



**TECNIA INSTITUTE OF ADVANCED STUDIES**  
**GRADE "A" INSTITUTE**



Approved by AICTE, Ministry of Education, Govt. of India, Affiliated to G.G.S.I.P. University  
 Recognized Under Sec. 2(f) of UGC Act 1956.

**INSTITUTIONAL AREA MADHUBAN CHOWK, ROHINI, DELHI 110085**  
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**Electoral Literacy Club**  
 No Voter to be Left Behind



<b>Outreach Report on Fulfilling Duties: Understanding the Citizen Charter &amp; Using the Voter Services Portal</b>	
<b>Title of Activity*</b>	Fulfilling Duties: Understanding the Citizen Charter & Using the Voter Services Portal"
<b>Event – Awareness/Outreach</b>	Outreach
<b>Program Theme*</b>	Empowered Citizens for Inclusive and Responsible Democracy
<b>In association with (Dept./ Centre/ Cells/Clubs/ Committees Name)</b>	Unnat Bharat Abhiyan (UBA) and National Service Scheme(NSS)
<b>Objectives</b>	<ul style="list-style-type: none"> <li>To create awareness among citizens about their constitutional duties and civic responsibilities.</li> <li>To introduce the concept and importance of the Citizen Charter in promoting transparency and accountability.</li> <li>To train participants on the practical use of the Voter Services Portal for electoral participation.</li> <li>To encourage informed, ethical, and inclusive participation in the democratic process.</li> <li>To strengthen the role of citizens as active contributors to nation-building.</li> </ul>
<b>Mulya Pravah</b>	<ul style="list-style-type: none"> <li>Constitutional Values</li> <li>Integrity</li> <li>Inclusiveness</li> <li>Civic Awareness</li> <li>Responsible Citizenship</li> </ul>
<b>UNSDG</b>	 
<b>Outcomes with its impact</b>	<ul style="list-style-type: none"> <li>Participants developed a clearer understanding of constitutional duties and their relevance in daily civic life.</li> <li>Citizens learned how the Citizen Charter ensures transparency and efficient public service delivery.</li> <li>Community members gained hands-on knowledge of accessing and using the Voter Services Portal.</li> <li>Increased awareness regarding voter registration,</li> </ul>

	<p>correction of details, and electoral services.</p> <ul style="list-style-type: none"> <li>The outreach promoted responsible citizenship and strengthened democratic participation at the grassroots level.</li> </ul>
<b>External Expert</b>	NA
<b>Internal Expert/Faculty</b>	Dr. Parul Gaba
<b>Date</b>	23rd August, 2025
<b>Time</b>	11:00 a.m. onwards
<b>Venue</b>	Khampur Village
<b>Social media link</b>	
<b>Poster/Flyer/Notice*</b>	
<b>No. of Students*</b> (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)	24

<b>No. of Faculty*</b> (only no. to be written , list in excel or word should be maintain at department level as proof for any further requirement)	01
<b>No. of External Participants (students + faculty)</b> [write NA if not applicable]	NA

**Geotag Photographs(with Caption)\***




**Students proceeding for the outreach activity to engage with the community on civic awareness and democratic responsibilities.**



**Faculty and students engaging with local residents to explain constitutional duties and civic responsibilities.**

**Report: Description in (min 250 to max 800 words)\***

The Electoral Literacy Club of Tectnia Institute of Advanced Studies in collaboration with UBA and NSS organized an Outreach Program titled “Fulfilling Duties: Understanding the Citizen Charter & Using the Voter Services Portal” on 23rd August 2025 at Khampur Village. The initiative aimed to strengthen civic awareness among community members by focusing on constitutional duties, citizen-centric governance, and accessible electoral services. The outreach program began with an interactive discussion on the role of citizens in sustaining a healthy democracy. Participants were sensitized to the importance of constitutional duties such as respecting democratic institutions, promoting unity and integrity, and actively participating in civic processes. The session emphasized that nation-building is a collective responsibility that begins with informed and responsible

	<p>citizens. A key component of the program was the explanation of the Citizen Charter, highlighting its role in ensuring transparency, accountability, and time-bound delivery of public services. Citizens were informed about their rights to expect fair and efficient services from public authorities, thereby empowering them to engage confidently with governance mechanisms. The event further included a practical orientation on the Voter Services Portal, where participants were guided on voter registration, updating personal details, searching names in the electoral roll, and locating polling stations. The digital demonstration helped demystify online electoral services and encouraged citizens to utilize technology for smoother civic participation. Students actively assisted residents in understanding the portal and addressed queries related to electoral enrollment and ethical voting practices. The interactive nature of the session fostered trust, participation, and enthusiasm among the community members. Dr. Parul Gaba (Nodal Officer, ELC) guided the outreach activity and emphasized the importance of awareness, integrity, and inclusiveness in strengthening democratic institutions. The students played a crucial role in translating complex civic information into simple, understandable language, ensuring effective community engagement. The outreach program concluded with a reflection on the significance of informed citizenship and the collective role of individuals in upholding democratic values. The initiative successfully reinforced civic responsibility and encouraged citizens to actively participate in the democratic process.</p> <p>Overall, the program proved to be impactful in promoting constitutional awareness, ethical participation, and inclusive democracy at the grassroots level.</p>
<p><b>Attendance Sheet*</b></p>	<p>Attached at the end of Report</p>
<p><b>For Office Use: Notification No.</b></p>	
<p><b>Name and Signature of Event Coordinator/Nodal Club Officer/Club Incharge (with stamp)</b></p>	
<p><b>List of Participants Attached (Separate Page)</b></p>	



# TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC GRADE "A" INSTITUTE (CYCLE-2)

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**INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI-110085**

## List of Participants

**Title of the Event/Activity:-** Fulfilling Duties: Understanding the Citizen Charter & Using the Voter Services Portal

**Club Name:** Electoral Literacy Club

**Date:** 23<sup>rd</sup> August, 2025

S.No.	Name of Student	Enrollment no.	Program & Sem
1	Dipansh Sharma	00117003925	MBA I SEM
2	Vishakha	00717003925	MBA I SEM
3	Nidhi	01317003925	MBA I SEM
4	Chetna Jindal	0 4021301723	BBA V SEM
5	Nishita Dhingra	03121301723	BBA V SEM
6	Tina Maity	03321301723	BBA V SEM
7	Manya Sharma	05321301723	BBA V SEM
8	Sarika Jaiswal	00217003924	MBA III SEM
9	Yuvraj Luthra	50117003924	MBA III SEM
10	Shreya Sharma	35317003924	MBA III SEM
11	Saatvik Khanna	03417001724	BBA III SEM
12	Yuvraj Kochchar	03517001724	BBA III SEM
13	Dipansh Sharma	00117003925	MBA I SEM
14	Vishakha	00717003925	MBA I SEM
15	Aryan Mehta	03617001724	BBA III SEM
16	Aadit Goel	03717001724	BBA III SEM
17	Palak Aggarwal	04717001724	BCA III SEM
18	Aarav Jain	00217002425	BA (JMC) I SEM
19	Aadya Sisodia	00417002425	BA (JMC) I SEM
20	Pranati	00721302425	BA (JMC) I SEM
21	Aadya Sisodia	00417002425	BA (JMC) I SEM
22	Pranati	00721302425	BA (JMC) I SEM
23	Mihir Kalia	00717088825	B.COM(H) I SEM
24	Shikhar Garg	01117088825	B.COM(H) I SEM

Nodal Officer, Electoral Literacy Club  
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