

| Sr. No. | Learning Objective                                    | Sub Learning Objective                                  | Tasks   | Duration | Methodology |
|---------|---|---|---|----------|-------------|
| 1       | To define his role and responsibility during election | To identify with the general roles during the election. | <ul style="list-style-type: none"> <li>• To observe the working of various officers, polling agents, security personnel on duty on poll day and report the activities of the day to General Observer.</li> <li>• To observe that a fair, unbiased and peaceful election process takes place at the polling booth assigned to him.</li> <li>• To be present at/ visit the given polling booth throughout the day and observe all the processes of the election as per the guidelines of ECI</li> </ul>   |          |             |
|         |   | To enlist his key responsibilities during election.     | <ol style="list-style-type: none"> <li>1. To be present at the time of mock polls at the polling booth/s assigned to him</li> <li>2. To observe whether the identification document particulars were being filled up meticulously in Register of Voters (Form 17-A) by 2<sup>nd</sup> polling officer.</li> <li>3. To observe whether the Presiding Officer or Polling Officers were going towards voting compartment or giving any undue instructions to the voters</li> <li>4. To check whether the scrutiny of voters in the Absentee, Shifted and Duplicate list was done meticulously by the Presiding Officers in accordance with ECI Guidelines.</li> <li>5. To check whether sealing of voting machine was done by presiding officer</li> </ol> |          |             |

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|         |   |  | <p>according to ECI instructions.</p> <ol style="list-style-type: none"> <li>6. To keep a track of complaints by candidates as well as polling agent/s, election agent/s or any political party and also understand the nature and seriousness of the complaint.</li> <li>7. To report to General Observer at the collection centers and handover the envelope containing the report after the poll.</li> <li>8. To observe whether sufficient polling material has been provided to the Presiding Officer and Polling party.</li> <li>9. To bring to the notice of General Observer whenever he feels that the poll is being vitiated for any reason through phone or wireless or any other means.</li> <li>10. Assess the preparedness of the election process on the day of poll like presence of polling party, mock polls, facilities at polling booth, polling materials, status of EVMs, security arrangements, etc</li> </ol> |          |             |
| 2       | To be acquainted with the Authorities of MO | To know about his/her powers and authorities given from ECI. | <ul style="list-style-type: none"> <li>• To scrutinize the voters' list and other information.</li> <li>• To access the entries in the voter's register (Form 17 A) to see if it is filled as per prescribed procedure by polling officer.</li> <li>• To enter and leave assigned polling</li> </ul>  |          |             |

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|         |   |  | booths as many times as required.  |          |             |
| 3       | To be conversant of various laws related to Election                            | Representation of People's Act, 1950   | To overview all sections of the act.   |          |             |
|         |   | Representation of People's Act, 1951   | To be acquainted about various sections related to election process.   |          |             |
|         |   | Conduct of Election Rules 1961   | To be aware about the various sections related to election process   |          |             |
|         |   | Indian Penal Code  | To be acquainted with the offences and corrupt practices in connection with elections  |          |             |
| 4       | To be clear about the operations of Electronic Voting Machine                   | To justify the Functioning of EVM  | <ul style="list-style-type: none"> <li>To detect whether the BU and CU is kept in the polling booth according to the guidelines of ECI</li> <li>To make sure that the BU and CU is connected properly with the interconnecting cable.</li> <li>To observe whether the compartment maintains the secrecy of the voting</li> </ul> |          |             |
|         |   | To know the sealing process of the EVM   | <ul style="list-style-type: none"> <li>To observe whether the sealing of voting machine done properly</li> <li>To observe whether signatures of polling party is taken on the sealing strips.</li> </ul>   |          |             |
| 5       | To be acquainted with the Model Code of Conduct and report the deviations to GO | To observe the related clauses of Model Code of Conduct with regards to election | <ul style="list-style-type: none"> <li>To observe that no vehicles are allowed inside the 100 meter perimeter of the polling station</li> <li>To observe that no canvassing is allowed in 100 meter perimeter of Polling Station</li> <li>To observe that the candidate's booth is</li> </ul>                                    |          |             |

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|         |   |  | set up according to ECI guidelines outside the 100 meter area of Polling Station <ul style="list-style-type: none"> <li>• To observe that the voter's slip provided by candidate does not contain any party symbols or markings.</li> <li>• To observe that no poster or banner of any candidate or polling party is seen in 100 meter perimeters of Polling Station.</li> </ul>  |          |             |
| 6       | To be acquainted with the Mock Poll Process           | To report the process of mock poll according to the guidelines of ECI                        | <ul style="list-style-type: none"> <li>• To note down the time of mock polls</li> <li>• To report whether the data is been deleted from EVMs after the mock polls</li> <li>• To sign the Mock Poll Certificate</li> </ul>   |          |             |
| 7       | To be clear about the arrangements at polling station | To recognize the arrangements outside the Polling Station and report the deviation if found. | <ul style="list-style-type: none"> <li>• To observe whether this items are displayed prominently outside the polling station               <ol style="list-style-type: none"> <li>1. Notice specifying polling area</li> <li>2. Electors entitled to vote the polling station</li> <li>3. Copy of the list of the contesting candidates</li> <li>4. A cardboard display of Ballot Unit for demonstration.</li> </ol> </li> <li>• To observe whether the sufficient space is provided outside the polling station</li> <li>• To observe that Separate waiting space for men and women is provided</li> </ul> |          |             |
|         |   | To record the arrangements inside  | <ul style="list-style-type: none"> <li>• To observe whether a separate entrance and exit for voters is provided or not</li> </ul>   |          |             |

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|         |   | the Polling Station and report the deviation if found.   | <ul style="list-style-type: none"> <li>• To observe the flow of voters at polling Booth</li> <li>• To observe whether the seating arrangements of Polling Party is according to guidelines of ECI</li> <li>• To observe the secrecy of voting is maintained by putting the voting compartment according to guidelines of ECI or violated</li> </ul>  |          |             |
|         |   | To identify who are allowed in the Polling Station and if any unauthorized person found, report it to GO | <p>To enlist who are allowed in the Polling Station by filling the visiting sheet</p> <ul style="list-style-type: none"> <li>• Voters in Manageable numbers</li> <li>• Candidate in that Assembly Constituency</li> <li>• Election Agent in the Assembly Constituency</li> <li>• Polling Agent of Candidates in that Polling Station</li> <li>• Authorized media persons</li> <li>• Election Officials</li> <li>• Micro Observers</li> <li>• A child in arms accompanying an elector</li> <li>• Persons with a valid entry pass</li> </ul> |          |             |
| 8       | To observe the working of Presiding Officer | To define the roles and responsibility of Presiding officer and report the deviation if found.           | <ul style="list-style-type: none"> <li>• To observe whether sufficient polling material has been provided to Presiding officer.</li> <li>• To observe whether the presiding officer has collected EVM according to requirement at polling booth.</li> <li>• To observe whether the polling station</li> </ul>  |          |             |

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|         |  |   | <p>arrangements are made according to the guidelines of ECI</p> <ul style="list-style-type: none"> <li>• To observe whether the EVMs are set up before commencement of poll</li> <li>• To observe whether the mock poll is conducted and the data has been deleted before the actual poll</li> <li>• To observe that the poll is closed at the end of the polling hour as per prescribed voting procedure.</li> </ul>   |          |             |
| 9       | To be aware about the working of Polling Officer | To identify the roles and responsibility of PO and report the deviation if found. | <ul style="list-style-type: none"> <li>• To observe whether the polling officer marks in the electoral roll</li> <li>• To observe whether the polling officer takes care during identification of elector</li> <li>• To observe whether the polling officer marks the indelible ink properly on the fore finger of left hand according to the guidelines of ECI</li> <li>• To observe whether the register of voters is been properly filled by polling officer.</li> <li>• To observe if the polling officer issues the voter's slip to voters only after obtaining signature or thumb impression in register.</li> <li>• To observe if the voter is allowed to vote only after completing the formalities according to guidelines of</li> </ul> |          |             |

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|         |  |   | ECI   |          |             |
| 10      | To define the working of Polling Agent                                 | To get acquainted with the roles and responsibilities of polling Agent  | <ul style="list-style-type: none"> <li>• Polling agent has the same working procedures as micro observer that is to observe the election procedure</li> <li>• Polling agent has an authority to challenge the identity of voter by paying the challenge fees that is 2 Rs.</li> </ul>   |          |             |
| 11      | To identify the Security Arrangements with reference to ECI guidelines | To be aware about the roles and responsibilities of the security personnel deployed at polling booth and report the deviation if any. | <ul style="list-style-type: none"> <li>• To verify the deployment of CPF personnel on the entrance of polling station.</li> <li>• To report if any unauthorized person is allowed to enter the polling booth by CPF personnel</li> <li>• To observe if CPF personnel performs his duty according to the commission's instruction.</li> </ul>                                |          |             |
| 12      | To know the deviations during the election process                     | To understand the deviations in the election process and feasible solution in such situations   | <p>?????</p> <ol style="list-style-type: none"> <li>1. Mock poll not conducted</li> <li>2. Unauthorized person enters in polling booth</li> <li>3. Voters are stopped from coming to polling booth</li> <li>4. Officers in charge are not performing the tasks according to ECI guidelines.</li> <li>5. Polling staff is frequently going to voting compartments</li> </ol> |          |             |