



DR. ARVIND B. TELANG INSTITUTE OF HOTEL MANAGEMENT

(Recognized by Govt. of Maharashtra & Affiliated to Savitribai Phule Pune University)

NAAC Accredited with 'B' Grade CGPA 2.40 (2018) & ISO 9001: 2015 Certified Institute

Shri. W. D. Sancheti
Chairman

Shri. B. V. Jawalekar
Hon. Secretary

Dr. Ajaykumar M. Rai
Principal

Declaration

Our Institute Electoral Literacy Club (ELC) established on 25/09/2023 under Election Commission of India (Letter No. 491/ECI/LET/SVEEP-I/EL/ELC/2017 Dtd. 03/11/2017 & SPPU Letter No. NSS/ 270/17Dtd. 21/12/2017)

ELECTORAL LITERACY CLUB (ELC)

SR.NO	NAME	DESIGNATION
01	Prof. Shekhar D. Khairnar	Member - ELC Co-ordinator
02	Prof. Deepak T. More	Member (NSS - PO)
03	Prof. Pooja S. Ambawale	Member (Teaching)
04	Mr. Vishwas S. Patil	Member (Non-Teaching)
05	Mr. Suraj D. Gilbile	Member Student Co-ordinator
06	Ms. Anushree R. Karve	Member Student Co-ordinator

Date: 25/09/2023
Place: Pune



Prin.(Dr.) Ajaykumar M. Rai
Principal

Camp Education Society's
Dr. Arvind B. Telang Institute of Hotel Management
G/P-159, 'G' Block, M.I.D.C., Chinchwad, Pune-19

Plot No. G/P 159, "G" Block- MIDC Chinchwad, Sambhajnagar, Pune - 411 019.

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Website : www.cesihm.com

Ph.No. : 020- 7276063833 / 27371635 / 27371037

Member - Poona Hoteliers Association, Pune & Hotel And Restaurant Association (Western India) Mumbai.

Society Estd.: 1885
Reg. No. : F- 43

CAMP EDUCATION SOCIETY'S

Institute Estd.: 2005
Affiliation No. : CA-7949



DR. ARVIND B. TELANG INSTITUTE OF HOTEL MANAGEMENT

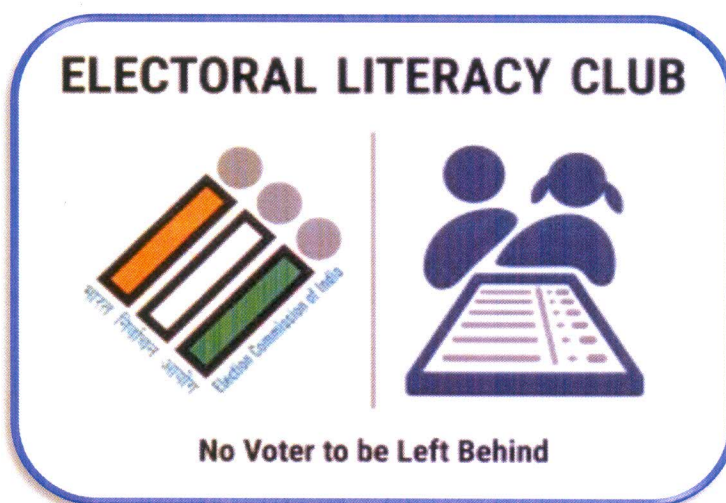
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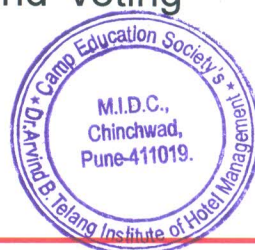
Dr. Ajaykumar M. Rai
Principal



Read Better Write Better

ABOUT THE CLUB

Election Commission of India is to encourage young and upcoming voters to eagerly participate in election to know their strength of vote. This club is mainly to teach students and the general public about the importance of voting. The goal of the Electoral Literacy Club is to engage school children, college student, and residents of rural communities in engaging activities that will help them to become more aware of their voting rights and comfortable with the registration and voting processes.



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OBJECTIVES OF THE CLUB

- To sensitize the student community about democratic rights and the power of their vote in election to have their unique decision.
- To create awareness and interest among faculties and students about the power of one vote.
- To encourage critical thought about issues relating to voting rights, democracies, and their procedures.
- To make it easier for its eligible members who haven't already registered to vote to do so.
- To promote awareness of 'Right to vote' among students, faculty members and community at large.
- To promote educated, ethical voting and uphold the values of "Every vote counts" and "No Voter to be Left Behind," as well as to foster a culture of political participation.



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डॉ. प्रभाकर देसाई

एम.ए., पीएच.डी.

संचालक

सावित्रीबाई फुले पुणे विद्यापीठ

(पूर्वीचे पुणे विद्यापीठ)

राष्ट्रीय सेवा योजना

गणेशखिंड, पुणे - ४११ ००७



कार्यालय क्र. : ०२०-२५६९७३४१

०२०-२५६०११५३

फॅक्स क्र. : ०२०-२५६९७३४१

मोबाईल : ९८८१९०८०२०

संदर्भ : रासेयो/२७०/१७

दि. २१/१२/१७

प्रति,

मा.

रासेयो संलग्नीत महाविद्यालये

पुणे, अहमदनगर व नाशिक जिल्हा

सावित्रीबाई फुले पुणे विद्यापीठ

विषय : 'निवडणूक साक्षरता क्लब स्थापनेबाबत'....

महोदय/महोदया,

मा. भारत निवडणूक आयोग, नवी दिल्ली यांनी नविन व भविष्यातील मतदारांची निवडणूक साक्षरता वाढविण्यासाठी शाळा, महाविद्यालये आणि सामाजिक घटकांच्या औपचारिक शिक्षण पद्धतीत निवडणूक साक्षरता अंतर्भूत नाही, अशा शाळा, महाविद्यालये आणि सामाजिक घटकांमध्ये निवडणूक साक्षरता क्लब (Electoral Literacy Club) स्थापना करण्याबाबत निर्देशित केले आहे. त्यानुसार आपल्या महाविद्यालयीन स्तरावर निवडणूक साक्षरता क्लब (ELC) स्थापन करण्याची प्रक्रिया तत्परतेने पार पाडावी अशी विनंती करीत आहोत.

स्थापन केलेल्या निवडणूक साक्षरता क्लबद्वारे भविष्यातील नवीन मतदारांची निवडणूक साक्षरता वाढविण्यासाठी आपल्या स्तरावर नियोजन करून प्रसार माध्यमांद्वारे याबाबत जास्तीत जास्त प्रचार व प्रयत्न करावा आणि केलेल्या कार्यवाहीचा अहवाल राष्ट्रीय सेवा योजना कार्यालयाकडे nss_student_list@pun.unipune.ac.in या मेल आयडीवर मेल पाठवण्यात यावा. कळावे, ही विनंती.

संचालक

राष्ट्रीय सेवा योजना

सोबत:

मा. भारत निवडणूक आयोग, नवी दिल्ली यांचेकडील पत्र

क्रमांक .N0.49/LET/ECI/LET/SVEEP_I/EL/ELC/2017;Dated 3.11.2017

ELECTION COMMISSION OF INDIA

NirvachanSadan, Ashoka Road, New Delhi – 110 001

No.491/ECI/LET /SVEEP-I/EL/ELC/2017

Dated: 3rd November, 2017

To,

The Chief Electoral Officers of
All States and UTs.

Subject: Mainstreaming of Electoral Literacy: Establishment of Electoral Literacy Clubs in Schools, Colleges and Communities - reg

Madam/Sir,

In pursuance of the recommendations given in the Commission's report on 'Mainstreaming of Electoral Literacy through Educational Institutions, Organizations' which has already been sent to you, the Commission has directed for setting up of Electoral Literacy Clubs (ELCs) in educational institutions and communities not covered under the formal education system to engage future and new voters through extracurricular interventions.

2. 'Project Document on Electoral Literacy Clubs in India' in this regard is attached (Annex I) for guidance and follow up. Additional copies for DEOs are also being sent and may be sent onwards with a covering letter on similar lines. The first batch of ELCs shall be rolled out on the 8th NVD i.e. 25th January 2018, and accordingly steps may be taken up for the same.

3. ELCs shall be the seat of learning through hands on experience and shall serve as a vibrant hub of Electoral Literacy for developing and strengthening the culture of electoral participation among young and future voters.

3.1. Objectives

- (i) To educate the targeted populations about voter registration, entire electoral process and related matters by engaging them through well designed attractive resources in hands on experience;
- (ii) EVM and VVPAT familiarisation and education about robustness and non-tamperability of EVM and integrity of the electoral process using EVMs.
- (iii) Capacity building for generating/locating information on what, when, where and how of the elections and electoral process right from a young age of around 14 years.

- (iv) To help target audience to understand the value of their vote and exercise their suffrage right in a confident, comfortable and ethical manner.
- (v) To facilitate the target audience to understand the constitutional, legislative and legal provisions besides the technological innovation and integration in elections and nature and role of the Election Commission, Courts, Media and other stakeholders.
- (vi) To harness the potential of ELC members for carrying the electoral literacy in communities.
- (vii) ELCs will facilitate voter registration for its members as they achieve the age of 18.

3.2. The ELCs shall be established as per the following pattern:

- (i) **ELC Future Voters** - for Classes IX to Class XII (Secondary and Senior Secondary Level)
- (ii) **ELC New Voters** - College, University, all other educational institutions including professional and technical educational institutions
- (iii) **Chunav Paathshala** - ELC in communities for the youth who are not a part of the formal education system
- (iv) **Voter Awareness Forums** - In Government Departments, Organizations, Autonomous Bodies, Semi Government and non government and the private sector

3.2.1. ELC Future Voters

Electoral Literacy Clubs will be set up in Secondary and Senior Secondary Schools. The club will have students of Class IX-XII as its members. Students may be encouraged to run the ELC through an elected body of Executive Committee with elected representatives from each of the Sections. Alternatively School may conduct the activities through teachers involving the students.

One or two teachers, preferably from the Humanities Department will act as the Nodal Officers and Mentors for the ELC. The teachers with election duty experience should be given preference for this work. Their duties and responsibilities shall be as detailed at 4.1. in the Project Document.

3.2.2. ELC New Voters

Electoral Literacy Clubs will be set up in colleges and university campuses for engaging students in hands on experience in electoral literacy. Guidance and involvement of teachers especially those who have experience of election duties will be an important component. The club will have students as its members and would be run by an Executive Committee from amongst the students with elected representatives from each of the Classes. **Campus Ambassador will act as the Convenor of the ELC and will assist the Nodal Officer in discharge of their functions.**

One or two teachers, preferably from the Political Science Department etc will act as the Nodal Officers and Mentors for the ELC. The duties and responsibilities of the Nodal Officers and the Executive Committee shall be as detailed at 4.2. in the Project Document.

3.2.3. Chunav Pathshala

Electoral Literacy Clubs will be set up at the Polling Station level catering to those outside the formal education structures and may be named as per the name of the polling station or a group of polling stations. These shall be called Chunav Pathshala.

The BLO will act as Nodal Officer for the Chunav Pathshala and the BAGs shall support and guide the ELC and shall assist the BLO in making the Chunav Pathshalas functional and for enrolling members. Voluntary help by teachers, non-partisan CSOs, NLM functionaries, Panchayat officials or the Municipal officials (Non elected) of that Polling Station area may be taken for enrollment.

The Venue of the 'Chunav Paathshala' shall be Polling Station in the last Lok Sabha or the Assembly Election or any other venue identified by the BLO. The details on the activities of Chunav Pathshala may be seen at 4.3. in the Project Document.

3.2.4. Voter Awareness Forums (VAFs)

Voter Awareness Forums will operate in Government Departments, Non government Organizations, Corporate and other Institutions. The membership will be open to all employees. Head of the Organization shall appoint one person as the Nodal Officer. Preference shall be given to an officer who has experience of the election duty. Nodal officer will liaise with the District Election Officer or the CEO of the State for VAF Resources. The details on the activities of VAFs may be seen at 4.3. in the Project Document.

3.3. General Features of the ELC Programme

- i) All ELCs will be given code numbers by the CEO's office and the information will reflect the membership strength.
- ii) ECI shall provide the resources for ELC to the CEO and DEO Office for onward distribution. The same shall be available on a dedicated ECI portal specifically developed for the purpose. The Resources will be developed by the ECI in Hindi and English. The CEOs office shall get them translated in local languages as may be necessary.
- iii) Capacity building of Nodal persons of ELC shall be carried out. Master Trainers shall be trained by ECI. CEOs shall be responsible for planning training at state level and DEOs at district level.
- iv) **Non Partisan nature of the ELCs/VAF must be maintained and the Nodal Officer shall ensure compliance of this norm.**

- v) Incentives shall be devised to reward and recognize well performing ELCs and the incentives may be state or region specific to encourage the ELC members and nodal persons.

4. Student Teacher Resources & Capacity Building

4.1. Student Teacher Resources for ELCs are being developed. The Resources shall be made available to the CEO's office in soft copies. CEO will process the same for adaptation and translation in the local language. Only the EL resources prescribed by the ECI shall be used as resources. Activity and resource development outside ECI must be approved by the ECI through respective CEO.

4.2. Training of Teachers/Nodal Officers on the ELC resources and tools shall be an integral part of the ELC project. Master trainers for States/UTs will be trained through the IIIDEM framework. Training shall be organized at the State level and cascade down to District level in coordination with State Education Departments and other institutions. District Master Trainers shall be trained at State level/RIDEM. CEOs will devise a training calendar for the same.

5. Institutional Support

The National Electoral Literacy Committee shall be supervising the roll out of the programme at national level. Budgetary support to the tune of Rs 20 crore has been sought in the next FY for the first phase of establishment of 2 lakh ELCs across the country. CEOs may assess their fund requirements during the roll out of the project and communicate to ECI so that additional budgetary requirements can be reflected in the RE.

5.1. State Committee on Electoral Literacy (SCEL) under the CEO shall be constituted in each State/UT to supervise the planning, implementation, monitoring and evaluation of the Programme within the state. Where the Committees have already been set up under the directions of the Commission for mainstreaming of the Electoral Literacy, such committees will automatically function as SCEL and the members may be added in the light of model composition as mentioned in the Project document in para 9.

5.2. Similarly District Committee on Electoral Literacy (DCEL) shall be set up under the DEO to supervise the planning, implementation, monitoring and evaluation of the Programme within the district. The composition and role of the DCEL is detailed out in the Project document in para 10.

6. Budgetary Support

Budgetary support to the tune of Rs 20 Crore has been sought in the next FY for the first phase of setting up of 2 Lakh ELCs across the country. CEOs may seek budgetary support for the same from the State Government. Any additional fund requirements may be further assessed during the roll out of the project and communicated to ECI so that additional budgetary requirements can be reflected in the RE.

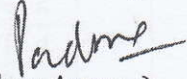
7. Partnerships shall be developed at different levels for operationalisation of the ELCs. Overall framework for partnerships may be maintained at the standard guidelines and framework laid down by the Commission.

8. Immediate Tasks & Timelines The Project Document details out all aspects of the ELC programme. Meanwhile the immediate tasks are as follows:

- i) Constitution of the SCEL and DCEL and its first meeting to chalk out course of action.
- ii) Identification of educational institutions and nodal persons in each institution in the district and coordination for setting up of ELCs.
- iii) Preparation of data base of ELC/VAF, Nodal persons in each ELC/VAF and number of students/members therein respectively by the district as per the **prescribed proforma**. (enclosed)
- iv) Identification of Master Trainers at District and State level. Names of State level Master Trainers may be shared with ECI by 30th November 2017.
- v) Drawing up the Training Calendar of Master Trainers/Nodal Persons and accordingly setting timelines for districts to nominate the District level Master Trainers.

The Timelines for the important tasks are given in annexure. ECI shall meanwhile develop and share the Student-Teachers Resources within a month.

Yours Sincerely,


(Padma Angmo)
Director

Encl:

- i) Project Document
- ii) Tasks with Timelines
- iii) District ELC Data Base Format

Copy to

Sr PPS to CEC/ECs
PPS to Sr DEC/DECs/DGs
Sr Fellow/Legal Advisor/Directors/Pr Secretaries
All Zonal Sections

Mainstreaming of Electoral Literacy through Educational Institutions, Organizations and Communities in India

Project Document on Electoral Literacy Clubs in India (Framework and Action Plan)

**Election Commission of India,
Nirvachan Sadan,
New Delhi 110001**

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Part C

3. Electoral Literacy Clubs

It is necessary to focus on younger generation for civic education and electoral literacy leading to robust electoral participation as soon as they become eligible to vote. Extracurricular interventions are aimed at engaging the young people for hands on experience in electoral literacy so that they are at home with the conceptual framework and operational framework of the Electoral Literacy (EL) including facilitation for registration as a voter.

In India, we have rich democratic traditions and robust democratic institutions. Electoral Literacy has been a matter of attention for strengthening participation among young and future voters (new voters and future voters). In this context, while working on curriculum analysis, co curriculum and extracurricular interventions in voter education for empowering young and future voters, the concept of Electoral Literacy Clubs has emerged as an effective instrument of engaging young and future voters in educational institutions and communities not covered under the schools. As the mainstreaming of electoral literacy through curricular reframing and redeveloping may take some time, it has been considered prudent to strategically connect with the young and future voters through extracurricular interventions in ELCs.

ELCs shall be the seat of learning through hands on experience and envisaged to serve as a vibrant hub of Electoral Literacy direct interaction in education and other institutions in the country for strengthening the culture of electoral participation among young and future voters. Once the program comes into operation, it has the potential of becoming largest electoral literacy experiment in the world with over a million ELCs in the Country.

The entire engagement will be non partisan and strictly neutral in nature with the sole objective of enhancing electoral literacy through engaging culminating in enhanced electoral participation among the young and future voters.

3.1 ELCs: Aims and Objectives

3.1.1 Aims

In general the Aims of ELCs will be as follows:

- (i) ELCs will be responsible for developing and sustaining the electoral culture among future and new voters aimed at enhanced electoral participation that is to say registration and exercise of franchise. ELC will aim to develop a culture of registration and electoral participation right from their first election once they cross 18 years of age.
- (ii) ELCs will appropriately engage the future voters and new voters as a continuous process for active learning and requisite skill development in matter of 'Elections' in general and for informed, inclusive, confident, comfortable and ethical electoral participation in specific.
- (iii) ELCs shall encourage students to understand and appreciate value of the vote and ensure that they do not miss their first vote of life.
- (iv) ELC shall function as a mini election office to conduct simulated elections, organize events and activities that promote understanding electoral system and processes, electoral institutional structure, organization and electoral participation.

3.1.2 Objectives

The overall objectives of establishing of Electoral Literacy Clubs in schools and educational institutions, Communities, Government and non government institutions etc are:

- (i) Educate the targeted populations about voter registration, entire electoral process and related matters by engaging them through well designed attractive resources in hands on experience.
- (ii) EVM and VVPAT familiarisation and education about robustness and non-tamperability of EVM and integrity of the electoral process using EVMs.
- (iii) Capacity building for generating/locating information on what, when, where and how of the elections and electoral process right from a young age of around 14 years (Class IX onwards).
- (iv) To help target audience to understand the value of their vote and exercise their suffrage right in a confident, comfortable and ethical manner.
- (v) To facilitate the target audience to understand the constitutional, legislative and legal provisions besides the technological innovation and integration in elections and nature and role of the Election Commission, Courts, Media and other stakeholders.
- (vi) To harness the potential of ELC members for carrying the electoral literacy in communities.
- (vii) ELCs will facilitate voter registration for its members as they achieve the age of 18.

3.2 Institutional Coverage and Target Populations under the ELCs

Each school, educational institution and all other institutions, mentioned as below, shall establish an Electoral Literacy Club that will initiate, coordinate and implement activities that promote and sustain electoral literacy through engagement in hands on experience. The ELCs shall be established as per the following pattern:

- (i) ELC Future Voters; for Classes IX to Class XII (Secondary and Senior Secondary Level).
- (ii) ELC New Voters: College, University, all other educational institutions including professional and technical educational institutions.
- (iii) ELC (Communities): For all those youth who are not a part of the formal education system.
- (iv) Voter Awareness Forums : For Government Departments, Organizations, Autonomous Bodies, Semi Government and all non government and the private sector.

The coverage, following the fundamentals principles of 'universal suffrage', shall extend to all the institutions in the country in the categories as mentioned above.

3.3 Expected Outcomes

- (i) Target audience aware of what, how, when and where of electoral process i.e. registration and voting in election.
- (ii) Target audience understand the value of their vote and the sanctity of 'secrecy of vote'.

-
- (iii) Target audience aware of the working and robustness and non-tamperability of the EVM and the function of VVPAT.
 - (iv) Increase in registration among the target audience and specifically higher EP ratio in the 18-19 year age cohort.
 - (v) Overall increase in voter turnout in elections.

4. Structure of the ELCs and Strategies for Implementation

4.1 ELCs at Schools (ELC Future Voters)

Electoral Literacy Clubs (ELC) will be set up in each of the schools for students at the Secondary and Senior Secondary Level to start with. The club will have all of the students from Class IX, X, XI and XII as its members. Students may be encouraged to run the ELC through an elected body of Executive Committee with elected representatives from each of the Sections. Alternatively School may conduct the activities through teachers involving the class students while the activity is being conducted.

4.1.1 Duties and Responsibilities of Elected members

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.

4.1.2 Duties and Responsibilities of the Nodal Officers

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

4.2 ELC: New Voters: (Colleges and institutions of higher learning)

Electoral Literacy Clubs will be set up in colleges, university campuses for engaging students in hands on experience in electoral literacy. Guidance and involvement of teachers especially those who have experience of election duties will be an important component. EL Resources for Student and teachers will be provided online or other means by the District Election Officer through the Nodal Officer.

The club will have students as its members and would be run by an elected body from amongst the students with elected representatives from each of the Classes. The elected representatives shall constitute the Executive Committee of the ELC. The elected representatives will elect one of the reps as its Chairman and another as Vice Chairman. **Campus Ambassador will act as the Convenor of the ELC and will assist the Nodal Officer in discharge of their functions.**

4.2.1 Duties and Responsibilities of the Executive Committee.

The Executive Committee, under the guidance, consultation and supervision of the Nodal Officer will be responsible for organizing the activities of the ELC. The elected body shall endeavour to generate the culture of electoral participation amongst the ELC Members and will have the following role:

- (i) Organizing the Club enrollment.
- (ii) Plan activities for the ELC and develop the calendar of activities for the year
- (iii) Generate ELC resources
- (iv) Facilitate the enrollment for the students not registered as voters.

4.2.2 Duties and Responsibilities of Nodal Officer and Mentor

One or two teachers from the Political Science Department of the College etc 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) Promote and supervise Club enrollment.
- (ii) Supervise the election and formation of the Executive Committee of ELC.
- (iii) Coordinate with formation prescribed by the District Election Officer for receipt of EL engagement resources.
- (iv) Attempt generating new resources and forward the same to the District Election Officer.
- (v) Guide and supervise the development of the calendar of activities for the year by the Executive Council.
- (vi) Facilitate the enrollment for the students not registered as voters.