



Election Commission of India

# Electoral Literacy Club

## RESOURCE GUIDE

### for Class XII





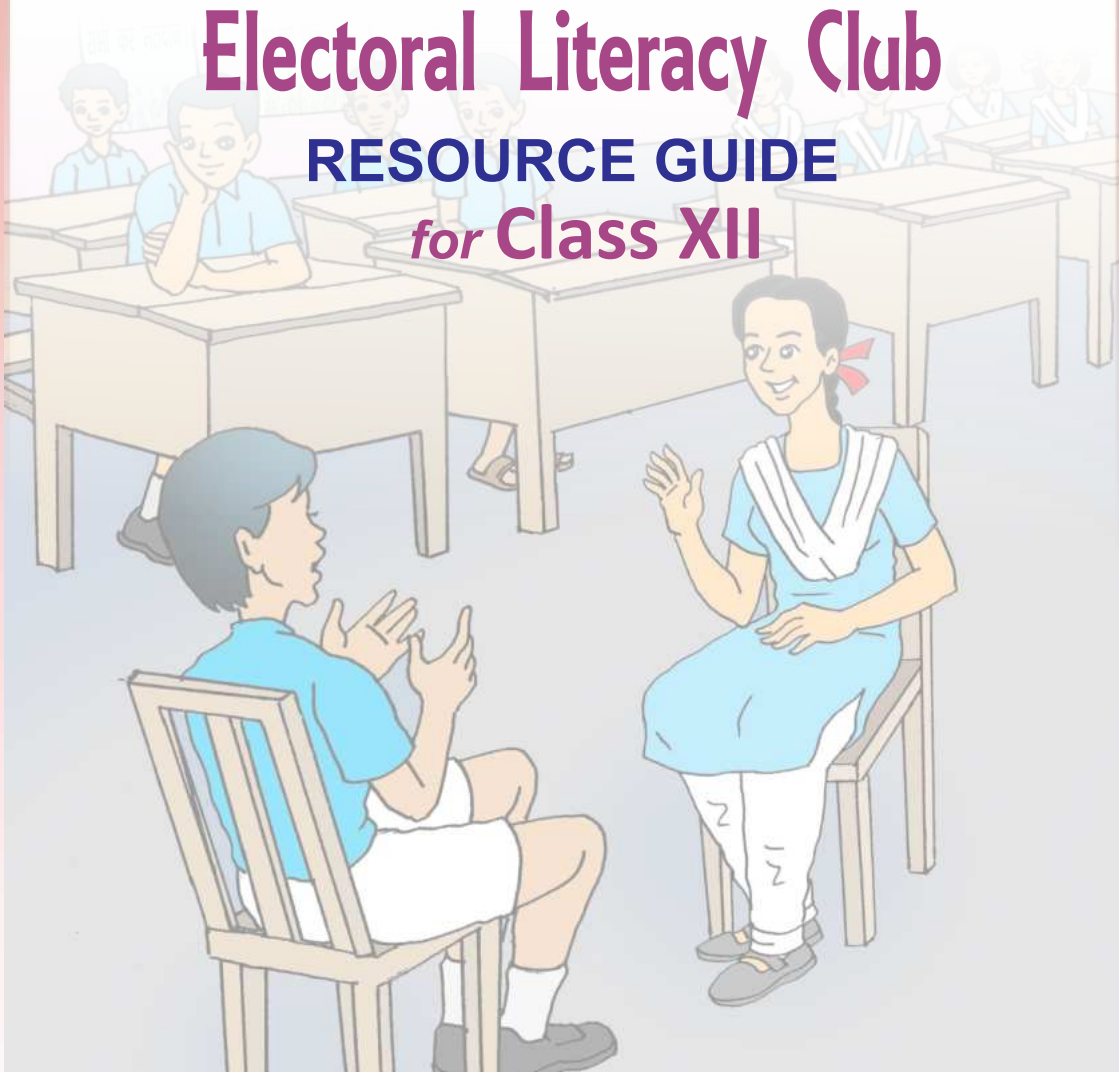


Election Commission of India

# Electoral Literacy Club

## RESOURCE GUIDE

### for Class XII



Every Vote Counts



## FOREWORD

This Resource Guide comprises a detailed description of the activities to be conducted in the Electoral Literacy Clubs for Class XII. 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 17-18 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 XII must focus on accomplishing the following Learning Outcomes by the end of the academic year –

1. Students must understand the concepts of representative democracy, elections, voting
2. Students must be well aware of the process of registering as a voter
3. Students must know about the significance of Indian General Elections
4. Students must feel motivated to register themselves as electors and exercise their right to franchise
5. Students must understand the value of their vote and be ready to exercise their suffrage right in a confident, comfortable and ethical manner.





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## 1. Introduction

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

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

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

## 2. Objective

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

## **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   | ELC Wall Magazine                    |   |
| April            | <i>Nirvachitra</i> -Film Show        | 45 minutes  |
| July             | <i>Lok Sabha</i> 2019 Film Screening | 60 minutes  |
| August-September | Know Your Candidate                  | 30 min of briefing<br>60 minutes of presentation              |
| October          | Filling Form 6 and registering       | 30 minutes  |
| November         | Word Games                           | 30 minutes  |
| January          | Essay writing Competition            | 60 minutes  |
| Total            |                                      | 4 hours 30 minutes<br>( <i>Nirvachitra</i> time not included) |

## 10. Activities

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

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

The Convener will 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 (here members 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: 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 XII shall contribute to the Wall Magazine in terms of contents.

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

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

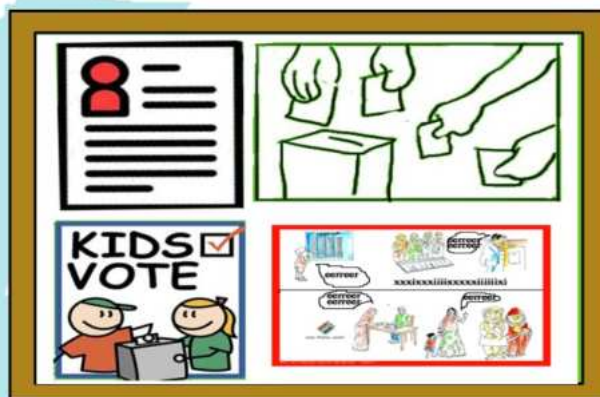
### Themes for Wall Magazine

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 /Flip Chart Display

### Overview

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

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

### Learning Outcomes

Post the completion of the activity, the students must -

- i) Know that 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) *Masti 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:** 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 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 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 members can ask questions related to the activity)



## Activity: Film Screening Of Lok Sabha Elections 2019

### Overview

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

### Learning Outcomes

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

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

### Resources:

- i) *Lok Sabha* Elections 2019 film

### Materials Required

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

**Duration:** 45 minutes

**Timeline:** First session after summer vacations

### Method

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



2. The convener will then talk about how intensive the election management exercise is to conduct the biggest elections in the largest democracy of the world.
3. Post discussion, the convener will proceed to show the film.
4. **Conduct a 3-2-1 Summary and Recall** activity where the Convener will 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 members can ask questions related to the activity)





## Activity: Filling Form 6 & Enrolling as an Elector (The enrollment will occur during Summary Revision if the student has turned 18 or is due to turn 18 on or before 1<sup>st</sup> January of coming year)

### Overview

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

### Learning Outcomes

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

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

### Resources

- i) Blank Form 6

**Duration:** 30 minutes

**Timeline:** During the summary revision period of the state

**Note:** The convener must keep a check on the dates of the summary revision of the state. S/he may log on to [www.eci.gov.in](http://www.eci.gov.in) to obtain this information.

### Method

1. The convener will hold a session and explain how to fill the various sections of Form 6 to the students.



2. After giving instructions, the convener will show all the students a sample Voter ID, officially known as the Electors Photo Identity Card (EPIC).
3. S/he will then distribute blank Form6 to each student and ask them to fill the same.
4. Alternatively, the convener may ask the students to log on to [www.nvsp.in](http://www.nvsp.in) and apply for registration on the electoral roll.

**FORM 6**  
(Not rules 13(1) and 20)

**Application for inclusion of name in electoral roll**

To  
The Electoral Registration Officer,  
Assembly Constituency: \_\_\_\_\_

Sir,  
I request that my name be included in the electoral roll for the above Constituency. Particulars in support of my claim for inclusion in the electoral roll are given below:

**I. Applicant's details**

|   |                |         |                           |                    |  |
|---|----------------|---------|---------------------------|--------------------|--|
| Name in English                                 |                | **Name  |                           | **Surname (if any) |  |
| Name in Tamil                                   |                |         |                           |                    |  |
| Age as on 1 <sup>st</sup> January               | Years:         | Months: | Sex (male/female/others): |                    |  |
| Date of birth, if known:                        | Day:           | Month:  | Year:                     |                    |  |
| Place of birth:                                 | Village/ Town: |         |                           |                    |  |
|   | District:      | State:  |                           |                    |  |
| * Father's Mother's / Husband's Name in English |                | **Name  |                           | **Surname (if any) |  |
| * Father's Mother's / Husband's Name in Tamil   |                |         |                           |                    |  |

**II. Particulars of place of ordinary residence (Full address):**

House/ Door number → New: \_\_\_\_\_ Old: \_\_\_\_\_

Flat Name / Building Name: \_\_\_\_\_

Street/ Area/ Locality/ Mohalla/ Road: \_\_\_\_\_

Town/ Village: \_\_\_\_\_

Post Office: \_\_\_\_\_

Tehsil/ Taluka/ Mandal/ Thana: \_\_\_\_\_

District: \_\_\_\_\_

**III. Details of member(s) of applicant's family already in the Constituency**

| Name | Relationship with applicant | Part number of roll of the Constituency |
|------|-----------------------------|---|
|      |                             |   |

Please give the year i.e. 2007, 2008, etc.  
Strike out the inappropriate alternative

\*\* Name in English and Tamil will enable the entry of name to be made in the Electors Photo Identity Card (EPIC)



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

### Overview

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

### Method

1. The activity shall be given to the students in the winter break as homework.
2. The students will be required to obtain the manifestos of national and state political parties and commit to a serious study of the same.
3. Students will be required to prepare a 500 word report on their analysis and inferences and submit it when school session resumes post winter break.
4. After reviewing the reports, the Convener may take 15 minutes for a classroom discussion and **Conduct a 3-2-1 Summary and Recall** activity where the Convener will 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: Know Your Candidate

### Overview

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

### Learning Outcomes

Post the completion of the activity, the students must -

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

### Material Required

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

**Duration:** 2 sessions with a gap of a week

Briefing in one session (30 min)

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

**Timeline:** Month of August & September (or anytime when elections are about to happen in some part of the country)

### Method

#### I) Briefing Session

1. Students will be briefed about the activity in advance.
2. The convener will identify an election going State (other than



their own) from where students can select the contesting candidates. A list of candidates contesting the elections from the same constituency of the chosen State shall be prepared by the convener. The Constituency may be Parliamentary Constituency or an Assembly Constituency depending on what the convener feels is appropriate.

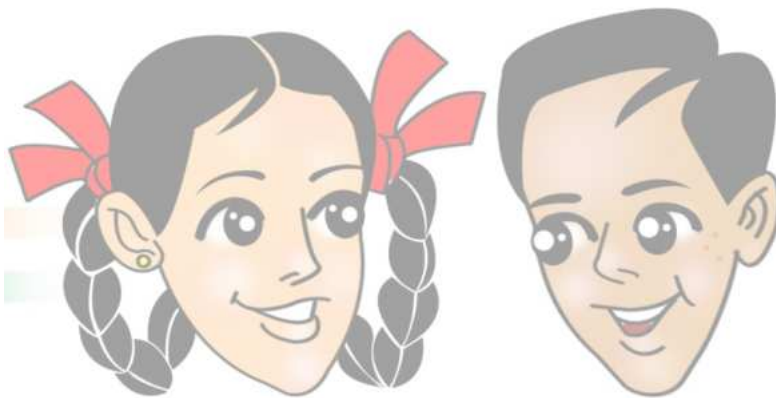
3. The class will be divided into group consisting of 5 or 6 students each depending on the total number of candidates.
4. Each group will be allotted one candidate. The task for the students now will be to prepare a 10 minute presentation on their candidate.
5. The presentation must include the following –
  - Brief introduction about the candidate
  - Name of the party s/he represents if not an independent candidate
  - Information on educational, criminal and financial records of the candidate from reliable sources like ECI and CEO's website. Affidavits submitted by the candidates are available on the same.
  - News articles and other media evidences discussing the candidates. The students must prepare a table summarizing what each media said about the candidate.
  - Negative and positive news around the candidate (may discuss developmental projects undertaken by the candidate or controversies caught in)
  - End with an overall Strengths and Weaknesses analysis of the candidate.
6. The convener will inform the students that they can obtain information about their candidates from the Returning Officer (RO) Office or CEO's website and share the address of the same.





## II. Presentation Session (after suitable preparation time)

1. On the decided session the student groups will give a presentation of their candidates one by one.
2. After all the groups have given their presentations, a short discussion will be initiated by the convener.
3. The aim of the discussion is **NOT to make students choose a candidate, as that is a function of secret ballot.**
4. The discussion must simply be about what are the desirable qualities in a candidate and the importance of making an informed decision.
5. **Conduct a 3-2-1 Summary and Recall** activity where the Convener will 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 members can ask questions related to the activity)



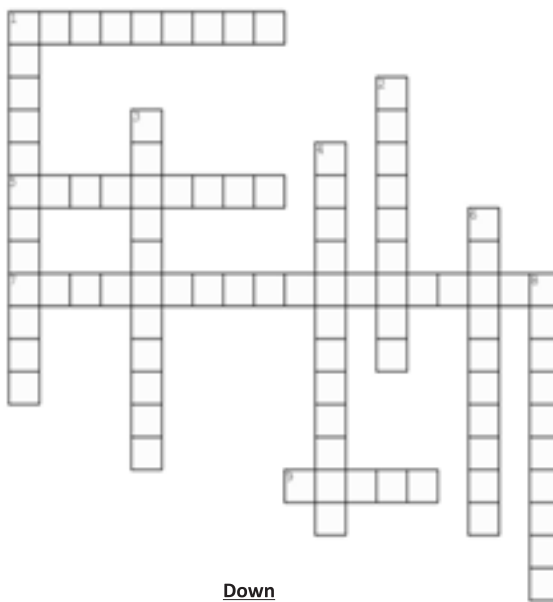
## Activity : Word Games

Member of ELC will solve the various word games included in this activity. Conveners must encourage the members to make their own word games which can go as contributions to the wall magazine prepared by Class IX ELC or which can be distributed in the ELCs of Class IX, X and XI.

### Crossword

#### Election Crossword

Complete the crossword below



#### Across

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

#### Down

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

## Word Search

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

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



## Key

|              |               |          |
|--------------|---------------|----------|
| Adjournment  | EPIC          | Recount  |
| Amendment    | EVM           | Rigging  |
| Ballot       | Franchise     | Seal     |
| Booth        | Incumbent     | Suffrage |
| Campaign     | Indelible Ink | Tally    |
| Candidate    | NOTA          | Turnout  |
| Constituency | Ordinance     | Voting   |
| Delimitation | Plurality     | VVPAT    |
| Elect        | Polling       | Writ     |
| Enrol        | Proxy         |          |

## Word Scramble

Unscramble the following words!

1. MCRDCAEOY

|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |
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2. LOPL

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3. NITGOV

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4. TRCEES

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5. FENTIMASO

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6. STTENC CYUONI

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

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

**Method:**

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



## Activity: National Voters' Day: Essay Writing Competition

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

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



## Abbreviations & Glossary

1. **Assembly Constituency** – In case of State Legislative elections, the State is divided into various constituencies so as to have more or less the same number of electors in a particular constituency.
2. **BLO: Booth Level Officer** – is a local Government/Semi-Government official, familiar with the local electors and is generally a voter in the same polling area. S/he assists in updating the roll using his/her local knowledge. He, under the overall supervision of Electoral Registration Officer, is responsible for field verification, collection of information/data regarding electors and preparation of roll of a part of electoral roll in respect of the polling area, assigned to him.
3. **Campaign** – an effort through which a politician or party tries to persuade the people to vote for them.
4. **Candidate** – in elections parlance, a candidate is a person who is contesting elections.
5. **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.
6. **Constituency** – an area whose voters elect a representative to a legislative body.
7. **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.

8. **Election** – a formal decision making process by which a population chooses an individual to hold public office.
9. **Elector** – an enrolled individual who is eligible to vote in the elections.
10. **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.
11. **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.
12. **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.
13. **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.
14. **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.

15. **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.
16. **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.
17. **NOTA** – stands for '**None of the Above**' an option introduced in October 2013, displayed on all EVMs and ballot papers to enable voters who do not wish to vote for any of the candidates to exercise their right without violation of the secrecy of their decision.
18. **Nomination** – proposing or formally entering as a candidate for election.
19. **NVD: National Voters' Day**– is celebrated on 25<sup>th</sup> 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.

20. **NVSP: National Voters' Service Portal** – ([www.nvsp.in](http://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.
21. **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).
22. **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'.
23. **Presiding Officer** – the Presiding Officer (with the assistance of the Polling Officers) conducts the poll at the polling station.
24. **PwDs: Persons with Disability** – a group of electors that suffer from one physical disability or another and require special facilitation during elections.
25. **Referendum** – a general vote by the electorate on a single political question which has been referred to them for a direct decision.
26. **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.
27. **Suffrage** – the right to vote in political elections.



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



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