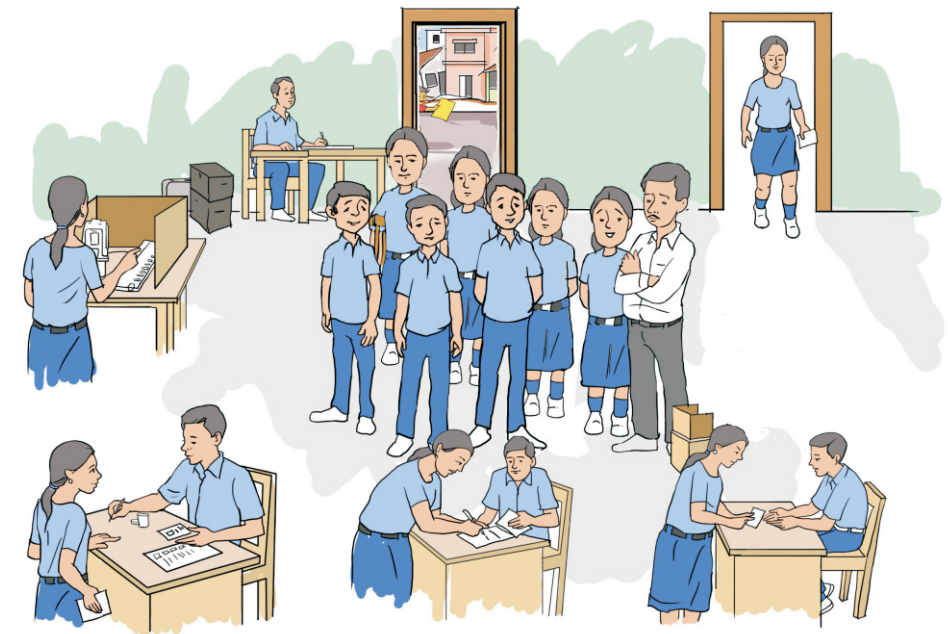
Eligibility Criteria for a candidate

- ✓ S/he must be registered as a voter in the class ELC.
- ✓ The candidate requires a minimum of 3 proposers to subscribe to her/his nomination.
- ✓ Nominees must be supported by the Convener/Teacher

- ii) The students may volunteer to take up the roles as per their choice. Convener shall coordinate and assign roles in keeping with their choice to the extent possible. The students taking up the role A-F shall read their roles and responsibilities as given in the resource.
- iii) Convener may then ask the various Role players to briefly sum up their role in front of the entire class.

II. Preparation

- i) ERO with BLOs shall make registration forms according to the **Registration Format** given in the resources.
- ii) ROs shall make adequate copies of Nomination Forms and give to candidates.
- iii) Meanwhile the Presiding and Polling Officers will construct the ballot box and set up the **polling station** in the polling area as per the illustration provided below.



- iv) A screen shall be provided to cover the ballot box for maintaining secrecy of vote.
- v) Voters shall draw posters, slogans and other content for voter awareness.
- vi) Convener to allot two different rooms for the electoral campaign and the polling area where the elections will take place or divide a single room into two distinct areas for the respective processes.

SESSION - 2

The preparatory session shall be followed by the process of Registration, Nomination, Campaign and Voting and each shall be overseen by the Convener but steered by the concerned student playing the role as follows:

I. Registration

- i) BLOs will share registration forms with students, get them filled and collect.
- ii) All students, those including the candidates, polling officers etc can register as voters in the election.
- iii) ERO shall prepare the **Electoral Roll (Voter List)** based upon the data collected by the BLO, in the format as given in the Resource. The Electoral Roll shall be prepared House/ Wise.
- iv) BLO shall display the Electoral Roll in the class on the notice board or a wall for suitable display to all.

II. Nomination & Symbol allotment

- i) The contesting candidates shall get minimum 3 proposers each from among the voters to support their nomination and fill the **Nomination Form**.
- ii) The candidate has to choose three symbols from the prescribed **List of Symbols** and has to mention them in his nomination paper

in order of preference. The symbols will be allotted by the returning officer.

- iii) Returning officer shall scrutinize their nomination forms and check if they meet the criteria set for candidates. Nomination forms of those candidates meeting the criteria shall be accepted.
- iv) The names of candidates shall be checked against the Electoral Roll to confirm their eligibility.
- v) The symbols shall be allotted to the candidates on first come first serve basis. In case the first preference of a candidate is already allotted to another candidate, then his/her second and third preference will be considered. If all the choices of symbols by a candidate are already allotted, then the candidate will choose a symbol from the remaining not allotted symbols.
- vi) The **List of Candidates** shall be prepared by the RO in the prescribed notification format. The names of the candidate in the List shall appear alphabetically, as per the name given in their nomination paper.
- vii) The Notification on List of Candidates shall be displayed on the notice board or a wall.

III. Campaign

- i) The RO will brief the candidates about campaigning in the presence of the entire class and communicate the following rules –
 - Any form of coercion or, intimidation guised as appeals to vote is not allowed
 - Defacement of community property is not allowed
 - Disturbance and nuisance (e.g. loud announcements, misconduct and littering the immediate surroundings) is not allowed.
 - Any instance of bribery is not allowed.
 - Any instance of drawing support on the basis of discrimination is not allowed.



- An attempt to mislead and misinform voters is not allowed to be made.
 - An attempt to publicly malign the image and discredit rival candidates is not allowed to be made.
 - If found practicing unfair means, the candidate will be disqualified.
- ii) The nominated candidates with the help of the proposers shall campaign for their election and also tell voters about their election symbol.
 - iii) Convener shall invite the candidates one by one and encourage them to give a short speech to convince the members to vote for them.

IV. Setting up of Polling Booth & preparing the ballot

- i) RO shall get the ballot paper designed, with the help of ERO and BLOs.
- ii) Ballot paper sample is given, and the names of the candidate and symbols shall appear as per the list prepared of the candidates. NOTA shall be last on the ballot paper.
- iii) Adequate no of ballot paper may be readied (photocopied or drawn).
- iv) Meanwhile the Presiding and Polling Officers will set up the Polling station and provide Electoral Roll/Voter list and ballot box on respective tables.
- v) Do not seal the ballot box and leave the top open until it has been shown as empty to all the participants. Leave a pencil behind the voting screen.

V. Pre-Poll Briefing

- i) The Presiding officer will briefly describe the role of Presiding and polling officers to the voters.

- ii) The Presiding Officer will oversee the entire process.
- iii) The first Polling Agent will have the voter list and will check the name of the voter on the list and mark against the name when voter turns up for voting.
- iv) Second Polling Agent shall give the ballot paper to the voter.
- v) Third Polling Agent will mark the fore finger of the left hand.
- vi) Voters to be told that they must mark the ballot before dropping it in the ballot box; else their vote will not be counted.
- vii) Voters to be instructed not to write names, numbers etc. on the ballot paper or leave any stray marks else their ballot will be rejected. They must mark the ballot with a 'tick mark' in front of the name of the candidate.
- viii) If the ballot paper is marked incorrectly by the members accidentally, they can approach the Presiding Officer to replace the ballot.
- ix) Convener to emphasize on the secrecy of the vote.

VI. Voting

- i) Presiding Officer shall demonstrate to everyone that the ballot box is empty.
- ii) Instruct the participants to get in a queue. Students with disability shall be given priority in the queue.
- iii) Ask the participants to approach one at a time and check their name with the first polling agent and collect the ballot paper and get their finger inked from the 2nd and 3rd Polling Agent before going behind the voting screen to mark the ballot paper.
- iv) Voters will have to drop their marked ballot paper in the ballot box after folding their ballot paper in two.
- v) Post the voting by all, Convener will mention how EVMs have now replaced ballot papers for the Assembly and Lok Sabha elections and are an efficient and secure way to cast a vote in secret.



VII. Counting of Votes

- i) Let the members who acted as Presiding and Polling Officers conduct the counting under the supervision of the Returning Officer.
- ii) Once the ballots are unfolded one by one, different piles of marked ballots shall be created for different candidates.
- iii) Divide the blackboard into columns depending on the number of candidates, the counting agent can stand by the board and keep a score. In the absence of a blackboard, a large chart paper, cardboard or any large surface can be used. The idea is that every member must be able to see the vote count.
- iv) Unfold the marked ballots, show to all the participants, and call out the name of the candidate for whom it is marked.
- v) Form a different pile of *rejected ballot* papers and do not count these votes. Explain why these ballot papers were rejected.
- vi) Finally RO shall announce the name of the winning candidate with most number of votes as the elected.
- vii) **Conduct a 3-2-1 Summary and Recall** activity where the Convener will ask the randomly ask different members the following –
 - 3 things that they learnt today
 - 2 things they are going to keep in mind
 - 1 thing they need to know more about (where they can ask questions related to the activity)

Note to Convener: Where School Council Elections are held, students may be asked to compare the School Council Election and the ELC Model and discuss the following:

- Advantages and drawbacks of the existing system vis-à-vis ELC Model
- Any other observations
- Recommendations/suggestions (if any) for adoption in the School election process

Activity: Film Screening (Newton, Kudrat No Bandharan, No Election)

Overview

As a part of the school ELC activity, students would be shown a feature film/documentary per term/semester on elections and electoral processes.

Learning Outcomes

Students are expected to study, critically analyze/appreciate and infer from movies and documentaries screened about elections, electoral processes, et al. in order to develop a critical and informed opinion pertaining to the subject.

Probable List of Documentaries/Movies

- a) Film on 2014 *Lok Sabha* Elections
- b) *Newton*
- c) *No Election*
- d) *Bhootnath Returns*
- e) *Kudrat No Bandharan*
- f) *All the Presidents' Men*
- g) *Frost/Nixon*
- h) *Swing Vote*

Materials Required

- i) Screen, projector, laptop and speakers
- ii) Notebook and pen for each student
- iii) Chart paper and bold markers

Duration: 4 sessions per term/semester (1 feature film/documentary per term/semester).

Timeline: July to August



Method

1. Before the film screening, the convener will engage the student in a short, informal discussion on elections and participation, with the aim to familiarize them with the topic and briefly gauging the existing perceptions of the students
2. The students are then shown the film.
3. Convener to conduct a post-screening, informal discussion session among students. The discussion that follows can answer questions such as –
 - a) What comprise an election?
 - b) Why are elections crucial to representative democracy?
 - c) What is universal adult franchise?
 - d) Why is it important for eligible citizens to take part in elections?
 - e) What is the role and position of the Election conducting authority in ensuring fair, free, neutral and impartial elections?
 - f) How are elections different in India as compared to other countries?
 - g) How have other countries successfully managed to ensure admirable voter turnout in crucial elections/referenda/plebiscites?
 - h) Why are School Council Elections important?
 - i) How are School Council Elections different in India from that in other countries?



Activity : Chunav Yantr (EVM & VVPAT) & Build Your Ballot

Overview

The activity is aimed at familiarizing the students with EVM and VVPAT, and if possible gives hands on experience. Through this activity members will build their own ballot paper with dummy candidates and symbols including NOTA.

Learning Outcomes

Post the completion of the activity, the members must –

- I) Know what is an Electronic Voting Machine (EVM) and role of Voter Verifiable Paper Audit Trail (VVPAT)
- ii) Be aware of how names appear on the Ballot Paper and the EVM
- iii) Be able to appreciate the integrity of the process
- iv) Be aware that NOTA is the last option on the ballot
- v) Know the difference between a Parliamentary Constituency and an Assembly Constituency

Resources

- i) EVM-VVPAT movie
- ii) Handout on EVM
- iii) Dummy EVM
- iv) Extracts from ECI instructions regarding ballot paper (on page no. 58)
- v) Guidelines for listing out candidates on the ballot paper (on page no. 58)
- vi) List of 15 symbols (on page no. 57)

Material Required

- I) Pen/Pencil



- ii) Glue
- iii) 15 Blank stick-on paper slips
- iv) 15 Stick-on paper slips with symbols
- v) 1 NOTA stick-on paper slip
- vi) Screen, projector, laptop and speakers

Duration: 30 minutes

Timeline: On a suitable day between September to November

Preparation

Convener to go through the extracts of the ECI instruction given in the resources

Method

1. The Convener shows the EVM-VVPAT film/Flip chart.
2. Post the film screening, s/he invites questions/doubts from the students on the use of EVM.
3. Having shown the movie on EVMs, the Convener will tell the members that they will build a ballot paper themselves and will encourage the members to imagine that they are citizens of an election going state.
4. The Convener must be aware of the Assembly Constituency of the area where the ELC is set up. S/he must engage the members in a short discussion and ask the following questions
 - What is the Legislative Assembly Elections? How are they different from *Lok Sabha* Elections?
 - What is a constituency?
 - What is an Assembly Constituency (AC)? Is it the same as the Parliamentary Constituency (PC) or Ward (the constituency for *Gram Panchayat* elections)?
 - For Legislative Assembly Elections, a voter needs to know the AC or the PC?
5. Post the discussion; invite 15 volunteers to act as candidates for the Assembly Constituency where the ELC is set up.

6. Present the list of party symbols to the class, where 5 symbols will represent the National parties, 4 symbols will represent the recognized State parties, another 3 symbols will represent registered but unrecognized state parties and 3 symbols will be independent candidates (the symbols are given in resources).
7. Randomly allot one symbol each to the 15 volunteers.
8. Explain to the entire class that on the ballot paper the names of candidates from the national parties and recognized state parties appear first (category I), followed by candidates from registered but unrecognized parties (category II) with the independent candidates (category III) names appearing at last.
9. The arrangement of names within these three categories shall be in alphabetical order according to Devanagari script in the case of elections to Parliament and in the script of the official language of the state in the case of elections to State Legislature.
10. Announce to the members and the volunteers that they will now build the ballot for an EVM. Mention that one EVM holds 16 options at a time and the last option is always NOTA.
11. Distribute a blank paper slip to each of the 15 volunteers and ask them to write their name on it in Hindi and English.
12. Meanwhile ask the remaining members to design the ballot paper with rows and column as per the sample given in the resource, keeping the space for the symbol and candidate name blank. NOTA may be drawn in the last row/column as depicted.
13. Invite the volunteers holding symbols of the dummy recognized national and state parties to step forward. Explain to them that their names will go on the ballot first but in an alphabetical order. Convener to help members go through the guidelines for listing out candidates on the ballot paper and assist the volunteers.
14. The volunteers will write their names on the dummy ballot paper and simultaneously affix the paper slip with their party symbol in front of their names.
15. The same suit must be followed with the dummy unrecognized party candidates, and finally independent candidates.
16. The ballot paper is thus ready.



17. Convener to inform the members that the names of the contesting candidates are represented in the same manner on the EVM.
18. Convener to emphasize that EVM displays name and photograph of the candidate and voters should know their candidates and their antecedents, party manifestoes to take an informed decision for deciding their ballot.
19. **Conduct a 3-2-1 Summary and Recall** activity where the Convener will ask the randomly ask different members the following –
 - 3 things that they learnt today
 - 2 things they are going to keep in mind
 - 1 thing they need to know more about (where they can ask questions related to the activity)

Note to the Convener –

- Post the conclusion of activity the Convener must ask the entire class to applaud for themselves for building the ballot. S/he must then bring to the notice of the people, that the listing of candidates on the ballot is done in an unbiased way and that the order of the list is no indicator of the capability of the candidate. Thus, everyone must know their candidates and vote for the candidate they like irrespective of their position on the EVM.
- The Convener must also highlight that the last option on the EVM is NOTA. Of the 16 options on the Balloting Unit of the EVM, the last option will always be NOTA. In case there are 16 candidates, another Balloting Unit is added to the EVM and the NOTA option will be added there.
- At max, 4 Balloting Units can be attached together, thus the EVM can accommodate a list of 64 (16 X 4) options (63 candidates + NOTA). If a constituency thus has more than 64 candidates, traditional ballot papers and ballot box will be used for polling. The Convener may convey this information.

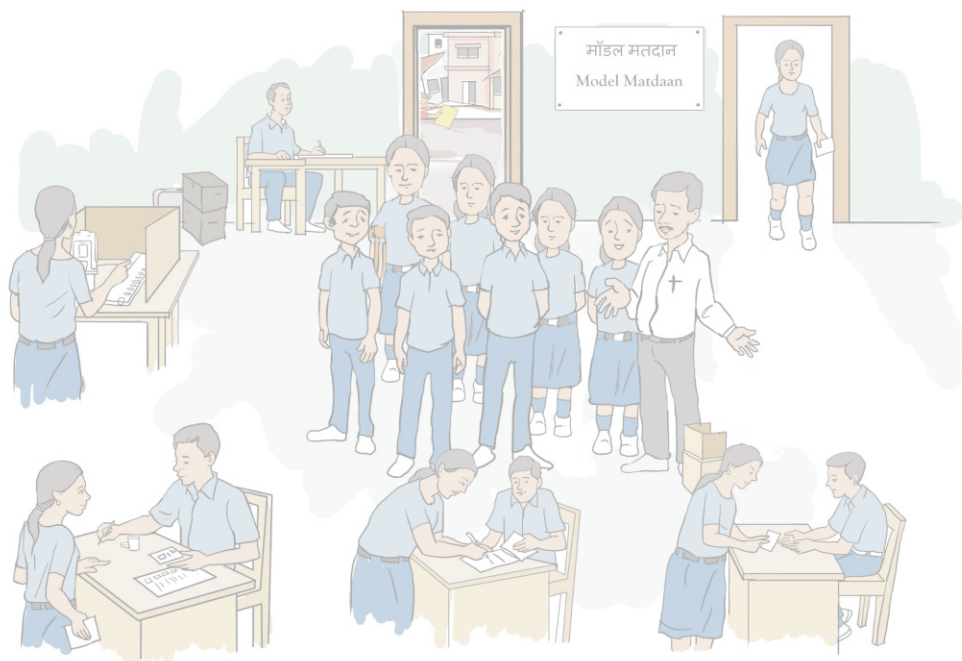
Activity for National Voters' Day: Debate Competition

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

1. Voter Education : An undermined necessity
2. Voting should be made mandatory by the state
3. Online Voting: the way forward or opening a potential Pandora's Box?
4. Should candidates accused of serious offences be disqualified from contesting elections?
5. Opinion and Exit polls should be restricted and regulated.



14. RESOURCES FOR ACTIVITIES



Resource

Model Matdaan

Roles & Responsibilities

A. Returning Officer

There will be a Returning Officer for every post, responsible for accepting the nomination form, preparing the ballot paper, conducting election, counting and declaring the results. RO will be assisted by the presiding and Polling Officers.

Responsibilities

- Invite student to file nomination as candidate
- Scrutinize the **Nomination Form**
- Finalize the List of Candidates and share in the **Notification Format**
- Prepare the **Ballot Paper**
- Deploy polling and Counting officers
- Supervise the poll and counting

B. Presiding Officer & Polling Officials

Presiding Officer shall supervise the entire process at the polling station and also supervise the counting of votes. S/he will be assisted by three polling staff on the poll day and day of counting.

Responsibilities

- Prepare the polling place.
- Conduct the poll during poll time.
- Close the polling place and collect any unused ballot papers.
- Polling Officers conduct the counting under the supervision of the Presiding Officer.
- Handover the result of your PS to the RO.



Resource

C. Election Registration Officer

There will be an ERO who will be supported by BLO.

Responsibilities

- i) Making forms for voter registration available to BLO in adequate numbers.
- ii) Finalizing Electoral Roll for their Class.
- iii) Handing over a copy of the Electoral Roll to the RO.

D. Booth Level Officer

Each ERO will be supported by BLO/s. One can have one BLO for each House (or sub group/row) of the Class

Responsibilities

- i) Issue and Receive registration forms from students in their section.
- ii) Prepare electoral roll for their section.
- iii) Assist voters outside the Polling Station with information etc on poll day

E. Candidates

- i) Check that you meet the eligibility to become a candidate. If not registered as a voter, get registered immediately.
- ii) There should be minimum 3 proposers to support the nomination.
- iii) Candidates shall apply for nomination as candidates to the Returning officer in the prescribed nomination form.
- iv) Get the supporters to sign on the nomination form in front of the RO.
- v) Once your nomination form is accepted, you will be officially recognized as a contesting candidate.
- vi) Campaign as per the schedule specified by the RO.

Resource

Pre-election campaigning can have the following–

- a) Debate Series between candidates.
- b) Use of charts, posters, banners, models, standees as campaigning devices within the school campus.
- c) Showcasing campaign films, slogans, campaign songs and anthems and other forms of audio-visual content within the class.

Pre-election campaigning should not involve the following–

- a) Any form of coercion or, intimidation guised as appeals to vote.
- b) Defacement of school property (e.g. graffiti).
- c) Public disturbance and nuisance (e.g. use of loud speakers, lasers).
- d) Reference, allusion or, explicit use of terms along the lines of community, religion, caste, race, sex, gender, economic and financial means/background.
- e) Engagement or, indulgence in acts of violence.
- f) Any instance of bribery or, financial dealing not in compliance to the Code of Conduct.
- g) Any instance of drawing support from mother political Parties/organizations.
- h) Any form of attempt to influence Election Organizing Authority (EOA) member.
- i) Attempts to mislead and misinform voters.
- j) Use of Hate Speech and attempts to publicly malign the image and discredit rival candidates and parties



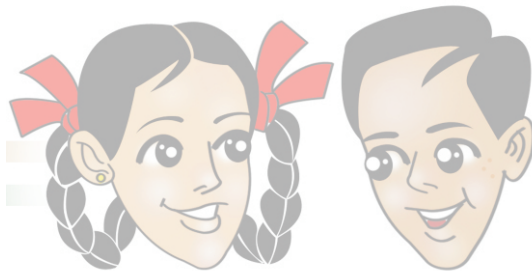
Resource

Formats

Voter Registration Form
Get your name REGISTERED

Name
Sur-name.....
Age
Gender.....
Date of Birth.....
Grade/Class.....
Section.....
Roll No.....

.....
Signature



Resource

Voter List/Electoral Roll

Voter List/Electoral Roll			
Electoral District – Name of the School			
Constituency – Class and Section			
Part	House/		
SNo	Name	Gender	Roll No



Resource

Serial No. of nomination paper.....(To be filled by Returning officer)

NOMINATION FORM

Election for the post of for standard Section.....of school/institution.....

PART I

(To be filed by the proposers of the candidate)

We hereby nominate the following person as candidate for Election for the post of.....for standard section

- Candidate's name.....
- Father's/Mother's/Guardian's name.....

His/her name is entered at S.No.....of the electoral roll/voter list for standard..... section.....

We declare that we are electors of standard Sectionof the school/institution and our names are entered in the electoral roll/voter list as indicated below and we append our signatures below in token of subscribing to this nomination:—

Particulars of the proposers and their signatures

S.no	Name of the Proposer	Roll number	Serial number in the electoral roll	Signature
1				
2				
3				
4				
5				

Please Note: at least three proposers are required to nominate a candidate for a valid nomination.

PART II

(To be filed by the candidate)

I,.....(Full Name) ,am the candidate mentioned in Part I assent to this nomination and hereby declare that :

- I am a student of standard.....section.....of the school/institution.
- My name is entered at S.No.....of the electoral roll/ voter list.
- I am qualified to compete in the election for the post of as per the criteria set for candidates by the competent authority of the aforementioned school/institution.
- My details have been correctly mentioned in Part I of the form.
- I hereby request the following three symbols, in the order of preference, as my election symbol from the prescribed list of symbols:

1.
2.
3.

Date:.....

Place:.....

.....
Signature of the Candidate



Resource

PART III

(To be filled by the Returning Officer)

Serial No. of nomination paper.....

This nomination was delivered to me at(hour)
on.....(date) by the *candidate/proposer. (Name of
proposer.....)

Date.....

Signature of Returning Officer

PART IV

(To be filled by the Returning Officer)

**Decision of Returning Officer Accepting or Rejecting the
Nomination Paper**

I have examined this nomination paper in accordance with the criteria set
by competent authority for election to the post mentioned in part I of the
nomination paper and decide as follows:—

Whether nomination accepted or rejected:.....

Reason for rejecting the nomination paper:

.....
.....
.....

Date.....

.....
Signature of Returning Officer

Counter signature by candidate/proposer



Resource

Notification

LIST OF CONTESTING CANDIDATES

Election to the post of from Constituency(Class)

Serial No	Name of Candidate	Symbol Allotted

Place

Date

Signature of Returning Officer

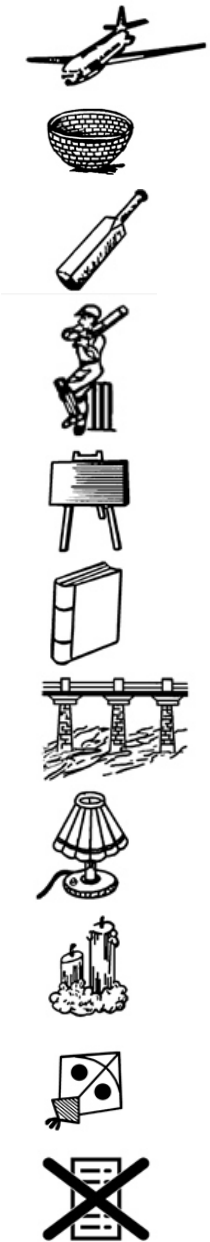
Names of Candidate shall be listed alphabetically starting with the name
(name or surname) that appears first on the nomination form.



Resource











Prescribed List of Symbols

1. Aeroplane
2. Basket
3. Bat
4. Batsman
5. Blackboard
6. Book
7. Bridge
8. Table Lamp
9. Candles
10. Kite
11. NOTA-None of the Above



Resource

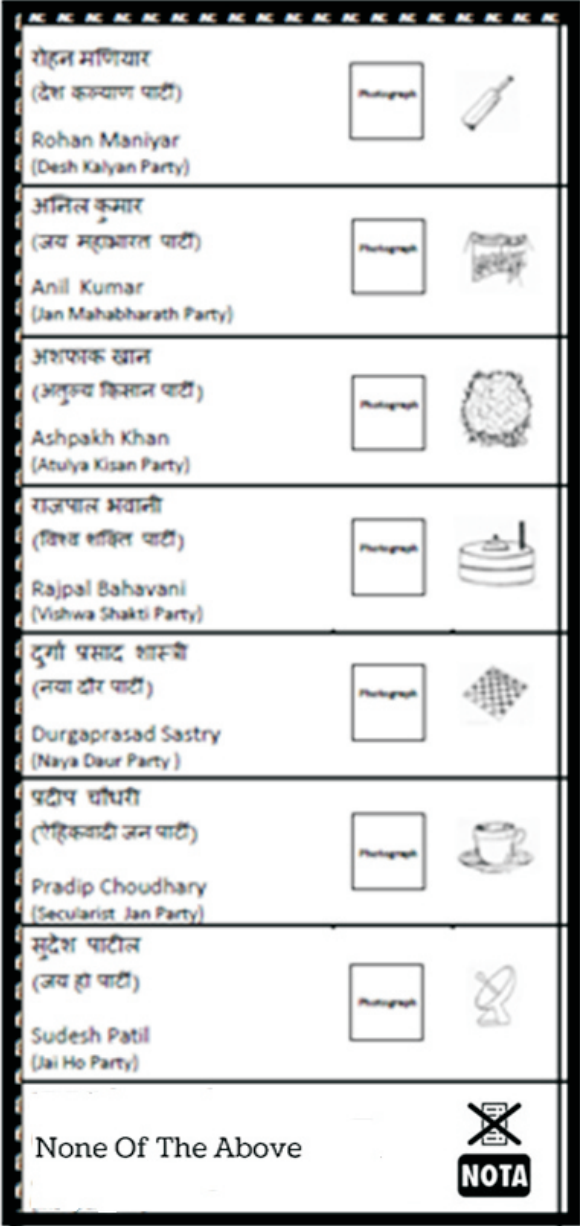
Sample Ballot Paper

1. Abhay	
2. Bhavna	
3. Chandra	
4. Gautam	
5. Heena	
6. Juggal	
7. Keerti	
8. Preeti	
9. Tarun	
10. NOTA	



Resource

Resource: Build a Ballot
SAMPLE BALLOT PAPER



Resource

Dummy Symbols

Party/Independent	Symbols
National Parties (recognized)	d
	[k
	x
	?k
	p
State Parties (recognized)	N
	t
	>
	V
Parties (registered)	B
	M
	>
	<
Independent	r
	Fk
	n



Resource

Important Instructions regarding Ballot Paper and NOTA

The names of the contesting candidates are arranged on the ballot paper in the same order in which their names appear in the list of contesting candidates.

Extracts from RO Handbook**Arrangement of names in the list of validly nominated candidates, ETC.**

1. As per Section 38 of the Representation of the People Act, 1951 and Form 4 (list of validly nominated candidates) and Form 7A (List of contesting candidates), names of candidates in the said list have to be arranged under three categories, i.e.
 - (i) Candidates of recognized National parties and State political parties in the States concerned,
 - (ii) Candidates of registered unrecognized political parties and
 - (iii) Other (independent) candidates.

Therefore, names of candidates have to be arranged in the said lists and also on the ballot papers in the same order under these categories. It may be noted that names have to be arranged alphabetically in each of the above mentioned three categories separately.

However, the headings of the above mentioned three categories as given in Forms 4 and 7A should not appear on the ballot papers.

2. You will determine the arrangement of the names of candidates in alphabetical order in each of the three categories in the list of validly nominated candidates, the list of contesting candidates and also in ballot papers on the basis of the first letter of his name irrespective of whether the name given is the proper name or surname. The initials, if any, prefixed to the name of a candidate should be ignored for the aforesaid purpose. Thus in the case of candidate giving his name as T.K. Reddy, the place of that candidate, according to alphabetical order in the relevant category should be determined with reference to the letter 'R and not T.

Resource

3. However, if two candidates in the same category have the same name but different initials, for example P.S. Reddy and T.K. Reddy, then the two names should be arranged inter se with reference to the first letter of the initials. Further, if two or more such candidates have the same name but different surnames, then their names should be arranged inter se in alphabetical order with reference to the surnames.
4. The arrangement of names of candidates shall be in alphabetical order according to *Devanagari* script in the case of elections to Parliament and in the script of the official language of the state concerned in the case of elections to State Legislatures.
5. Rules 22(3) and 30(3) of the Conduct of Elections Rules 1961 provide that if two or more candidates bear the same name, they shall be distinguished by the addition of their occupation or residence or in some other manner. In such cases, the arrangement of names of those candidates, if falling under the same category in the list of validly nominated candidates and contesting candidates and in the ballot paper will be with reference to the distinguishing names of the candidates.
6. There will also be no objection to the addition of any honorific, academic, hereditary, professional or any other title to the name of a candidate, but such title should on no account be taken into consideration, in the arrangement of names in alphabetical order in the lists of validly nominated candidates or of contesting candidates or in the ballot papers.

BALLOT PAPERS OF BALLOT UNITS OF VOTING MACHINES

- i. If the number of contesting candidates exceeds sixteen (now fifteen after advent of NOTA) the ballot paper shall be printed on two sheets of the prescribed dimension if the number of candidates is between seventeen and thirty two (now 31), on three sheets if the number of contesting candidates is between thirty three and forty eight (48), on four sheets if their number is between forty nine and sixty three (63).
- ii. In such cases where the ballot paper is printed on more than one sheet, the names of contesting candidates from S.No.17 to 32 shall be printed



Resource

on the second sheet, from S.No.33 to 48 on the third sheet and from 49 onwards on the fourth sheet. If the number of candidates is less than thirty two the space below the panel for the last contesting candidate in the second sheet shall be kept blank. Similarly, for the third and fourth sheets of the ballot papers.

- iii. On each such sheet, in the space provided for indicating the particulars of the election, its number shall be indicated in bold words and letters, e.g., 'Sheet No.1', 'Sheet No.2', etc.
- iv. The names of the contesting candidates shall be printed in the same language or languages in which the list of contesting candidates has been prepared. The serial number of the candidate shall be indicated in the international form of Indian numerals.
- v. Serial number and the name of the candidate shall be printed on the left hand side and his symbol on the right hand side in the panel meant for him.

NOTA

In compliance of the judgment and order of the Hon'ble Supreme Court, the Commission hereby gives the following directions to implement the NOTA option on EVMs/Ballot Papers:-

After the panel containing the name and particulars of the last candidate on the ballot paper, there shall be a panel below the said last panel with the words "None of the Above" written therein, for the benefit of those electors who may wish to exercise the option of not voting for any of the candidates in the fray. The symbol of NOTA shall be displayed against the option on the ballot paper.

These words shall be written in the same language or languages as used in the case of names of candidates. The size of the panel shall be the same as in the case of the candidates."

If there are sixteen candidates in the fray, an additional balloting unit shall be attached to the first balloting unit for the "None of the Above" panel.

Thus, in case more than one balloting unit is used, "None of the Above" panel shall be only in the last balloting unit below the panel for the last candidate.

Abbreviations & Glossary

1. **Ballot** – the method of secret voting by means of written ballots as in Indian Presidential and Vice Presidential voting or by means of voting machines as in case of elections to the *Lok Sabha* and Legislative Assemblies.
2. **Ballot Box** – a sealed box into which voters put completed ballot papers.
3. **Ballot Paper** – a slip of paper consisting of the names of all candidates contesting elections from a particular constituency. A voter marks the ballot paper against the name of the candidate of his/her choice before dropping it in the ballot box.
4. **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.
5. **Campaign** – an effort through which a politician or party tries to persuade the people to vote for them.
6. **Candidate** – in elections parlance, a candidate is a person who is contesting elections.
7. **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.



8. **Constituency** – an area whose voters elect a representative to a legislative body.
9. **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.
10. **Election** – a formal decision making process by which a population chooses an individual to hold public office.
11. **Elector** – an enrolled individual who is eligible to vote in the elections.
12. **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.
13. **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.
14. **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.
15. **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.

16. **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.
17. **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.
18. **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.
19. **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.
20. **Nomination** – proposing or formally entering as a candidate for election.
21. **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.
22. **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.

23. **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).
24. **Plebiscite** – the direct vote of all the members of an electorate on an important public question.
25. **Polling Station** – is the room/hall fixed for holding poll where the electors of the concerned polling area cast their votes on the day of poll. It is also referred to as 'polling booth'.
26. **Presiding Officer** – the Presiding Officer (with the assistance of the Polling Officers) conducts the poll at the polling station.
27. **PwDs: Persons with Disability** – a group of electors that suffer from one physical disability or another and require special facilitation during elections.
28. **Referendum** – a general vote by the electorate on a single political question which has been referred to them for a direct decision.
29. **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.
30. **Suffrage** – the right to vote in political elections.

31. **Universal Adult Franchise** – the right to vote is given to all adult citizens without the discrimination of caste, class, colour, religion or gender.
32. **Voter Registration** – the action and processes (as mandated by the Election Commission of India) involved in enrolling an eligible individual as a recognized voter.
33. **Voting** – the act of expressing a will or choice in a matter or an election.
34. **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.



Conveners' Notes



No Voter to be Left Behind

Conveners' Notes



Every Vote Counts

Conveners' Notes



No Voter to be Left Behind

Conveners' Notes



Every Vote Counts

Conveners' Notes



No Voter to be Left Behind

Conveners' Notes



Every Vote Counts



Conveners' Notes