ਡਾਇਰੈਕਟੋਰੇਟ ਆਫ ਸਕੂਲ ਐਜੂਕੇਸ਼ਨ (ਸੈਕੰਡਰੀ), ਪੰਜਾਬ

ਚੌਥੀ ਮੰਜ਼ਿਲ, ਵਿਦਿਆ ਭਵਨ, ਪੰ.ਸ.ਸਿ.ਬੋਰਡ ਕੰਪਲੈਕਸ, ਫੇਜ-8, ਐਸ.ਏ.ਐਸ ਨਗਰ।

(ਕੋਆਰਡੀਨੇਸ਼ਨ ਸ਼ਾਖਾ)

dpise.coordination@punjabeducation.gov.in

ਵੱਲ:

1. ਸਮੂਹ ਜ਼ਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫ਼ਸਰ (ਸੈਸਿ),ਪੰਜਾਬ।
2. ਸਮੂਹ ਸਕੂਲ ਪ੍ਰਿੰਸੀਪਲ, ਪੰਜਾਬ।

ਮੀਮੋ ਨੰ. 282539/DPISE/2/22-Cord/2026 323066

ਮਿਤੀ : 30/10/2026

ਵਿਸ਼ਾ : Regarding activation and effective functioning of Electoral Literacy Clubs (ELCs) under ELC 2.0.

ਹਵਾਲਾ: ਦਫਤਰ ਮੁੱ ਚੋਣ ਅਫਸਰ, ਪੰਜਾਬ ਦਾ ਪੱਤਰ ਨੰ. Elec-2026/SVEEP/9914 ਮਿਤੀ 05.10.2026.

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਅਤੇ ਹਵਾਲਾ ਪੱਤਰ ਦੀ ਕਾਪੀ ਆਪ ਨੂੰ ਭੇਜਕੇ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਪੱਤਰ ਵਿੱਚ ਦਰਜ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ ਅਤੇ ELC 2.0 ਪੋਰਟਲ ਤੇ onboard ਕਰਨ ਲਈ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇ।

ਨੱਥੀ: ਉਕਤ ਅਨੁਸਾਰ

ਦ. ਧੰਮ 29/X/26

ਸੁਪਰਡੰਟ (ਕੋਆਰਡੀਨੇਸ਼ਨ)

ਦਫ਼ਤਰ, ਮੁੱਖ ਚੋਣ ਅਫ਼ਸਰ, ਪੰਜਾਬ
OFFICE OF THE CHIEF ELECTORAL OFFICER PUNJAB
www.ceopunjab.gov.in

SIR
SPECIAL INTENSIVE REVISION 2026

To

All Deputy Commissioner-cum-District Election Officer,
Punjab.

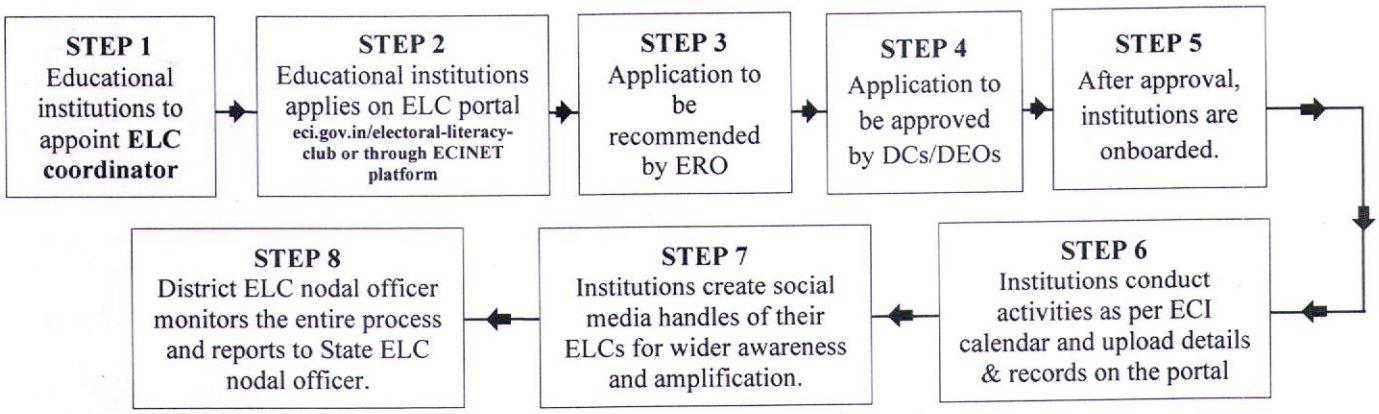
No. Elec-2026/SVEEP/

Dated: /10/2026

Subject: **Regarding activation and effective functioning of Electoral Literacy Clubs (ELCs) under ELC 2.0**

The Election Commission of India (ECI) has introduced the ELC 2.0 Working Framework for systematic establishment, registration, functioning and monitoring of Electoral Literacy Clubs (ELCs) at the school (from class IX onwards), colleges/higher educational institutions and university level. The framework envisages structured activities, portal-based reporting and continuous monitoring of ELC performance.

2. Punjab, being a poll bound state, has a particular responsibility to ensure that Electoral Literacy Clubs are actively engaged in creating meaningful electoral literacy and voter awareness activities. Effective activation of ELCs across educational institutions can provide a strong institutional mechanism for reaching future and new voters and fostering informed and responsible participation in the electoral process. The ELC portal 2.0 onboarding process is as follow:



The ELC 2.0 Working Framework/PPT in enclosed at annexure-I and the detail roles and responsibilities of key stakeholders is enclosed at ***annexure-II.***

3. In view of the above, all District Election Officers are requested to accord priority to the following actions:

a) **Activation of District-level ELC mechanism:** Identify and activate the District-level ELCs/District ELC coordination mechanism and ensure effective coordination of ELC activities across all Assembly Constituencies in the district.

b) **Designation of District ELC Coordinator/Nodal Officer and necessary assistance by district SVEEP officer**: Designate a senior officer, not below the rank of Additional Deputy Commissioner (ADC), as the District ELC Coordinator, with clear responsibility for coordinating, monitoring and facilitating the implementation of

ELC 2.0 in the district. Accordingly, the district SVEEP nodal officer must also be aligned with the District ELC coordinator to ensure proper implementation of ELC 2.0 framework.

c) **Registration and activation of ELCs:** Ensure that eligible educational institutions across all Assembly Constituencies are identified, sensitized and facilitated to register and onboard their ELCs on the **ELC Portal** https://elc.eci.gov.in/

d) **Portal access and regular updation:** Ensure that all concerned functionaries, including EROs, ELC Coordinators and the district-level coordinating officer, obtain and understand their requisite portal access/login credentials and are fully conversant with their respective portal functions.

e) **Quality and maximum participation:** Districts should strive for maximum registration and active participation. ELCs should be encouraged to undertake the activities prescribed under the ELC 2.0 calendar, including discussions, quizzes, practical/field activities, demonstrations, competitions and creative outputs.

It is therefore requested to ensure time-bound activation of the district-level mechanism and completion of necessary portal formalities and ELC activities.

sd/-

Chief Electoral Officer-cum-
Admn. Secretary (Elections), Punjab.

Endst No. Elec-2026/SVEEP/ 9914 Dated: 05 /10/2026

CC:

1. The Additional Chief Secretary, Technical Education Department Punjab with a request to direct the HODs for necessary coordination with DEOs regarding onboarding of the ELCs in the Portal, appointment of ELC coordinator in educational institutions and active participation of ELCs.
2. The Administrative Secretary, Medical Education Research with a request to direct the HODs for necessary coordination with DEOs regarding onboarding of the ELCs in the Portal, appointment of ELC coordinator in educational institutions and active participation of ELCs.
3. The Administrative Secretary, Higher Education Department, Punjab with a request to direct the HODs for necessary coordination with DEOs regarding onboarding of the ELCs in the Portal, appointment of ELC coordinator in educational institutions and active participation of ELCs.
4. The Administrative Secretary, School Education Department, Punjab with a request to direct the HODs for necessary coordination with DEOs regarding onboarding of the ELCs in the Portal, appointment of ELC coordinator in educational institutions and active participation of ELCs.

Chief Electoral Officer-cum-
Admn. Secretary (Elections), Punjab.

भारत निर्वाचन आयोग सचिवालय
SECRETARIAT OF THE ELECTION COMMISSION OF INDIA
निर्वाचन सदन, अशोक रोड, नई दिल्ली -110001
Nirvachan Sadan, Ashoka Road, New Delhi-110001.

No.491/ECI/LET/FUNC/SVEEP-I/ELC-Conf/2026 **Dated: 9th September, 2026**

To,

The Chief Electoral Officers of all States/Union Territories.

Subject: Registration and onboarding of Electoral Literacy Clubs (ELCs) on the ELC Portal of ECINET & Designation of State/UT ELC Coordinator for coordination – regarding.

Sir/Madam,

I am directed to state that Electoral Literacy Clubs (ELCs) constitute an important institutional mechanism for promoting electoral literacy among future and new voters at the school, college and university levels. With a view to strengthening this mechanism, an updated working framework for **ELC 2.0 is** introduced, providing for structured, module-based functioning of ELCs and their systematic registration, onboarding and activity monitoring through the **ELC Portal on ECINET**or https://eci.gov.in/electoral-literacy-club

2. The initiative seeks to facilitate the wider establishment and effective functioning of ELCs across all States/UTs, thereby fostering informed, responsible and meaningful participation of young citizens in the democratic and electoral process. Accordingly, educational institutions in each Assembly Constituency may be encouraged to register and onboard their ELCs on the ELC Portal. In this regard, **necessary communication** may be issued at the district and Assembly Constituency levels to create awareness among educational institutions and facilitate and expedite the registration and onboarding process.

3. A PPT for working framework for ELC 2.0 is enclosed for reference.

4. For the framework to operate uniformly across all Assembly Constituencies, a designated officer is required at the State/UT level to drive registration and onboarding of ELCs on the portal, and to maintain a continuous line of coordination with District Election Officers (DEOs) and Electoral Registration Officers (EROs).

5. It is accordingly requested that the Media Nodal Officer / Social Media Nodal Officer / SVEEP Nodal Officer in your office may also be designated as the State/UT ELC Coordinator. The name, designation, mobile number and official e-mail ID of the officer so designated may kindly be intimated within 5 days of the issue of this letter, for enabling creation of the requisite user credentials on the ELC Portal of ECINET.

Yours faithfully,

(APURVA KUMAR SINGH)
DEPUTY DIRECTOR

LEARN DEMOCRACY · LEAD DEMOCRACY

ELC 2.0

Working Framework



CLAUSE 3 · CATEGORIES

Three categories of ELC

One category per institution type.



ELC-SCHOOL

SCHOOL LEVEL

Established in schools, from Class IX onwards.



ELC-COLLEGE

COLLEGE LEVEL

Established in colleges and other higher educational institutions.



ELC-UNIVERSITY

UNIVERSITY LEVEL

Established in universities.

CLAUSE 4 · ESTABLISHMENT

Establishment of an ELC

APPROVAL

1. Institution appoints an **ELC Coordinator**
2. Applies on the **ELC Portal** — eci.gov.in/electoral-literacy-club or through ECINET platform
3. Recommended by the **ERO**
4. Approved by the **DM / DEO**

ONBOARDING

Once registered on the ELC Registration Portal, the club receives a unique ELC ID – User ID.

- Its profile lives against that ID : Complete Your Profile .
- Activities are recorded and submitted against the Session.
- Reference Materials, Monitoring, reporting and recognition follow from it.

Note: Every ELC to have a Social Media Handle across popular platforms

PART A

School level, classes IX to XII

Who becomes a member, and how the office bearers are chosen.

A · SCHOOL LEVEL, CLASSES IX TO XII

Who becomes a member

Orientation for membership may be organized

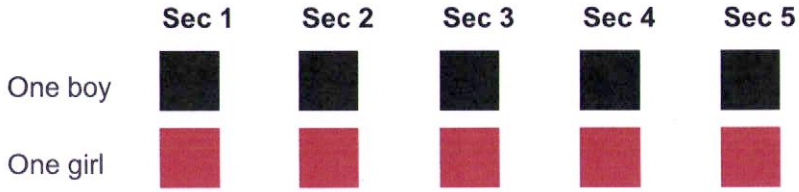
One boy and one girl from every section of every class (reference minimum Criteria)

Members are drawn from enrolled students of the institution. In an all-boys or all-girls school, two students from every section.

Unit of membership	**Section of a class**
Per section	**2 members**

WORKED EXAMPLE

Class IX with 5 sections



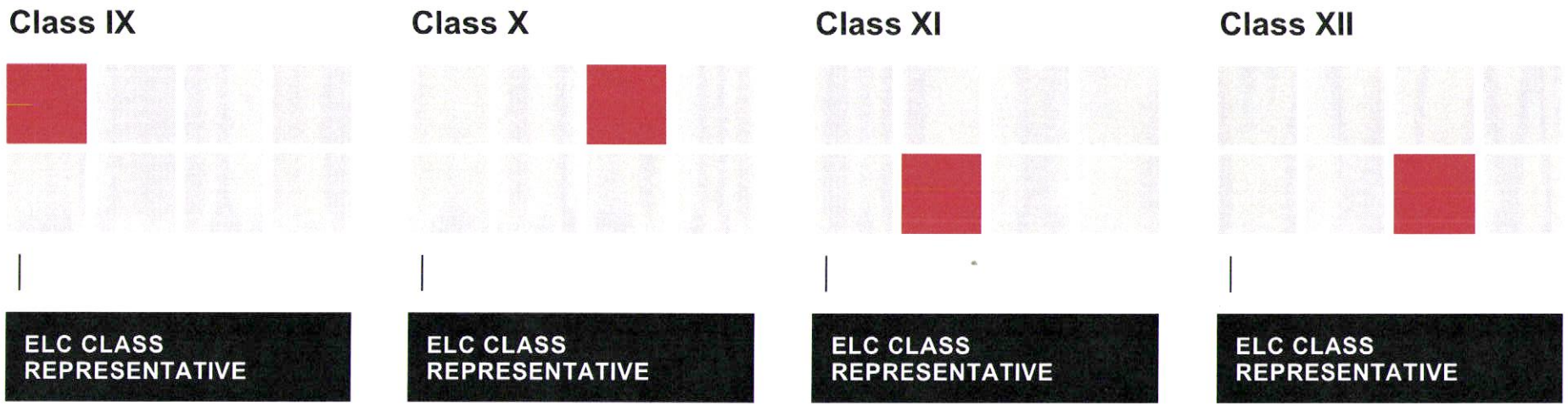
5 SECTIONS × 2 STUDENTS

10 members from Class IX alone.

Repeat for X, XI and XII.

STEP 1 One nomination of ELC CLASS REPRESENTATIVE from every class

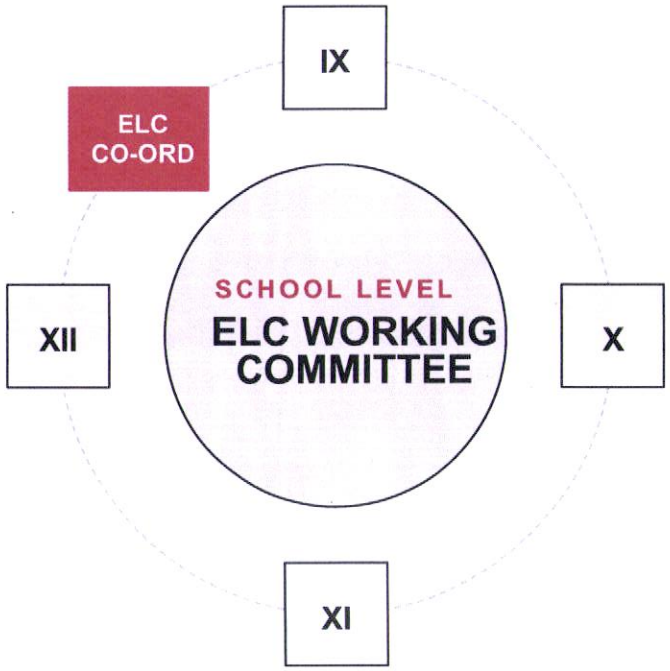
CLASS TEACHER — nominates one ELC member per class



STEP 2

The representatives take their seats

The four ELC class representatives together form the ELC Working Committee. They meet as one body - one seat per class, one voice per class.



Seats	**4 class representatives**
Convened by	**ELC Coordinator**
First business	**Adopting ELC Working Framework**

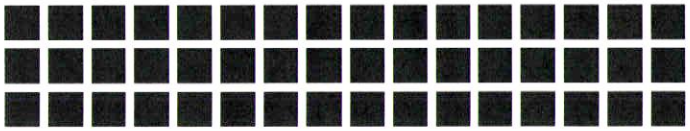
STEP 3

Consensus first, election if needed

All ELC members choose the office bearers - not the Working Committee alone.

A By consensus

The full ELC membership discusses and agrees on two names. No vote is taken.

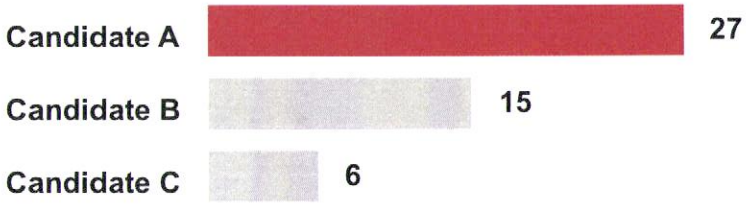


Every ELC member, classes IX to XII

AGREED — NO ELECTION

B By election

If no consensus is reached, every ELC member votes. Simple majority carries.



One member, one vote — counted by the ELC Coordinator

PRESIDENT

VICE PRESIDENT

SCHOOL LEVEL

From members to office bearers

Four steps, once membership is in place.

1

ELC Class Representative

The class teacher nominates one member from each class.

2

Working Committee

The class representatives together form the committee.

3

President and Vice President

Chosen by the members, by consensus or by election.

4

On the record

The **ELC Coordinator** uploads every member's details on ECINET.

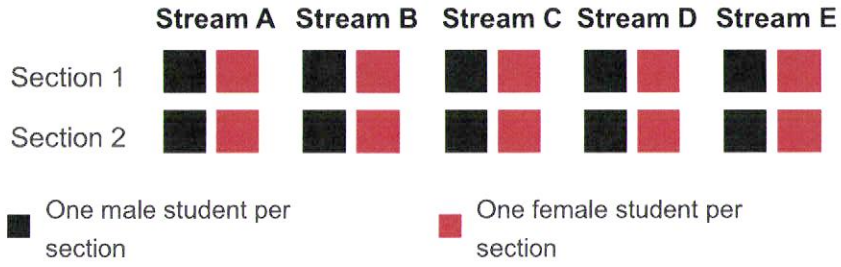
Who becomes a member

One male and one female student from every section of every stream, in every year (reference minimum Criteria)

Repeated for 2nd, 3rd, 4th and 5th year as the courses require. In an all-boys or all-girls college, two students from every stream.

WORKED EXAMPLE

5 streams × 2 sections × 2 students



Unit of membership	**Section of a stream**
Per section	**2 members**

20 members from the first year alone - before 2nd to 5th year are counted.

COLLEGE AND UNIVERSITY LEVEL

From members to office bearers

The same four steps.

1

Stream Representative

The Head of Department nominates one member from respective stream (across all Years).

2

Working Committee

The stream representatives together form the committee.

3

President and Vice President

Chosen by all ELC members, by consensus or by election.

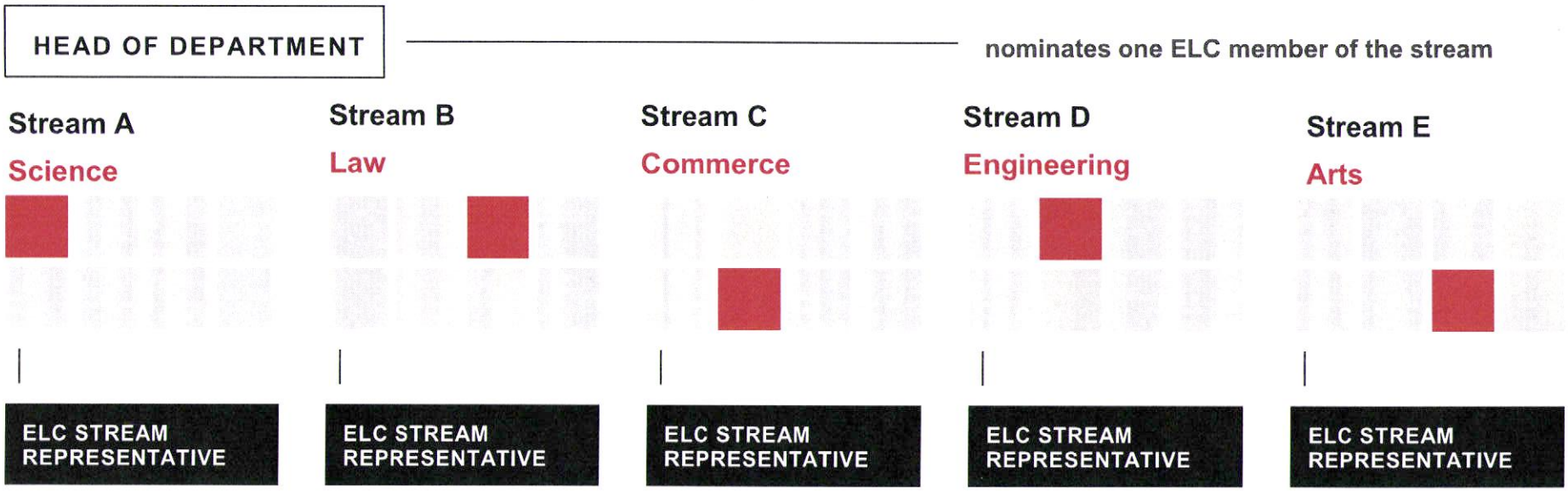
4

On the record

The **ELC Coordinator** uploads every member's details on ECINET.

STEP 1 The Head of Department nominates ELC STREAM REPRESENTATIVE

HEAD OF DEPARTMENT — nominates one ELC member of the stream

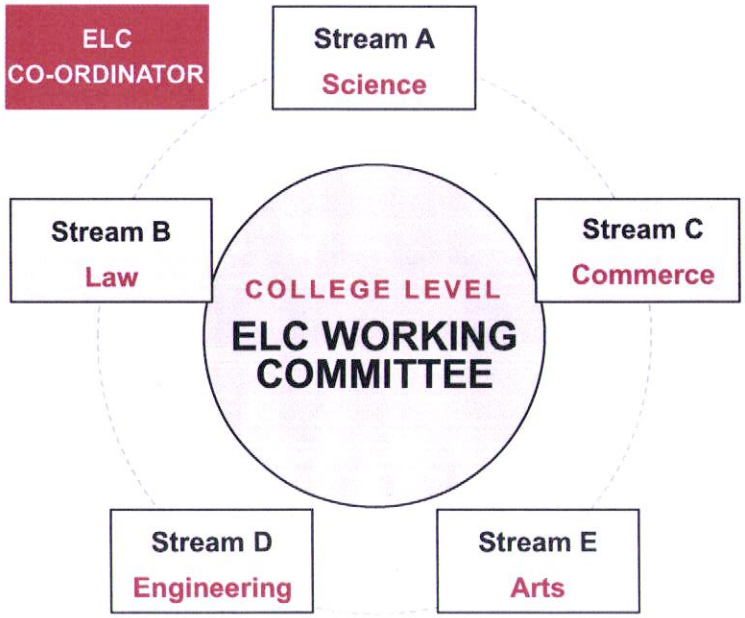


Where a course runs fewer than five years, the years it does run are represented.

STEP 2

The stream representatives take their seats

Every stream sends its representatives to one table. Together they form the college Working Committee — one seat per stream, one voice per stream.



Seats	**One per stream**
Convened by	**ELC Coordinator**
First business	**Adoption of ELC Working Framework & Choosing office bearers**

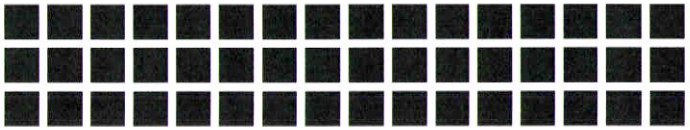
STEP 3

Consensus first, election if needed

All ELC members of the college choose the office bearers — not the Working Committee alone.

A By consensus

The membership discusses and agrees on two names. No vote is taken.

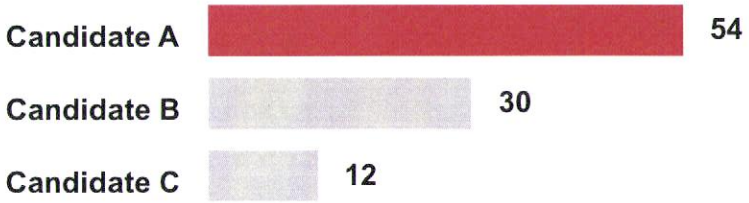


Every ELC member, every stream, every year

AGREED — NO ELECTION

B By election

If no consensus is reached, every ELC member votes. Simple majority carries.



One member, one vote — counted by the ELC Coordinator

PRESIDENT

VICE PRESIDENT

CLAUSE 6 · MEMBERSHIP

Four categories of membership Inside an ELC

Members

All student members, together with the class or year representatives.

Office bearers

The President and the Vice President.

Working Committee

Class or stream representatives of the school, college or university.

ELC Coordinator

Appointed by the Head of Institution to coordinate the club's activities.

CLAUSE 7 · DURATION

Duration of membership



One academic session

MEMBERSHIP CEASES WHEN

The course of study is completed

The student withdraws or enrolment ends

Participation falls and the member becomes inactive

CLAUSE 9 · THE ACTIVITY CALENDAR

The activity calendar

Every ELC plans and runs against the activity calendar approved by the Election Commission of India — discussions, quizzes, activities and demonstrations.

THE ELC COORDINATOR ENSURES

Implement

Approved activities held on time.

Document

A record of what was done, and by whom.

Upload

On the ECINET ELC Portal, against the club's ELC ID.

Amplify

On the ELC social media handles.

ELECTORAL LITERACY CLUB

Activities

Four focus areas of activities run: each built from an explanation session, field activities, a practical demonstration and standard quizzes.

1 Activity/Module : 4 Sessions = 2 month

CLAUSE 10 · Module

The four activities/module

1	2	3	4



Module 1

Know the ECINET Platform



Module 2

Learn the Elector Registration Process



Module 3

Learn the Poll Process



Module 4

Learn the Counting Process

ACTIVITY 1 4 SESSIONS ·2SESSION Per MONTH = 2 Months

Know the ECINET Platform

Objective : Every member can download ECINet, navigate it in their own language, and use citizen services on it - and can teach & Aware someone else to do the same

Explanation Session

ELC Coordinator led:

- Explain why ECI moved from 40+ separate apps and portals to one unified platform
- Identify the main citizen services on ECINet
- Understand its security and transparency Features

Quiz / Puzzle Session

Engaging learning sessions, with quizzes, puzzles, Crossword / word grid, Buzzer round .

Common Rumors/Myths

Practical Activities

ECINet Download & Service Camp

Setup - 4 counters:

1.Download & Installation counter .

2. Search & e-EPIC counter.

3. Forms counter .

4. Explore counter — Know Your Candidate, polling station locator, book-a-call with BLO demo.

Competition & Creative Output

- Reel / short video : ECINET in 60 seconds
- Poster / painting
- Social media UGC campaign
- Explainer in mother tongue

THE FOUR-SESSION CYCLE

How the cycle works — in every module

SESSION	TYPE	PURPOSE	OUTPUT
1	Explanation & discussion (ELC Coordinator)	Build the concept, clear myths	Notes, doubt list
2	Quiz / puzzle / game	Reinforce, test recall	Scores, leaderboard
3	Practical / field activity	Convert knowledge to skill	Camp / demo register, photos
4	Competition & creative output	Spread it outward, assess mastery	Reels, posters, essays, campaign

Standing roles to assign in the club: ELC Coordinator; President, Vice President, Documentation In-charge, Social Media In-charge, Activity Coordinators , and 4 Module Captains — one per module.

ACTIVITY 2 4 SESSIONS · 2 SESSION per MONTH = 2 MONTHS

Learn the Elector Registration Process

Objective : Every member can determine their own eligibility, choose the correct form, fill it accurately with the right documents, track it, and aware and educate others

Explanation Session

ELC Coordinator led :

- State the eligibility conditions and the four qualifying dates
- Match a life situation to the correct form
- Name the officials in the registration chain and the process at each stage – **BLA the concurrent Auditor**
- Importance of a Pure Electoral Roll for Fair and Transparent elections

Quiz / Puzzle Session

- "Pick the Form" speed round
- Spot-the-Error form audit
- Timeline jigsaw
- Acronym relay
- Vocabulary puzzle
- **Common Rumors/Myths**

Practical Activity: Form 6 New Voter Camp/Adopt-a-Booth

Prepare a list of students turning 18

Publicity: posters, class announcements, WhatsApp broadcast, Social Media Posts

Print checklists
Eligibility check
Document Scan
Form Submission & Reference Number
Tracking & Follow UP

Competition & Creative Output

- Essay, Reel, Painting Poster
- UGC
- Photography Contest
- Street play (nukkad natak)

ACTIVITY 3 4 SESSIONS · 2 SESSION per MONTH = 2 MONTHS

Learning the Poll Process

Objective : Every member knows exactly what happens inside a polling station, what a voter is entitled to, what is prohibited, how Polling is done through EVM

Explanation & Discussion

ELC Coordinator Led :

- Describe the polling station layout
- Service Voters
- Polling party's roles
- Polling agents as Concurrent Auditors
- Technical and administrative safeguards of EVM
- Form 17 C Part 1
- Walk through the voter's journey from queue to indelible ink to VVPAT slip
- Identify facilities for special categories, and the rules a voter must follow : Home Voting
- Transparency Features and Ease of Voting

Quiz / Puzzle Session

- "Who Am I?" role cards : PO, P1, P2, P3, polling agent, micro-observer, observers, Returning officers
- Sequence puzzle : Voter's Poll Journey
- Layout drawing challenge
- Glossary bingo
- **Common Rumors/Myths**

Activity

- Mock poll demo
- Role play of Polling Agent, Polling Officers, Presiding Officer and Voter.
- Field extensions
- Polling station visit (with permission) on a non-poll day : Interaction with BLO : Pledge Ceremony
- Voter Awareness Rally

Competition & Creative Output

- Essay, Reel, Painting Poster
- UGC
- SM awareness Campaign
- Photography Contest
- Street play (nukkad natak)

ACTIVITY 4 4 SESSIONS · 2 SESSION per MONTH = 2 MONTHS

Learn the Counting Process

Explanation Session

- ELC Coordinator led :
- Describe the counting center setup and the sequence of counting
- Form 17 C part 2 & Form 20
- Counting Agents as Concurrent Auditors
- Explain VVPAT slip verification and what happens if there's a mismatch
- Counting of Postal ballot
- Transparency Features

Quiz / Puzzle Session

- Sequence race
- Counting maths puzzle
- **Rumors or fact**

Practical Activity: Counting Demonstration

- Demo of counting : Understand role of Counting Agents, Supervisors and Staff, RO, Candidate, Counting and Micro Observers;
- Strong room drill
- Postal ballot counting.

Quiz & Campaigns

- Reel, Infographic challenge
- **Fact-check challenge**
- **Social Media UGC**

After every Session, upload photos and reels to the ECI social media platforms and tag the ECI handles

CLAUSE 14 · REPORTING

What an activity-session report carries

Uploaded on the ECINET ELC Portal within the prescribed timelines by ELC Coordinator .

a **Attendance of members**

b **Brief of the activity held**

c **The performance of each member**

d **Social media links containing Photos & Videos of Session**

CLAUSE 16 · MONITORED THROUGH THE ELC PORTAL

How performance is reviewed

a Membership

b Attendance and participation

c Implementation of the approved calendar

d Quality and regularity of activities

e Innovation and best practices

f Digital & social media engagement and published articles

g Any further indicator prescribed

CLAUSE 17 · MONITORING

Who coordinates with whom

Two-way communication and feedback loop

REPORTS TRAVEL UPWARD →

IN THE INSTITUTION

ELC Coordinator

Runs the club and uploads its activity on the portal.

District ELC Coordinator

Coordinates every club in the district and send report to the CEO.

State ELC Nodal Officer

Coordinates the districts and ACs of the State or UT and send report to the ECI.

AT THE APEX

ECI

Calls for reports and reviews clubs through the portal.

CLAUSE 18 · CERTIFICATION

Your work is certified

Good work will be named, and rewarded

Digital certificates - for membership, for best performance, and for such other categories as approves.

ISSUED TO

Members

Office bearers

ELC Coordinators

The institution itself

Nodal Officers (CEO level, DEO & EROs)

Award proposal

Best Performing ELCs/ELC Members

Nominations climb one level at a time.

LEVEL ONE

District

Every Assembly Constituency may nominate its best ELCs/ELC members to the District .

ACs IN THE DISTRICT



Nominated by each AC

→

LEVEL TWO

State and UT

Every District may nominate its best ELC/ELC members to the State Level.

DISTRICTS IN THE STATE



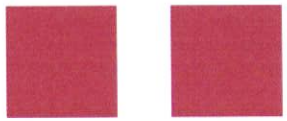
Nominated by each District

→

LEVEL THREE

National

CEO office : may nominate Two Best ELCs/ELC members from each district



Nominated by CEO for every districts

An ELC is a non-political platform.

It exists to promote electoral literacy, democratic values and informed civic participation and its activities stay within this framework and the directions of the Commission.

CLAUSE 21 · NAME, LOGO AND IDENTITY

One logo. One identity.

The name, logo and visual identity of the ELC are used uniformly by every club: design, branding and visual elements follow the guidelines issued from time to time .



APPENDIX SOP FOR ELC REGISTRATION · STEPS 1–3

Registering an educational institution

1

Visit the ELC website

eci.gov.in/electoral-literacy-club or ECINET

Already registered as an ELC? Use "Login" at the top-right of the page.

2

Register your ELC

Read the Working Framework, then click "Register Your ELC".

Either the Head of the Institution or the designated ELC Coordinator may apply.

3

Fill in the registration form

State/UT · District · Assembly Constituency · Type of institution · Category · Board or affiliation · Name of institution · PIN code · Address

Where a type, category or board is not listed, select "Other" and enter it manually.

APPENDIX SOP FOR ELC REGISTRATION · STEPS 4–6

Details, submission and approval

4

Head of Institution

Name · Designation · Email ID · Mobile number

5

ELC Coordinator

Name · Designation · Email ID · Mobile number

Tick the box if the Coordinator is also the Head of the Institution.

6

Submit

Accept the Terms and Agreement, click “Preview and Submit”, and complete OTP verification on the Coordinator's registered mobile number. A confirmation follows by email and SMS.

TRACKING AN APPLICATION

Click “Track Application” and enter the Reference ID received by email or SMS to see the current status.

AFTER APPROVAL

The ELC is assigned a unique ELC Number. Update the club profile any time via “Login”.

Annexure- II

Roles and Responsibilities of Key Stakeholders

A. Educational Institutions (Schools, Colleges & Universities)

- Appoint an ELC Coordinator through the Head of Institution.
- Register the ELC on the ELC Portal through the Head of Institution or designated ELC Coordinator.
- Ensure that accurate institution and coordinator details are submitted during registration.
- Facilitate the formation of the ELC Working Committee and selection of student office bearers.
- Implement activities based on the ECI-approved ELC activity calendar.
- Conduct awareness activities, discussions, quizzes, practical demonstrations & creative competitions.
- Maintain records of attendance, activities, photographs, videos and other supporting material.
- Ensuring timely update of activity reports as prescribed in Annexure-I on the portal.

B. ELC Coordinator (Institution Level)

- Act as the primary coordinator for all ELC activities within the institution.
- Coordinate the formation of the ELC membership and Working Committee.
- Convene meetings of the Working Committee.
- Facilitate the selection of the President and Vice President by ELC members.
- Plan and implement activities as per the approved ELC calendar.
- Ensure that members understand:
    - ECINET and its citizen services.
    - Elector registration and relevant forms.
    - The polling process.
    - The counting process.
- Maintain attendance and activity records.
- Upload member details, activity reports, photographs, videos and social media links on the ELC Portal.
- Promote ELC activities through the club's social media handle.
- Ensure that all activities are conducted in a non-political and inclusive manner.

C. Electoral Registration Officer (ERO)

- Review ELC registration applications submitted by educational institutions.
- Recommend eligible ELC applications for approval.
- Coordinate with educational institutions and the District ELC Coordinator, wherever required.
- Facilitate the registration and onboarding of ELCs within the Assembly Constituency.
- Weekly review and guiding ELCs for implementing activity calendar.

D. District SVEEP Nodal Officer

- Support district-level awareness and outreach for ELC 2.0.
- Coordinate with the District ELC Nodal Coordinator and EROs.
- Facilitate communication with educational institutions.

E. District ELC Nodal Coordinator

- Coordinate the establishment and functioning of ELCs across the district.
- Coordinate with HODs of Department of Technical Education, Medical Education Research, Higher Education & School Education for onboarding of ELCs in the ELC portal and necessary support.
- Maintain regular communication with all EROs and concerned Assembly Constituency-level officials.
- Monitor the number of institutions identified, registered and onboarded.
- Facilitate resolution of registration and portal-related issues.
- Ensure that ELCs follow the approved activity calendar.
- Ensure assistance of district SVEEP nodal officer in implementation of ELC 2.0.
- Ensure 100% registration of educational institutions in the ELC portal.
- Weekly review and monitoring of implementation of ELC activity calendar.
- Ensure maximum participation of ELCs while monitoring quality and regularity of activities.
- Ensure that institutions upload activity reports and supporting material on the portal.
- Compile district-level progress reports and submit them to the State ELC Nodal Officer.
- Identify innovative activities and good practices for recognition and further dissemination.
- Maintain a regular feedback mechanism with EROs and ELC Coordinators.