

A BOOKLET
Of
Code of conduct
On
ELECTORAL LITERACY CLUB
MIRZA GHALIB COLLEGE, GAYA



*As per the guidelines of
Election Commission of India*

The Electoral Literacy Club (ELC) initiative, launched by the Election Commission of India (ECI), aims to promote electoral literacy among citizens, especially youth and first-time voters. These clubs serve as platforms for enhancing awareness about the electoral process, rights and responsibilities of voters, and the importance of informed voting.

ELCs conduct various activities, such as workshops, seminars, and interactive sessions, to engage participants in discussions about the electoral system, the significance of participation in democracy, and how to navigate the voting process. By fostering a sense of civic responsibility, the ECI seeks to create a more informed electorate that actively participates in shaping the nation's future.

In aligning with this vision of Election of Commission of India, Mirza Ghalib College has set up an ELC by the name Mirza Ghalib College Electoral Literacy Club (MGC-ELC). For this purpose, the College has sent a letter to the District Election Officer Gaya, and sought its cooperation and guidance in constituting an effective ELC for a noble good. The ELC is yet to be formally registered. Yet, the ELC has started functioning.

Objectives

- 1.Enhance Electoral Awareness:** Educate members about the electoral process, including registration, voting procedures, and the significance of participating in elections.
- 2. Promote Civic Responsibility:** Instill a sense of civic duty and responsibility among citizens regarding their role in democracy.
- 3. Foster Critical Thinking:** Encourage members to analyze political information critically and make informed choices during elections.
- 4. Engage Youth:** Actively involve young people in discussions about their rights and responsibilities as voters.
- 5.Create a Supportive Network:** Build a community that supports dialogue about electoral issues and shares knowledge among members.

Functions

1. **Conduct Workshops and Seminars:** Organize educational sessions to discuss various aspects of the electoral process, including rights and responsibilities of voters.
2. **Awareness Campaigns:** Launch campaigns to reach out to the wider community, especially targeting first-time voters and marginalized groups.
3. **Interactive Activities:** Facilitate quizzes, debates, and group discussions to engage members and encourage active participation.
4. **Collaboration with ECI:** Work closely with the Election Commission of India for resources, training, and guidance in organizing events and activities.
5. **Feedback Mechanism:** Establish a system to gather feedback from participants to improve future initiatives and address community-specific electoral challenges.

Activities

1. **Orientation Sessions:** Conduct introductory sessions for new members to familiarize them with the ELC's objectives and activities.
2. **Guest Lectures:** Invite experts, including election officials and civic educators, to speak on relevant topics.
3. **Mock Elections:** Organize mock elections to provide hands-on experience of the voting process.
4. **Voter Registration Drives:** Facilitate voter registration campaigns to ensure all eligible citizens are registered.
5. **Social Media Campaigns:** Utilize social media platforms to disseminate information and engage a wider audience.

Nodal Officer

The College has appointed **Dr. Md. Ali Hussain**, assistant professor, Department of Political Science as the nodal officer for the ELC. The functions of the nodal officer are as follows:

1. To promote and supervise enrollment at the ELC.
2. To supervise the election and formation of the executive committee of ELC.
3. To Coordinate between the District Election Officer and the ELC for exchange of resources, information etc.
4. To guide and supervise the development of ELC activities by forming a annual calendar plan.

Executive Committee

The following students are members of the executive committee. These students are voters.

ELECTORAL LITERECY CLUB Executive Committee Members (2024)

Sl. No	Name	Designation	Session	Department
1	Dr.Md. Ali Hussain	Nodal officer		Pol.Sc.
2	Dr. Pervez Wahab	Convener		Commerce
3	Raushan Kumar	Students' coordinator	2022-24	Physics
4	BushraKhatoon	Students	2022-24	Commerce
5	Kritika Singh	Student	2022-24	Commerce
6	Drakhshan Nigar	Student	2022-24	Commerce
7	Suble Siddique	Student	2022-24	Commerce
8	Md.Saif	Student	2023-25	Commerce
9	Nishi Kumari	Student	2023-25	Commerce
10	AarfaJabin	Student	2023-25	Commerce
11	Uttam Kumar	Student	2023-25	Commerce
12	Safar Imam	Student	2023-25	Commerce

13	Sadaf Anwar	Student	2023-25	Commerce
42	Swati Kumari Keshri	Student	2022-24	Commerce
48	Harsh Raj Deepu	Student	2022-24	Mathematics
49	Md. Ejaz Alam	Student	2022-24	Mathematics
50	Gautam Kumar	Student	2022-24	Mathematics
51	Md.SaquibAlam	Student	2022-24	Mathematics
52	Shaillendra Kumar	Student	2022-24	Mathematics
43	Taibun Khan	Student	2022-24	Physics
44	KunalNidhi	Student	2022-24	Physics
45	Mahwish Perween	Student	2022-24	Physics
46	Ashfa Firdous	Student	2022-24	Physics
47	Zeenat Ashrafi	Student	2022-24	Physics
23	Nigar	Student	2022-24	Pol.Sc.
24	Nazia Nargish	Student	2022-24	Pol.Sc.
25	Shalini Kumari	Student	2022-24	Pol.Sc.
26	KunalSahni	Student	2022-24	Pol.Sc.
27	Md.Sahil	Student	2023-25	Pol.Sc.
28	Nazreen	Student	2023-25	Pol.Sc.
29	Aayushi Kumari	Student	2023-25	Pol.Sc.
30	Monu Kumar	Student	2023-25	Pol.Sc.
14	Sana Husnain	Student	2022-24	Psychology
15	Md.MustafaAlam	Student	2022-24	Psychology
16	Puja Kumari	Student	2022-24	Psychology
17	Ravindra Kumar Choudhray	Student	2022-24	Psychology
18	KhushbooHasnat	Student	2022-24	Psychology
19	Karan Tiwari	Student	2023-25	Psychology
20	Rakesh Kumar	Student	2023-25	Psychology

21	Shahani Khatoon	Student	2023-25	Psychology
22	Khushi Kumari	Student	2023-25	Psychology
31	Mamta Kumari	Student	2022-24	Zoology
32	Rabiya Sultana	Student	2022-24	Zoology
33	Shaista Yasmin	Student	2022-24	Zoology
34	Md. Makbul Alam	Student	2022-24	Zoology
35	Sagufta Shaheen	Student	2022-24	Zoology
36	Naulesh Kumar	Student	2022-24	Zoology
37	Alisha Fatma	Student	2023-25	Zoology
38	Warish Fatima	Student	2023-25	Zoology
39	Chandni Kumari	Student	2023-25	Zoology
40	Fiza Naaz	Student	2023-25	Zoology
41	Zakiya Khanam	Student	2023-25	Zoology

Executive Committee Responsibilities

1. **Leadership:** Provide strategic direction and leadership to the club, ensuring alignment with the ECI's objectives.
2. **Planning and Coordination:** Organize and coordinate all club activities and events, ensuring effective implementation.
3. **Membership Management:** Oversee the recruitment, retention, and engagement of club members.
4. **Resource Management:** Manage financial resources and seek funding or sponsorships for club activities.
5. **Monitoring and Evaluation:** Assess the impact of club activities, gather feedback, and adapt strategies as needed to enhance effectiveness.
6. **Liaison with ECI:** Maintain regular communication with the Election Commission of India for guidance, support, and updates on electoral policies.

Convener

Dr. Pervez Wahab, Assistant Professor, Department of Commerce is the convener of the ELC at the College. His functions are as follows:

1. Identifying and involving student members in organizing various ELC activities.
2. Conducting activities under the overall guidance of the Nodal Officer.

Venue

The M.M Hall of the College is the designated space to be utilized for conducting all activities of the ELC. The Hall is spacious and airy.

A Glance at Some Activities Conducted by MGC ELC





Estd : 1969

Phone : 0631-22

MIRZA GHALIB COLLEGE, GAYA

मिर्जा ग़ालिब कॉलेज, गया

NAAC ACCREDITED GRADE - 'B'
(A Deficit Grant Post Graduate Minority College)
Magadh University, Bodh-Gaya

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Email : mgcprincipalgaya@gm
Website : mirzaghalibcollegegaya

Ref. MGC/P/181/24

Date 26/10/24

To,
District Election Officer,
Gaya

Subject: Enrolment for Electoral Literacy Club at Mirza Ghalib College, Gaya

Respected Sir,

With reference to the subject mentioned, I want to seek your cooperation in setting up an ELC at our college. The college wants to be a part of the initiative of the Election Commission of India in promoting awareness and participation among young voters of our college. Our college hosts 22 UG programs and 12 PG programs where would-be voters and already enrolled voters are studying. Through this ELC, we want to promote electoral literacy and values of Indian democracy among the students of 18-21 years old. The following details pertaining to the function of the ELC at the college are as follows:

Name of ELC: Mirza Ghalib College Electoral Literacy Club

Nodal Officer: Dr. Md. Ali Hussain, Assistant Professor, Department of Political Science

Executive Committee: Elected students from each department of the college. These students are enrolled as voters.

Convener: Dr. Pervez Wahab, Assistant Professor, Department of Commerce.

Venue: All activities of the ELC will be performed at the M.M Hall of our college.

Corresponding to the above details, we request you to enable us set up the ELC at the college.

Yours sincerely

Ali Hussain
26/10/24
(Dr. Md. Ali Hussain)

Professor In-charge
Mirza Ghalib College, Gaya
Contact No.: 9473324141

Prof. Incharge

Mirza Ghalib College