

POLICY DOCUMENT

Electoral Literacy Club (ELC)

**Deomornoi Degree College,
Deomornoi, Darrang**

ELECTORAL LITERACY CLUB



No Voter to be Left Behind

Prepared by IQAC, Deomornoi Degree College



INTERNAL QUALITY ASSURANCE CELL

DEOMORNOI DEGREE COLLEGE

Deomornoi, Darrang (Assam), Pin-784147

Email ID- iqacddc2022@gmail.com

Ref. No.....

Policy Document
Electoral Literacy Club (ELC)
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Date

Preface:

In a democratic nation like India, active and informed participation in the electoral process is the cornerstone of good governance and responsible citizenship. Recognizing the importance of instilling democratic values and electoral awareness among the youth, Deomornoi Degree College has established the Electoral Literacy Club (ELC) as a dynamic platform for voter education and engagement.

This Policy Document lays down the objectives, structure, and operational mechanism of the ELC. It serves as a guiding framework to encourage students—especially first-time voters—to understand their electoral rights and responsibilities, participate ethically in the democratic process, and become agents of change in their communities.

The ELC aims to complement the initiatives of the Election Commission of India, particularly the Systematic Voters' Education and Electoral Participation (SVEEP) program, by conducting a variety of activities such as awareness campaigns, mock elections, interactive sessions, and voter registration drives.

By fostering a culture of electoral literacy and civic responsibility, the Electoral Literacy Club aspires to shape responsible, active, and informed citizens of tomorrow.

1. Objectives

- To create awareness about electoral rights and duties among students.
- To promote informed and ethical participation in the electoral process.
- To develop democratic values and responsible citizenship in youth.
- To empower first-time voters with knowledge of voting procedures and significance.

2. Membership & Participation

- Open to all students, especially those above 18 or nearing voting age.
- Membership is voluntary but active participation is encouraged.
- Regular attendance in ELC meetings and events is expected from members.
- Faculty members will mentor and guide the activities of the club.

3. Activities & Programs

- Organize Voter Awareness Campaigns, mock elections, and street plays.
- Celebrate National Voters' Day (25th January) and other related observances.
- Conduct debates, essay writing, quiz competitions, and poster-making on democracy and elections.
- Arrange interactive sessions with officers from Election Commission/local administration.
- Distribute voter registration forms and assist eligible students in enrolling.

4. Code of Conduct

- Maintain neutrality and avoid political bias in all activities.
- Follow ethical behaviour and respect for democratic values.
- Encourage inclusivity and respect for diverse opinions.
- Activities must align with the guidelines issued by the Election Commission of India.



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Ref. No. **Mechanism of Functioning**

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1. Structure of the Club

- Chairperson: Principal of the College
- Nodal Officer/Convenor: Faculty member assigned by IQAC meeting
- Core Committee:
 - 2-3 Faculty Advisors (from Political Science, History, etc.)
 - Student members (selected from different semesters)
 - NSS student representatives

2. Planning and Execution

- Annual plan prepared at the beginning of the academic session.
- Submit the plan and activity calendar to the District Electoral Officer (DEO) or BLO.
- Activities are to be conducted in line with the Systematic Voters' Education and Electoral Participation (SVEEP) initiative.

3. Meetings

- Monthly meetings to plan and review programs.
- Special meetings before major events like elections or National Voters' Day.

4. Collaboration

- Coordinate with the District Election Office, Booth Level Officers (BLOs), and SVEEP officials.
- Collaborate with other clubs (like NSS, Women's Cell) for joint campaigns.
- Utilize local media, pamphlets, and social media for outreach.

5. Monitoring & Reporting

- Maintain a record of student voter registrations, programs conducted, and attendance.
- Collect feedback from participants to evaluate the impact.
- Submit an Annual Report to the college authority and electoral officers as required.

IMPLEMENTATION AND REVIEW:

The policy was implemented on 10/04/2023, as per recommendation of the hon'ble Governing Body of Deomornoi Degree College and review on July, 2025

The policy is subject to periodic review by the concerned authority.

Dr. Ajit Kumar Sarma
Coordinator, IQAC
Deomornoi Degree College

Coordinator, IQAC
Deomornoi Degree College

Date

Dr. Gitali Kalita
Principal
Deomornoi Degree College

Principal
Deomornoi Degree College
Darrang