



Ashtavakra Institute of Rehabilitation Sciences & Research

Formerly Special Art School

App. by Rehabilitation Council of India, Ministry of Social Justice & Empowerment, Govt. of India

Affiliated to GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

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Ref. No. A/RSR/2021-22/3246-B

Dated 26.10.2021

OFFICE ORDER

To: Ms. Priya Panwar, Assistant Professor

Subject: Nodal Officer- Electoral Literacy Club

Reference to the email dated 25.10.2021 from Prof. Manpreet Kaur Kang, Director, Students' Welfare, Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi-110078; Phone No-011-25302801-03.(Copy enclosed)

It was further informed that Electoral Literacy Club in each institute/college is required to establish to sensitize students about electoral rights and electoral process of registration and voting through interesting activities and games. Accordingly, Ashtavakra Institute of Rehabilitation Sciences & Research is being directed as per the directions of O/o CEO, Delhi to establish the same and fill the attached form and mail at elcceodelhi@gmail.com at the earliest.

Accordingly, Ms. Priya Panwar has been deputed as Nodal Officer of Electoral Literacy Club with details as under Form for ELC / VAF

Name of Institute	Ashtavakra Institute of Rehabilitation Sciences & Research
Complete Address Name of Assembly Constituency	PSP, Institutional Area, Madhuban Chowk, Sector-14 Extn., Rohini, New Delhi-110085 Rohini
Name of District	North-West
Name of Nodal Officer	Ms. Priya Panwar
Designation of Nodal Officer	Assistant Professor
Contact Number of Nodal Officer E mail id of nodal	9711571412 <u>Priyapanwar678@gmail.com</u>
Address of Nodal Officer	H. No 366 Shahpur Jat near hauz Khas Police station
Pin code	New Delhi 110049
To be mailed at	elcceodelhi@gmail.com

RESPONSIBILITY OF NODAL OFFICER

Nodal Officer is required to propagate with all conceivable efforts to execute the aims and objects of the Electoral Literacy Club and is required to make herself abreast with all the notifications issued by the competent authorities (Election Commission of India, Nirvachan Sadan; National Voters' Services Portal; Systematic Voters' Education and Electoral Participation) in the matter and take immediate action with proper record and report to the undersigned and the competent authority for the same.

NOMINATION: Nodal Officer must be faculty with Pol. Sc. background will act as the Nodal Officers for the ELC. They will also act as Mentors. The faculty with election duty experience will be preferred for this work. Their job content will focus on:-

1. Promoting and supervising Club enrollment.
2. Supervising the election and formation of the Executive Committee of ELC.
3. Coordinating between the District Election Officer and the ELC for exchange of resources, information etc.
4. Attempt generating new resources and forward the same to the District Election Officer.
5. Guiding and supervising the development of the calendar of activities for the year by the Executive Council.

EXECUTIVE COMMITTEE

Nodal Officer is required to formulate Executive Committee with following composition

- The club would be run by an elected body from amongst the ELC member students with elected representatives from each of the classes.
- The committee members can only be students who are already enrolled as voters.
- The committee must not include any politically active student. However, students with political affiliations may enroll themselves as common members of the ELC itself.
- The elected representatives shall constitute the Executive Committee of the ELC.
- The elected representatives will elect one of the representatives as its Chairman and another as Vice Chairman.
- The Executive Committee, under the guidance, consultation and supervision of the Nodal Officer will be responsible for organizing the activities of the ELC.

Nodal Officer will take the help of Executive Committee Members in the operations of the ELC.



Deputy Director

Copy to :

Incharge- Students Welfare for compliance

Dean-Academics for information

All HoDs & Faculty Members of B-Ed SE (ASD/HI/ID/VI/LD) & BASLP

Library, T&P, Admission Cell etc.

Admin Officer for information

