



WORKING FRAMEWORK OF ELECTORAL LITERACY CLUBS

CHAPTER I

PRELIMINARY

1. Short Title & Scope

- 1.1. This Working Framework may be called the Working Framework for Electoral Literacy Clubs.
- 1.2. The Working Framework shall govern the establishment, organisation, functioning and administration of Electoral Literacy Clubs (referred as “ELC” herein after) established in educational institutions across India under the aegis of Election Commission of India.

2. Adoption of Working Framework

- 2.1. Every ELC shall **adopt** this working framework and shall function in accordance with the provisions contained herein.

3. Extent and Applicability

- 3.1. This Working Framework shall extend to all ELCs established in Schools, Colleges, Universities and other Higher Educational Institutions (HEIs) recognised under the framework of the Election Commission of India.
- 3.2. The provisions of this Working Framework shall be applicable to all members, office bearers, ELC coordinators and institutions associated with an ELC.

4. Purpose

- 4.1. The purpose of this Working Framework is to provide a uniform institutional framework for the establishment, governance and functioning of ELCs across the country, enabling them to serve as structured platforms for democratic learning, electoral awareness, youth engagement and civic participation.
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5. Definitions

Unless the context otherwise requires, -

- a. **“Chief Electoral Officer (CEO)”** shall have the same meaning as assigned to it under section 13A of the Representation of the People Act, 1950.
- b. **“Commission”** means the Election Commission of India (ECI).
- c. **“District election officers (DEO)”** shall have the same meaning as assigned under section 13AA of the Representation of People Act, 1950.
- d. **“ELC”** means an Electoral Literacy Club established under this Working Framework.
- e. **“Educational Institution”** means a recognised School, College, University, other Higher Educational Institutions (HEIs) or any other institution type approved by ECI for establishment of an ELC.
- f. **“ELC Coordinator”** means the faculty member nominated by the Head of Institution to guide and supervise the functioning of the ELC of the respective Institution.
- g. **“Head of Institution”** means the Principal, Headmaster, Director, Vice-Chancellor or any other competent authority heading the educational institution.
- h. **“Member”** means a student admitted as a member of an ELC in accordance with this Working Framework.
- i. **“Nodal Officer”** means officers as defined under sections 16.3 and 16.4.
- j. **“Office Bearer”** means any student elected or nominated to hold an office in an ELC under the provisions of this Working Framework.

CHAPTER II

VISION AND MISSION

6. Vision

- 6.1.** The vision of the ELC is to build a deeply rooted democratic culture where every young citizen understands India's electoral system; the trust, transparency and integrity embedded in India's electoral system; takes pride in India's democratic institutions; and participates enthusiastically, responsibly and meaningfully in every democratic process, thereby strengthening the resilience of Indian democracy.
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7. Mission

- 7.1.** The mission of the ELC shall be:
- a.** Establishing and strengthening ELCs across Schools, Colleges and Universities as structured, visible and digitally-enabled platforms for continuous democratic and electoral learning
 - b.** Promoting awareness of the transparency, integrity and credibility of India's electoral system through factual and experiential electoral education;
 - c.** Fostering pride in India's democratic institutions;
 - d.** Developing young citizens as ambassadors of electoral awareness who inspire informed democratic participation within their families, institutions and communities;
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CHAPTER III

ESTABLISHMENT AND CLASSIFICATION OF ELCS

8. Establishment of ELCs

- 8.1.** ELC may be established in any recognised School, College, University, HEI or other educational institution with the approval of the competent authority appointed by the ECI.
- 8.2.** Upon approval and onboarding through the designated ELC Registration Portal, each ELC shall be assigned a Unique Identification Number (ELC ID) for the purposes of creating and maintaining its ELC profile, recording and submitting ELC activities, and facilitating monitoring, reporting, and recognition.
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9. Classification of ELCs

9.1. For the purposes of this Working Framework, ELCs shall be classified into the following categories:

(a) School Level ELC (ELC-School)

9.2. A School Level ELC shall be established in schools (From class IXth onwards)

(b) College Level ELC (ELC-College)

9.3. A College Level ELC shall be established in colleges, & other Higher Educational Institutions (HEIs).

(c) University Level ELC (ELC-University)

9.4. A University Level ELC shall be established in universities.

CHAPTER IV MEMBERSHIP

10. Eligibility for Membership

10.1. Members shall be selected from among enrolled students of the eligible educational institutions.

10.2. Composition of Membership

A. School Level (Classes IX, X, XI, XII)

- i. (1 Male & 1 Female) from each section of each class**
- ii. *For all-boys/all-girls school: 2 boys/girls from each section of class, e.g. If 5 sections in class IX = total 10 members from class IX***
- iii. Among the members of each class: Class Teacher to nominate one student as Class Representative**
- iv. *Similarly for class 10th, 11th, 12th***
- v. *Class representatives will create working Committee***
- vi. *Selection of President & Vice President by Consensus or Election, by the members of ELC***
- vii. *Details of all members shall be uploaded on ECINET by ELC coordinator***

B. College & University Level

- i. (1 male & 1 Female) from each section of each stream (2 x no. of stream x section) from each year**
 - ii. *For all-boys/all-girls College: 2 boys/girls from each stream, e.g. If 10 streams in a college and each stream have 2 sections = total (2x10x2) = 40 members from 1st Year***
 - iii. Among the members from each respective year: Head of Department to nominate one student as Stream Representative**
 - iv. *Similarly for 2nd, 3rd, 4th Year or 5th Year: as per type of courses in Institution***
 - v. *Stream representatives will create working Committee***
 - vi. *Selection of President or Vice President by Consensus or Election, by the members of ELC***
 - vii. *Details of all members shall be uploaded on ECINET by ELC coordinator***
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11. Categories of Membership

11.1.Member: Every ELC shall consist of all Student Members, Class/Year Representatives

11.2.Office Bearers: President & Vice – President

11.3.Working Committee: Class/Stream Representative of Schools/Colleges or Universities

11.4.The ELC Coordinator appointed by Head of Institution to coordinate activities in ELC clubs.

12. Duration of Membership

12.1.Membership shall ordinarily be for the period of one academic year.

12.2.Membership shall automatically cease upon completion of the course of study, withdrawal from the institution or cessation of enrolment.

12.3.Cessation of membership may be done in case of prolonged inactivity or failure to fulfil minimum participation requirements, as prescribed by the Election Commission of India;

13. Tenure of Office Bearers & Working Committee

13.1.The tenure shall ordinarily be one academic year.

13.2.They shall remain in office until their successors assume charge, unless they resign, cease to be members of the Club, or are removed in accordance with this Working Framework or any directions issued thereunder, in this regard.

13.3.A casual vacancy arising during the tenure may be filled in such manner as may be prescribed under this Working Framework, or any directions issued thereunder, in this regard.

CHAPTER V ACTIVITIES

14. Annual Activity Calendar

14.1.Every ELC shall prepare and implement its activities in accordance with the annual activity calendar prescribed by the Election Commission of India.

14.2.Activities shall ordinarily include discussions, quizzes, Activities/demonstrations as per approved annual ELC activity calendar by the Election Commission of India from time to time.

14.3.The ELC Coordinator shall ensure timely implementation, documentation and uploading (on ECINET – ELC Portal) of all approved activities.

15. Activity Reporting

15.1.Every ELC shall upload details of its activities on the ECINet-ELC Portal within the prescribed timelines.

15.2.Activity reports may include:

- a. Minutes of meetings conducted;
- b. discussions, debates and quizzes photographs;
- c. Performances of each member;
- d. photographs, videos, social media links of activities and supporting documents; and
- e. any other information required by the Election Commission of India.

16. Monitoring and Performance Review

16.1. The Election Commission of India and the concerned Chief Electoral Officer may monitor the functioning of ELCs through the ELC Portal.

16.2. Performance may be reviewed on the basis of objective indicators, including -

- a. membership drives;
- b. attendance and participation;
- c. implementation of the approved activity calendar;
- d. quality and regularity of activities of ELC and their members;
- e. innovation and best practices;
- f. digital & social media engagement/Publication of articles; and
- g. such other indicators as may be prescribed.

16.3. The Chief Electoral Officer (CEO) shall appoint a **State-level ELC Nodal Officer** to coordinate and monitor the functioning of ELCs (ELCs) across the State/UT and submit reports to the Election Commission of India (ECI) from time to time or **as and when called for by the ECI**.

16.4. The District Election Officer (DEO) shall appoint a **District-level ELC Coordinator** to coordinate and monitor the functioning of ELCs (ELCs) across the district and submit reports to the Chief Electoral Officer (CEO) from time to time or **as and when called for by the CEO office**.

16.5. The appointing authority may replace the State-level Nodal Officer or District-level Nodal officer at any time and shall communicate such replacement to all concerned authorities as well as ELCs.

17. Digital Certificates and Recognition

17.1. The ELC Portal may generate digital certificates for members, office bearers, ELC Coordinators and educational institutions in accordance with the provisions of this Working Framework.

17.2. Certificates may be issued for membership; best performance and such other categories as may be approved by the Election Commission of India.

18. Inspection and Verification

18.1.The Election Commission of India or any officer authorised by it may inspect or verify the records, activities and performance of an ELC.

CHAPTER VI

AWARDS AND RECOGNITION

19. Objective

19.1.The Election Commission of India shall establish a structured Awards and Recognition Framework to encourage excellence, innovation, sustained participation and outstanding performance by ELCs and their members.

19.2.The Awards and Recognition Framework shall promote healthy competition, institutional ownership and continuous improvement in the functioning of ELCs.

20. Recognition of ELCs

20.1.ELCs demonstrating excellence in planning, implementation, innovation, outreach and overall functioning may be recognised as Best Performing ELCs.

20.2.Recognition may be conferred at the following levels

- a. District Level: To be nominated for awards for District Level NVD;
- b. State or Union Territory Level: To be nominated for awards at State Level NVD; and

and

- c. National Level: May be nominated for awards for National Level NVD

20.3.The number and categories of awards at each level shall be determined by the Election Commission of India from time to time.

21. Evaluation

21.1.Awards and recognitions shall be based on objective, transparent and measurable performance indicators.

21.2.The evaluation shall ordinarily consider -

- a. implementation of the approved activity calendar;
 - b. student participation and engagement;
 - c. innovation and quality of activities;
 - d. digital reporting and documentation through the ELC Portal;
 - e. responsible digital engagement; and
 - f. such other parameters as may be prescribed by the Election Commission of India.
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CHAPTER VII

CODE OF CONDUCT AND DISCIPLINE

22. Political Neutrality

22.1.The ELC shall function as a non-Political platform for promoting electoral literacy, democratic values and informed civic participation.

22.2.The scope of activities of the ELC shall be limited to those provided in this Working Framework or as may be directed by the Election Commission of India from time to time.

23. Use of Name, Logo and Identity

23.1.The name, logo and visual identity of the ELC shall be used uniformly by all ELCs.

23.2.Uniform design of logo, branding and other visual elements of the ELC shall be in accordance with the guidelines issued by the Election Commission of India.

24. Data Ownership and Privacy

24.1.**Data Ownership:** All data, reports, media, and digital content generated through the activities of the ELCs, or uploaded to the ECINet-ELC Portal in accordance with Sections 15 and 16, shall be the sole and exclusive property of the Election Commission of India (ECI). The Commission shall have the right to use, archive, or publish this data to further the objectives of electoral literacy and civic participation.

24.2.Data Privacy and Protection: All participating educational institutions shall ensure that the personal data of student members and ELC coordinators is handled in strict compliance with the prevailing national data protection laws. Such data shall be utilized solely for the administrative, monitoring, and recognition purposes defined in this working framework and shall not be shared with any third party for commercial purposes.

25. Grievance Redressal

25.1.Any grievance relating to the implementation of this Working Framework shall be addressed by the Head of the Institution in consultation with the authorized authority as decided by the ECI from time to time, wherever necessary.

CHAPTER VIII

MISCELLANEOUS PROVISIONS

26. Power to Issue Guidelines

26.1.The Election Commission of India may issue such guidelines, instructions, manuals, standard operating procedures and advisories as may be necessary for the effective implementation of this Working Framework from time to time.

27. Interpretation

27.1.If any question arises regarding the interpretation of any provision of this Working Framework, the matter shall be referred to the Election Commission of India.

27.2.The interpretation of the Election Commission of India shall be final and binding.

27.3.Any matter relating to the establishment, administration or functioning of an ELC that is not specifically provided for in this Working Framework shall be governed by the directions or orders issued by the Election Commission of India from time to time.

27.4.The Election Commission of India or its authorized officer shall have the power to derecognize any ELC that may be found violating the Working Framework of the ELC or found working at cross purposes with the larger mandate of the ECI.

28. Amendment

28.1. The Election Commission of India reserves the right to amend, modify or revise the provisions of this Working Framework, from time to time, as deemed necessary.
