

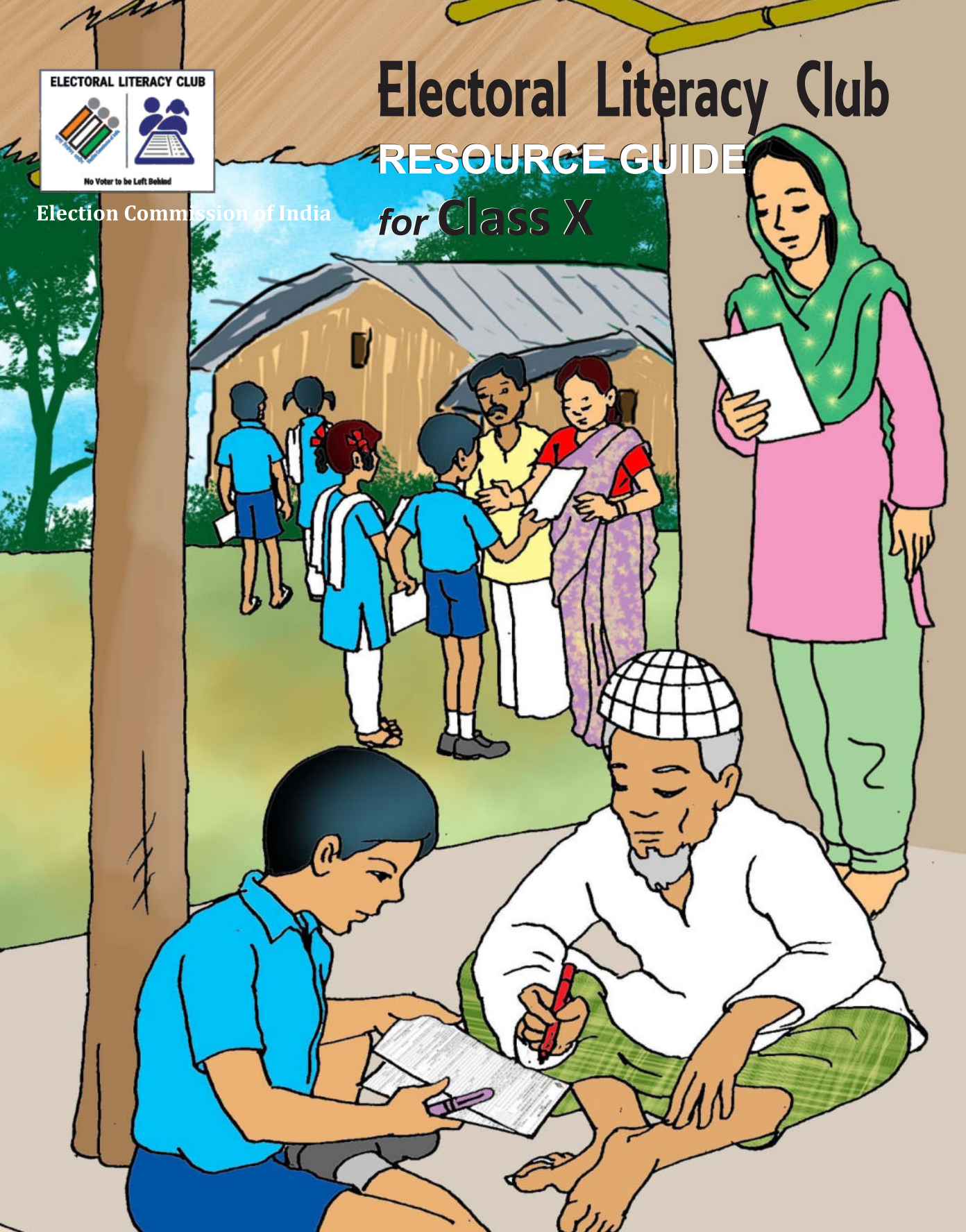


Electoral Literacy Club

RESOURCE GUIDE

for Class X

Election Commission of India

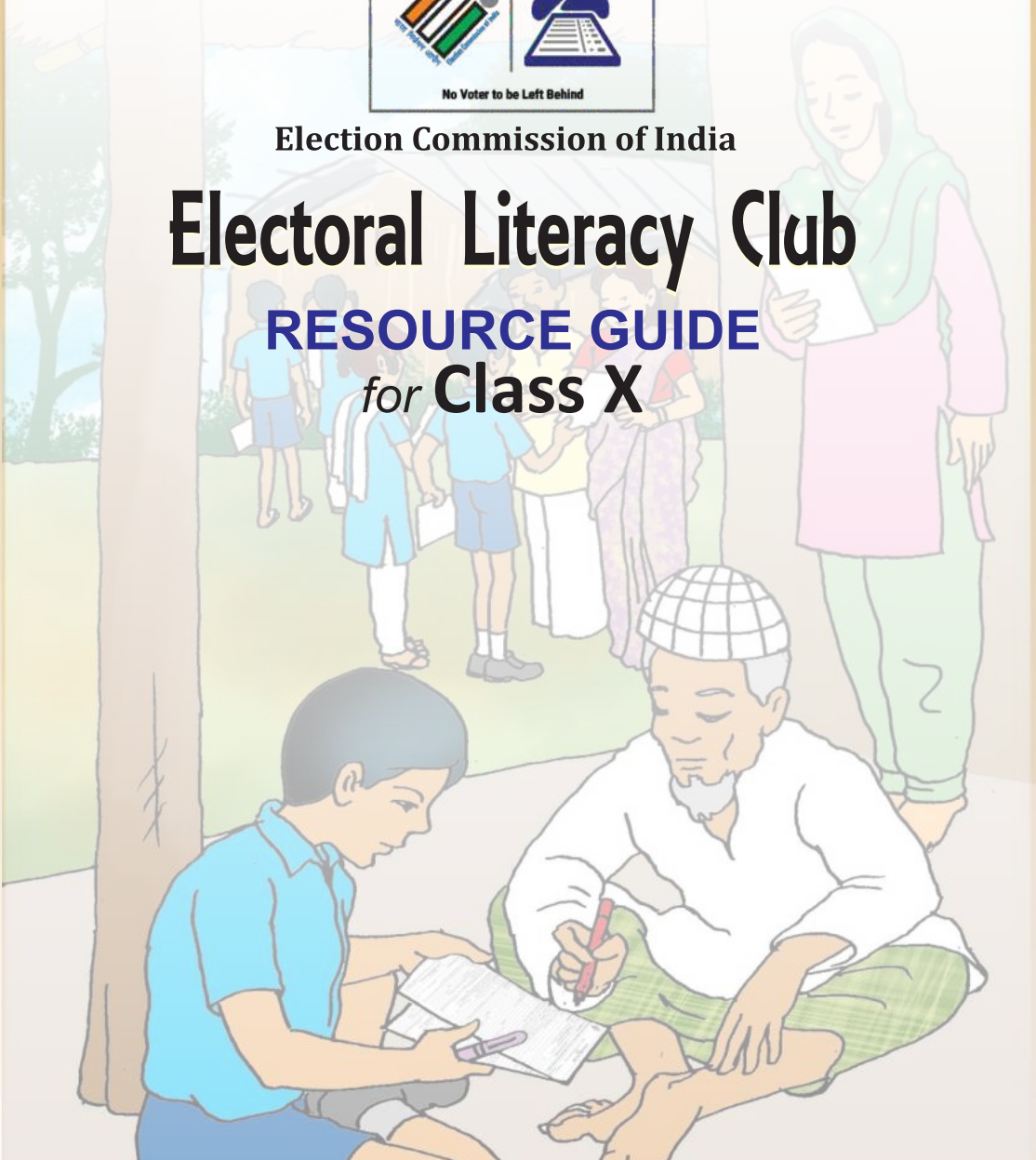




Election Commission of India

Electoral Literacy Club

RESOURCE GUIDE
for Class X



FOREWORD

This Resource Guide comprises a detailed description of the activities to be conducted in the Electoral Literacy Clubs for Class X. 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 15-16 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 X must focus on accomplishing the following Learning Outcomes by the end of the academic year –

1. Students must know the process of registering as a voter- how to fill Form 6, what documents are to be submitted for registration and where to get Forms.
2. Students must know about the provisions available at a polling station and appreciate ECI's motto of 'no voter to be left behind'.
3. Students must be able to form an appreciation for the value of a vote .
4. Students must appreciate the significance of NOTA and realize that every vote counts – even NOTA.
5. They must also understand the value of ethical voting



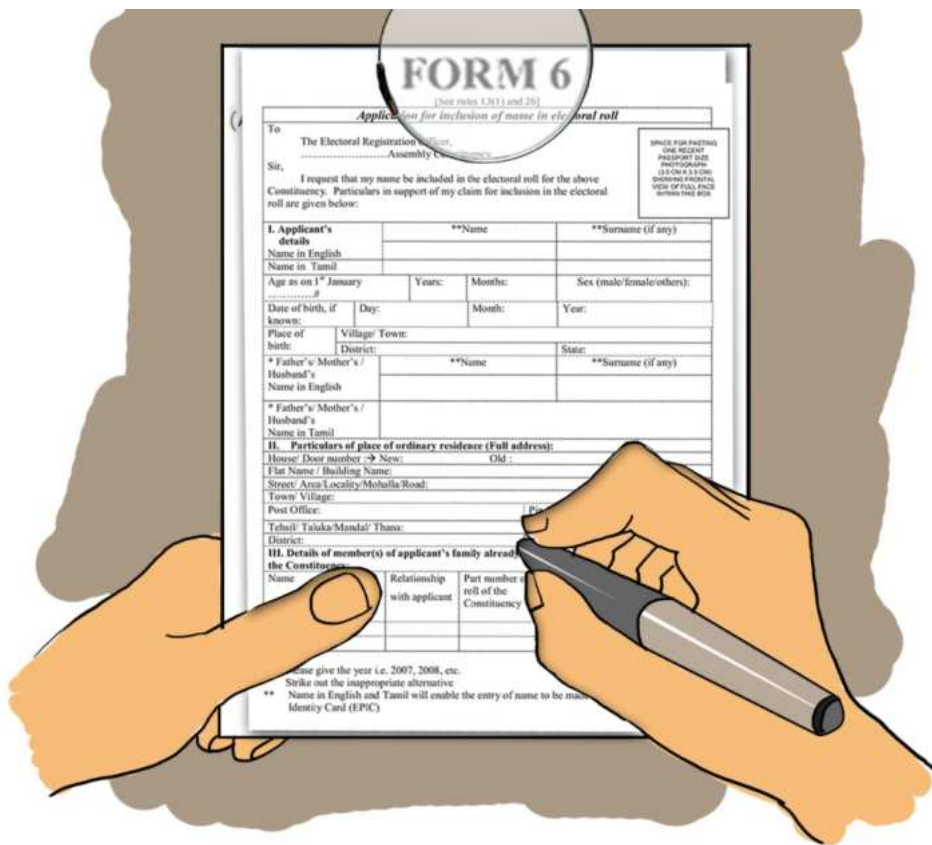
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1. Introduction

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 in a 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) 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 as follows-

- (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 right to suffrage 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 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, the School may conduct the activities through teachers who will involve the class students.

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 Students and Teachers will be provided online or via 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 enrolment of 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 maybe 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 an 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	ELC Wall Magazine	60 minutes class discussion on layout
April	Nirvachitra-Film Show (only in 1 st year of ELC)	45 minutes
May-June	Registration Activity	30 minutes for briefing Homework assignment
September	NOTA	30 minutes
October-November	Step Up	60 minutes
January(NVD)	Drawing & Poster Making Competition	60 minutes
Total		3 hours plus Home Assignment (Nirvachitra time not included)

10. Activities

This Electoral Literacy Guide Book for **Class X** comprises a detailed description of the six activities and their conduct. Of these, the ELC Wall Magazine activity will be a monthly feature to which the ELC shall contribute. It is not compulsory to conduct all activities. Activities may be scheduled depending upon the availability of time.

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.

All activities must follow this recall method which has been explained in individual activity descriptions.

3-2-1 Summary and Recall – All activities must follow 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 know more about (there students can ask questions related to the activity).

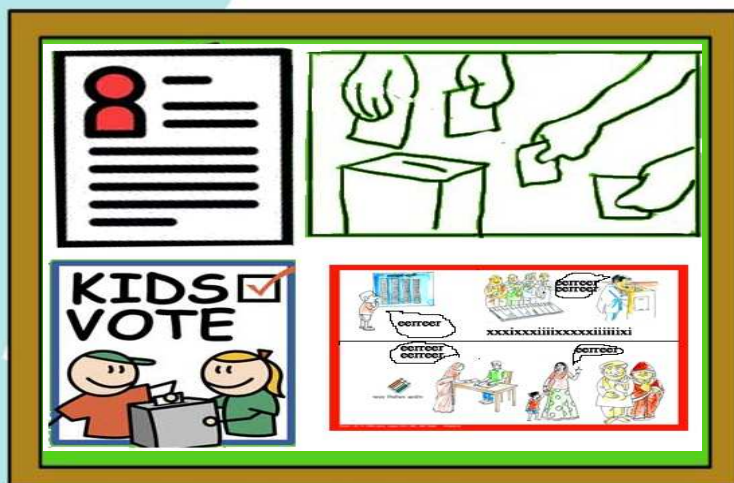
12. Accessible ELC

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, a sign language interpreter should be made available for their convenience (the interpreter can 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: The ELC Wall Magazine

Overview

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 '**ELC 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 X 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 ELC Wall Magazine:

Following are the 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 NOTA (None Of The Above)
 - Knowing the essential information of your candidate
- 10) Election Commission vs. State Election Commission/NVD



Activity: Nirvachitra - Film Screening /Flip Chart Display (Only in 1st year of ELC for Class X)

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 X 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) *Masti Dosti Matdaan* (Animated short film-12 minutes)
- ii) *Abhay and Abha* –Picture Book
- iii) *Loktantra Express* – Audio Story
- iv) Flip Chart on Registration & Voting

Note: The picture book, audio story and flip chart maybe used as alternative resources if the film screening is not possible.

Material Required

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

Duration: 45 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 gauge the existing perceptions of the students.
2. The convener can start by asking –
 - Do you know 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 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 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 as described on page number 9.



Activity: Field Assignment on Registration (Activity for Summer Vacation)

Overview

This field activity revolving around the registration process facilitates students into becoming active participants of voter education. Students will first learn about important information pieces such as Voter List, various forms related to registration, NVSP portal etc. and then guide their immediate neighbors through the registration process.

Note: This activity will be conducted by the students individually during their summer vacations.

Learning Outcomes

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

- i) What an Assembly Constituency is
- ii) What is an Electoral roll (Voter List) and realize the importance of checking one's name on it
- iii) About Form 6 for enrolment and how to fill it
- iv) About Form 7, Form 8 for rectifying details on the Voters' List
- v) About the Booth Level Officer of their constituency
- vi) What is the NVSP portal (nvsp.in) for registration
- vii) That everyone must vote and should motivate all to register

Resources

- i) Voter list of the locality
- ii) General Voter Guide
- iii) Format to record contact details of unregistered voters (on page number 28)
- iv) General FAQs (included in the resources section at the back)

Duration: Briefing- (30 minutes)

Activity to be performed during weekend/ holiday/ vacations; submission may be graded and earn credit points



Timeline: May-June

Preparation

The convener to go through the General Voter Guide, prior to the briefing.

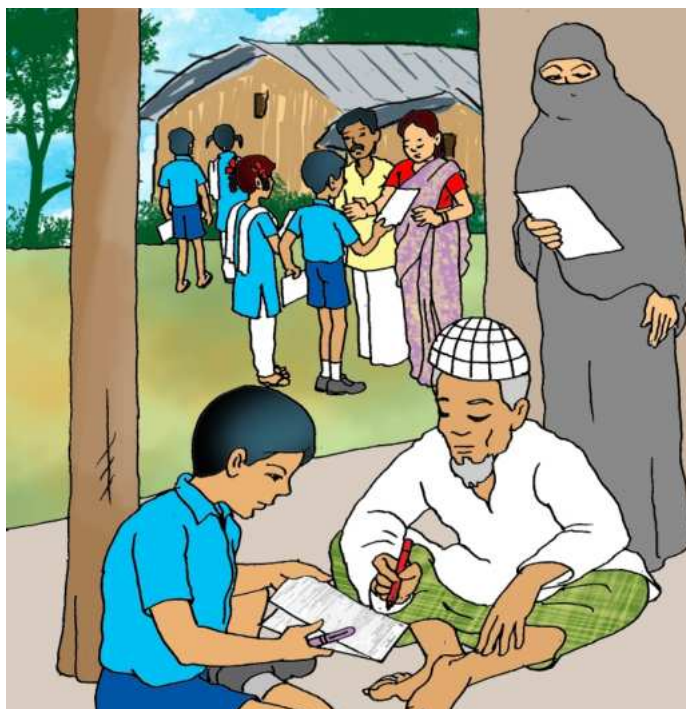
Method

1. Convener will engage the students in a discussion on elections and participation, with the aim to revisit the topic of voter registration. Concept of Assembly Constituency has to be reiterated. These have already been covered in the class curriculum of earlier classes. The discussion would touch the following:
 - Assembly Constituencies and Polling Stations
 - Types of Voters – General, Service, Overseas and their eligibility
 - Various Forms 6, 6A, 7, 8, 2, 2A, 3
 - Online registration portal (NVSP), website of CEO/DEO
2. Convener to brief the students about the assignment:
 - a. The students will first visit the CEO's website of their respective state and download the electoral roll (voter list) of their locality.
 - b. The students will collect information about the registration status of the members of the neighboring household during their summer vacation. The information is collected in a format provided to the students. Wherever eligible members are not enrolled, students may assist them by providing information and also if possible, helping them to enrol online on www.nvsp.in.
 - c. For future voter (14-17 years old) members in the household, students may motivate them to enrol in the future and also provide them information to assist the eligible members in the household to register and vote.
 - d. The students first carry out this exercise in their home and then in 10 neighbouring households. They may assist the neighbours, in applying for registration wherever possible.
3. Students shall need to equip themselves with important information



that the neighbours may ask them about registration and election process. For this purpose they too shall go through the General Voter Guide.

4. Convener will ask students to first find out the name of their constituency and booth from www.nvsp.in portal. The name and contact details of the Electoral Registration Officer (ERO) and Booth Level Officer (BLO) will also be found out by each student. Students must visit the website of the Chief Electoral Officer (CEO) of the state for getting information. They may refer to the FAQs on DEO/CEO website.
5. Convener should conduct mock demonstrations inside classroom on how students should conduct themselves and answer to the queries of households they will be visiting.
6. The students shall submit a summary of their experience in an essay, article format along with the data collected.



Activity: NOTA-Flash Card Game (Followed by Group Discussion/Debate) & Group Discussion/ Debate

Overview

NOTA stand for None of the Above. If a voter does not wish to vote for any political representative, s/he can still exercise their franchise by voting for NOTA. The activity introduces the concept of NOTA to the students and sends out the message that knowing what you do not want is as important as knowing what you want.

Learning Outcomes

Post the completion of the activity, the students must –

- i) Know the significance of NOTA
- ii) Be able to appreciate that Every Vote Counts- even NOTA

Resources

- i) Flash Cards as included in the resource section at the end of the guide (on page number 29)
- ii) Module for facilitators containing points of discussion to give structure to the debate (point 4,5 & 8 under Method)

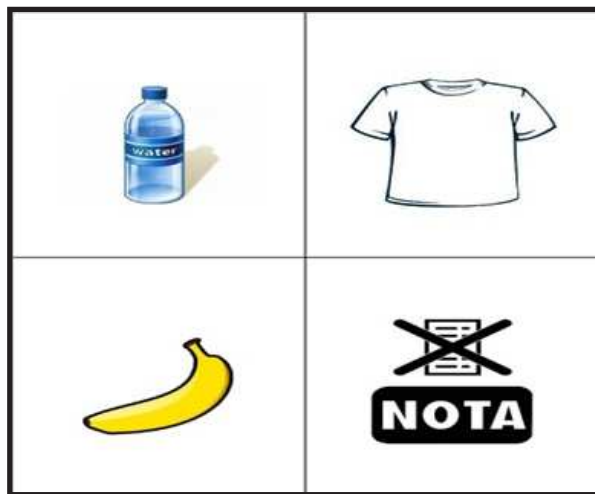
Duration: 25 to 30 minutes

Timeline: September

Activity Description

Each of the Flash Card carries a Question and four choices as the possible answers. However, three out of these four possible answers are absurd and funny. The last option is NOTA, or **None of the Above**. Students are asked to choose the correct answer.

Presented below is the prototype of the game:



Method

1. The convener will straight ahead proceed to present the first Flash Card to the students. The students will be asked to answer in unison. The first three options to answer every question will be absurd and funny and the last one is NOTA, or None of the Above.
2. The exercise is such that the learners have no option but choose NOTA as the correct answer every time. The 'absurdity' level of each set increases as the levels pass by.
3. After exhausting all the Flash Cards (5 in total) the game will come to an end. The convener will now explain the meaning of NOTA and how it is an option on the EVM since 2013. (In case the students are not aware about the EVM, the convener will tell the students about the same).
4. Post this, the convener brings out one final round where the following question is verbally asked - "Who do you vote for?"

The answers would include :

- a. A corrupt politician bribing the people to vote in his/her favour.



- b. A lazy politician who is inefficient
 - c. A politician with criminal charges.
 - d. None of the Above (NOTA).
5. Convener then initiates a Group Discussion or Debate in the class giving the students 15 minutes to form teams and prepare points. The Group Discussion/Debate may cover any of these points:
 - Would you like to have NOTA option in making everyday decisions of your life?
 - Is knowing what you don't want as important as knowing what you want?
 - Why do you think NOTA is important?
 6. Convener to **Make The Point** that NOTA is also a choice of the voter and votes on NOTA indicates people's rejection of the candidates fielded and this will prompt political parties to field worthy candidates in next elections.
 7. The convener must ensure that s/he doesn't present any biased views towards a party or political figure during discussion.
 8. This is an opportune time to now talk about informed and ethical voting. The convener must probe the students on their views on who is a worthy candidate and who is an unworthy one.
 9. After receiving the answers, the convener must talk about
 - The importance of knowing the background of the candidate
 - Carefully examining what their manifesto is
 - Refraining from accepting bribes from candidates
 - Refraining from supporting such candidates
 10. The convener must end the session on a positive note emphasizing on how every vote counts and how every informed vote casted for a worthy candidate can lead to a big difference in the country eventually.
 11. Conduct a **3-2-1 Summary and Recall** activity as described on page number 9.



Activity: Step Up

Overview

The Step Up is an interactive no-contact game that aims to help build an understanding among the students about challenges that may be faced by certain sections of society in accessing services and also encourage students to suggest solutions. Students are assigned roles and asked to answer simple yes-no questions based on their assigned roles. The game aims at experiential learning as the participants shall visualize the problems of the roles they would be playing. Through the questions, learners may take cognizance of the fact that some sections of society face challenges and need to be facilitated more for their active involvement in the electoral process.

Learning Outcomes

Post the completion of the activity, the students must–

- i) Get sensitized to the challenges that some people may face due to their circumstances
- ii) Realize that every vote carries equal value
- iii) Understand that voting is every individual's right
- iv) Be aware of the provisions available at Polling Station to facilitate voting

Resources:

- i) Character Cards (on page number 32)
- ii) Character Tally Sheets (on page number 34)
- iii) List of Questions (on page number 23)
- iv) Facts for reference (on page number 24)

Materials Required:

- i) Chalks to draw the line
- ii) Pen and paper/notebook



Duration: 60 minutes

Timeline: In October or November

Method:

1. The Convener invites six student volunteers and asks them to pick the Flash Cards at random from a bowl/box. The student will be assigned the role appearing on the chosen flash card.
2. The Flash card has the visual image of the character on one side and the demographic on the other. The character's demographics are specified.
3. The Convener must ask the students whether or not they have understood their characters and can briefly explain the character's situation in case a student hasn't understood.
4. A straight line is drawn on the ground with a chalk and students are asked to stand at level with one another as the game starts. The Convener must **clarify at this point that nobody will be winning or losing the game.**
5. One or two students may be invited to assist the Convener. The Assistant asks 9 Questions to the students from the list given in the activity which the answer can be either a Yes or a No. A students can also choose to say 'don't know' if s/he wants.
6. Each student has to visualize self as the role depicted on the Flash Card and respond to the question, as s/he imagines the character would.
7. Students move one big step forward for every answer that is a 'Yes' and one equally big step backward for each 'No'. Wherever the student answers as 'don't know' the student should stay at the same position.
8. The Assistant shall mark the responses of each student playing the game in the character tally sheet provided in the resources.
9. At the end of the questions, the student assisting the Convener draws a finishing line just behind the student/s who is most ahead. The finish line represents the polling booth and whosoever reaches it is marked on his/her index finger by a permanent marker.

10. At the end of Q&A session, students will be standing at different levels owing to the nature of answers chosen in accordance to the characters assigned to them.
11. Convener now asks each of the students playing the role, the reason for every 'back step' s/he took. The Convener may also make comparisons of existing characters with scenarios similar to their own. The student is then asked to suggest a solution to overcome the challenge.
12. All students then discuss the solution for various challenges/barriers cited by the students playing different roles.
13. The same can be recorded by the Assistant to the Convener on the blackboard.
14. The Convener then provides information related to specific facilitation provided by the Commission to overcome the barriers that each segment (as per the role) faced. Convener must be prepared with answers for all the questions.

To the Convener

Post the conduct of the activity, the Convener is to Make the Point that voting is one of the most empowering right given to us by the Constitution and one should seek facilitation, wherever missing, to access this right. The Right to Vote belongs to each and every adult citizen of India. Every vote has an equal value (the starting line where everyone was standing at the beginning of the game depicts the same). **Efforts have to be made by the individual to overcome the barriers to voting.**

Questions

- I. Can you read in any one language at least?
- II. Do you hold any identity card i.e. the ration card, *Aadhar* etc.?
- III. Do you have voter ID card/do you have your name in the voters' list?
- IV. Are you presently in the same constituency where you are registered as a voter?



- V. Are you able to leave a day's work and go to the polling booth to cast your vote?
- VI. Can you find and verify your name in the voters' list without the help of your friends or relatives?
- VII. Do you know the name of the person who is to be contacted for election related queries?
- VIII. Are you able to access a polling booth alone without any help or fear (fear related to security or some other reason like not getting permission from the head of the household)?
- IX. Can you take an independent decision about the candidate you would vote for?

The Convener can use the Flash Card on Registration and Voting and explain the facilities provided by the Election Commission to bring the ballot to the voter e.g.

- Election Symbols are provided on ballot/EVM to enable even illiterate voters who vote by identifying the symbol used by the candidate; Now photograph of candidates are also displayed on the ballot/EVM
- BLO can help out with registration for people who cannot read.
- Various identity proof are accepted at polling station and the list of such documents are publicized ahead of elections.
- Various documents for proofs of age accepted for registration of voters are: Birth Certificate, Class X Certificate, Indian Passport, Driving License or *Aadhar* Card.
- Registration requires proof of residence and at villages, even a certification by a well-known village elder is accepted as proof.
- Other proof of residence include: Passport, Driving License, Ration Card, Water/Telephone/Electricity/Gas Connection Bill or Bank Passbook.
- A paid holiday is to be provided on poll day and the same is mandatory for all employers, including private employers and an order is issued ahead of poll day to ensure the same



- Voters cannot be registered at two different constituencies at the same time.
- If the voter has migrated to another place they can register themselves by filling Form 6 again in their new constituency and fill the declaration for deletion of name from the electoral roll of the previous constituency. This declaration is included in Form 6.
- The second alternative is for a migrated person to go back to his/her constituency on poll day and cast his/her vote.
- **Polling stations** are ideally set up in a manner such that ordinarily no voter is required to travel more than 2 kilometers for recording his/her vote.
- Any sort of help can be sought at the National Contact Centre, the number for which is 1950.
- The Booth Level Officer will help an elector through every stage of registration.
- Helplines (toll free phone no's) are provided to enable anyone to seek help and information about Booth Level Officer, DEO, ERO, CEO etc.
- Website of DEO and CEO provides location of the polling station through Google maps.
- Voter service portal at www.nvsp.in helps people to register online besides seek other facilities and information
- Voter Lists are now available on the websites of DEOs, CEOs and also on NVSP
- Voter Slips are provided to all electors two-three days ahead of poll day which gives information about the polling station and which is also accepted as proof of identity at time of voting
- Ramps, volunteers and wheelchairs are provided at the polling stations, and priority is given to PwDs and senior citizens at the time of voting etc.
- In conflict-ridden areas, security is doubled up by the Election Commission of India with the help of security forces such as the CRPF and BSF to ensure a safe voting experience for all voters.



Activity for National Voters' Day: Drawing & Poster Making Competition

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

- Every Vote Counts
- No Voter to be Left Behind
- Greater Participation for Stronger Democracy
- Informed and Ethical Voting
- Accessible Elections



14. RESOURCES FOR ACTIVITIES



Registration Field Assignment: Format for Collecting Information

S. No	Address	Total Eligible Members in the household	Of these no. of members registered on electoral roll	Of the registered members, how many have EPIC	Of the registered members, how many without EPIC	Eligible but not Registered	Children in 14-17 year age group
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

NOTA ko Janey : Flash Cards

Carpet 	Barrel 
Which of these can be used as a mode of transportation?	
Hen 	

Pebbles 	Chair 
Which of these is a good thing to eat?	
Feathers 	



	Qutub Minar		Taj Mahal
Which of these is not an Indian Monument			
	Red Fort		

Corrupt politician		Criminal politician	
Who do you vote for ?			
Lazy politician			

NOTA

Extracts from RO Handbook

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.

The name of the candidates shall be arranged alphabetically, according to the script of the language as specified by the Commission's direction.

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.



Step Up



Migrant Male Labourer from Jharkhand working in Delhi
25 years old, married, wife and 2 years old baby living with him, studied till class VIII



Army Jawan from Uttarakhand posted at Siachen
24 years old, married, wife at native place in Uttarakhand, educated



Young boy in Chandigarh
18 years old, studies in College, unmarried



Woman who is Wheelchair bound in Delhi
47 years old, educated(graduate) living with son and daughter-in-law



Woman in a village in Odisha
28 years old, two children - 4 years & 9 months old baby, uneducated, works as a farm labourer



Young man living in a naxal affected area in Chhattisgarh
22 years old, unmarried, studied till class 9th, working in the village govt school

Resource

Example:

Krishna, a differently abled woman who is a wheel chair bound person might take two steps backwards on the questions

- Are you able to access a polling booth alone and without any help?
- Can you find and verify your name in the voter list without the help of a BLO or friends and relatives?

Her experiences may be recorded through the response like, I am wheelchair bound, hence the polling booth is inaccessible to me, and also as I cannot leave my house, I cannot check my name in the voters list.

The convener shall then explain the facilities provided by the Commission e.g. Ramps, volunteers and wheelchairs in the polling stations, making of polling stations at the ground floor, priority given to PwDs at the time of voting etc. provision of checking of name in the electoral roll through mobile phone, NVSP etc.



Resource

Character Tally Sheet

The assistant to the convener shall mark this character tally sheet. If a character answers the question with a 'Yes' and takes a step forward, then mark with a (+) sign. If a character answers with a 'No' and takes a step backward, then mark with a (-) sign. If a character answers with a 'Don't Know' and stays at their place, then mark with a (O) sign.

Question Number	Rural Woman from Odisha	Army Jawan	Young College Boy	Migrant Laborer	PwD Woman	Young Man from Chhattisgarh
1						
2						
3						
4						
5						
6						
7						
8						
9						

Abbreviations & Glossary

1. **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.
2. **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.
3. **Constituency**– an area whose voters elect a representative to a legislative body.
4. **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.
5. **Election**– a formal decision making process by which a population chooses an individual to hold public office.
6. **Elector** – an enrolled individual who is eligible to vote in the elections.



7. **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.
8. **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.
9. **Electoral Roll** – ordinarily known as 'voters' 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.
10. **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.
11. **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.
12. **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. Instead of issuing a ballot paper, the Polling Officer in-charge of the Control Unit will press the Ballot Button of Control Unit. 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.



- 13. 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.
- 14. NVD: National Voters' Day** – is celebrated on 25th January, every year since 2011, 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.
- 15. 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.
- 16. 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.
- 17. 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).
- 18. PwDs: Persons with Disability** – group of electors that suffer from one physical disability or another and require special facilitation during elections.
- 19. Suffrage** – the right to vote in political elections.



- 20. Universal Adult Franchise** – the right to vote is given to all adult citizens without the discrimination of caste, class, colour, religion or gender.
- 21. Voter Registration** –the action and processes (as mandated by the Election Commission of India) involved in enrolling an eligible individual as a recognized voter.
- 22. 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 candidate of the Voter's choice. 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 has a glass case display window in a way that only the voter can see it. The slip is displayed to the voter for about seven seconds and after that will be cut and dropped in the sealed box.



Conveners' Notes



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